Wisconsin

Campus Locations

- Green Bay
- Wausau

Additional Campus Locations:
- Fort Myers, FL
- Ocala, FL
- Pasco County, FL
- Aurora, IL
- Rockford, IL
- Romeoville/Joliet, IL
- Brooklyn Park, MN
- Eagan, MN
- Eden Prairie, MN
- Lake Elmo / Woodbury, MN
- Mankato, MN
- Moorhead, MN
- St.Cloud, MN
- Bismarck, ND
- Fargo, ND

Inside This Catalog

- Programs of Study
- Course Descriptions
- College Policies
- Administration
- Faculty & Staff

Effective August 11, 2009.
This edition replaces previous editions.
MISSION

Rasmussen College is dedicated to serving our communities by recognizing the diverse needs of individuals. We encourage personal and professional development through respect, appreciation, and a commitment to general education as a foundation for lifelong learning.

As an institution of higher learning, the College is committed to preparing students to be active, productive, and successful contributors to a global community.

PURPOSE

To accomplish our mission, Rasmussen College has established these purposes:

1 Educational Excellence: Rasmussen College creates a teaching/learning community that is challenging, stimulating, and student-focused. This is accomplished through an integrated system of accessible resources, interactive classes, and a rigorous curriculum.

2 Learning Environment: Rasmussen College provides learning opportunities in an environment of mutual respect in an unbiased atmosphere that prepares students for challenging careers and lifelong learning.

3 Professional Development: The institutional culture of Rasmussen College provides and supports ongoing opportunities for professional growth for students and employees, preparing well-rounded individuals who contribute to our global community.

4 Modern Technology: Rasmussen College supports the use of modern technology as a tool to enhance student learning and enrich the classroom environment, as well as empower students to adapt in an ever-changing workforce. The College is committed to student development through the implementation of virtual classrooms utilizing the online learning modality.

5 Service to Communities: Rasmussen College creates and maintains a collaborative community where students, employees, business, industry, professional associations/communities, and other institutions of higher learning benefit from shared knowledge and experience.

6 Assessment and Planning: Rasmussen College students, both residential and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists the College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the institution.
Board of Directors

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– President, Northwestern University
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Table of Contents

Enrollment Procedures ................................................................. 4
Calendar ...................................................................................... 4
Financial Aid .............................................................................. 5
Scholarship and Grant Programs .............................................. 6
School of Allied Health ............................................................... 7
School of Business ................................................................. 12
School of Education ............................................................... 15
School of Justice Studies ......................................................... 16
School of Technology and Design ........................................... 18
Course Descriptions .............................................................. 20
Academic Information and College Policies ......................... 30
Faculty and Staff ................................................................. 41
Enrollment Procedures

You’ve already taken the first big step by scheduling your campus visit and meeting your admissions representative. Our admissions professionals can now help you explore the various options that best meet your goals, interests, educational needs, and work or activities schedule. Your team will help you find the learning program, location, and coursework that are right for you.

When you’ve chosen the option that best meets your needs, you can apply for admission by submitting the following:

- Application Form
  (Apply early for best class choices and scholarship opportunities.)
- $60 fee for entire program or $20 per course
- An attestation of high school graduation or equivalency
- College placement exam results
- Required credentials for foreign students, including TOEFL test score of 500 paper-based or 173 computer-based, plus first quarter tuition.
- Individuals applying for admission to the Medical Laboratory Technician program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for this program under Academic Information and College Policies.
- In addition, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.

Rasmussen College will notify you in writing of your acceptance or rejection. All money paid to the College will be refunded if you are not accepted except any non-refundable test fees required for the Medical Laboratory Technician program. All new students will attend an orientation session a week or two before classes start. This required session is an opportunity to learn College policies and course scheduling, and to meet other students.

Picking a Start Date

2009-2010 Academic Calendar

- 2009 Summer Quarter
  July 6 – September 20
- 2009 Early Fall Quarter
  August 10 – September 20
- 2009 Fall Quarter
  October 5 – December 20
- 2009 Early Winter Quarter
  November 9 – December 20
- 2010 Winter Quarter
  January 4 – March 21
- 2010 Early Spring Quarter
  February 8 – March 21
- 2010 Spring Quarter
  April 5 – June 20
- 2010 Early Summer Quarter
  May 10 – June 20
- 2010 Summer Quarter
  July 6 – September 19

College Holidays

- New Year’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Friday prior to Labor Day (Employee Appreciation Day)
- Labor Day
- Veterans Day
- Thanksgiving Day and the following Friday
- Christmas Day
Primary Sources of Financial Aid and How to Apply.

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

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

- Various state and federal student loan programs.
- Gift Aid, also known as grants, is assistance you do not have to pay back and is usually based upon financial need.
- Employment through work study programs may provide relevant work experience and decrease the necessity of borrowing student loans for living expenses.

Tuition Rates
Please see the Tuition Structure section under Academic Information and College Policies for complete information on tuition rates.

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift Aid</td>
<td>Federal Pell Grant Program</td>
<td>$609 - $5,350</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td></td>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid – Awarded by the College</td>
</tr>
<tr>
<td></td>
<td>Academic Competitiveness Grant (ACG)</td>
<td>$750 for first year; $1300 for second year</td>
<td>Free Application for Federal Student Aid</td>
</tr>
<tr>
<td>Employment</td>
<td>Federal Work Study</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid – Awarded by the College</td>
</tr>
<tr>
<td>Federal Loan Programs</td>
<td>Federal Subsidized Stafford Loan Program</td>
<td>1st Year - $3,500; 2nd Year - $4,500; 3rd Year &amp; above $5,500</td>
<td>Free Application for Federal Student Aid and Promissory Note</td>
</tr>
<tr>
<td></td>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st &amp; 2nd Year $6000; 3rd Year &amp; above $7000.</td>
<td>Free Application for Federal Student Aid and Promissory Note</td>
</tr>
<tr>
<td></td>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note</td>
</tr>
<tr>
<td>Veterans’ Benefits</td>
<td>Veterans’ Benefits</td>
<td>Monthly benefit based on service contributions</td>
<td>Veterans Administration or Veterans Service Officer</td>
</tr>
</tbody>
</table>

Veterans' Benefits
Veterans and dependents of veterans, including Guard and Reserve Components.

Veterans Administration or Veterans Service Officer.
Scholarship and Grant Programs

Rasmussen College offers the following institutional scholarship and grant programs. Some campuses have additional scholarships available; please contact your Financial Aid Office for more information.

Grade Point Achievement Scholarships
If you are like most students, you don’t have a pile of cash lying around to pay for college. So you’ll be glad to know that based on your high school cumulative GPA, Rasmussen College offers scholarship opportunities up to $10,000 for incoming first-year students. Below is a quick look at the available Grade Point Achievement scholarships. Ask your Admissions Representative for all the details and an application form.

Grade point average is based upon a 4.0 scale. Other grade point scales will be converted to a 4.0 scale to determine award.

Eligibility guidelines for the Grade Point Achievement Scholarships are as follows:

- Student must carry a minimum of 9 credits per full quarter or 7 for a mid-start term, maintain satisfactory academic progress, and not be on Academic Warning/Probation, or the award is forfeited from that point forward.
- Awards are forfeited if attendance is discontinued or interrupted for Associate Degree seeking students. Bachelor’s Degree seeking students may interrupt attendance a maximum of 2 instances, with each instance no more than one quarter and not more than once in any one calendar year. (Students who interrupt attendance under the Medical Leave or Involuntary Medical Withdrawal policy are exempt from this limit.)
- The GPA Scholarships cannot be used in conjunction with Corporate Partner discounts.

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

10% Military Discount
All current and retired military personnel, as well as veterans, enrolling in a degree, diploma, or certificate program are eligible for a 10% tuition discount. In order to qualify for the discount, all admission requirements must be completed, and applicants must provide proof of service by submitting an actual or faxed copy of their military ID card, including expiration date. Retired military personnel must provide valid military retiree ID or DD 214 form. In addition, the College will extend the 10% discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above. These individuals must provide an actual or faxed copy of their dependent military ID card, which includes an expiration date.

Corporate Discount
Some companies receive a tuition discount from Rasmussen College for eligible employees. Contact your campus for details.

On-Time Graduation Scholarship and Accelerated Graduation Scholarship
Rasmussen College is committed to helping students get their degree and start their new careers. To help our students reach that goal faster, Rasmussen offers two scholarships to students to help make on-time graduation a reality. Students who take thirteen (13) or more credits a quarter will receive a $500 Accelerated Graduation Scholarship each quarter. Additionally, students who take nine (9) to twelve (12) credits per quarter will receive a $300 On-Time Graduation Scholarship each quarter. Students who start in February, May, August, or November and take seven (7) or eight (8) credits will receive a $200 On-Time Graduation Scholarship their first quarter.

Restrictions
Students are eligible for only one of the following scholarship and grant programs at a time:

- Grade Point Achievement Scholarship
- Early Start Program
- 10% Military Discount
- Corporate Discount

Students may combine any of these scholarships with the On-Time Graduation Scholarship and/or the Accelerated Graduation Scholarship.

If your cumulative
Grade Point
Average upon
graduation
is between:
You will receive the following Scholarship:
If you apply for admission prior to January 30, your award is:
If you apply for admission between January 30, and April 30, your award is:

<table>
<thead>
<tr>
<th>GPA Range</th>
<th>Scholarship</th>
<th>Associates</th>
<th>Bachelors</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.00 – 2.74</td>
<td>Success Award</td>
<td>$1,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>2.75 – 2.99</td>
<td>Achievement Award</td>
<td>$1,500</td>
<td>$3,000</td>
</tr>
<tr>
<td>3.00 – 3.24</td>
<td>Silver Circle Award</td>
<td>$2,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>3.25 – 3.49</td>
<td>Gold Circle Award</td>
<td>$2,500</td>
<td>$5,000</td>
</tr>
<tr>
<td>3.50 – 3.74</td>
<td>Platinum Circle Award</td>
<td>$3,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>3.75 – 3.99</td>
<td>Director’s Award</td>
<td>$4,000</td>
<td>$8,000</td>
</tr>
<tr>
<td>4.00</td>
<td>President’s Award</td>
<td>$5,000</td>
<td>$10,000</td>
</tr>
</tbody>
</table>
OBJECTIVE

Graduates of this degree program understand the healthcare system and how to communicate with the healthcare team. They know basic human anatomy, medical terminology, and pathology, as well as techniques for health information management and quality improvement. Graduates can perform medical coding and billing, analyze data, use and understand scanning technology, navigate an electronic health record, manage a file room, and release medical information under appropriate circumstances. They value critical thinking, communication, diverse perspectives, technology and information literacy, ethical and professional behavior in the workplace, and the confidentiality of patient information.

HEALTH INFORMATION TECHNICIAN AAS DEGREE**

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

Career Opportunities • Health Information Technician • Medical Data Analyst • Medical Coder • Health Information Workflow Specialist • Medical Records Coordinator • Coding Analyst • Electronic Health Record Specialist

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G226</td>
<td>Speech</td>
<td>4</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
<tr>
<td>G122</td>
<td>World Geography</td>
<td>4</td>
</tr>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
<td>4</td>
</tr>
<tr>
<td>G250</td>
<td>History of the United States in the World</td>
<td>4</td>
</tr>
</tbody>
</table>

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M140</td>
<td>Basic ICD-9-CM Coding</td>
<td>4</td>
</tr>
<tr>
<td>M140A</td>
<td>Intermediate ICD-9-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>M141</td>
<td>Ambulatory Care Coding</td>
<td>3</td>
</tr>
<tr>
<td>M208</td>
<td>Introduction to Health Information Management</td>
<td>4</td>
</tr>
<tr>
<td>M209</td>
<td>Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>M211</td>
<td>Quality Analysts and Management</td>
<td>4</td>
</tr>
<tr>
<td>M218</td>
<td>Management of Health Information Services</td>
<td>4</td>
</tr>
<tr>
<td>M223</td>
<td>Pathology I</td>
<td>4</td>
</tr>
<tr>
<td>M224</td>
<td>Pathology II</td>
<td>4</td>
</tr>
<tr>
<td>M229</td>
<td>Healthcare Information Technologies</td>
<td>4</td>
</tr>
<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>M251</td>
<td>Medical Coding Practicum</td>
<td>1</td>
</tr>
<tr>
<td>M252</td>
<td>Health Information Practicum</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Degree Credits 93*

This Degree Program is also offered online.

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

** The Health Information Technician associate’s degree offered at the Brooklyn Park, Eagan, Eden Prairie, Lake Elmo, Mankato, Rockford, and St. Cloud campuses is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Health Information Technician associate’s degree offered at the Green Bay campus is in Candidacy Status for accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM).
MASSAGE THERAPY AAS DEGREE

Standard Length of Program • 7 Quarters Full-Time • 11 Quarters Part-Time

Career Opportunities • Private Practice • Spas and Resorts • Health Clubs • Wellness Centers • Clinics • Chiropractic Offices

OBJECTIVE

Graduates of this program know basic concepts in kinesiology, human anatomy, pathology, and the theory behind massage-therapy techniques. They can perform a variety of massage techniques, including Swedish massage, sports massage, myofascial release, trigger-point therapy, and additional techniques. In addition, they can choose and perform techniques for clients with individualized needs. They value critical thinking, communication, diverse perspectives, technology and information literacy, professionalism and ethical behavior, and the appreciation of other massage therapists in the industry. This program prepares graduates to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G226</td>
<td>Speech</td>
<td>2</td>
</tr>
</tbody>
</table>

Humanities (Select 2 courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G126</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
</tbody>
</table>

Math (Select 1 course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G227</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

Natural Sciences (Required course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
</tbody>
</table>

Social Sciences (Select 2 courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G122</td>
<td>World Geography</td>
<td>4</td>
</tr>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>2</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MA241</td>
<td>Human Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>M124</td>
<td>Introduction to Massage Therapy</td>
<td>3</td>
</tr>
<tr>
<td>M105S</td>
<td>Deep Tissue Massage</td>
<td>3</td>
</tr>
<tr>
<td>M120</td>
<td>Techniques for Special Clients</td>
<td>3</td>
</tr>
<tr>
<td>M140</td>
<td>Pathology for Massage Therapy</td>
<td>4</td>
</tr>
<tr>
<td>M215</td>
<td>Sports Massage</td>
<td>3</td>
</tr>
<tr>
<td>M220</td>
<td>Myofascial Release</td>
<td>3</td>
</tr>
<tr>
<td>M225</td>
<td>Alternative Modalities</td>
<td>3</td>
</tr>
<tr>
<td>M230</td>
<td>Trigger Point Therapy</td>
<td>3</td>
</tr>
<tr>
<td>M237</td>
<td>Clinic I</td>
<td>2</td>
</tr>
<tr>
<td>M238</td>
<td>Clinic II</td>
<td>4</td>
</tr>
<tr>
<td>M245</td>
<td>Kinesiology</td>
<td>4</td>
</tr>
<tr>
<td>M240</td>
<td>Kinesiology II</td>
<td>4</td>
</tr>
<tr>
<td>M250</td>
<td>Business and Wellness</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits: 94*

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

In addition to meeting all other admissions requirements, applicants to this program must also complete a criminal background check.

MEDICAL ADMINISTRATION AAS DEGREE

Standard Length of Program • 7 Quarters Full-Time • 10 Quarters Part-Time

Career Opportunities • Medical Office Assistant • Medical Transcriptionist • Medical Business Office Clerk • Medical Receptionist • Medical Office Manager • Medical Coder/Biller

OBJECTIVE

Graduates of this program understand the procedures of medical offices in a variety of healthcare settings. They know medical terminology, anatomy, pathology, and basic concepts of health-information management. Graduates can perform medical coding, transcription, and billing, and general medical office procedures. They value critical thinking, communication, diverse perspectives, technology and information literacy, ethical and professional behavior in the workplace, and the confidentiality of patient information.

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G226</td>
<td>Speech</td>
<td>2</td>
</tr>
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</table>

Math (Select 1 course)

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<thead>
<tr>
<th>Number</th>
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</tr>
</thead>
<tbody>
<tr>
<td>G221</td>
<td>Introduction to Statistics</td>
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</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

Humanities (Select 2 courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
</tbody>
</table>

Social Sciences (Select 2 courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G122</td>
<td>World Geography</td>
<td>4</td>
</tr>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M140</td>
<td>Basic ICD-9-CM Coding</td>
<td>4</td>
</tr>
<tr>
<td>M140A</td>
<td>Intermediate ICD-9-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>M141</td>
<td>Ambulatory Coding</td>
<td>3</td>
</tr>
<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>M205</td>
<td>Medical Transcription I</td>
<td>4</td>
</tr>
<tr>
<td>M206</td>
<td>Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>M209</td>
<td>Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>M223</td>
<td>Pathology I</td>
<td>4</td>
</tr>
<tr>
<td>M224</td>
<td>Pathology II</td>
<td>4</td>
</tr>
<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>M251</td>
<td>Medical Coding Practicum</td>
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<tr>
<td>M290</td>
<td>Medical Administration Capstone</td>
<td>1</td>
</tr>
<tr>
<td>S115</td>
<td>Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td>S120</td>
<td>Word for Windows</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits: 92*

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

OFFICE MANAGEMENT AAS DEGREE

Medical Specialization • See School of Business on Page 14
MEDICAL ASSISTING AAS DEGREE**

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

**Career Opportunities • Medical Assistant • Medical Office Administrative Assistant**

**Foundation Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

**General Education Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>E124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>H125</td>
<td>Humanities (Select 2 courses)</td>
<td>4</td>
</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>M122</td>
<td>World Geography</td>
<td>4</td>
</tr>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
<td>4</td>
</tr>
<tr>
<td>G250</td>
<td>History of the United States in the World</td>
<td>4</td>
</tr>
</tbody>
</table>

**Objective**

Graduates of this program know medical terminology, anatomy, pathology, and basic concepts of pharmacology and psychology. They can measure vital signs, administer injections, perform venipuncture, and perform CLIA-waived laboratory tests. They can also perform general medical-office procedures and medical billing. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and medical ethics. The completion of this program helps prepare the student to seek national certification as a medical assistant.

**Objective**

Graduates of this program know medical terminology, anatomy, and safety standards and practices. They can operate and maintain equipment in the medical laboratory, collect and analyze specimen samples for diagnosis, and assist members of the healthcare team in delivering service to patients. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, the safety and confidentiality of patients and other technicians in the laboratory, and ethical and professional behavior. Students do not have to pass any external certifications or licensure examinations to receive the AAS degree.

**MEDICAL LABORATORY TECHNICIAN AAS DEGREE**

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

**Career Opportunities • Medical Laboratory Technician**

**General Education Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>E124</td>
<td>English Composition (Required course)</td>
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<td>G138</td>
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<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
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</tr>
<tr>
<td>M122</td>
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<td>Principles of Economics</td>
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</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
<td>4</td>
</tr>
<tr>
<td>G250</td>
<td>History of the United States in the World</td>
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</tr>
</tbody>
</table>

**Objective**

**Objective**

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>M223</td>
<td>Pathology I</td>
<td>4</td>
</tr>
<tr>
<td>M224</td>
<td>Pathology II</td>
<td>4</td>
</tr>
<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MA110</td>
<td>Clinical Skills I</td>
<td>4</td>
</tr>
<tr>
<td>MA135</td>
<td>Pharmacology for the Allied Health Professional</td>
<td>4</td>
</tr>
<tr>
<td>MA145</td>
<td>Clinical Skills II</td>
<td>4</td>
</tr>
<tr>
<td>MA225</td>
<td>Laboratory Skills for Medical Assisting</td>
<td>4</td>
</tr>
<tr>
<td>MA230</td>
<td>Medical Assistant Externship</td>
<td>6</td>
</tr>
<tr>
<td>MA241</td>
<td>Human Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
<td>5</td>
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</tbody>
</table>

**Total Degree Credits**

**93***

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

**Medical Assisting students must receive the complete series of hepatitis B vaccinations before they will be eligible to begin their externship. In addition to fulfilling Rasmussen College’s general graduation requirements, Medical Assisting students must successfully complete all 61 Medical Assisting competencies and receive CPR and first-aid certification before they will be eligible to graduate.

Applicants to this program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. Please see the admission procedures for this program under Academic Information and College Policies.
OBJECTIVE

Graduates of this program know medical language and terminology, and they can transcribe a variety of medical documents, use different medical report formats, and employ transcription equipment effectively. They can also support and communicate effectively with the healthcare team. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, ethical and professional behavior, and the confidentiality of patient information.

MEDICAL TRANSCRIPTIONIST AAS DEGREE

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

Career Opportunities • Medical Transcriptionist • Transcription Supervisor • Medical Document Editor

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
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</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
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</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
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</tbody>
</table>

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G226</td>
<td>Speech</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
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<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G221</td>
<td>Introduction to Statistics</td>
<td>4</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
<tr>
<td>G122</td>
<td>World Geography</td>
<td>4</td>
</tr>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G137</td>
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<td>4</td>
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<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
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<tr>
<td>G250</td>
<td>History of the United States in the World</td>
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Math

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
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<tbody>
<tr>
<td>G221</td>
<td>Introduction to Statistics</td>
<td>4</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
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</table>

Natural Sciences

<table>
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<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
<tr>
<td>G122</td>
<td>World Geography</td>
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<td>G123</td>
<td>Principles of Economics</td>
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<td>Contemporary U.S. Government</td>
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</tr>
<tr>
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<td>History of the United States in the World</td>
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Social Sciences

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G122</td>
<td>World Geography</td>
<td>4</td>
</tr>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
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<td>G243</td>
<td>Contemporary U.S. Government</td>
<td>4</td>
</tr>
<tr>
<td>G250</td>
<td>History of the United States in the World</td>
<td>4</td>
</tr>
</tbody>
</table>

Pharmacy Technician AAS Degree

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

Career Opportunities • Retail Pharmacy • Clinic Pharmacy • Hospitals and Health Care Facilities

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
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</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
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</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
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<tr>
<td>E150</td>
<td>Success Strategies</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
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<td>G150</td>
<td>Structure and Function of the Human Body</td>
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<td>M206</td>
<td>Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>M207</td>
<td>Medical Transcription III</td>
<td>3</td>
</tr>
<tr>
<td>S115</td>
<td>Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td>S116</td>
<td>Keyboarding II</td>
<td>3</td>
</tr>
<tr>
<td>S120</td>
<td>Word for Windows</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits 90*

This Degree Program is also offered online.

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

In addition to meeting all other admissions requirements, applicants to this program must also complete a criminal background check.
MASSAGE THERAPY DIPLOMA

Objective
Graduates of this program know basic concepts in kinesiology, human anatomy, pathology, and the theory behind massage-therapy techniques. They can perform a variety of massage techniques, including Swedish massage, sports massage, myofascial release, trigger-point therapy, and additional techniques. In addition, they can choose and perform techniques for clients with individualized needs. They value critical thinking, communication, diverse perspectives, technology and information literacy, professionalism and ethical behavior, and the appreciation of other massage therapists in the industry. This program prepares graduates to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

Foundation Courses
- B097 Foundations of English I 4
- B098 Foundations of English II 4
- B099 Foundations of Math 4
Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses
- MT101 Introduction to Massage Therapy
- MT105 Deep Tissue Massage
- MT120 Techniques for Special Clients
- MT140 Pathology for Massage Therapy
- MT215 Sports Massage
- MT220 Myofascial Release
- MT225 Alternative Modalities
- MT230 Trigger Point Therapy
- MT237 Clinic I
- MT238 Clinic II
- MT245 Kinesiology
- MT246 Kinesiology II
- MT250 Business and Wellness

Total Diploma Credits 74* *Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

MEDICAL TRANSCRIPTIONIST DIPLOMA

Objective
Graduates of this program know medical language and terminology and the applications of available software packages. They can transcribe a variety of medical documents, use different medical report formats, and employ transcription equipment effectively. They can also support and communicate effectively with the healthcare team. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, ethical and professional behavior, and the confidentiality of patient information.

Foundation Courses
- B097 Foundations of English I 4
- B098 Foundations of English II 4
- B099 Foundations of Math 4
Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses
- M120 Medical Terminology
- M200 Medical Office Procedures
- M205 Medical Transcription I
- M206 Medical Transcription II
- M207 Medical Transcription III
- M220 Pathology I
- M224 Pathology II
- M280 Medical Transcription Capstone
- S115 Keyboarding I
- S116 Keyboarding II
- S120 Word for Windows

Total Diploma Credits 62* *Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.
OBJECTIVE

Graduates of this degree program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and the ability to relate accounting concepts to the world around them.

ACCOUNTING AAS DEGREE
Banking • Financial Accounting • Financial Investigation

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

Career Opportunities • Accounting Clerk  • Financial Planner  • Auditor  • Bookkeeper
• Loan Officer  • Financial Analyst  • Bank Teller  • Accounts Management Trainee

Foundation Courses
Number Course Credits
B097 Foundations of English I 4
B098 Foundations of English II 4
B099 Foundations of Math 4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

English Composition (Required course)
G124 English Composition 4

Communication (Select 1 course)
G141 Introduction to Communication 4
G226 Speech 4

Humanities (Select 2 courses)
G125 Humanities 4
G138 Introduction to Film 4
G201 Creative Writing 4
G230 Introduction to Literature 4

Math (Select 1 course)
G221 Introduction to Statistics 4
G233 College Algebra 4

Natural Sciences (Select 1 course)
G150 Structure and Function of the Human Body 4
G215 Introduction to Human Biology 4
G239 Introduction to Astronomy 4
G245 Introduction to Geology 4

Social Sciences (1 required course, ** and select 1 elective)
G122 World Geography 4
G123 Principles of Economics** 4
G137 Introduction to Psychology 4
G142 Introduction to Sociology 4
G243 Contemporary U.S. Government 4
G250 History of the United States in the World 4

** Principles of Economics is required for the Accounting AAS degree. Students must select an additional course from the Social Sciences category to meet the required amount of general education credits in that category.

Major and Core Courses
Number Course Credits
A151 Accounting I 4
A152 Accounting II 4
A153 Accounting III 4
A269 Income Tax 4
A280 Accounting Capstone 2
B136 Introduction to Business 4
B271 Professional Communication 4
D111 Computer Information Systems 3
D181 Excel 3
D279 Computer Focused Principles 3
E150 Success Strategies 4
E242 Career Development 2

Banking Specialization
Number Course Credits
B232 Principles of Marketing 4
F111 Introduction to Banking 4
F212 Fundamentals of Consumer Lending 4
F213 Introduction to Mortgage Lending 4
F215 Principles of Banking Law 4

Total Degree Credits 93*
This Degree Program is also offered Online.

Financial Accounting Specialization
Number Course Credits
A177 Payroll Accounting 4
A272 Intermediate Accounting I 4
A274 Intermediate Accounting II 4
B234 Business Law 4
B293 Business Ethics 4

Total Degree Credits 93*
This Degree Program is also offered Online.

Financial Investigation Specialization
Number Course Credits
A272 Intermediate Accounting I 4
A274 Intermediate Accounting II 4
A276 Financial Investigation 4
J100 Introduction to Criminal Justice 4
J125 Criminal Law and Procedures 4

Total Degree Credits 93*
This Degree Program is also offered Online.

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

Graduates of this degree program know major concepts in accounting, business, business ethics, business law, and finance. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

BUSINESS MANAGEMENT AAS DEGREE

Business Administration • Call Center Management • Child Development Entrepreneurship • Human Resource • Internet Marketing • Marketing and Sales

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

Career Opportunities • Retail Management • Small Business Manager • Customer Service • Call Center/Telecommunications Manager • Child Care Administrator • Human Resource Assistant • Benefits Administrator • Sales Representative • Internet Sales & Marketing Associate • E-Marketing Coordinator/Web Analyst • Marketing Assistant

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
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Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
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</tr>
<tr>
<td>G206</td>
<td>Speech</td>
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</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G221</td>
<td>Introduction to Statistics</td>
<td>4</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>G150</td>
<td>Natural Sciences</td>
<td>4</td>
</tr>
<tr>
<td>G155</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
<tr>
<td>G122</td>
<td>Social Sciences (1 required**; select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
<td>4</td>
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<tr>
<td>G250</td>
<td>History of the United States in the World</td>
<td>4</td>
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</table>

World Geography

<table>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G122</td>
<td>World Geography</td>
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Introduction to Psychology

<table>
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<th>Number</th>
<th>Course</th>
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<tbody>
<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
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</table>

Introduction to Sociology

<table>
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<tbody>
<tr>
<td>G142</td>
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</table>

History of the United States in the World

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G250</td>
<td>History of the United States in the World</td>
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Major and Core Courses

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>A151</td>
<td>Accounting I</td>
<td>4</td>
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<tr>
<td>B136</td>
<td>Introduction to Business</td>
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<tr>
<td>B138</td>
<td>Principles of Finance</td>
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<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B234</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B280</td>
<td>Business Capstone</td>
<td>2</td>
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<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
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</tbody>
</table>

Business Administration Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>A152</td>
<td>Accounting II</td>
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<tr>
<td>A177</td>
<td>Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>D181</td>
<td>Excel</td>
<td>4</td>
</tr>
<tr>
<td>D279</td>
<td>Computer Focused Principles</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits: 93*

This Degree Program is also offered online.

Call Center Management Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B242</td>
<td>Multicultural Communications for Business</td>
<td>4</td>
</tr>
<tr>
<td>B270</td>
<td>Introduction to Global Business</td>
<td>4</td>
</tr>
<tr>
<td>B272</td>
<td>Call Center Strategic Leadership</td>
<td>4</td>
</tr>
<tr>
<td>B275</td>
<td>Call Center Customer Service Representative Skills</td>
<td>4</td>
</tr>
<tr>
<td>B276</td>
<td>Call Center Labor Force Management</td>
<td>4</td>
</tr>
<tr>
<td>B278</td>
<td>Call Center Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits: 95*

This Degree Program is only offered online.

Child Development Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CC151A</td>
<td>Foundations of Child Development</td>
<td>4</td>
</tr>
<tr>
<td>CC152A</td>
<td>Early Childhood Education Curriculum and Instruction</td>
<td>4</td>
</tr>
<tr>
<td>CC153A</td>
<td>Health, Safety, and Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>CC259A</td>
<td>Infant and Toddler Development</td>
<td>4</td>
</tr>
<tr>
<td>CC260A</td>
<td>The Exceptional Child</td>
<td>4</td>
</tr>
<tr>
<td>CC261A</td>
<td>Emerging Literacy Through Children’s Literature</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits: 95*

This Degree Program is also offered online.

Entrepreneurship Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B146</td>
<td>Introduction to Entrepreneurship</td>
<td>4</td>
</tr>
<tr>
<td>B240</td>
<td>Entrepreneurial Product and Service Planning</td>
<td>4</td>
</tr>
<tr>
<td>B243</td>
<td>Entrepreneurial Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B244</td>
<td>Entrepreneurial Finance: Capitalization for the Entrepreneur</td>
<td>4</td>
</tr>
<tr>
<td>B247</td>
<td>Entrepreneurial Internship</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits: 91*

This Degree Program is only offered online.

Human Resource Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B249</td>
<td>Risk Management and Insurance</td>
<td>4</td>
</tr>
<tr>
<td>B250</td>
<td>Training and Development</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B268</td>
<td>Compensation and Benefits Management</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits: 95*

This Degree Program is only offered online.

Internet Marketing Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B218</td>
<td>E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>B223</td>
<td>Internet Consumer Behavior</td>
<td>4</td>
</tr>
<tr>
<td>B224</td>
<td>Marketing Ethics</td>
<td>4</td>
</tr>
<tr>
<td>B228</td>
<td>Search Engine Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B229</td>
<td>Target/Audience Messaging</td>
<td>4</td>
</tr>
<tr>
<td>B231</td>
<td>Web Media Marketing</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits: 91*

This Degree Program is only offered online.

Marketing and Sales Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B140</td>
<td>Sales Techniques</td>
<td>4</td>
</tr>
<tr>
<td>B218</td>
<td>E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>B224</td>
<td>Marketing Ethics</td>
<td>4</td>
</tr>
<tr>
<td>B232</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B263</td>
<td>Principles of Advertising</td>
<td>4</td>
</tr>
<tr>
<td>R200</td>
<td>Principles of Retailing</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits: 95*

This Degree Program is also offered online.

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

** Principles of Economics is required. Students must select an additional course from the Social Sciences category to meet the required amount of general education credits in that category.

13
OFFICE MANAGEMENT AAS DEGREE
Corporate Management • Government • Legal/Criminal Justice
Medical • Small Business Management

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

Career Opportunities • Office Manager • Executive Assistant • Legal Office Administrator • Medical Office Administrator • Court Clerk • Administrative Assistant

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
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</tbody>
</table>

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>C101</td>
<td>English Composition (Required course)</td>
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</tr>
<tr>
<td>C121</td>
<td>Communication (Select 1 course)</td>
<td></td>
</tr>
<tr>
<td>C122</td>
<td>Humanities (Select 2 courses)</td>
<td></td>
</tr>
<tr>
<td>C125</td>
<td>G226 Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>C127</td>
<td>G226 Speech</td>
<td>4</td>
</tr>
<tr>
<td>C128</td>
<td>G226 Creative Writing</td>
<td>4</td>
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<tr>
<td>C129</td>
<td>G230 Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>C132</td>
<td>Math (Select 1 course)</td>
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<tr>
<td>G121</td>
<td>G231 Introduction to Statistics</td>
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<td>G122</td>
<td>G232 College Algebra</td>
<td>4</td>
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Natural Sciences (Select 1 course)**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
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<tbody>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body**</td>
<td>4</td>
</tr>
<tr>
<td>G151</td>
<td>G152 Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G153</td>
<td>G154 Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G155</td>
<td>G156 Introduction to Geology</td>
<td>4</td>
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</table>

Social Sciences (Select 2 courses)**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G120</td>
<td>G124 World Geography</td>
<td>4</td>
</tr>
<tr>
<td>G125</td>
<td>G126 Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G127</td>
<td>G128 Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G128</td>
<td>G129 Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G129</td>
<td>G130 Contemporary U.S. Government**</td>
<td>4</td>
</tr>
<tr>
<td>G130</td>
<td>G131 History of the United States in the World</td>
<td>4</td>
</tr>
</tbody>
</table>

** Structure and Function of the Human Body is required for the Medical specialization, and Contemporary U.S. Government is required for the Government specialization. Medical specialization students must complete one additional Natural Science course, and Government students must complete two additional Social Sciences courses, to fulfill the general education requirements for those respective categories.

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>A151</td>
<td>Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>B119</td>
<td>Customer Service</td>
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<tr>
<td>B271</td>
<td>Professional Communication</td>
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<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>D181</td>
<td>Excel</td>
<td>3</td>
</tr>
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<td>D187</td>
<td>Professional Presentations</td>
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<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
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<tr>
<td>S115</td>
<td>Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td>S116</td>
<td>Keyboarding II</td>
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<td>Word for Windows</td>
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Corporate Management Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
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<tr>
<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B230</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B283</td>
<td>Access</td>
<td>3</td>
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<tr>
<td>S201</td>
<td>Office Procedures</td>
<td>4</td>
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</table>

Total Degree Credits 94*
This Degree Program is also offered online.

Government Specialization**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B180</td>
<td>Meeting Management</td>
<td>4</td>
</tr>
<tr>
<td>B283</td>
<td>Access</td>
<td>3</td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government**</td>
<td>4</td>
</tr>
<tr>
<td>LA125</td>
<td>Law I</td>
<td>4</td>
</tr>
<tr>
<td>LA125</td>
<td>State and Local Government</td>
<td>4</td>
</tr>
<tr>
<td>S150</td>
<td>Legal Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>S219</td>
<td>Legal Document Processing and Transcription</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits 94*
This Degree Program is also offered online.

Legal/Criminal Justice Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D283</td>
<td>Access</td>
<td>3</td>
</tr>
<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
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<tr>
<td>L125</td>
<td>Law I</td>
<td>4</td>
</tr>
<tr>
<td>L225</td>
<td>Law II</td>
<td>4</td>
</tr>
<tr>
<td>S150</td>
<td>Legal Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>S219</td>
<td>Legal Document Processing and Transcription</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits 94*
This Degree Program is also offered online.

Medical Specialization**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body**</td>
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</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>M205</td>
<td>Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>M209</td>
<td>Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>M223</td>
<td>Pathology I</td>
<td>4</td>
</tr>
<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 94*
This Degree Program is also offered online.

Small Business Management Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A152</td>
<td>Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>A177</td>
<td>Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>B180</td>
<td>Meeting Management</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>D279</td>
<td>Computer Focused Principles</td>
<td>3</td>
</tr>
<tr>
<td>D283</td>
<td>Access</td>
<td>3</td>
</tr>
<tr>
<td>S201</td>
<td>Office Procedures</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 94*
This Degree Program is also offered online.

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

Objective
Graduates of this program know basic office procedures, customer service, and accounting. They can use word-processing, spreadsheet, and presentation software, prepare a variety of business documents, and perform tasks specific to a particular office environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, ethics, and lifelong learning.
**OBJECTIVE**

Graduates of this program know management and supervisory skills in the early childhood field, and the rules that govern early childhood centers. They understand developmentally appropriate practices, and techniques for behavior guidance and classroom management. They can plan and implement curriculum, and establish and maintain a safe environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, professionalism in the workplace, and lifelong learning.

**EARLY CHILDHOOD EDUCATION AAS DEGREE**

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

**Career Opportunities**  
• Early Childhood Instructor  
• Child Care Administrator  
• Early Childhood Paraprofessional  
• Child Care Center Director

**Foundation Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

**General Education Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G121</td>
<td>English Composition</td>
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(Selected as required)

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<th>Credits</th>
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<tbody>
<tr>
<td>G124</td>
<td>Communication</td>
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(Selected 1 course)

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<thead>
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<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G226</td>
<td>Speech</td>
<td>4</td>
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</tbody>
</table>

**Humanities**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G126</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G127</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G128</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G129</td>
<td>Humanities</td>
<td>4</td>
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</table>

(Selected 2 courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
</tbody>
</table>

**Math**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G221</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
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</tbody>
</table>

**Natural Sciences**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G238</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
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</table>

**Social Sciences**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G122</td>
<td>World Geography</td>
<td>4</td>
</tr>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
<td>4</td>
</tr>
<tr>
<td>G250</td>
<td>History of the United States in the World</td>
<td>4</td>
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</tbody>
</table>

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC151A</td>
<td>Foundations of Child Development</td>
<td>4</td>
</tr>
<tr>
<td>CC152</td>
<td>Early Childhood Education Curriculum and Instruction</td>
<td>4</td>
</tr>
<tr>
<td>CC153A</td>
<td>Health, Safety, and Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>CC154A</td>
<td>Observing and Promoting Development in the Early Childhood Classroom</td>
<td>8</td>
</tr>
<tr>
<td>CC155</td>
<td>Creating a Learning Environment</td>
<td>10</td>
</tr>
<tr>
<td>CC156</td>
<td>Implementing Curriculum in the Early Childhood Classroom</td>
<td>10</td>
</tr>
<tr>
<td>CC258A</td>
<td>Infant and Toddler Development</td>
<td>4</td>
</tr>
<tr>
<td>CC259</td>
<td>Dynamics of the Family</td>
<td>4</td>
</tr>
<tr>
<td>CC260A</td>
<td>The Exceptional Child</td>
<td>4</td>
</tr>
<tr>
<td>CC261A</td>
<td>Emerging Literacy through Children’s Literature</td>
<td>4</td>
</tr>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
</tbody>
</table>

**Career Opportunities**

• Early Childhood Paraprofessional  
• Child Care Center Director  
• Early Childhood Instructor  
• Child Care Administrator  
• Child Care Center Director  
• Child Care Administrator  
• Lead Teacher

**Early Childhood Education Certificate**

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

**Career Opportunities**  
• Early Childhood Instructor  
• Infant/Toddler Instructor  
• Preschool Assistant  
• Nanny  
• Child Care Administrator  
• Lead Teacher

**Foundation Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

**Major and Core Courses**

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<thead>
<tr>
<th>Number</th>
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<tbody>
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<td>CC260A</td>
<td>The Exceptional Child</td>
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</tr>
<tr>
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<td>Emerging Literacy through Children’s Literature</td>
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</tr>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Certificate Credits**

**BUSINESS MANAGEMENT AAS DEGREE**

**Child Development**  
• See School of Business on Page 13
OBJECTIVE

Graduates of this degree program understand the healthcare system and how to communicate with the healthcare team. They know basic human anatomy, medical terminology, and pathology, as well as techniques for health information management and quality improvement. Graduates can perform medical coding and billing, analyze data, use and understand scanning technology, navigate an electronic health record, manage a file room, and release medical information under appropriate circumstances. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system.

CRIMINAL JUSTICE AAS DEGREE

Corrections • Crime Scene Evidence • Homeland Security • Law Enforcement

Foundation Courses

Number Course Credits
B097 Foundations of English I 4
B098 Foundations of English II 4
B099 Foundations of Math 4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number Course Credits
English Composition (Required course)
G124 English Composition 4

Communication (Select 1 course)
G141 Introduction to Communication 4
G226 Speech 4

Humanities (Select 2 courses)
G125 Humanities 4
G138 Introduction to Film 4
G201 Creative Writing 4
G230 Introduction to Literature 4

Math (Select 1 course)
G221 Introduction to Statistics 4
G233 College Algebra 4

Natural Sciences (Select 1 course)
G150 Structure and Function of the Human Body 4
G215 Introduction to Human Biology 4
G239 Introduction to Astronomy 4
G245 Introduction to Geology 4

Social Sciences (2 required courses)
G137 Introduction to Psychology 4
G142 Introduction to Sociology 4

Major and Core Courses

Number Course Credits
D111 Computer Information Systems 3
E150 Success Strategies 4
E242 Career Development 2
J100 Introduction to Criminal Justice 4
J102 Criminology 4
J115 Introduction to Corrections 4
J120 Policing in America 4
J125 Criminal Law and Procedures 4
J200 Domestic Violence 4
J205 Juvenile Justice 4
J250 Drugs and Crime 4
J255 Ethics in Criminal Justice 4
J280 Contemporary Issues in Criminal Justice Capstone 4

Total Degree Credits 93*

This Degree Program is also offered online.

Crime Scene Evidence Specialization

Number Course Credits
J160 Introduction to Forensic Science 4
J261 Introduction to Investigations 4

Total Degree Credits 93*

This Degree Program is also offered online.

Homeland Security Specialization

Number Course Credits
J130 Introduction to Homeland Security 4
J230 Terrorism 4
J245 Security Challenges 4

Total Degree Credits 93*

This Degree Program is also offered online.

Law Enforcement Specialization

Number Course Credits
J122 Crime Scene to Conviction: Critical Skills in Documenta 4
J222 Practical Psychology for Law Enforcement 4
J226 Legal Code for Law Enforcement 4

Total Degree Credits 93*

This Degree Program is also offered online.

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

In addition to meeting all other admissions requirements, applicants to this program must also complete a criminal background check.
OBJECTIVE

Graduates of this program know the principles of legal research and writing. They understand criminal, family, corporate, and real-estate law. They can provide services in all areas of the legal system, such as courts, law firms, and government agencies, under the supervision of an attorney. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity. Paralegals may not provide legal services directly to the public, except as permitted by law.

PARALEGAL AAS DEGREE

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

Career Opportunities • Paralegal • Legal Assistant
• Legal Secretary

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
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<td>Foundations of Math</td>
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</tbody>
</table>

Students must demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

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<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
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<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
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<tr>
<td>G226</td>
<td>Speech</td>
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</table>

Humanities (Select 2 courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G125</td>
<td>Humanities</td>
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<tr>
<td>G138</td>
<td>Introduction to Film</td>
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<tr>
<td>G201</td>
<td>Creative Writing</td>
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Math (Select 1 course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G221</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
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</tbody>
</table>

Natural Sciences (Select 1 course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
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Social Sciences (2 required courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
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</table>

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
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<tr>
<td>E150</td>
<td>Success Strategies</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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<tr>
<td>PL100</td>
<td>Introduction to Law and the Legal System</td>
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<tr>
<td>PL110</td>
<td>Introduction to Legal Research</td>
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<tr>
<td>PL121</td>
<td>Civil Litigation and Procedure I</td>
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</tr>
<tr>
<td>PL122</td>
<td>Civil Litigation and Procedure II</td>
<td>4</td>
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<td>PL140</td>
<td>Contracts</td>
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<tr>
<td>PL211</td>
<td>Legal Research and Writing I</td>
<td>4</td>
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<tr>
<td>PL212</td>
<td>Legal Research and Writing II</td>
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<tr>
<td>PL213</td>
<td>Real Estate Law</td>
<td>4</td>
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<tr>
<td>PL216</td>
<td>Corporate Law</td>
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<tr>
<td>PL219</td>
<td>Law Office Technology</td>
<td>4</td>
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<tr>
<td>PL225</td>
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<tr>
<td>PL290</td>
<td>Paralegal Internship</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Degree Credits 94*

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

In addition to meeting all other admissions requirements, applicants to this program must also complete a criminal background check.

PARALEGAL CERTIFICATE

Standard Length of Program • 4 Quarters Full-Time

Career Opportunities • Paralegal • Legal Assistant
• Legal Secretary

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

Students must demonstrate mastery of the subject matter in Foundation Courses either through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Paralegal Certificate Program Requirements

Admissions into the Paralegal Certificate program requires candidates to have earned an associate’s degree which includes general-education courses equivalent to those required in Rasmussen College’s Paralegal AAS, or a bachelor’s degree or higher. Entering students are also required to interview with admissions representatives to complete a Rasmussen College placement test as part of the admissions process.

In addition to meeting all other admissions requirements, applicants to this program must also complete a criminal background check.

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>G245</td>
<td>General Education elective**</td>
<td>4</td>
</tr>
<tr>
<td>PL100</td>
<td>Introduction to Law and the Legal System</td>
<td>4</td>
</tr>
<tr>
<td>PL110</td>
<td>Introduction to Legal Research</td>
<td>4</td>
</tr>
<tr>
<td>PL121</td>
<td>Civil Litigation and Procedure I</td>
<td>4</td>
</tr>
<tr>
<td>PL122</td>
<td>Civil Litigation and Procedure II</td>
<td>4</td>
</tr>
<tr>
<td>PL140</td>
<td>Contracts</td>
<td>4</td>
</tr>
<tr>
<td>PL211</td>
<td>Legal Research and Writing I</td>
<td>4</td>
</tr>
<tr>
<td>PL212</td>
<td>Legal Research and Writing II</td>
<td>4</td>
</tr>
<tr>
<td>PL219</td>
<td>Law Office Technology</td>
<td>4</td>
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<tr>
<td>PL225</td>
<td>Torts</td>
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<td>PL230</td>
<td>Family Law</td>
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<tr>
<td>PL290</td>
<td>Paralegal Internship</td>
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</tbody>
</table>

Electives (choose 1, for 4 credits)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PL215</td>
<td>Real Estate Law</td>
<td>4</td>
</tr>
<tr>
<td>PL216</td>
<td>Corporate Law</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Certificate Credits 61*

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

** Students must complete one additional general-education course (with a course designator of G) or transfer in the equivalent.
OBJECTIVE

Grads of this program understand how information systems are used in business and how technology adds value to business processes. Depending on the specialization area chosen, graduates will have the skills to install and manage networks, troubleshoot applications and help users, create and modify websites as needed, safeguard networks and proprietary information, manage and utilize databases in a business environment, or utilize IP Telephony to enhance communications for an organization. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and business and professional skills.

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
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</tbody>
</table>

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
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<tr>
<td>G246</td>
<td>Speech</td>
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Humanities

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<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
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Math

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<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>G221</td>
<td>Introduction to Statistics</td>
<td>4</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
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</tbody>
</table>

Natural Sciences

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
</tbody>
</table>

Social Sciences

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G122</td>
<td>World Geography</td>
<td>4</td>
</tr>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
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</table>

This Degree Program is also offered online.

Elective Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM111</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>NM272</td>
<td>Multimedia Technologies</td>
<td>3</td>
</tr>
</tbody>
</table>

This Degree Program is also offered online.

Complete the required courses for the specialization.

Elective Courses for Information Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>W108</td>
<td>Introduction to Website Design</td>
<td>2</td>
</tr>
</tbody>
</table>

Complete the required courses for the specialization.

Elective Courses for Computer Information Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM111</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>NM272</td>
<td>Multimedia Technologies</td>
<td>3</td>
</tr>
</tbody>
</table>

This Degree Program is also offered online.


INFORMATION SYSTEMS MANAGEMENT AAS DEGREE

Network Administration • Web Programming • Database Administration

Computer Information Technology • IP Telephony • Networking Security & Forensics

Standard Length of Program: 6 Quarters Full-Time 9 Quarters Part-Time

Career Opportunities

• Computer Support Specialist
• Network Security Specialist
• Web Developer • Database Administrator

General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
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</tbody>
</table>

Network Administration Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>N112</td>
<td>PC Hardware and Software I (A+)</td>
<td>3</td>
</tr>
<tr>
<td>N113</td>
<td>PC Hardware and Software II (A+)</td>
<td>3</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N141</td>
<td>Networking Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N208</td>
<td>Linux Administration</td>
<td>3</td>
</tr>
<tr>
<td>N226</td>
<td>Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N234</td>
<td>Microsoft Exchange Server</td>
<td>3</td>
</tr>
<tr>
<td>N235</td>
<td>Cisco Networking Fundamentals and Routing</td>
<td>3</td>
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</table>

Total Degree Credits: 96

Web Programming Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>N141</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>W110</td>
<td>JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>W112</td>
<td>Database Design &amp; SQL</td>
<td>3</td>
</tr>
<tr>
<td>W114</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>W116</td>
<td>Introduction to Web Design Software</td>
<td>3</td>
</tr>
<tr>
<td>W118</td>
<td>Introduction to HTML</td>
<td>3</td>
</tr>
<tr>
<td>W122</td>
<td>Introduction to Visual Basic 2005</td>
<td>3</td>
</tr>
<tr>
<td>W210</td>
<td>Java I</td>
<td>3</td>
</tr>
<tr>
<td>W215</td>
<td>PERL/CGI</td>
<td>3</td>
</tr>
<tr>
<td>W216</td>
<td>PHP/MySQL</td>
<td>3</td>
</tr>
<tr>
<td>W222</td>
<td>Visual Basic 2005 Advanced</td>
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</table>

Total Degree Credits: 92

Web Programming and Application Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>W122</td>
<td>Introduction to Visual Basic 2005</td>
<td>4</td>
</tr>
</tbody>
</table>

This Degree Program is also offered online.

Computer Information Technology Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D181</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>D187</td>
<td>Professional Presentations</td>
<td>3</td>
</tr>
<tr>
<td>D283</td>
<td>Access</td>
<td>3</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits: 93

Database Administration Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>D283</td>
<td>Access</td>
<td>3</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits: 93

IP Telephony Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
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<td>PC Hardware and Software I (A+)</td>
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</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
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</table>

Total Degree Credits: 90

Networking Security and Forensics Specialization

<table>
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<tr>
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<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
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<td>PC Hardware and Software I (A+)</td>
<td>3</td>
</tr>
<tr>
<td>N113</td>
<td>PC Hardware and Software II (A+)</td>
<td>3</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits: 93
OBJECTIVE

Graduates of this program know basic theories of visual and interactive media design, project management, and portfolio development. They understand business and can apply this understanding to multimedia projects. They can create multimedia projects involving traditional art techniques, video, and audio assets. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

MULTIMEDIA TECHNOLOGIES AAS DEGREE
Digital Design and Animation • Web Design

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

Career Opportunities • 2D Graphic Design • Print & Digital Advertising • Video Game Art • Interactive Multimedia Specialist • Website Design and Creation

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
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</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
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</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G226</td>
<td>Speech</td>
<td>4</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G221</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
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</tbody>
</table>

Natural Sciences (Select 1 course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
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</tbody>
</table>

Social Sciences (Select 2 courses)

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<th>Number</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G122</td>
<td>World Geography</td>
<td>4</td>
</tr>
<tr>
<td>G138</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
<td>4</td>
</tr>
<tr>
<td>G250</td>
<td>History of the United States in the World</td>
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Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B218</td>
<td>E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>NM111</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>NM113</td>
<td>Introduction to Multimedia and Computer Graphic Arts</td>
<td>3</td>
</tr>
<tr>
<td>NM121</td>
<td>Typography</td>
<td>3</td>
</tr>
<tr>
<td>NM122</td>
<td>Digital Publishing</td>
<td>3</td>
</tr>
<tr>
<td>NM124</td>
<td>Color Theory and Techniques</td>
<td>3</td>
</tr>
<tr>
<td>NM130</td>
<td>Audio/Video Editing</td>
<td>3</td>
</tr>
<tr>
<td>NM141</td>
<td>Digital Media Production</td>
<td>3</td>
</tr>
<tr>
<td>NM252</td>
<td>Fundamentals of Web Authoring and Design</td>
<td>3</td>
</tr>
<tr>
<td>NM262</td>
<td>Digital Media Assembly</td>
<td>3</td>
</tr>
<tr>
<td>NM272</td>
<td>Multimedia Technologies</td>
<td>3</td>
</tr>
<tr>
<td>NM280</td>
<td>Multimedia Portfolio Development</td>
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Digital Design and Animation Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM110</td>
<td>Drawing Design and Art Theory</td>
<td>3</td>
</tr>
<tr>
<td>NM131</td>
<td>Introduction to 3D Arts and Animation</td>
<td>3</td>
</tr>
<tr>
<td>NM240</td>
<td>3-Dimensional Animation</td>
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</table>

Web Design Specialization

<table>
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<tr>
<th>Number</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM115</td>
<td>Networking and Internet Technologies</td>
<td>3</td>
</tr>
<tr>
<td>NM250</td>
<td>Dynamic Content Management</td>
<td>3</td>
</tr>
<tr>
<td>NM260</td>
<td>Server Side Scripting</td>
<td>3</td>
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Total Degree Credits 95*

This Degree Program is also offered online.

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.
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 the theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates, tests, or practices for reinforcement skills previously acquired through lecture or outside reading. An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory have 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 have the credit equivalency of one hour of lecture. The right to a student's ability to attain the necessary competencies may influence the number of clock hours necessary to complete an individual course. Prerequisites in influence the number of clock hours necessary to complete an individual course. Prerequisites may function as second-year courses or capstone courses.

How to read course descriptions
Course description numbers that fall below 100 are considered developmental courses. Course description numbers that range from 100-199 are considered entry level courses. Course description numbers that range from 200-299 are considered to be more advanced courses and may function as second-year courses or capstone courses.

A - Accounting
B - Business
CC - Early Childhood Education
D - Computers
F - Banking and Finance
G - General Education
J - Criminal Justice
LA - Law
M - Medical/Allied Health
MA - Medical Assisting
ML - Medical Laboratory Technician
MT - Massage Therapy
N - Network
NM - Multimedia
PB - Phlebotomy
PL - Paralegal
PT - Pharmacy Technician
R - Retail/Sales
S - Secretarial/Office Administration
W - Web Programming

Credit Definition
Credit Hour - The unit by which Rasmussen College measures its coursework. The number of credit hours assigned to a course usually reflects the combination of class, laboratory, and/or internship hours required in the course. Rasmussen College follows the quarter system, and awards one credit for each 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of internship, externship, practicum contained in a quarter, or the equivalent in directed study.

Clock Hour - Equal to 50 minutes of instruction.

The following course descriptions include whether the course is lecture, laboratory, internship, or a mixture.

A269 Income Tax
40 hours, 4 credits
Course is designed to provide knowledge of the tax regulations, and requirements in filing returns for the individual and small business.
Prerequisite: Accounting II

A272 Intermediate Accounting I
40 hours, 4 credits
This course covers a review of accounting procedures, and expanded 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

A274 Intermediate Accounting II
40 hours, 4 credits
A continuation of Intermediate Accounting I, this course finishes coverage of valuation of assets and liabilities, and continues in stockholder’s equity. Areas included included an analysis and interpretation of financial statements. Miscellaneous topics included are accounting changes, error corrections, and prior period adjustments.
Prerequisite: Intermediate Accounting I

A276 Financial Investigation
40 hours, 4 credits
This course will introduce students to the field of fraud examination and how fraud occurs and is detected within financial statements. This course will expand in areas of revenue, inventory, liabilities, assets, and inadequate disclosures related to financial statement investigations and fraud.
Prerequisite: Intermediate Accounting I

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 Associate’s 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: Offered last or second-to-last quarter for Associate’s Degree Students.

B097 Foundations of English I
40 hours, 4 credits
This course emphasizes grammar usage, basic punctuation, and sentence structure.
Prerequisite: Placement determined by placement test score.

B098 Foundations of English II
40 hours, 4 credits
This course emphasizes mastery of grammar and punctuation usage, paragraph structure, and strategy.
Prerequisite: Placement determined by placement test score.

B099 Foundations of Math
40 hours, 4 credits
This course is a study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages.
Prerequisite: Placement determined by placement test score.

B119 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

B136 Introduction to Business
40 hours, 4 credits
This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation.
Prerequisite: none

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

B146 Introduction to Entrepreneurship
40 hours, 4 credits
Students will learn the basic concepts of entrepreneurship. Through real-life case studies, students will examine entrepreneurship as a means to executing against market opportunities. They will explore entrepreneurship for products and services across industries, sectors, markets, and regions. Students will also review the lifecycle of entrepreneurial business development.
Prerequisite: Introduction to Business

B165 Introduction to Human Resource Management
40 hours, 4 credits
This course is an introduction to the management and leadership of an organization’s human resource. It explores the importance of establishing or administrating the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guide lines.
Prerequisite: none

B180 Meeting Management
40 hours, 4 credits
This course will introduce students to the basic tools and skills needed to host and facilitate a variety of types of meetings. The course will also study the theory and practice of parliamentary procedure skills that are used in larger and more formal assemblies.
Prerequisite: none

B218 E-Commerce
40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potential and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of e-commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of e-commerce.
Prerequisite: none

Courses designated with an asterisk (*) are generally offered only as online classes.
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B220 Project Planning and Documentation* 40 hours, 4 credits
This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is set with predefined objectives to assist the definition of project roles and phases. The students work through related issues and produce a resolution in a well written format.
Prerequisite: Intended for student's last quarter.

B223 Internet Consumer Behavior* 40 hours, 4 credits
This course is designed in three basic sections which provide students a full understanding of the way consumers shop and how products are best marketed. Section one explores the consumer motives for buying specific to personality traits, demographics and psychographics. Section two covers marketing tactics for the savvy non-persuasive consumer and the final section covers managerial and group decision making. This course assists students to understand and apply the concepts of consumer behavior to real companies and marketing situations through the use of current case-studies, visuals and scientific research on consumer behavior.
Prerequisite: E-Commerce

B224 Marketing Ethics* 40 hours, 4 credits
Using current case-studies, this course is designed to provide students the opportunity to discuss and debate the difference between ethical and unethical business conduct. Students will then use this information to understand how today’s ideals and principles are applied to the practice of ethical reasoning, marketing decision making and accurate reporting with the purpose of understanding guidelines designed to protect and inform today’s consumers.
Prerequisite: E-Commerce

B228 Search Engine Marketing* 40 hours, 4 credits
This course combines a unique mix of business, writing, and technical skills as students develop an understanding of the basics of search marketing, search engine optimization, and the steps involved in the execution and tracking of success. This course will assist students in understanding the complexities and similarities of online marketing vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating a quality marketing mix.
Prerequisite: E-Commerce

B229 Target/Audience Messaging* 40 hours, 4 credits
This course explores the necessity of using DDM (data driven marketing) to decide between your best market, marginal market and those who are not your market. This course begins with the concept of “Allowable Cost Per Order” (ACPO). This course will provide students an understanding of the critical economic factors which determine market success and how to use them as a competitive advantage.
Prerequisite: E-Commerce

B230 Principles of Finance 40 hours, 4 credits
This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.
Prerequisite: Accounting I

B231 Web Media Marketing* 40 hours, 4 credits
This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations.
Prerequisite: E-Commerce

B232 Principles of Marketing 40 hours, 4 credits
This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include consumer buying behavior, business-to-business buying, and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrating marketing communications, and marketing's role in electronic commerce.
Prerequisite: none

B233 Principles of Management 40 hours, 4 credits
A study of the aspects of the practice of management necessary for the development of managerial skills and insight.
Prerequisite: none

B234 Business Law 40 hours, 4 credits
This course introduces fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business and sales contracts. Principles of law that apply to government, regulations, commercial paper, property, bailments, agency and business organizations are addressed.
Prerequisite: none

B240 Entrepreneurial Product and Service Planning 40 hours, 4 credits
Students will explore the ways in which products and services are developed. They will review the various methods used to identify market opportunities, to engage in market sizing, and to develop an understanding of the competition. Students will develop a basic product or service plan, which will include a detailed description of how the product or service will be designed, sourced or manufactured, and delivered to the client. Students will also examine the lifecycle of products and services once they are launched.
Prerequisite: Introduction to Entrepreneurship

B242 Multicultural Communications for Business* 40 hours, 4 credits
This course provides an introduction to the challenges a diverse workforce presents in today’s global economy. Specific areas of study will be coping with diverse communication styles, allowing for divergent approaches to task completion, mitigating different attitudes toward conflict, and resolution management and protocols for ensuring multicultural collaboration.
Prerequisite: none

B243 Entrepreneurial Marketing 40 hours, 4 credits
Students will examine all aspects of entrepreneurial marketing. Using marketing case studies, students will explore several entrepreneurial marketing strategies and will create a marketing strategy for their chosen product or service. From this strategy, students will create a complete market plan. They will also present their ideas to the class.
Prerequisite: Introduction to Entrepreneurship

B244 Entrepreneurial Finance: Capitalization for the Entrepreneur 40 hours, 4 credits
Students will examine the ways in which entrepreneurial ventures are financed. They will explore how to raise both start-up and operational capital. Students will participate in a simulation designed to teach them the value of financial management and the practical use of tools such as profit and loss statements, balance sheets, income and cash flow statements.
Prerequisite: Principles of Finance

B247 Entrepreneurial Internship 120 hours, 4 credits
Students will complete an unpaid internship with a local entrepreneur or business owner. The College facilitates the process of matching students with entrepreneurs. The internship will integrate prior coursework into a comprehensive understanding of entrepreneurship, providing students with hands-on learning opportunities and work experience. During the internship, the student will shadow the entrepreneur and write a series of short, reflective papers based on their experience.
Prerequisite: Entrepreneurship student in last or second-to-last quarter

B249 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, evaluating options, and selection of an appropriate management response, implementation, and review.
Prerequisite: Introduction to Human Resource Management

B250 Training and Development* 40 hours, 4 credits
This course is a study of training and development fundamentals including how training relates to Human Resource Management and Human Resource Development, how internal and external factors influence employee behavior, and the role of adult learning in training. Students will examine how training needs are determined, best practices in developing and implementing training programs, and how to evaluate training efforts.
Prerequisite: Introduction to Human Resource Management

B263 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: Principles of Marketing

B267 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 is to enable learners to understand the spirit and purpose of the legal framework of employment so that learners can embrace comparable strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.
Prerequisite: Introduction to Human Resource Management

B268 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: Introduction to Human Resource Management

B270 Introduction to Global Business* 40 hours, 4 credits
This course will explore the importance of developing varied techniques for managing all aspects of a global business venture. Through real-life case studies, students will investigate the interconnectivity in global business specific to languages, attitudes, religious beliefs, traditions, work ethic, political & legal systems, governmental regulation, fiscal and monetary policies, infrastructure, and market potentials.
Prerequisite: none

B271 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: Passing grade in Foundations of English II or placement determined by STEP assessment score.

B272 Call Center Strategic Leadership* 40 hours, 4 credits
This course will focus on strategic leadership specific to assembling and preparing a strong team, defining quality assurance methods, determining appropriate performance metrics, executing motivation and retention strategies and understanding legal and functional policies and procedures associated with strategic leadership as seen through project, financial and risk management.
Prerequisite: none

B275 Call Center Customer Service Representative Skills* 40 hours, 4 credits
Considering the success of any call center rests in the hands of its Customer Service Representatives, it is critical that training, continual skills assessment and professional development opportunities are incorporated into the business cycle. This course will define the requisite skills for exemplary reps as well as discuss different assessment tools and skill building techniques. Further, this course will also examine Customer Relationship Management (CRM) principles specific to call routing applications.
Prerequisite: none

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COURSE DESCRIPTIONS

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21
This course will explore characteristics of Child Development.

Prerequisite: none

**B276 Call Center Labor Force Management***

This course provides an introduction to determining the staffing requirements which balance customer requests and satisfaction and while meeting budget margins critical to the overall success of the business. As such, this course will focuses on the forecasting of labor force needs, staff requests, understanding of daily service management requirements, and the benefits and barriers to the incorporation of automated software tools to assist in this process.

Prerequisite: none

**B278 Call Center Operations Management***

This course provides an introduction to technologies and tools available for call centers and their applications. Starting with the importance of site selection, facility design and management, this course will progress systematically through the process of developing a call center from inception to execution.

Prerequisite: none

**B280 Business Capstone***

20 hours, 2 credits

This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate Degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via completion of a Capstone project.

Prerequisite: Students must be enrolled in the Business Associate's Degree program and in their last or second-to-last quarter.

**B293 Business Ethics***

40 hours, 4 credits

This course presents an examination of current moral and ethical issues that arise in the world of business, as well as an analysis of the main theories of moral obligation, right and wrong action, and good and bad values.

Prerequisite: none

**CC151A Foundations of Child Development***

40 hours, 4 credits

This course will explore characteristics of children at different ages, children’s developmental needs, and the foundation of early-childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family, and the cultural, social, class, and ethnic variations in the family as a social system.

Prerequisite: none

**CC152 Early Childhood Education Curriculum and Instruction***

40 hours, 4 credits

This course promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing, and uses individualized education paths, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies for enhancing parent and family involvement will be emphasized.

Prerequisite: none

**CC153A Health, Safety, and Nutrition***

40 hours, 4 credits

This course examines the role of early-childhood professionals working in the field via the policies and procedures governed by the state. Students will learn how to establish safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children’s special health concerns. Students will carry out a 2-hour observation in the field of education.

Prerequisite: none

**CC154A Observing and Promoting Development in the Early Childhood Classroom***

300 hours, 10 credits

Continuing of Observing and Promoting Development in the Early Childhood Classroom. The focus is on developmentally appropriate practices and leadership.

Prerequisite: Observing and Promoting Development in the Early Childhood Classroom

**CC155 Creating a Learning Environment***

300 hours, 10 credits

This course is a continuation of Observing and Promoting Development in the Early Childhood Classroom. The focus is on developmentally appropriate practices and leadership.

Prerequisite: Creating a Learning Environment

**CC225A Infant and Toddler Development***

40 hours, 4 credits

This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Exploring ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical, and cognitive development.

Prerequisite: none

**CC259 Dynamics of the Family***

40 hours, 4 credits

This course will focus on the dynamics of the family and the family’s influence on the growth and development of children. The history of family systems, child rearing, and parenting styles will be discussed. The course will explore issues that families of today face.

Prerequisite: none

**CC260A The Exceptional Child***

40 hours, 4 credits

This course is designed to explore the benefits of inclusion in the early-childhood setting. Students will develop an understanding of exceptional development. Students will identify the parties relevant to exceptional development and their roles as resources in support of the child and their families.

Prerequisite: none

**CC261A Emerging Literacy through Children’s Literature***

40 hours, 4 credits

This course covers the history, selection, and integration of literature and language in the early-childhood classroom. Topics include developmentally appropriate children’s literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, puppetry, and flannel-board use will also be emphasized.

Prerequisite: none

**D111 Computer Information Systems***

40 hours, 3 credits

This course is an introductory course designed to teach students fundamental computer concepts as well as serve as an introduction to the Microsoft Office suite. The focus of this course will include Word, Excel, PowerPoint and Access. This course will briefly cover email, Internet and Windows file management, as well as teaching students for a computerized work place.

Prerequisite: none

**D181 Excel***

40 hours, 3 credits

This course is designed to investigate the advanced applications and concepts available in Microsoft Office Excel. Students will be introduced to electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.

Prerequisite: Computer Information Systems

**D187 Professional Presentations***

40 hours, 3 credits

This course is designed to incorporate two Microsoft Office presentation programs into a single, powerful tool that can be used to create Professional Presentations. Students will learn to use PowerPoint and Publisher as partners in creating multidimensional presentations.

Prerequisite: Computer Information Systems

**D279 Computer Focused Principles***

40 hours, 3 credits

This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.

Prerequisite: Accounting I

**D283 Access***

40 hours, 3 credits

This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.

Prerequisite: Computer Information Systems

**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 job skills, life skills, and good and bad values will be discussed. The course will focus on the parties relevant to exceptional development 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

**E242 Career Development***

20 hours, 2 credits

The course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview.

Prerequisite: none

**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

**F212 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 origins of regulations protecting consumer credit transactions, and reviews specific regulations that apply to consumer credit.

Prerequisite: Introduction to Banking

**F213 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 to Banking

**F215 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 to Banking
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

G123 Principles of Economics
40 hours, 4 credits
This course offers a broad overview of economic theory, history, and development. Philosophers, policies, and terms of market economies will be explored. This course introduces microeconomic and macroeconomic concepts.
Prerequisite: none

G124 English Composition
40 hours, 4 credits
This course is intended to help students develop their ability to write and express ideas in an organized, unified, coherent manner that reflects an understanding of audience and purpose. Through writing, reading, and discussion, students will learn to synthesize their thoughts as they communicate more effectively. Course concepts are applied to essays, research projects, and specialized writing. Regular writing and revision will improve students’ grammar, punctuation and usage skills.
Prerequisite: Passing grade in Foundations of English II or placement determined by STEP assessment score.

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

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

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 we 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. As a result of this process, students will become more sophisticated and critical viewers. We will look at how films exemplify particular genres and analyze the film’s context as well as the ways in which viewers formulate meanings. We will concern ourselves with the aesthetic qualities of given films and genres; we will, moreover, investigate the cultural significance of these works.
Prerequisite: none

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 persuasion, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings.
Prerequisite: none

G142 Introduction to Sociology
40 hours, 4 credits
This course is designed to enable students to recognize their own culture-based values, feel the need for cultural interaction and to develop a better understanding of cultural values that may differ from their own. It will cover basic sociological topics such as socialization, gender, race, social organization, and social change. Through the course students should achieve a better understanding of themselves and society.
Prerequisite: none

G150 Structure and Function of the Human Body
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

G201 Creative Writing
40 hours, 4 credits
This course will develop the student’s talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays and non-fiction. Works by students and others will be critiqued. Students will also develop editorial skills so that each writer may revise and improve his/her work. Students will compose a minimum of 6000 words over the course of the program.
Prerequisites: Passing grade in Foundations of English II or placement determined by STEP assessment score.

G215 Introduction to Human Biology
50 hours, 4 credits
Students will explore fundamental concepts of human biology. They will examine cell structure and function, body systems, and biochemistry. They will also learn basic concepts of genetics and evolution. Students will explore the role of human populations and the ecosystem.
Prerequisites: none

G221 Introduction to Statistics
50 hours, 4 credits
In this course students will learn to use various measures of location and variability to describe data. Concepts such as graphical and numerical measures, probability, experimental probability laws, discrete random variable, binomial and normal random variables, sampling distributions, central limit theorem, large and small sample confidence intervals for parameters associated with a single population and for comparison of two populations will be discussed. Hypothesis testing for large and small samples will be illustrated.
Prerequisite: Passing grade in Foundations of Math or placement determined by STEP assessment score.

G226 Speech
40 hours, 4 credits
This course is designed to teach the student how to research and plan, arrange and complete informative, persuasive, expressive, impromptu, and extemporaneous speeches for various audiences. Students will also analyze and evaluate the arguments and rhetorical methods used in public communication to help them develop the ability to speak clearly and effectively, and to think logically. Students will also explore techniques for overcoming speech anxiety.
Prerequisite: none

G230 Introduction to Literature
40 hours, 4 credits
This course offers an introduction to the most common literary genres: Fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts.
Prerequisite: none

G233 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.
Prerequisite: Passing grade in Foundations of Math or placement determined by STEP assessment score.

G239 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

G243 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 on the national, state and local level. To explore how the US government affects its citizens and how citizens participate in their government, students will address current issues and problems using legal principles and ideas established in legal history, theory, and ethics.
Prerequisite: none

G245 Introduction to Geology
40 hours, 4 credits
This course provides an introductory look at the physical processes that shape the earth. Topics include the origin, structure, and systems of the earth, minerals, rock formation, plate tectonics, and volcanoes and earthquakes. Geologic time, global change, and human-environment interactions will also be explored. Students will complete a research paper on a contemporary issue in geology.
Prerequisite: none

G250 History of the United States in the World
40 hours, 4 credits
This course will explore the ways in which the United States emerged as a leader in the world in the 20th century and beyond. To expose students to various viewpoints, a theme of the course will be the interconnection of events in the United States during this period with those occurring simultaneously throughout the world. The political, social, and economic aspects of the history of the United States in this time will be referred to. The diversity of human cultures, values, and perspectives within the country and the world.
Prerequisite: none

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.
Co-requisite: Criminology

J102 Criminology
40 hours, 4 credits
This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals.
Co-requisite: Introduction to Criminal Justice

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

J116 Case Management*
40 hours, 4 credits
Students will learn how to manage caseloads of clients, document casework, and use strategies for clients’ rehabilitation. They will learn how to write effective court reports, case entries, recommendations and violation summaries. Students will explore client-interview skills and motivation techniques. Examination of special populations of diverse clients, such as offenders, addicts, and the mentally ill are reviewed.
Prerequisite: Introduction to Criminal Justice

J120 Policing in America
40 hours, 4 credits
Students will examine the theoretical underpinnings of police work in the United States and the historical and social forces that influence its current status, and the trends that will shape its future. They will explore the problems and solutions facing citizens, patrol officers, administrators, and agencies. They will also cover contemporary practices such as Community Oriented Policing, Problem Oriented Policing, and Directed Patrol. In investigating these topics, students will develop skills in critical thinking and problem solving.
Prerequisite: Introduction to Criminal Justice (or co-requisite)
 COURSE DESCRIPTIONS

Prerequisite: Introduction to Criminal Justice

J122 Crime Scene to Conviction: Critical Skills in Documentation*
40 hours, 4 credits
Students will master the skills of both oral and written communication. They will examine grammar and the mechanics of writing. They will also explore special communication issues, such as communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will also evaluate the impact of proper report writing, communication, and documentation upon the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.
Prerequisite: Introduction to Criminal Justice

J125 Criminal Law and Procedures
40 hours, 4 credits
This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, due process are explored. Statutory defenses, mitigating factors and circumstances which may exculpate criminal responsibility, and common law principles are examined.
Prerequisite: Introduction to Criminal Justice

J130 Introduction to Homeland Security*
40 hours, 4 credits
This course provides an introduction to the philosophical, historical, and multidisciplinary challenges of Homeland Security in combating terrorism. This course includes a review of the driving forces that resulted in the creation of the current Department of Homeland Security. This will be accomplished through a review of the field of homeland security, its evolution and critical issues, and an examination of current threats and vulnerabilities. The course also looks at the complexities of defining the roles of federal, state, local government, and the private sector.
Prerequisite: Introduction to Criminal Justice

J160 Introduction to Forensic Science*
40 hours, 4 credits
A course designed to familiarize students with the appreciation of science utilized in criminal and civil laws. Students are introduced to the five basic services that a crime laboratory performs. They will become familiar with different forms of conflict resolution, forms of conflict resolution, and the collection and preservation of all types of evidence.
Prerequisite: Introduction to Criminal Justice

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 staff is explored as well as juvenile training schools, probation and aftercare treatment.
Prerequisite: Introduction to Criminal Justice

J211 Counseling Clients*
40 hours, 4 credits
Students will examine the process and effects of counseling. Assessment tools, methods of evaluation, and case plans are explored. They will consider a variety of counseling settings, including prisons, jails, group homes, in-patient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse clients including juveniles and adults, men and women, and people from various cultures.
Prerequisite: Introduction to Criminal Justice

J212 Legal Principles in Corrections*
40 hours, 4 credits
Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders’ rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.
Prerequisite: Criminal Law and Procedures

J222 Practical Psychology for Law Enforcement*
40 hours, 4 credits
Students will examine how principles of psychology relate to law-enforcement work. They will explore fundamental concepts from a policing perspective, focusing on the real-world effects these principles produce on police officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim- and witness-interviewing strategies, officer behavior-modification approaches, and officer coping methods. They will review the short- and long-term physiological and psychological effects of stress, trauma, and occupational experiences experienced by police officers.
Prerequisite: Introduction to Criminal Justice

J226 Legal Code for Law Enforcement*
40 hours, 4 credits
Students will use state’s criminal and traffic codes to become familiar with law and statutes. They will review penal statutes covering issues from homicide to misconduct, and will examine legislation and statutes that govern law-enforcement duties and responsibilities. Students will also examine the law and procedures that apply to specific populations like juveniles and domestic-violence victims.
Prerequisite: Criminal Law and Procedures

J230 Terrorism*
40 hours, 4 credits
Students in this course will receive an in-depth overview of terrorism, both domestic and international. (This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists’ perceptions and motivations.) The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.
Prerequisite: Introduction to Criminal Justice

J245 Security Challenges*
40 hours, 4 credits
This course is an examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be covered and analyzed based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation systems and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.
Prerequisite: Introduction to Criminal Justice

J250 Drugs and Crime
40 hours, 4 credits
The course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as “club drugs,” inhalants, herbal stimulants, and designer drugs will also be discussed.
Prerequisite: Introduction to Criminal Justice

J255 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 criminal justice but also of how sound moral decisions are made in response to them.
Prerequisite: Introduction to Criminal Justice

J260 Introduction to Investigations*
40 hours, 4 credits
Students will become familiar with the fundamentals of criminal investigation, including the process and responsibilities of investigations. They will examine property and person-to-person crimes, with a special focus on writing skills and the management of an investigation.
Prerequisite: Criminal Law and Procedures

J261 Crime Scene Analysis*
40 hours, 4 credits
Students will learn the process and function of securing and working a crime scene. They will become familiar with different types of evidence, including trace, biological, and impression evidence. They will examine the proper collection and documentation of evidence from a crime scene.
Prerequisite: Introduction to Forensic Science

J280 Contemporary Issues in Criminal Justice Capstone*
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 held in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected. This course includes ten hours of field experience.
Prerequisite: Introduction to Criminal Justice
Students must be enrolled in the Criminal Justice major, and in their last or second to last quarter.

LA125 Law I
40 hours, 4 credits
This course is a study of the fundamentals of law. It includes study of the American legal system, forms of conflict resolution, torts, contracts, and criminal law.
Prerequisite: none

LA130 State and Local Government
40 hours, 4 credits
This course will introduce the constitutional interrelationship of national, state, and local government. Special emphasis will be placed on the powers and functions of the various branches of state and local governments.
Prerequisite: none

LA225 Law II
40 hours, 4 credits
This course is a continuation of the study of fundamentals of law. It includes study of the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, contracts, and other areas of business law.
Prerequisite: Law I

M110 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 roots, and anatomic roots denoting body structures. All body systems will be covered with a focus on the body part built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.
Prerequisite: none

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: Medical Terminology, Pathology I (prerequisite or concomitant)

M140A Intermediate ICD-9-CM Coding
40 hours, 4 credits
This course is a continuation of Basic ICD-9-CM with developmental practice to increase proficiency in coding with ICD-9-CM using patient records. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. Use of coding and group software will be introduced as well as the use of registries and indices.
Prerequisite: Basic ICD-9-CM Coding

M141 Ambulatory Care Coding
40 hours, 3 credits
The emphasis in this course is medical coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT.
Prerequisite: Intermediate ICD-9-CM Coding

M200 Medical Office Procedures
40 hours, 3 credits
This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concepts covered include: forms 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: Medical Terminology

Courses designated with an asterisk (*) are generally offered only as online classes.

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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, Keyboarding I

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

M207 Medical Transcription III* 40 hours, 3 credits
A continuation of Medical Transcription II, 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 CD of health care professionals who are non-native speakers of English and operative reports.
Prerequisite: Medical Transcription II

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 team who contribute to and use health information, and trends in the management of health care records. Students will learn about the formats and content of medical records, and develop a beginning knowledge of the organization and storage of health information.
Prerequisite: none

M209 Medical Insurance and Billing 40 hours, 3 credits
In this course students will receive an introduction to common third party payers, insurance terminology, and medical billing. They will learn skills including claim forms preparation and processing, and electronic claim submission, and will review introductory medical coding. They will also exam clinic plan options, payer requirements, state and federal regulations, and abstracting of source documents.
Prerequisite: Medical Terminology

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. This course includes data collection and compilation of health care statistics.
Prerequisite: Introduction to Health Information Management

M218 Management of Health Information Services 40 hours, 4 credits
The study of management, supervision, and human resource principles with application to health information service departments in various health care settings. Students will learn how to manage and measure productivity of HIM staff and explore the HIM management role in relation to other hospital departments.
Prerequisite: Introduction to Health Information Management (or co-requisite)

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 prevention of common diseases of selected human body systems.
Prerequisite: Human Anatomy and Physiology I, or Structure and Function of the Human Body

M224 Pathology II 40 hours, 4 credits
Continuation of studies of the 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 prevention of common diseases of selected human body systems.
Prerequisite: Pathology I

M229 Healthcare Information Technologies 40 hours, 4 credits
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.
Prerequisites: Introduction to Health Information Management, Computer Information Systems

M230 Medical Law and Ethics 40 hours, 4 credits
A study of the United State legal system and court process with emphasis on legal and ethical issues within the health care environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student’s program of study.
Prerequisite: none

M251 Medical Coding Practicum* 30 hours, 1 credit
This course offers supervised practical experience in a simulated campus or online setting, or a health care facility arranged by the student, with a minimum of 30 hours of practical experience in medical coding under the direction of a college HIT/Coding instructor or practicing medical coding professional. The practicum offers the student experience as a medical coder using actual or simulated medical documentation, and is essential to training.
Prerequisite: Ambulatory Care Coding

M252 Health Information Practicum* 60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinic environment, using software and practical simulation assignments to experience real-world situations within HIM and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.
Prerequisites: Quality Analysis and Management, Healthcare Information Technologies, Medical Law and Ethics

M280 Medical Transcription Capstone* 50 hours, 3 credits
A supervised experience in medical transcription work settings, simulated lab, and student assignment and project 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

M290 Medical Administration Capstone* 10 hours, 1 credit
This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills.
Prerequisite: Medical Administration student in last second-to-last quarter.

MA110 Clinical Skills I 60 hours, 4 credits
In this course students will begin their study of the essential and basic core of back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will gain knowledge and skills including communication and technology, office procedures, medical law and ethics, records management, bookkeeping and billing, health insurance and coding, infection control, and patient assessment. They will follow applied-learning approaches to all skill-development and performance objectives.
Prerequisites: Medical Terminology, Human Anatomy and Physiology I

MA135 Pharmacy for the Allied Health Professional 40 hours, 4 credits
Students in this course will learn the pharmacology concepts necessary for a variety of allied-health programs. They will study drugs according to their therapeutic applications. They will examine pertinent physiology and related diseases before discussing the pharmacology of the drug. Students will also learn basic regulations that apply to drugs.
Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body

MA145 Clinical Skills II 60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical assisting skills. They will master knowledge and skills including patient examination and assessment, medical surgical procedures, pharmacology, procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will follow applied-learning approaches to all skill-development and performance objectives.
Prerequisite: Clinical Skills I

MA225 Laboratory Skills for Medical Assisting 60 hours, 4 credits
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect specimen samples, and to perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.
Prerequisites: Clinical Skills II (or co-requisite)

MA230 Medical Assistant Externship 180 hours, 6 credits
Students will engage in an 11-week on-the-job training, minor in a physician’s office/ clinic in their field of study or medical-specialty interest. The extern will perform medical-assisting job duties in both the front-office administrative area and the back-office clinical area, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked. In the last portion of the course, students will learn job-search techniques and skills for entry-level medical assistants.
Prerequisites: Laboratory Skills for Medical Assisting; approval of Medical Assisting Program Coordinator

MA241 Human Anatomy and Physiology I 80 hours, 5 credits
In this course students will begin their study of the structure and function of the human body. They will examine the structural anatomy, basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn how medical terminology is emphasized. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Introduction to Human Biology

MA242 Human Anatomy and Physiology II 80 hours, 5 credits
In this course, students will continue their study of human anatomy and physiology begun in Human Anatomy and Physiology I. They will examine the circulatory, lymphatic and immune, respiratory, urinary, digestive, and reproductive systems, as well as fluid and electrolyte balance, acid-base balance, and nutrition and metabolism. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Human Anatomy and Physiology I

Courses designated with an asterisk (*) are generally offered only as online classes.
ML100 Introduction to Clinical Laboratory Science 40 hours, 3 credits
An introduction to laboratory medicine and the profession of clinical laboratory science. This course will emphasize professionalism, laboratory safety, and routine laboratory procedures including quality control and lab math.
Prerequisites: Program admission.

ML150 Clinical Chemistry I 40 hours, 3 credits
An introduction to analytical techniques, instrumentation, and basic principles of clinical chemistry methods. Presents the theory and application of biochemical analytes, including clinical significance and normal reference ranges.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I Co-requisite: College Algebra

ML151 Hematology I 40 hours, 3 credits
Introduction to the theory and practical application of routine and special hematology procedures. Presents red blood-cell function, hematopoiesis, and associated diseases. The student laboratory focuses on identifying normal and abnormal red blood-cell morphology and the evaluation of stained blood smears.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

ML152 Urinalysis 40 hours, 3 credits
An introduction to urinalysis and body-fluid analysis. Includes anatomy and physiology of the kidney, and physical, chemical, and microscopic analysis of urine, cerebral spinal fluid, and other body fluids.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

ML153 Clinical Microbiology I 40 hours, 3 credits
This course will include basic concepts of microbiology. Emphasis will be placed on cell structure and function of human, pathogenic microorganisms. Disease, resistance and immune system function will be included. Methods of microbe control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

ML201 Clinical Chemistry II 60 hours, 4 credits
Expanding upon concepts learned in Clinical Chemistry I, this course further examines the principles and procedures of various tests performed in Clinical Chemistry. Integral to this course is continued explanation of the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values.
Prerequisite: Clinical Chemistry I

ML202 Hematology II 60 hours, 4 credits
Expanding upon concepts learned in Hematology I, this course further examines the theory and practical application of routine and special hematology procedures. Presents white blood cell function, hematopoiesis and associated diseases. The student laboratory focuses on identifying normal and abnormal white blood cell morphology and the evaluation of stained blood smears. Coagulation principles and techniques will be included.
Prerequisite: Hematology I

ML203 Immunology 40 hours, 3 credits
Basic immunology and serology concepts will be presented with an emphasis on selected infectious diseases and autoimmune disorders. The student laboratory will include instruction in basic microbiology and serologic procedures will also be presented.
Prerequisite: Human Anatomy and Physiology I

ML205 Immunohematology 40 hours, 3 credits
An introduction to the fundamentals of the immune system and the principles of genetics as they apply to blood group inheritance and blood banking procedures. Includes donor selection, blood collection, blood component processing and administration of blood components. Utilizes a student laboratory for experiences in routine blood banking procedures.
Prerequisites: Hematology I, Immunology

ML206 Clinical Microbiology II 60 hours, 4 credits
Expanding on concepts learned in Clinical Microbiology I, this course provides further instruction in basic microbiology with emphasis placed on viruses, fungi and parasites. Epidemiology and infection control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.
Prerequisites: Clinical Microbiology I

ML291 Clinical Practicum I 360 hours, 12 credits
Students will perform in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate.
Prerequisite: Approval by campus coordinator; completion of all coursework required by clinical affiliate

ML292 Clinical Practicum II 360 hours, 12 credits
Students will continue in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate.
Prerequisite: Clinical Practicum I

MT101 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 develop a self-care protocol by identifying body awareness and movement habits.
Prerequisite: none

MT105 Deep Tissue Massage 40 hours, 3 credits
This course will incorporate and expand on the techniques learned from Swedish massage. An emphasis will be on other methods of addressing soft tissue dysfunction. Students will also have the knowledge to integrate deep tissue massage into their practice as a massage therapist. An emphasis will be upon developing communication and documentation skills for insurance billing.
Prerequisites: Introduction to Massage Therapy, Kinesiology

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 massage environment that best serves individuals that have a physical and/or developmental challenge.
Prerequisites: Introduction to Massage Therapy, Kinesiology

MT140 Pathology for Massage Therapy 40 hours, 4 credits
This course, which is intended as a general one-quarter overview of pathology for Massage Therapy and allied health students, will cover the most basic concepts and terminology of health and disease. Students will acquire the knowledge of different disorders. Focus is on the structure, nature, causes, diagnostic procedures, and treatment of the most common diseases of selected human body systems.
Prerequisite: none

MT215 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 have the knowledge of various injuries and the physiological effects that the body endures in athletic events. Students will have an understanding of different stretching applications to a client.
Prerequisites: Introduction to Massage Therapy, Kinesiology

MT220 Myofascial Release 40 hours, 3 credits
The purpose of this course is to provide knowledge of Myofascial release. The student is introduced to working on fascia in the body. An emphasis will be on the emotional releases from the client and how to handle these situations in a session.
Prerequisites: Introduction to Massage Therapy, Pathology for Massage Therapy, Human Anatomy and Physiology II, Kinesiology II

MT225 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. The students will be able to incorporate principles of reflexology and aromatherapy into a massage session.
Prerequisites: Introduction to Massage Therapy, Kinesiology

MT230 Trigger Point Therapy 40 hours, 3 credits
This course is an introduction to Trigger Point Therapy. Students will have the facts of scientific data of a Trigger Point. Students will have the knowledge of the physiological symptoms of a Trigger Point. An emphasis will be on the significance of musculoskeletal disorders and how to manage these with Trigger Point Therapy.
Prerequisite: Deep Tissue Massage

MT237 Clinic I 40 hours, 2 credits
In this course the student will perform a minimum of 40 hours in the Massage Clinic, performing at least 15 full body massage treatments. A supervisor will be present to evaluate and guide the student’s performance. Students are evaluated on hands-on skills and SOAP Charting.
Prerequisites: Human Anatomy and Physiology II, Kinesiology II, Deep Tissue Massage

MT238 Clinic II 80 hours, 4 credits
In this course the student will perform a minimum of 80 hours in the Massage Clinic performing at least 30 full body massage treatments. A supervisor will be present to evaluate and guide the student’s performance. Students are evaluated on hands-on skills and SOAP Charting.
Prerequisite: Clinic I. This course is recommended for a student’s last quarter.

MT245 Kinesiology 40 hours, 4 credits
This course is an introduction to the skeletal and muscular system. An emphasis is on the facial system and movement of the body. The students will have a basic knowledge of kinesiology.
Prerequisite: Human Anatomy and Physiology I

MT246 Kinesiology II 50 hours, 4 credits
The purpose of this course is to provide an in depth knowledge of muscular and skeletal systems and the relationship to movement. Students will learn the intervention and arterial supply of the head, neck, trunk, leg, arm, and pelvis. An emphasis on how muscle function with the structure of the body will be taught. In this course this a lab portion where students will learn about the areas of the body, the muscles and the movement that partners with it.
Prerequisite: Kinesiology

MT250 Business and Wellness 40 hours, 3 credits
This course introduces the student to recognize an emergency and how to respond to specific injuries. The student will acquire First Aid and Cardiopulmonary Resuscitation (CPR) certification through a nationally recognized provider. A general introduction of nutrition and wellness with an emphasis on health promotion will be taught. Students will have the knowledge to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).
Prerequisites: Deep Tissue Massage, Sports Massage. This course is recommended for the last quarter.
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, 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 class lab. Each student will assemble a computer using prescribed parts and materials.
Prerequisite: none

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 viruses protection, disaster recovery and maintenance planning. Finally, the students 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 Allied Certification Core and DOS/Windows Exams.
Prerequisite: PC Hardware and Software I (A+)

N127 Microsoft Windows Workstations* 40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support as a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course material. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist Exam.
Prerequisite: none

N133 Networking Fundamentals* 40 hours, 3 credits
This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks on how communications is accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cable and wireless. Students will learn basic troubleshooting of a network and how to maintain it. In this course the instructor will assign direct hands on projects to be performed in a lab setting.
Prerequisite: Microsoft Windows Workstations or adviser/faculty approval

N141 Networking Security Fundamentals* 40 hours, 3 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, dial-up and the wireless Internet. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course material.
Prerequisite: Networking Fundamentals

N164 Voice Over IP Fundamentals 40 hours, 3 credits
The goal of this course is to introduce students to Voice Over IP (VoIP) and the different features and benefits inherent in deploying communications in this way. Students will learn the differences inherent between Public Switched Telephone Networks (PSTN) and VoIP systems. They will discover the signaling that is done with VoIP and learn about the configuration issues when switching over to a system VoIP.
Prerequisite: Networking Fundamentals

N208 Linux Administration* 40 hours, 3 credits
This course is designed for introduction of the Linux operating system. The students will learn to install, configure, maintain, administration, and use programming features of Linux operating systems. Students will learn how to download and install 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 topics.
Prerequisite: Microsoft Windows Workstations

N226 Windows Active Directory* 40 hours, 3 credits
This course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, setup, configure, utilize, maintain and troubleshoot 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 #70-294.
Prerequisite: Microsoft Windows Server

N228 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. The course gives the student the background needed to provide technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the material covered. Further, the course helps prepare students to take the Microsoft Professional Certification exam.
Prerequisite: Microsoft Windows Workstations

N234 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 introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real-world examples of networking and messaging issues. The course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take Microsoft’s MCSA Exam #70-336.
Prerequisite: Microsoft Windows Server

N235 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 is designed for an all-around introduction to networking starting with a review of the basic building blocks of networks through advanced Cisco networking topics such as addressing, VLAN’s, network security, and internetworking. The course includes hands-on labs that enable students to apply the concepts learned in class on real hardware in a working lab environment. At the end of the course students can take the CCNA exam.
Prerequisite: Networking Fundamentals

N251 Introduction to Computer Forensics 40 hours, 3 credits
This course provides students with a comprehensive understanding of computer forensics and investigation tools and techniques. They learn how to set up the course helps prepare students to take Cisco CCNA Exam.
Prerequisite: Networking Fundamentals

N252 Networking Security Advanced 40 hours, 3 credits
This course takes an in depth look at network defense concepts and techniques. Students will examine tools, techniques and technologies used in the securing of information assets. This course is designed to provide in-depth information on the software and hardware components of Information Security and Assurance. Topics covered include: intrusion detection, virtual private networks (VPN) and incident response strategies and planning. Further, this course helps prepare students to take the Security Certified Program, Network Defense and Countermeasures exam, SC20-402.
Prerequisite: Cisco Networking Fundamentals and Routing

N253 Managing Information Security 30 hours, 3 credits
Information security is not only an IT, but a management issue. Therefore, this course introduces students to a detailed examination of the systems-wide perspective of information security. They begin with the basic concepts of computer architecture and planning process for security, which includes an examination of the policies, procedures and staffing functions necessary to organize and administer ongoing security functions in an organization. Course subjects include security practices, security architecture and models, computer planning and disaster recovery planning. This course is one step in helping students prepare to take the CISSP certification exam.
Prerequisite: Networking Security Advanced

N264 IP Telephony 40 hours, 3 credits
This course will serve as the foundation for learning Cisco Call Manager Express and Cisco Unity Express in different network configurations and environments. In this first of a two course sequence, students will learn how to install and initially configure these two products in typical network environments. Students will also learn about the various phone options and features currently available to organizations implementing IP Telephony.
Prerequisite: Voice Over IP Fundamentals

N265 Quality of Service (QoS) 40 hours, 3 credits
This course will look at how Quality of Service can affect not only IP-based applications running on a network but also general network performance. Various tools and procedures are introduced in this course for dealing with congestion, traffic policing and shaping, and utilizing drop policies where appropriate. In addition, there will be attention paid to the topic of QoS on the LAN, and why it is an important topic to consider and review for overall network performance.
Prerequisite: IP Telephony

N270 Oracle Database Administration 40 hours, 3 credits
The goal of this course is to prepare individuals to work with and administer Oracle databases. Students will learn the various tools available to setup and maintain databases, system performance monitoring, and enhance security for the Oracle database. The course will emphasize the skills needed for day-to-day maintenance of the database.
Prerequisite: Database Design and SQL

N271 SQL Server 2005 Administration 40 hours, 3 credits
The goal of this course is to prepare individuals to work with and administer SQL Server. Students will learn how to install and maintain SQL Server 2005 and also how to use tools for creating backups, promoting security, and to enhance availability and performance of the database.
Prerequisite: Database Design and SQL

N272 SQL Server 2005 Development 40 hours, 3 credits
This course will prepare students for programming in the SQL Server 2005 environment. Students will learn how to manipulate and work with database objects through T-SQL and database tables as needed. In addition, students taking this class will learn to modify queries, work with constraints, and deal with normalization issues as they learn to program in this environment.
Prerequisite: SQL Server 2005 Administration

N273 Business Intelligence Reporting 40 hours, 3 credits
The goal of this course is to allow students to understand what business intelligence is and how it affects the success or failure of organizations. In particular, this course will focus on business intelligence using Crystal Reports as the basis for deriving this information.
Prerequisite: SQL Server 2005 Administration

N290 Information Technology Capstone* 20 hours, 2 credits
This course synthesizes key learning throughout the student’s program. Students apply what they’ve learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.
Prerequisite: This course is intended to be completed in the student’s last quarter.
NM110 Drawing Design and Art Theory
40 hours, 3 credits
This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of drawing assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.
Prerequisite: none

NM111 Introduction to Computer Graphics
40 hours, 3 credits
This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting.
Prerequisite: none

NM113 Introduction to Multimedia and Computer Graphic Arts
40 hours, 3 credits
This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Preproduction of all multimedia elements are stressed throughout the class with an emphasis on trouble shooting and problem solving.
Prerequisite: Introduction to Computer Graphics

NM115 Networking and Internet Technologies
40 hours, 3 credits
The goal of this course is to provide an introduction to networking and Internet technologies. This course covers a wide range of material about the Internet, from using the Internet to demonstrating how the Internet works, using different Internet protocols, programming on the Internet, the Internet infrastructure, security, and e-commerce. It not only introduces a variety of concepts, but also discusses in-depth the most significant aspects of Internet, such as the OSI model of networking. In addition to explaining concepts, the course uses a multitude of real world examples of networking issues from a professional's standpoint, making it a practical preparation for the real world.
Prerequisite: Introduction to Computer Graphics

NM121 Typography
40 hours, 3 credits
This course focuses on the fundamentals of typography and introduces the students to aspects of type for display and text design. Students become familiar with the categories of type and a variety of font families. They also become proficient at choosing fonts to match a specific message.
Prerequisite: Introduction to Computer Graphics

NM122 Digital Publishing
40 hours, 3 credits
This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploration of illustration, photo retouching and manipulation, and working toward finished results primarily in printed form as well as web.
Prerequisite: Introduction to Computer Graphics

NM124 Color Theory and Techniques
40 hours, 3 credits
This course introduces basic compositional principles of harmony and contrast through the practice of color applications, using tilt tip markers, acrylic paints and markers. Basic exercises are introduced and practiced to learn how to achieve different product surfaces and create visual effectiveness. The use of color in printing also is explored.
Prerequisite: Introduction to Computer Graphics

NM130 Audio/Video Editing
40 hours, 3 credits
Students learn the theory and processes of audio/video editing using non-linear editing software on the desktop. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short videos for video, disk and Internet applications.
Prerequisite: Introduction to Computer Graphics

NM131 Introduction to 3D Arts and Animation
40 hours, 3 credits
This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to multimedia projects. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images.
Prerequisite: Introduction to Computer Graphics

NM141 Digital Media Production
40 hours, 3 credits
This course is a study of the integration of components used in multimedia applications using authoring software. Students use industry standard software as tools for producing interactive projects. Topics include basic animation techniques, special effects, transitions, and user interactivity.
Prerequisite: Introduction to Computer Graphics

NM240 3-Dimensional Animation
40 hours, 3 credits
Once students have learned the basics of 3D modeling and rendering, they will explore the fundamentals of animation and the more advanced methods of modeling and texturing. Students will create photo-realistic products and environments utilizing complex technical techniques and thorough creative design. Emphasis will be placed on detailed modeling and texture mapping, completing elementary 3D animation and story development.
Prerequisite: Introduction to 3D Arts and Animation

NM250 Dynamic Content Management
40 hours, 3 credits
This course introduces students to the standards for designing relational databases. The course focuses on record creation, modification, and deletion as well as report generation and database design. In addition, Structured Query Language is utilized to obtain dynamic data for multimedia authoring.
Prerequisite: Introduction to Computer Graphics

NM252 Fundamentals of Web Authoring and Design
40 hours, 3 credits
This course focuses on the students' basic authoring skills by focusing on the demands, details, and subtleties of creating web pages. HTML and supplemental client scripting are the primary focus of the course. In addition, processes of graphics and multimedia creation -- including interactivity, color use, file management and formats, testing, publishing, and publicizing are addressed. Students use interactivity and multimedia elements to enhance their site design.
Prerequisite: Introduction to Computer Graphics

NM260 Server Side Scripting
40 hours, 3 credits
This course focuses on dynamic interactive web sites from a multimedia perspective. Emphasis is on data driven pages, interactivity through client side scripting, dynamic web content and database access through server side scripting.
Prerequisites: Dynamic Content Management, Fundamentals of Web Authoring and Design

NM272 Multimedia Technologies
40 hours, 3 credits
In this course students will learn aspects of advanced programming languages that allow for scripting of complex interactive applications for Internet delivery. Students will also explore the newest technologies and their impact on multimedia and visual design.
Prerequisite: Introduction to Computer Graphics or Fundamentals of Programming

NM280 Multimedia Portfolio Development*
20 hours, 2 credits
In this course, students select a primary and secondary track to create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final professional portfolio tape using a consistent theme related to their identity package.
Prerequisite: Multimedia Technologies student in last or second-to-last quarter.

PB105 Phlebotomy
40 hours, 4 credits
Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin punctures, butterfly needles, blood cultures and specimen collection on adults, children, and infants. Emphasis is on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Utilizes a student laboratory for experiences in basic phlebotomy procedures.
Prerequisite: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

PL100 Introduction to Law and the Legal System
40 hours, 4 credits
Students will examine the American legal system from a variety of perspectives. They will survey topics including essential history, the working structure of government, issues of court procedure, and specific legal concepts. In addition, they will investigate the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. Paralegal students will gain a foundation for further paralegal study, and students from other disciplines will gain an appreciation of the legal system’s impact on their disciplines. Students will prepare a resume as part of this course.
Prerequisite: none

PL110 Introduction to Legal Research
40 hours, 4 credits
Students will explore the legal research and writing process for paralegals. They will receive an overview of legal source materials and how and when to incorporate those materials into the legal research process. They will learn practices of case document management in law offices and the legal system. In addition, students will create proper legal forms and documents required in the legal process.
Prerequisite: Introduction to Law and the Legal System

PL121 Civil Litigation and Procedure I
40 hours, 4 credits
Students will examine the lawyers and paralegals’ roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.
Prerequisite: Introduction to Law and the Legal System

PL122 Civil Litigation and Procedure II
40 hours, 4 credits
Students will continue to develop and refine litigation skills. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.
Prerequisite: Civil Litigation and Procedure I

PL140 Contracts
40 hours, 4 credits
This course will provide students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts of all kinds, and the remedies provided for a breach of contract.
Prerequisite: Introduction to Law and the Legal System

PL211 Legal Research and Writing I
40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions and will complete three significant writing projects.
Prerequisites: Introduction to Legal Research, English Composition

PL212 Legal Research and Writing II
40 hours, 4 credits
Students will continue to develop their writing and researching skills. Students will use the results of their research in connection with at least three (3) significant writing projects, including a paralegal law review article.
Prerequisite: Legal Research and Writing I

Courses designated with an asterisk (*) are generally offered only as online classes.
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**PL215 Real Estate Law**
40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with previsions and other real estate related documents. The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.
Prerequisite: Introduction to Law and the Legal System

**PL216 Corporate Law**
40 hours, 4 credits
This course will provide students an overview of the formation, operation, and dissolution of the corporate entity. Stockholder rights and remedies as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.
Prerequisite: Introduction to Law and the Legal System

**PL219 Law Office Technology**
40 hours, 4 credits
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and document management and computer based legal research and document movement.
Prerequisites: Introduction to Law and the Legal System, Computer Information Systems

**PL225 Torts**
40 hours, 4 credits
This course is designed to teach the student how to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and minority. Students will draft pleadings and documents including ante-nuptial and property settlement agreements.
Prerequisite: Introduction to Law and the Legal System

**PL230 Family Law**
40 hours, 4 credits
This course is designed to prepare the student for law office support personnel.

**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 drug. The importance of accuracy will be addressed along with methods of avoiding medication errors.
Prerequisite: none

**PT110 Pharmacology**
40 hours, 4 credits
The student will become familiar with drugs, uses, and drug categories. Included are a discussion of pharmacokinetics, major disease states, and drug toxicity. A basic knowledge of basic pharmacology will be developed.
Prerequisites: Introduction to Pharmacy, Human Anatomy and Physiology I

**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 (or co-requisite); College Algebra

**PT125 Pharmacy Software/Automation/Insurance Billing**
40 hours, 3 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 rejection. 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 become familiar with automation machines used within pharmacy settings.
Prerequisite: Pharmacy Math and Dosages

**PT230 Unit Dose IV Lab**
40 hours, 3 credits
In this course, 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 appropriate additives and base solutions, and properly prepare the prescribed IV compound.
Prerequisites: Introduction to Pharmacy, Pharmacy Math and Dosages

**PT235 Pharmacy Technician Practicum I – Outpatient/Retail**
90 hours, 3 credits
This course offers supervised practical experience in outpatient settings with a minimum of 90 hours of 30 hours starting within the unit-dose area of pharmacy. The practicum will be under the direction of practicing pharmacists and pharmacy technicians. The practicum will allow the student to gain experience as a pharmacy technician in an actual pharmacy setting and is essential to training.
Prerequisites: Pharmacology; Pharmacy Software/Automation/ Insurance Billing

**PT236 Pharmacy Technician Practicum II – Unit Dosage IV**
90 hours, 3 credits
This course offers supervised practical experience in pharmacy settings with a minimum of 90 hours 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. The practicum course allows the student to gain experience as a pharmacy technician in actual pharmacy settings and is essential to training.
Prerequisite: Unit Dose IV Lab

**PT280 Pharmacy Technician Capstone#**
210 hours, 2 credits
This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.
Prerequisites: Pharmacy Technician student in last or second-to-last quarter.

**R200 Principles of Retailing**
40 hours, 4 credits
This course is designed for the student to develop skills necessary for successfully transferring legal concepts into business environments. Students will be taught how to perform research relative to the practice of law. This will include an overview of the roles of administering, merchandising, retail sales, customer service, personnel management, and operations. Prerequisite: none

**S115 Keyboarding I#**
40 hours, 3 credits
This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with 5 or fewer errors is the course goal.
Prerequisite: none

**S116 Keyboarding II#**
40 hours, 3 credits
This course is a production course with emphasis on document composition. Students will build upon skills gained in Keyboarding I and using their higher order thinking skills. This course will require student use of correct formatting in the creation of appropriate ethical and legally correct documents. An objective of 38 wpm on five-minute timed writings with 5 or fewer errors is the course goal.
Prerequisite: Keyboarding I

**S120 Word for Windows#**
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam.
Prerequisite: Computer Information Systems

**S150 Legal Office Procedures**
40 hours, 4 credits
This course is designed to familiarize students with both the technical and practical aspects of the practice of law. Students will study the legal office profession, communication and legal recordkeeping.
Prerequisite: Office program student in last or second-to-last quarter.

**S172 Legal Terminology#**
40 hours, 4 credits
This course serves as a study of terms used in the legal profession. The course emphasizes spelling, pronunciation, definitions, research and usage of legal terms that will be required for law office support personnel.
Prerequisite: none

**S201 Office Procedures**
40 hours, 4 credits
This course is designed to familiarize students with the tools and knowledge needed in creating interesting, usable, and well-designed websites.
Prerequisite: none

**S219 Legal Document Processing and Transcription**
40 hours, 3 credits
Students will transcribe correspondence, legal papers, and court documents representative of those prepared in a law office using templates and transcription equipment. Legal specialties will include ligation, family law, negligence, wills and estates and real estate
Prerequisite: Keyboarding I

**W108 Introduction to Website Design**
40 hours, 3 credits
Intended for beginning- to intermediate-level web authors, this course provides an overview of the World Wide Web and an introduction to HTML, JavaScript, and webpage design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation.
Prerequisite: Computer Information Systems

**W110 JavaScript**
40 hours, 3 credits
In this course students learn how to effectively create webpages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing webpages created with this language. This course builds upon HTML principles.
Prerequisite: Introduction to HTML

**W112 Database Design and SQL**
40 hours, 3 credits
This course covers relational databases and their efficient design. The course will include the definition of tables and indexes, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized.
Prerequisite: none

**W114 Fundamentals of Programming**
40 hours, 3 credits
This course is an introduction to computer concepts, logic, and programming. It includes designing, coding, debugging, testing, and documenting programs using a high-level programming language. The course provides the beginning programmer with a guide to developing structured program logic.
Prerequisite: none

**W116 Introduction to Web Design Software**
40 hours, 3 credits
This course will introduce beginners to the tools and knowledge needed in creating interesting, usable, and well-designed websites.
Prerequisite: none

**W118 Introduction to HTML**
40 hours, 3 credits
This course will introduce students to the basics of HTML. Students will learn the latest in HTML, including to XML, and XHTML coding standards. The course is a step-by-step approach for learning how to create, format, and enhance webpages using HTML.
Prerequisite: none

Courses designated with an asterisk (*) are generally offered only as online classes.
W212 Introduction to Visual Basic 2005 40 hours, 3 credits
The students who take this course will learn to create basic applications using Visual Basic .NET. It covers language basics and program structure. Topics include graphical interface design and development, control properties, event-driven procedures, variables, scope, expressions, operators, functions, decision-making structures, looping structures, and database access files.
Pre-requisite: none

W208 Advanced Website Design 40 hours, 3 credits
Students learn how to use web publishing tools used most often by professional designers. Topics include advanced techniques for the design, layout, and authoring of webpages.
Pre-requisite: Introduction to Website Design
Courses designated with a asterisk (*) are generally offered only as online classes.

W210 Java I 40 hours, 3 credits
The focus is on the development of client-server applications and advanced GUI. Topics include Java features (such as enum, autoboxing, and generic types), multithreading, collections, files, advanced XML, databases, and GUIs, internationalization, and web programming (including database use, networking, security, services, JavaServer Pages, JavaBeans, and Remote Method Invocation).
Pre-requisite: JavaScript

W215 PERL/CGI 40 hours, 3 credits
This course will cover the PERL scripting language, the development of PERL code for web applications, and client/server socket programming using PERL.
Pre-requisite: Java I

W216 PHP/MYSQL 40 hours, 3 credits
This course covers the use of PHP scripting language and the MYSQL database to create dynamic webpages. Topics include PHP scripting fundamentals; creating, accessing, and manipulating data with the MYSQL database within a PHP program; creating HTML forms; and writing secure PHP programs.
Pre-requisite: Java I

W222 Visual Basic 2005 Advanced 40 hours, 3 credits
The students who take this course will learn to create applications using Visual Basic .NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, DBMS, SQL, and ASP.NET.
Pre-requisite: Introduction to Visual Basic 2005

W290 Web Programming Capstone* 20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they have learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.
Pre-requisites: Java I and PERL/CGI.
This course is intended to be completed in the student’s last quarter.

Student Definition
The word “student” means the student himself or herself 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 12 students.

Class Standing
Rasmussen College determines class standing by the number of credit hours a student has completed. The College assigns class standings according to the following criteria:
- Freshman: 0-36 credits completed
- Sophomore: 37-72 credits completed
- Junior: 73-129 credits completed
- Senior: 130 or more credits completed

Entrance Assessment
The STEP (Student Testing for Educational Placement) exam is used for entrance assessment. Based on the outcomes in the areas of English and math students are placed in the following courses:
- Writing: 0-16 items correct
- Math: 0-16 items correct

Assessment
Rasmussen College has developed an institutional culture wherein assessment is at the heart of the College’s daily functions. The Rasmussen College Comprehensive Assessment Plan (CAP) is the primary measurement for the Institution’s mission. The CAP is organized around the Mission Statement and the six Purposes that support the mission. For each purpose, assessing objectives have been developed, and assessment tools are used to collect data and assess each objective. In this way, the College systematically assesses the purposes and, ultimately, the mission of the institution.

The spirit of this learning-focused approach to assessment, academic assessment at Rasmussen College follows a model of ongoing, ongoing, and outcome assessment.

Academic Information and College Policies

Catalog & Student Handbook | 2009-2010
Course Descriptions
Individual progress students remain enrolled at Rasmussen College as long as they continue to satisfy all the college’s requirements. Upon successful completion of their courses, individual progress students will receive a letter grade and be awarded credits. To enroll in a program at Rasmussen College, students must complete all remaining programmatic application requirements (including the STEP test). Eligible and successful progress courses will be applied to their degree program, and count as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).

Immunization Requirements
In addition to other entrance requirements, Allied Health programs may require specific immunizations upon enrollment. Please see your campus for details.

Rasmussen College Admissions Nondiscrimination Policy
Rasmussen College is committed to the principle of equal opportunity in education. Rasmussen College admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status. Applicants will be notified directly of applicants whose background check results are clear. If the background check reveals a potential problem, Rasmussen College will contact the applicant’s background provider to determine whether the applicant is eligible to start the program. The College will send either a possible issue letter, or a pre-adverse action letter to all applicants whose background check reveals a potential problem.

A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing practicum activities and/or finding employment after graduation. Applicants who receive a possible issue letter may acknowledge the information directly and continue with the application process, or they may choose to change programs.

A pre-adverse action letter informs the student that the College either will not allow the applicant to enroll in a certain program, or will remove a student from a certain program, based on the background check. The student may contact the background check firm to dispute the information contained in the background check. The College must be informed within seven days of sending the pre-adverse action letter that the student is disputing the information. If this does not occur, the College will send the student an adverse action letter indicating that the student is not eligible for admission.

If a student receives a pre-adverse letter, the student may appeal the decision. Students who wish to appeal a decision to a third party may elect to have the appeal heard by an independent arbiter. The arbiter’s decision will be final and binding. The arbiter will review the appeal and issue a final decision.

Person Grade Point Scale

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>93% to 100%</td>
<td>A+</td>
<td>Excellent</td>
</tr>
<tr>
<td>90% to 92%</td>
<td>A</td>
<td>Outstanding</td>
</tr>
<tr>
<td>88% to 89%</td>
<td>A-</td>
<td>Very Good</td>
</tr>
<tr>
<td>83% to 87%</td>
<td>B+</td>
<td>Good</td>
</tr>
<tr>
<td>80% to 82%</td>
<td>B</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>77% to 79%</td>
<td>B-</td>
<td>Average</td>
</tr>
<tr>
<td>75% to 76%</td>
<td>C+</td>
<td>Below Average</td>
</tr>
<tr>
<td>70% to 74%</td>
<td>C</td>
<td>Below Below Average</td>
</tr>
<tr>
<td>67% to 69%</td>
<td>D+</td>
<td>Failure</td>
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<tr>
<td>65% to 66%</td>
<td>D</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>Below 65%</td>
<td>F</td>
<td>Failure</td>
</tr>
</tbody>
</table>

Lab-Intensive Allied Health Programs Grade Scale

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93% to 100%</td>
<td>A</td>
</tr>
<tr>
<td>90% to 92%</td>
<td>A-</td>
</tr>
<tr>
<td>88% to 89%</td>
<td>B+</td>
</tr>
<tr>
<td>83% to 86%</td>
<td>B</td>
</tr>
<tr>
<td>80% to 82%</td>
<td>B-</td>
</tr>
<tr>
<td>77% to 79%</td>
<td>C+</td>
</tr>
<tr>
<td>75% to 76%</td>
<td>C</td>
</tr>
<tr>
<td>Below 73%</td>
<td>F</td>
</tr>
</tbody>
</table>

All grades are to be credited successfully completed with the exception of the W/F/D and U/N, 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 degree competency. See “Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines.”

Foundations Course Grading

1. All Foundations courses are satisfactory/unsatisfactory (SU/XU) courses. In each of these courses, the final exam comprises 40% of the final grade. The remaining 60% of the final grade is determined by other coursework.

2. Students automatically pass B097 Foundations of English if they achieve a score of 17 or more (out of 35 items) on the final exam/end of quarter test in this class. Students in B097 Foundations of English II who earn a score of 25 or more (out of 35) on the post-test have achieved the necessary basic literacy skills and will not be required to take B098 Foundations of English II.

3. Students automatically pass B098 Foundations of English II if they achieve a score of 25 or more (out of 35 items) on the final exam/end of quarter post-test in this class.

4. Students automatically pass B099 Foundations of Math if they achieve a score of 17 or more (out of 35 items) on the final exam/end of quarter post-test in this class.
In the case until they successfully complete an equivalent course twice, and who cannot switch to another GPA should be recalculated to reflect the new the student took the course. The student’s GPA should be recalculated to reflect the new repeated course will replace the grade in the the student’s control (i.e., illness, emergencies, received by students to consider any requests for grade no more than 50% of their program requirements other than approved by the Academic Dean for the completion of the required practicum hours during the subsequent quarter the student will receive a grade of F. Students will graduate at the end of the quarter in which they successfully complete all required practicum hours and other program requirements. 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, care of a dependent, death of a close family member, or mandatory military service.
• Miscalculation of the final grade by the instructor.
• Situations involving communications, 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. Instructors are guided by the acceptance of late work and how points are apportioned must be followed.

Students must contact their instructors within two weeks of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by the student to consider any requests for grade changes. No grade changes may be made after the end of the third week of the subsequent quarter. Grade disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean. Circumstances where a grade change may be considered by someone other than the original instructor include:

• Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified.
• If the original instructor is no longer available to submit a grade change (for example, an adjunct instructor no longer employed at the College), the Academic Dean may determine that 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 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 student for completion 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 next course in the quarter in question does not arise from the student’s decision to withdraw from the class in an earlier quarter, and the student is unable 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 grades and other conditions.
5. The Academic Dean approves the plan for completing the course work.

Credit by Examination

Enrolled students may request credit by examination for 100-level and 200-level courses in which they have been scheduled if an exam has been developed. Credit by examination is not offered for 300-level or 400-level courses, or for Success Strategies, Career Development, practicums, or capstones or designated capstones. In order to request credit by examination for N, NM, and W courses, students must provide documentation of at least one year of relevant work experience. For D, N, NM, and W courses, and for some B and PL courses, industry certification may be considered for credit in lieu of the examination. Program-specific Massage Therapy, Medical Assisting and Medical Laboratory Technician courses, and 200-level Pharmacy Technician courses are not available for credit by examination. In addition, the Healthcare Information Technologies and Pharmacy Software/ Automation Admissions Committee will not be available for credit by examination. Students must request credit by examination from the Academic Dean, Director of Campus Operations, or Associate Campus Director prior to the start of the quarter. An examination score of 80% or higher is required to receive credit by examination. The examination grade will be reflected as “TO” (test-out) on the transcript, and will not count in the student’s grade-point average. These credits will not count as credits for financial-aid purposes.

A credit by examination may only be taken once for each course. If a student has already attempted the course, as indicated by a posted W/D/F, credit by examination attempt will be allowed. Students must complete 33% of their program requirements at Rasmussen College, and must complete at least 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Nursing, Medical Assisting and Medical Laboratory Technician programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.
Course Waivers
Students who have earned at least 24 semester or 36 quarter credits at a regionally accredited institution of higher education, regardless of program of study, with a minimum cumulative GPA of 2.0, may request a waiver from Success Strategies of their wish. Students with a two-year degree or higher from an accredited institution of higher education, with a minimum cumulative GPA of 2.0, may request a course waiver from Success Strategies. The Academic Dean will review the student academic transcript, and if the criteria are met, will evaluate the Success Strategies course requirement, and the grade will be posted in The Rasmussen student record as a “CW.”

Cumulative GPA of 3.0, in their program major courses may request a waiver for any scheduled M or PT practicums if coursework with they wish. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum for it to be waived. Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required for the student’s employer. The Program Coordinator/ Director will inform the Academic Dean of the result of the evaluation, and if the waiver is granted the grade posted in the Rasmussen College student record will be a “CW.” Students must complete 33% of their program requirements at Rasmussen College and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting and Medical Laboratory Technician programs must complete 50% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.

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.
2. Students must request that official transcripts containing coursework to be reviewed for transfer of credit be sent directly to Rasmussen College.
3. As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students who wish to enter Rasmussen College courses 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 defined below.
5. E242 Career Development is a course designed to facilitate lifelong career placement services and the collection of the Graduate Achievement Portfolio (which is a requirement for graduation). Therefore, although transfer credits may be considered for the E242 Career Development course, it is not expected for transfer. Further, if previous college credits are accepted in transfer for this course, students will be required to communicate with College personnel representing Rasmussen College to review their employment status and to submit their Graduate Achievement Portfolio (which is a requirement for graduation). E150 and E160 Success Strategies is not available for credit by examination because its completion is deemed essential for student success. However, E150 will be considered for transfer of a similar course with appropriate credits has been completed with a grade of C or higher at an accredited institution of higher education.
6. Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. In considering transfer courses, a semester credit is equivalent to 1.33 quarter credits.
7. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting and Medical Laboratory Technician programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.
8. 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 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 calculated in the cumulative credits attempted. Students may receive a “CW.”
   c. Courses from accredited degree-granting colleges that are intended to transfer as general education courses may be considered in the General Education categories listed 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:
      i. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
      ii. The information will be reviewed by the Academic Dean, Campus Director, or Director of Campus Operations/ Associate Campus Director, along with appropriate faculty.
      iii. The student will receive written notice of the decision.
   f. Students who enter Rasmussen College are required to take the STEP placement exam. If a student tests at a level of remediation in English or Math, the College will not accept transfer of courses with prerequisites that require completion of the Foundations courses or passing the STEP exam. Once the student successfully completes the necessary Foundations courses and passes the placement exams, the College may reconsider transfer of credit for those courses.
   g. For courses that are not of a confered degree to be considered for transfer, credits for transfer course completed at other institutions must have been earned within the previous ten years of the transfer request date. Credits in information technology or computer applications must have been earned within the previous five years of the transfer request date. General education credits may be considered for transfer regardless of completion date. General education courses that are included as part of a program major/core are to be considered as general education credits for the purposes of transfer. General education courses that are included as part of a program major/core are to be considered as general education credits for purposes of transfer.
College Equivalency Credits
The College recognizes the following college equivalency credits. Students who have completed 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
• Advanced Placement (AP) examinations and courses based upon the College Board’s AP Central for Educators 5-point grade value.
• College-Level Examination Program (CLEP) examinations administered by the College Board.

Credits earned through the above methods are eligible for acceptance in general-education categories only. Students with AP credits in general-education subjects may receive credit if the examination or course score is a 3 or higher. Students who have completed CLEP examinations corresponding to the College’s general-education categories may receive credit if the examination score is 50 or higher. Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Academic Dean.

Credits earned through college-equivalency programs will be posted on student transcripts as test-out credits (TO) and may not be assigned letter grades or applied to cumulative 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.

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

General Education Philosophy
The purpose of general education 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.

General Education Requirements for Rasmussen College Credentials
AAS degree candidates must successfully fulfill the general education requirements detailed in their chosen degree program. Students are expected to complete thirty-two (32) credits of general education coursework, distributed across the following five categories: English Composition, Communication, Humanities, Math/Natural Science, and Social Science.

Diploma candidates must successfully complete twelve (12) credits of general education coursework, including English Composition, College Algebra, and an additional course as designated by the student.

Certificate programs typically do not include general education coursework because they are designed to meet specific career goals.

Graduate Achievement Portfolio (which is a requirement for graduation). E150 and E160 Success Strategies is not available for credit by examination because its completion is deemed essential for student success. However, E150 will be considered for transfer of a similar course with appropriate credits has been completed with a grade of C or higher at an accredited institution of higher education.
Academic Information and College Policies

Graduation Requirements
Degrees, diplomas, and certificates are awarded solely on the basis of completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete a minimum of 30.0 clock hours in attendance at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Associate in Science and Medical Laboratory Technician programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. Clock hours listed in the synonym/s are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each area. Completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length.

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

Student Records Retention
Records are maintained indefinitely. Records are maintained on site, both electronically and in locked fireproof file cabinets, and at an off-site data center. In the event of campus closure, student records will be maintained by another Rasmussen College campus.

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 completers. The institution reserves the right to withhold official academic transcripts 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 acceptance of transfer credits is at the discretion of the receiving institution. However, many transfer credits earned at Rasmussen College are acceptable in transfer by various institutions. Please see the Dean with questions about transfer to other colleges.

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 College 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.

Rasmussen College uses a standard grading scale for its transcripts (although some programs may be required to follow additional standards), and 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. Rasmussen College makes attendance records available to personnel to verify attendance of employed employees. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid. If a student is not in attendance within 21 days of their last date of attendance be or she may be withdrawn from the College. Upon withdrawal, a student’s financial aid eligibility will be adjusted according to the Institution’s refund policy as described in the College catalog and will be assigned grades according to the Rasmussen College Drop Class Policy.

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

Academic Misconduct Policy
Rasmussen College’s academic misconduct policy is as follows:

First Offense: Any student caught cheating will receive no credit on whatever he/she is caught cheating on and will not be allowed to redo the work.

Second Offense: The student will be expelled from the course, and the final grade assigned for the course will be a 0/F/F/A.

The administration reserves the right to expel a student from the College if there are more than two offenses. These offenses can be from two different courses, or from the same course in the same quarter. The administration reserves the right to expel a student from the College if there are more than two offenses. Aiding and abetting in cheating is considered as grave as initiating the cheating, and will be treated in the same manner.

Definition of Academic Honesty: Any test or assignment which has been given to an individual to be completed independently, is completed independently without assistance from another student or students outside of the College.

One of the most common forms of cheating is plagiarism. Plagiarism is defined as the intentional or unintentional use of someone else’s words or ideas without giving them proper credit and attempting to pass off someone else’s words as your own.

Conduct/Dismissal
Students are expected to conduct themselves with the same standards of behavior as are common 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 professors.

• By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Anti-Hazing Policy
It shall be the policy of the College to strictly prohibit all forms of hazing or situations which recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or as a condition of affiliation with any organization operating under the sanction of the College. This policy applies to any student or other person who may choose to participate. In no instance will the College condone violation of this policy. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The Campus Director of the College shall be responsible for the interpretation and enforcement of this policy.

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.

Some Allied Health programs have uniform requirements. Please see the Campus Director or Academic Dean for details.

Drop/Add Class Policy
Course registration practices ensure that the College is able to provide quality instruction through obtaining a minimum class size of 12 students per course.

Full-quarter drop/add period: Students may add courses through the first Friday of the quarter, which is the close of the drop/add period.

When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.

2. Following the first week of the quarter and on or before the sixth Friday of the quarter, students will receive a W/WD on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

3. Following the sixth week of the quarter, students will receive an F/FA for any classes dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Students who fail to notify the College that they wish to withdraw from a class are still scheduled to attend the class. Tuition will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Rasmussen College Early Start Program
High school juniors and seniors have the opportunity to earn college credit through Rasmussen College’s Early Start Program. The Early Start Program is a great way for high school students to experience college while still supported by high school staff and mentors, try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course. Early Start coursework is available to high school students who meet the following criteria and expectations to participate in the Rasmussen College Early Start Program:

• Students must have prior approval from a parent/guardian and a high school official to be admitted to the program as evidenced by a signed Early Start Application and Approval Form.

• Students must complete an Application for Admission to Rasmussen College. Early Start students are not required to submit the application fee.

• Students must have a minimum cumulative high school grade point average of 2.00 out of a possible 4.00 and achieve a minimum score of 17 on the writing portion of the ACT assessment.

• Students may take up to 8 credits per quarter without a tuition charge with a maximum of 24 credits per student earned through the Early Start Program.

• Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software which are available to students on campus; Early Start students enrolling to complete these courses online will need to secure access to required hardware and software. The college can provide information about course specifics including textbooks prices and technology requirements.

• Applicants will be accepted on a space available basis for each selected course.

• Early Start students must meet all course prerequisites as listed in the catalog.

• Candidates selected with MA, MA, ML, MT, PB, or PT are not available to Early Start students.

• To continue enrollment in the Early Start Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.25 out of 4.00.

• The application deadline is four weeks prior to the start of the intended quarter of enrollment.

• Students will receive college credit toward a Bachelor’s or Associate’s Degree at Rasmussen College for all successfully completed courses. Students who elect to continue their education at another academic institution will be issued a transcript from Rasmussen College; these credits may be transferable at the complete discretion of the receiving institution.

• Students in the Early Start Program will have an Early Start transcript. Students who elect to continue their education at Rasmussen College after their high school graduation will have any courses for which they received a C or higher added to their new enrollment record unless that course is within their program of study. Grades lower than a C will not be added to their college transcript.

Rasmussen College WISSON I WWW.RASMUSSEN.EDU
reserves the right to address any issue in this educational institution and business. Rasmussen College and relevant to any of its performance and behavior deemed essential by admission to applicants whose total credentials Rasmussen College reserves the right to deny examinations. is not intended to prepare graduates for convictions may impair one's eligibility to sit for background checks. Therefore, prior criminal Many employers, certification boards, and of selected faculty.

Changes in Regulations, Programs, Tuition, Book Prices, Faculty 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. Changes in regulations, programs, and faculty may occur without notice. The College will provide notice at least thirty (30) days prior to the effective date of the change.

Exit Interviews Students contemplating the termination of their education at Rasmussen College should contact the Academic Dean or Associate Campus Director/Director of Campus Operations, and then Financial Aid/Student Financial Services.

All students graduating or withdrawing (that have financial aid) are required to attend mandatory interview. During the interview, students receive information regarding their loan(s) including address and telephone number of lender. Other requests, a list of qualifications, a sample repayment guide, loan consolidation information, and review of loan terms. The Financial Aid/Student Financial Services 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.

The State of Wisconsin Cancellation, Termination, Refund Policy • Students who withdraw from the College in any term should give written notice to the College. Date of withdrawal is the last day of recorded attendance. Students who have not attended classes for ten (10) consecutive days without giving the College an explanation acceptable, before or during the period of absence, may be regarded as having withdrawn from the College.

Students who have been accepted and who give written notice of cancellation within the fifth business day after the day of their acceptance, or prior to the end of the drop/add period, whichever is later, shall have all tuition, fees and other charges refunded to them. Books are to be included as part of the tuition and to be provided by the College. As such, students will be charged $180 per course for books, if any, that are not returned to the College in a condition that would allow them to be returned to the supplier.

If students give notice of cancellation following the end of the drop/add period but before completion of 60% of the period of instruction for which they have been charged (“Period of Instruction”), the amount for tuition, fees and all other charges for the completed portion of the Period of Instruction charged shall not exceed the prorated portion of the total charges for tuition, fees and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. Additionally, students will be charged a $100 book fee per course. The books received by a student from the College are the student’s property. After completion of 60% of the Period of Instruction, no refunds will be made.

Any valid notice of cancellation will be honored by the College. Refunds not related to the five business day cancellation period will be refunded within forty days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the case where notice is hand carried, it shall occur on the date of notice is delivered to the College.

Refunds are made within 45 days of the date of determination of withdrawal if a student does not officially withdraw and does not cancel within the first five (5) business day cancellation period.

The refund policy is not linked to compliance with the College’s regulations or rules of conduct. A refund will be made in accordance with this policy regardless of whether students terminate their enrollment or the College terminates their enrollment.

Any promissory note instrument received as payment of tuition or other charges will not be canceled in the event of prior to completion of 50% of the course.

Re-Enter Policy Any student who withdraws from classes after the first 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, fees, financial aid, 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 Academic Dean, Campus Director, or Associate Campus Director/Director of Campus Operations determines that extenuating circumstances exist.

Medical Laboratory Technician Program Students who wish to re-enter the Medical Laboratory Technician program must complete a programmatic assessment in order to determine an appropriate level of re-entry. These students will be allowed to re-enter at the appropriate level if a space in the program becomes available.

Return of Title IV Funds Policy If a student withdraws or is expelled, they need to visit with the Campus Director, Academic Dean, or Associate Campus Director/Director of Campus Operations, or Academic Dean to complete the Rasmussen College Notice of Change in Student Status form, which initiates the withdrawal process. Students are allowed to convey their voluntary enrollment to campus to tuition and fees. Students who do not officially withdraw and do not complete 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 and loans that were awarded. 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 45 days of the school’s determination that the student withdrew. Loan post-withdrawal disbursements must be done within 180 days of the school’s determination that the student withdrew. Post-withdrawal disbursements will be made to 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 attempt is made to withdraw the student in writing (letter sent to student) within 30 days of the school’s determination that the student withdrew. The name of the school, the amount and amount of fund available and explains to the student the option to accept or decline all or part of the funds. A 14-day time period is given to the student for their decision. If no response is received within the 14 days, the remaining post-withdrawal disbursement is not made.
Military Leave and Refund
Enlisted students who are given official orders to deploy and cannot complete the academic quarter may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and mandatory fees for the term, subject to applicable laws governing federal or state financial aid programs and allocation or refund as required under those programs. Students will not receive credit or a refund of remaining refund monies required under those federal or state financial aid programs.

Military Leave

Rasmussen College provides training in the prevention of crime, sexual harassment/violence and other elements of a safe and healthy learning community. As part of our campus crime prevention plan, Rasmussen College provides prospective and enrolled students and employees with information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal activities, security and access to campus facilities, campus law enforcement and criminal activities, security and access to campus facilities.

Library Fine Policy
Rasmussen College Library System 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 $1.00 for all circulating books, audiotapes, and CD-ROMs; there is a 5 day grace period; after the grace period the charge is $1.00 per day for 10 days; after that the fine is $2.50. For reference books and reserve materials there is a 10 hour grace period after the 24 hour check-out period; after the grace period the charge is $2.00 per hour for 5 hours; the maximum late fine is $10.00. After the materials are kept out past the maximum late period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge the cost of replacing the item plus a $5.00 processing fee. In the event that nonreplaceable items are lost or damaged, the library will charge up to $100.00. Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late. For unpaid fines on materials checked out on Rasmussen 10D 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 Rasmussen College library or other libraries by holding the student’s grade report, transcript, diploma, degree certificate. There are many instances when campus libraries may check our 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 unable 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 fine, Rasmussen College will pay the fine or the patron will be notified of the amount of the fine owed and how this may be held accountable by the College.

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 activities, security and access to campus facilities.

Non-Discrimination Policy
Rasmussen is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the only acceptable way to operate. Rasmussen employment practices conform both to the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, compensation, and benefits.

Anti – Harassment and Sexual Violence Policy
It is Rasmussen College’s policy and responsibility to provide our employees and students an environment that is free from harassment. Rasmussen College expressly prohibits harassment of employees or students on the basis of gender. Harassment undermines our College community and our commitment to treat each other with dignity and respect.

This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, age, physical or other disability, military or veteran status, or receipt of public assistance. Prompt investigation of all allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or 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.

This policy covers actions of all students and employees, whether co-worker, manager or by any other persons doing business with or for Rasmussen.

Involuntary Medical Withdrawal

A student who is placed on an Involuntary Medical Withdrawal may appeal the decision to the College President within three (3) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The College President (or their designee) may have three (3) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final. The College President (or their designee) may extend the time limits set forth above as necessary. While an appeal is pending, the original decision of Campus Administration will remain in effect.

When a Student Wants to Return After an Involuntary Medical Withdrawal
Enrollment will require a completed re-admission application from the student along with a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return Rasmussen College.

Students must be cleared by all of the following once the re-admission application is received: Dean of Senate Learning, Financial Aid Office and Campus Director.

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, 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.

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Rasmussen College Library System 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 $1.00 for all circulating books, audiotapes, and CD-ROMs; there is a 5 day grace period; after the grace period the charge is $1.00 per day for 10 days; after that the fine is $2.50. For reference books and reserve materials there is a 10 hour grace period after the 24 hour check-out period; after the grace period the charge is $2.00 per hour for 5 hours; the maximum late fine is $10.00. After the materials are kept out past the maximum late period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge the cost of replacing the item plus a $5.00 processing fee. In the event that nonreplaceable items are lost or damaged, the library will charge up to $100.00. Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late. For unpaid fines on materials checked out on Rasmussen 10D 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 Rasmussen College library or other libraries by holding the student’s grade report, transcript, diploma, degree certificate. There are many instances when campus libraries may check our 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 unable 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 fine, Rasmussen College will pay the fine or the patron will be notified of the amount of the fine owed and how this may be held accountable by the College.

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Rasmussen College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, age, physical or other disability, military or veteran status, or receipt of public assistance. Prompt investigation of all allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or 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.

This policy covers actions of all students and employees, whether co-worker, manager or by any other persons doing business with or for Rasmussen.

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/Director of Campus Operations, or the Dean of the College.

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 or has been the object of such a complaint.

Informal Resolution
Early intervention and control of potentially harassing situations 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. 

Compliance with Federal and State Laws and Regulations

Rasmussen College provides training in the prevention of crime, sexual harassment/violence and other elements of a safe and healthy learning community.
Definitions

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement;
2. submission or rejection of such conduct by an individual is used as a basis for determining any aspect of an individual’s employment or academic advancement;
3. submission or rejection of such conduct by an individual is used as a basis for determining any academic or extracurricular opportunity or benefit;
4. such conduct has the purpose or effect of interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working or academic environment.

This policy prohibits behavior such as, but not limited to:

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a rejection of sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes electronically transmitted images);
6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and displaying sexually-oriented statements;
7. Physical conduct, such as: touching, assault, or impeding or blocking movements.

Sexual harassment can occur in situations where one person has power over another, but does not necessarily occur between 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. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that is acceptable to and welcomed by both parties, are not considered to be harassment, including sexual harassment. There are basically two types of sexual harassment:

1. "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions.

Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

2. "Hostile work environment," where the harassment creates an offensive and unwholesome working environment.

Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual advances, or even unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

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 a superior/subordinate relationship.

Sexual assault: 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.

Having a previous relationship of any nature, including prior sexual contact with the victim/survivor, does not constitute consent or immunity to 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/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 in state laws on Criminal Sexual Conduct and under the Crime Victims Bill of Rights.

Formal Complaints by Students and Employees

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, Associate Campus Director/Director of Campus Operations, or other manager who will immediately report such complaint to an Executive Vice President or President and Human Resource Director or Corporate Counsel. The Human Resource Director and/or Corporate Counsel, with the assistance of the Campus Director, Associate Campus Director/Director of Campus Operations, or other manager will formally investigate the complaint and present the findings and recommendations to an Executive Vice President or President.

b. The College will investigate formal complaints in the following manner:

1. The person who is first contacted, after initial discussions with the complainant, will inform the College of the individuals involved. Rasmussen will decide whether the circumstances reported in the complaint warrant a formal investigation or an informal inquiry.

2. If the circumstances warrant an investigation, Rasmussen 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 other person other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.

3. 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.

4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures before further involvement in the investigation although not of the specific conversations held with the person complained against.

5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make a finding with regard to the complaint within 60 days from the time the formal investigation is initiated.

6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

7. After an investigation of the complaint the College will:

a. Look at all the facts and circumstances surrounding the allegations to determine if the reasonable person would believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President; or
b. Report findings with appropriate recommendations for corrective action to an Executive Vice President or President; or

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 discussion with the person 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) and the College receives repeated complaints from different people that an individual has engaged in offensive 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 Continued
Following receipt of the report, the Campus Director or Associate Campus Director/Director of Campus Operations will report their findings to an Executive Vice President or President with appropriate recommendations and may take further action as they deem necessary, including the initiation of disciplinary proceedings.

Retaliation. It is a violation of Rasmussen’s policies to retaliate against anyone who makes a good faith claim of a suspected violation of its policies about inappropriate behavior or participates in an investigation. Complaints of retaliation (actual, threatened or feared) should be directed to the Campus Director.

Complaint Process. If a party to a complaint does not agree with its resolution, that party may appeal to Corporate Counsel.

Recommended Corrective Action
The purpose of any recommended corrective action is 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 addressing: a written or verbal reprimand of the harasser; suspension, dismissal, demotion, 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, Regional Vice President, Executive Vice President, President, or the Chief Executive Officer.

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, an Executive Vice President or the President will be notified. The Executive Vice President or President may recommend appropriate disciplinary action, up to and including suspension from the College or termination of employment or enrollment.

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 federal, state and local statutes and 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 outside the College Campus or other Rasmussen facility, the victim/survivor may make a good faith effort to maintain a drug- and alcohol-free college and work place through implementation of the preceding policy and will establish and maintain a drug- and alcohol-free awareness program.

Fact sheets associated with unlawful use, possession or distribution of illicit drugs and alcohol may be obtained from the Campus Director, Associate Campus Director/Director of Campus Operations, or the Human Resources Department. Rasmussen College considers these fact sheets an integral part of the Drug-Free College and Workplace Policy. The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the authority to evict residents found to be involved in drug related crimes or in the public housing premises. Businesses with federal funds may be subject to a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with drugs could lose their eligibility for financial aid. Further, they could also be denied other federal benefits.

Drug Use Policies

Drug-Free School and Workplace
In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, 34 CFR Part 86, this institution is hereby declared a drug- and alcohol-free college and workplace. For more information visit The U. S. Department of Education’s Higher Education Center for Alcohol and Other Drug Prevention website at www.edc.org/hec.

Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on property belonging to the College including grounds, parking areas, anywhere within the building(s), or while participating in College-related activities. Students and Employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

As a condition of employment, employees must abide by the terms of this policy or the College will take one or more of the following actions within 30 days with respect to any employee who violates this policy:

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such employee, up to and including expulsion or termination of employment.
3. Requiring such employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health law, or other appropriate agency.

In compliance with the law, this institution will make a good faith effort to maintain a drug- and alcohol-free college and work place through implementation of the preceding policy and will establish and maintain a drug- and alcohol-free awareness program.
Family Educational Rights and Privacy Act (FERPA)

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 arrange for access and notify the student of the time and place where the records may be viewed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the institution to amend the record if they believe it is inaccurate or misleading. They should write the Campus 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.

4. The right to inspect and review the student’s education records and to request the creation of a complete and accurate record. If the student or parent–person – personally identifiable information contained in 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 a crime committed as detailed in sections 2332g(b)(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 inspect and review the student’s education records in order to comply with a lawfully issued subpoena or court order in three contexts:

a. Grand Jury Subpoenas – The institution may disclose education records to the grand jury 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 a Federal Grand Jury Subpoena, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response. Notification requirements not record retention 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 that the parent or 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 information which would normally be found in the student’s permanent record but does not include the student’s name. For example, student’s middle name, graduation date, major field of study, and dates of attendance.

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. Individuals who feel they have been unjustly treated can request the Campus Director to hear their grievance.

If individuals wish to appeal a decision or request a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Assistant Vice President of Academic Affairs and/or the Vice President of Operations within 15 calendar days of the issue in question. Response will be given within 30 days.

Disclosure Policy

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

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 Academic Dean. 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 non-academic grievance should see the Associate Campus Director/Director of Campus Operations for their campus. The Associate Campus Director/Director of Campus Operations will investigate the grievance, attempt to resolve it, and issue a decision to the student.

   c. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

   d. Students or other interested parties may also contact:

      • State of Wisconsin Educational Approval Board 30 North Waukesha Street Madison, WI 53708-8096 (608) 266-1996

      • The Higher Learning Commission (www.ncahel.org), 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.

     1. Appeal Procedure

    a. Grand Jury Subpoenas – The institution may disclose education records to the grand jury or persons designated in a Federal

   2. 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 a Federal

   3. All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued

   4. Directory Information

   5. Directory Information is information which would normally be found in the student’s permanent record but does not include the student’s name. For example, student’s middle name, graduation date, major field of study, and dates of attendance.

   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.

   8. Directory Information is information which will not be released without the written consent or knowledge of the student or parent – personal 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.

   9. 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.

   10. Directory Information is information which will not be released without the written consent or knowledge of the student or parent – personal 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.

   11. 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.

   12. Directory Information is information which will not be released without the written consent or knowledge of the student or parent – personal 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.

   13. 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.
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 students’ ability to complete their program. Rasmussen College expects students to progress through programs based on the satisfactory progression standards listed here.

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 available to all students. Cumulative grade point averages and successful course completion of credits attempted 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.

Courses which have been transferred from other institutions will be listed on the student's transcript with a "TR" designation. Courses for which a student has received credit by examination will be listed as "TO" (Test-Out) on the student’s transcript. Grade points from institutions other than Rasmussen College and credit by examination will not be computed in the Rasmussen College grade point average, but they will be counted as credits attempted and earned for determining Satisfactory Progress. All credits that are considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are therefore also treated as credits attempted.

Cumulative Grade Point Average (CGPA) consistent with graduation requirements.

The components are:
1. Cumulative Grade Point Average (CGPA)
2. Duration of eligibility, or maximum time frame for program completion, which is equal to 1.5 times the number of total credits required for program completion.
3. Cumulative Completion Rate (CCR)

Duration of eligibility, or 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. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted and earned, and as part of the total credits required, for purposes of determining the maximum program time frame and duration of eligibility. A student cannot exceed 1.5 times the maximum time frame.

A Cumulative Completion Rate (CCR) is determined as follows: Cumulative credits earned / cumulative credits attempted in a program. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted and earned for CCR calculation.

The table below lists the minimum CCR:

<table>
<thead>
<tr>
<th>Percentage of credits attempted toward maximum credit time frame</th>
<th>Minimum credits successfully completed of total credits attempted</th>
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</thead>
<tbody>
<tr>
<td>Up to 25%</td>
<td>25%</td>
</tr>
<tr>
<td>Greater than 25%, up to 50%</td>
<td>50%</td>
</tr>
<tr>
<td>Greater than 50%</td>
<td>67%</td>
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</table>

The following will not be considered as credits successfully completed or earned: F/FA, U/UN, W/WD, F/N. In addition, Foundation courses are not included in the maximum number of credits attempted or successfully completed toward completion of the degree when assessing satisfactory progress. Students who fail a class are allowed to repeat the class one time. The credits are counted in the financial aid award. Students who wish to repeat a course, and have 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 student’s financial aid award. Failed course credits count as credits attempted that are not earned. If a student repeats a failed course, the failing grade will be removed and replaced with the grade from the course when repeated and the student’s CGPA will be recalculated to reflect the new letter grade.

If a student’s CGPA falls below a 2.00, or they fail to meet the CCR (the necessary percentage of attempted/earned credits), or duration of eligibility requirements, the student is placed on academic warning during the subsequent quarter. After counseling, the student signs an agreement to the conditions of the warning period. During the academic warning period, eligibility for financial aid continues.

A student who does not meet the 2.00 CGPA, CCR, or duration of eligibility requirements at the end of the academic warning period will be placed on academic probation. Students who are placed on academic probation do not receive financial aid. At the end of the academic probation period a student must meet the 2.00 CGPA and required percentage of attempted / earned credits, or duration of eligibility. Students who fail to meet the terms of probation will be terminated from the college.

Mitigating Circumstances: Academic Probation and Termination from college, due to probationary status may be appealed to the Academic Review Committee. This committee is composed of the Academic Dean and two instructors who will determine if mitigating circumstances apply. Appeals must be made in writing addressing the nature of the circumstances that warrant exception to the policy stated above. All appeals are reviewed and ruled on within five 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. Should a student choose to transfer from one program to another, only the grades and credits that apply to the new program will be calculated in the student’s CGPA and CCR.

Students who withdraw from the institution and later re-enter the College in the same program will continue at the same satisfactory progress and evaluation points in effect at the time of withdrawal. Satisfactory Progress calculations for re-entering students who change programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter.

Courses dropped during the drop/add period do not count toward CCR.
FACULTY AND STAFF

Central Office
Kristi A. Waite
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B.S., Northeastern University
### Campus Administration

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Cathy Wogen</td>
<td>Director of Campus Operations</td>
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<tr>
<td>Douglas Gardner</td>
<td>Bench Campus Director</td>
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</tr>
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<td>Susan Cheney</td>
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<td>Aurora</td>
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<td>Patty Sager</td>
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<td>Phillip Kogol</td>
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<td>Jodi Black</td>
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<td>John Pappas</td>
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<td>Dean Fredericks</td>
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<td>Donald J. Devito</td>
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<td>Seth Grimes</td>
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</table>

### Administrative Support

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Jamie Delgado</td>
<td>Administrative Assistant</td>
<td>Aurora</td>
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<tr>
<td>Maggie MacCarron</td>
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<tr>
<td>Jean Ducer</td>
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<td>Susan Roberts</td>
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<tr>
<td>Joanne M. Larson</td>
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<td>Rachel Ruch</td>
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<tr>
<td>Juliane Arnold</td>
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<td>Kim Hymes</td>
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<tr>
<td>Lydia Reed</td>
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<tr>
<td>Name</td>
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<tr>
<td>Tammy Renner</td>
<td>Medical Laboratory Technician Program Director</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Rizwana Ashfaq</td>
<td>D.C., B.S., National College of Chiropractic</td>
<td>Aurora</td>
</tr>
<tr>
<td>Melissa Edwards</td>
<td>RHIA, Health Science Curriculum Coordinator</td>
<td>Aurora</td>
</tr>
<tr>
<td>Jennifer Habada</td>
<td>A.S., Jiliet Junior College</td>
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<td>Nadine Bengs</td>
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<tr>
<td>Phil Gore</td>
<td>Certificate, Brian Utting School of Massage</td>
<td>Brooklyn Park</td>
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<td>Amanda Jackson</td>
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<td>CMA, Medical Assisting Program Coordinator</td>
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<td>Susan Johnson</td>
<td>RHIA, CCS</td>
<td>Green Bay</td>
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<td>Julie Rasmussen</td>
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<td>Rebecca Smith</td>
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<td>Jeremy Bartheils</td>
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### School of Business

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<td>Karen Krych</td>
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<td>Tom LeNeau, CPA (Inactive)</td>
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<td>Gregor Rolek</td>
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<td>Randy Bauman</td>
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<td>Amy Chantry</td>
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<td>Sherry Kamrowski</td>
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<td>Jason Meldrum</td>
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<td>Nicole Runyon</td>
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<td>Andy Trachen</td>
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<td>Melany Wynn, Business</td>
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<td>School of Justice Studies</td>
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<td>Cecilia Westby, Director</td>
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<td>Tracy Tegley</td>
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<td>Michelle Beadle</td>
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<tr>
<td>Carie Ann Potenza, Director</td>
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#### General Education & Developmental Education

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<tr>
<td>Kevin Avery</td>
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</table>

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  B.S., University of Wisconsin – Green Bay
- **Christina Forsythe**, Career Services Advisor  
  B.S., Minnesota State University  
  Lake Elmo
- **Amy Ives**, Career Services Advisor  
  Certificate, Rasmussen College  
  Mankato
- **Katie Mons**, Career Services Advisor  
  B.S., Minnesota State University - Mankato  
  Mankato
- **Jamie Hintz**, Career Services Advisor  
  B.S., University of Illinois – Chicago  
  Rockford
- **Summer Elgin**, Career Services Advisor  
  B.S., Mount Mercy College  
  St. Cloud

#### Admissions
- **Jeff Hagy**, National Director of High School Recruitment  
  B.A., St. Cloud State University  
  Twin Cities
- **Paul Kramer**, Director of Training and Development  
  M.A., University of St. Thomas  
  B.A., University of Wisconsin  
  Twin Cities
- **Britt Sundberg**, Director of Student Recruitment  
  B.S., Montana State University  
  Twin Cities
- **Wesley Escondo**, Director of Admissions  
  B.F.A., Western Illinois University  
  Aurora
- **Tony Perez**, Director of Admissions  
  M.B.A., B.A., Aurora University  
  A.A., Waubonsee Community College  
  Aurora
- **Lori Kaiser**, Director of Admissions  
  B.S., Northern State University  
  Brooklyn Park
- **Randy Rodin**, Director of Admissions  
  B.S., St. Cloud State University  
  Brooklyn Park
- **Mollie Bower**, Director of Admissions  
  B.A., University of Wisconsin – Eau Claire  
  Eagan
- **Hank Marotzke**, Director of Admissions  
  B.S.W., University of St. Thomas  
  Eagan
- **Jeff Brosa**, Director of Admissions  
  B.S., University of Wisconsin – La Crosse  
  Eden Prairie
- **Juliana Klock**, Director of Admissions  
  M.B.A., West Virginia Wesleyan College  
  B.A., John Carroll University  
  Green Bay
- **David Tan**, Director of Admissions  
  B.S., University of Minnesota  
  Lake Elmo
- **Jay Buchholz**, Director of Admissions  
  B.A., University of Iowa  
  Mankato
- **Kathy Clifford**, Director of Admissions  
  B.A., Minnesota State University – Mankato  
  Mankato
- **Michael Plochinski**, Director of Admissions  
  B.S., Illinois State University  
  Rockford
- **Lisa Fetzer**, Director of Admissions  
  B.S., DeVry Institute of Technology  
  Romeoville
- **Robert Ruprecht**, Director of Admissions  
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  St. Cloud
- **Dan Buesgens**, Director of Admissions  
  B.A., University of St. Thomas  
  Online
- **Jolene Harding Martin**, Director of Admissions  
  B.A., St. Cloud State University  
  Online
- **Kathy Mills**, Director of Admissions  
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  Online
- **Sharon Richardson**, Director of Admissions  
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  B.S., University of Louisville  
  Online
- **Paul Smith**, Director of Admissions  
  B.S., Berat College  
  A.S., Truman College

#### Helpdesk
- **James M. Michael**, Regional Systems Administrator  
  B.S., A.A.S., Rasmussen College  
  St. Cloud
- **Brian Lutgen**, Regional Systems Administrator  
  B.A., A.A.S., Rasmussen College  
  Eden Prairie
- **Jacob Sorem**, IT Support Specialist  
  A.A.S., Rasmussen College  
  Brooklyn Park
- **Michael Dennie**, IT Support Specialist  
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  Eagan
- **David Flinton**, IT Support Specialist  
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- **Cory Guethling**, IT Support Specialist  
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  Lake Elmo
- **Aaron Hartwell**, IT Support Specialist  
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  Mankato
- **Edward Peterson**, IT Support Specialist  
  M.I.T., American Intercultural University  
  B.A., Judson University  
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- **Angela Craig**, Student Services Advisor  
  B.A., Fort Lewis College  
  Eden Prairie
- **Jamie Hauer**, Student Scheduler  
  M.S., Argus University  
  B.A., Carroll College  
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- **Marius Mussie**, Student Services Advisor  
  B.A., University of Minnesota  
  Eden Prairie
- **Jennifer Carroll**, Student Services Advisor  
  B.A., Hamline University  
  Lake Elmo
- **Bridget Spencer**, Student Services Coordinator  
  B.S., Northern State University  
  M.S., Lesley College  
  B.S., Northeastern University  
  M.S., Cardinal Stritch University  
  B.S., National Louis University  
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  St. Cloud
- **Elizabeth Vos**, Student Services Coordinator  
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- **Carrie Daninhirsch**, Dean of Students  
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  B.S., Northeastern University  
  St. Cloud
- **Chris Camolla**, Student Services Coordinator  
  B.A., Salisbury University  
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- **Jeff Laing**, Student Services Coordinator  
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#### Student Services
- **Stella Coker**, Online Bookstore Manager  
  B.A., A.A.S., Rasmussen College  
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  Brooklyn Park
- **Jamie Hoag**, Student Services Advisor  
  M.A., B.B.A., University of North Dakota  
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- **Andy LaMere**, Scheduler and Academic Advisor  
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- **Shona Ramchandani**, Diversity Advisor  
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Fort Myers, FL 33905-7805
239-477-2100

Ocala Campus
2221 SW 19th Avenue Road
Ocala, FL 34471-7751
352-629-1941

Pasco County Campus
2127 Grand Boulevard
Holiday, FL 34690-4554
727-942-0069

MINNESOTA LOCATIONS

Brooklyn Park Campus
8301 93rd Avenue North
Brooklyn Park, MN 55445-1512
763-493-4500

Eagan Campus
3500 Federal Drive
Eagan, MN 55122-1346
651-687-9000

Eden Prairie Campus
7905 Golden Triangle Drive, Suite 100
Eden Prairie, MN 55344-7220
952-545-2000

Lake Elmo/Woodbury Campus
8565 Eagle Point Circle
Lake Elmo, MN 55042-8637
651-259-6600

Mankato Campus
130 Saint Andrews Drive
Mankato, MN 56001
507-625-6556

St. Cloud Campus
226 Park Avenue South
St. Cloud, MN 56301-3713
320-251-5600

NORTH DAKOTA LOCATIONS

Bismarck Campus
1701 East Century Avenue
Bismarck, ND 58503-0658
701-530-9600

Fargo/Moorhead Campus
Fargo Site
4012 19th Avenue SW
Fargo, ND 58103-7196
701-277-3889

Moorhead Site
1250 29th Avenue South
Moorhead, MN 56560
218-304-6200

WISCONSIN LOCATION

Green Bay Campus
904 South Taylor Street, Suite 100
Green Bay, WI 54303-2349
920-593-8400

Wausau Campus
1101 Westwood Drive
Wausau, WI 54401
1-888-5-RASMUSSEN