Campus Locations

- Bismarck
- Fargo/Moorhead

Additional Campus Locations

- Fort Myers, FL
- Ocala, FL
- Pasco County, FL
- Aurora, IL
- Rockford, IL
- Brooklyn Park, MN
- Eagan, MN
- Eden Prairie, MN
- Lake Elmo/Woodbury, MN
- Mankato, MN
- St. Cloud, MN
- Green Bay, WI

Inside This Catalog

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

Effective August 11, 2008.
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.
Over a century of leadership and innovation.

Rasmussen College was founded more than a century ago to meet the needs of the growing business environment. While the mission statement has changed, the College’s philosophy has stayed the same: Provide students with the knowledge and professional confidence necessary for tomorrow’s leaders.

In 1900, Walter Rasmussen, the founder of Rasmussen College, identified a need for career-focused education in downtown St. Paul, Minnesota. Business owners required skilled office professionals with secretarial and accounting proficiency. With little delay, Rasmussen graduates were available to step into the professional world and provide the support and expertise needed by businesses.

Over the next century, Rasmussen College expanded to five locations to better serve the state of Minnesota. In 2003, Rasmussen College partnered with an online-education provider to include fully online programs. Since then, Rasmussen College has opened new campuses in Minnesota, Illinois, and Wisconsin, and added four campuses through its mergers with Aakers College in North Dakota and Webster College in Florida.

Today Rasmussen College operates campuses in five states. It offers programs in areas such as business, criminal justice, technology and design, and allied health. Through all these changes, Rasmussen College has maintained its original passion for and dedication to providing high-quality education to its students, and skilled graduates to local employers.

Board of Directors

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Rasmussen College is accredited by the Higher Learning Commission (www.higherlearningcommission.org), and is a member of The North Central Association of Colleges and Schools.
CHIPS is an acronym for our values: Community, History, Integrity, Placement, and Service. CHIPS embodies what the Rasmussen College experience is all about, and why it’s not just an ordinary education.

**What does CHIPS mean for you, our student?**

It means a personal, service-oriented, quality education that’s designed to help you succeed - in the classroom and beyond.

Here are some questions to ask when selecting a college, so that you can make the best decision regarding your future career.

**COMMUNITY**

- What is your average class size?
- Do you have online interaction, such as a portal, student profiles, and message boards?
- How many employers do you interact with on a regular basis in order to help graduates find jobs?
- How else does the college interact with the local community?
- Are your instructors, staff, and students on a first-name basis?
- Does your campus have lab hours during non-class times so I can complete my projects?
- Is there an open-door policy at this college?

**HISTORY**

- When were you founded? How long have you been in business?
- What’s the history of this college? How did you get started?
- Where was your first campus located? Where do you currently have campus locations?
- How many students have graduated from this college?
- How long have you offered online classes?

**INTEGRITY**

- Are you accredited?
- Is your accreditation national or regional?
- Do you allow students to participate in evaluation of their instructors and overall educational experience?
- How do you decide which new programs to offer? Who helps you develop them?
- Do you help graduates develop a portfolio of work samples that can be used to demonstrate career competencies to potential employers?

**PLACEMENT**

- Do you have a full-time career placement office?
- Does your Career Services Office receive job postings from local employers?
- What is your placement rate?
- Do you assist with resume, cover letter, and reference preparation?
- Do students have the opportunity to participate in practice interviews prior to graduation?
- Do you offer long term placement assistance for graduates?
- Do you offer career-placement assistance nationwide?

**SERVICE**

- Do you offer 24/7 assistance for students?
- Do you offer no-cost tutoring for both online and on-campus students?
- Do you offer assistance with researching and applying for financial aid?
- Do you assist new students with gathering transcripts and other necessary items during the application process? Are you available for questions throughout this time?
- Does your college have a library and an onsite librarian?
- Do you offer technical support onsite and online?
- Are you open evenings and weekends?
As a Rasmussen student, you are our first priority: your education; your positive experience; your achievements; and your dreams. We understand the challenges you face in meeting your career goals while balancing family life, activities, work, budgets, and schedules.

We know it’s hard to pursue career options and still keep your personal commitments. We respect your values and support you with a campus environment that meets your needs.

Class Sizes
You’ll be in classes averaging 15 to 25 students who have similar interests, lifestyles, and pursuits. Small class sizes make learning more personal, with individual attention from the instructor and opportunity to share experiences with other students.

Around-the-Clock Personal Support Center
The 24/7 Personal Support Center operates continuously to help when you need it. Whether it’s tutoring, research problems, computer services, or information about coursework, someone is always standing by to offer direction.

The Rasmussen Community
Students say the support of the Rasmussen community is one of the College’s best assets. Faculty and administration are accessible and eager to help. Students encourage each other through a spirit of giving and sharing that makes Rasmussen much more than just a quality education.

Our focus is on you, the student, from your first call to the Admissions Office, to your success 15 years from now. Upon graduation, you’ll receive ongoing career placement assistance and networking opportunities.

New Facilities
Rasmussen is dedicated to providing a quality, hands-on education with day, evening, and online programs to be taken at your convenience, letting you live life on your schedule. Our commitment to progress and growth has led to expansion, offering even more opportunities for students. This continuing growth means that new campuses, premium academic resources, and up-to-date technology and equipment will be available to help you succeed in your classes and your new career.

Online Support and Services
Rasmussen supports and guides you all the way with resources to help in your study: high-tech computer labs; an intranet that offers access to libraries, research, databases, and specialized websites; on and off-site learning programs; and the 24-hour Personal Support Center.

At Rasmussen College, we make your career success our business, and prepare you well to get a job in your chosen field. Employers know that Rasmussen graduates not only have the professional training and hands-on experience to perform their chosen skills, they also have the confidence to excel in today’s business world.

Personalized Service
Going back to college isn’t just about finding another job, it’s about moving to the next level in your career and finding a great job that challenges and fulfills you. Rasmussen personnel are focused on your individual needs and challenges as you look towards graduation and advancing your career. On each campus there is at least one professional Career Services Advisor to assist you in figuring out where you should go next with your career.

Your relationship with Rasmussen doesn’t end when you walk out our doors with your degree in hand. As a graduate you are entitled to comprehensive career services at any time throughout your career.

Rasmussen graduates have the benefit of an extensive career services program. Our dedicated and professional staff teaches you how to write a professional resume, create a personal portfolio, and conduct a polished interview. Your instructors can offer valuable advice on getting a good job, as many have developed long-term relationships with many of the area’s leading employers.

Job Connect
Our membership in the National Association of Colleges and Employers (NACE) enables current students and alumni to access thousands of jobs nationally through online links. With Job Connect, Rasmussen’s online resource, you’ll have access to professional employers who post all types of job opportunities, including full time, part time, internships, cooperative education assignments, and volunteer. You’ll connect with prospective employers who seek your skills.

Online Support
We have a vast online library of career support services that you can access anytime, whether you’re a current student or a graduate. You’ll find the best links to job postings, career statistics, resume help, setting goals, and tips for making a good impression on prospective employers.
Rasmussen College Online

A job, family, and active lifestyle are important values. You want to explore a new career, or advance further in your current career, but how do you find the time to fit school into your busy schedule? The answer is Rasmussen College Online.

Flexible Scheduling
You can get a complete Rasmussen quality education, at your own pace and in your own time. Our resources allow you to benefit from a Rasmussen education, no matter where you live or when you can go to school. Take your online class when it’s convenient for you, day or night.

Innovative Programs
The progressive programs offered through Rasmussen College Online are the same as those offered on campus. Online students have access to the same level of student services offered to on-campus students, including the 24/7 Personal Support Center, tutoring, and job placement assistance.

Online students complete assignments and activities using chat, email, message boards, and interactive websites.

Qualified Faculty
Our instructors are highly trained for online teaching. They use standardized syllabi to ensure that programs are consistent. Instructors are readily available by phone or email to answer questions and provide direction.

Online Support Services
Rasmussen College Online offers a host of support services to help you succeed in learning online.

Student Services Coordinator - The goal of the Student Services Coordinator is to help you with whatever you need to ensure that you graduate on time. Whether you need assistance with the online learning platform or introduction to various online resources, their focus is on you and your success.

Career Services Advisor - From day one as a Rasmussen Online student, your Career Services Advisor will work with you to help you graduate with your dream job in place. With nationwide focus, they can help you wherever you live.

Financial Aid Representative - Navigating the world of financial aid is complex and challenging. Your Financial Aid Representative will help you through the maze and make sure that you receive all eligible funding.

Technical Solution Team - Around-the-clock support is always available to answer any technical questions that come up as you do your coursework. Our Technical Solution Team is in place to serve you and make your online experience excellent.

Library Services - All the resources and assistance you come to rely on at a physical library are available to you through Rasmussen College Online. Our Library Services Team gives you the direction and advice to optimize your time and keep you working efficiently.

Tutoring - You have questions and need help, and our Tutoring Services are available online to give you the answers and assistance you need.

Consistent Learning Platform
We have developed coursework using our unique online software platform that is intuitive and ensures consistency across the College. All the coursework you’ll need is on the Internet. Each course is set up in the same manner so you won’t have to learn the format for instruction every time you take a new class. Students may participate from home, work, school, the public library, or anywhere there is Internet access.

High Quality Education

Rasmussen is accredited by a number of organizations that honor the high standards of academic excellence and vitality maintained by institutions of higher learning. What this means is that you have the assurance of receiving a high-quality education from a staff of dedicated instructors and administrators who are here to help you succeed in your chosen field. Whether you’ve been out of school for two years or twenty, our commitment to your future is lifetime.

Accreditation and Licensure
Accreditation means that a college meets the needs of students, as well as the criteria and requirements set by the accrediting organization. Rasmussen College made the transition from national to regional accreditation in 2001 to ensure a high-quality education for its students. Regional accreditation places significant requirements on the receiving institution, but it enables students to transition more easily from one accredited school to another. During this time the College added four more deans to its campuses, and faculty members with master’s degrees or higher jumped from 50% to 70%.

Rasmussen College is authorized by the North Dakota Board of Career and Technical Education.

In addition, many employer tuition reimbursement plans require that a student attend a regionally accredited school for full reimbursement. These plans can help significantly with the costs of going back to school.

Articulation and Consortium Agreements
Rasmussen College has developed articulation and consortium agreements to maximize the transferability of college credit between institutions, thereby meeting the educational goals of students in a timely manner.

The College’s status as a regionally accredited institution of the Higher Learning Commission (www.higherlearningcommission.org) greatly increases the likelihood of credit transfer from Rasmussen to other academic institutions. Specific agreements detailed in transfer guides are available to assist students as they determine their course of study.

Over 100 Years of Excellence
Rasmussen College has educated more than 100,000 students in over 100 years of service. Students comment that they were well prepared to meet the demands of their new careers through the practical experience, hands-on training, classroom discussions, and independent thinking they explored at Rasmussen. Take charge of your future and see what Rasmussen can offer.
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 “Applying for the Medical Laboratory Technician Program” under Academic Information.
- In addition, all Justice Studies programs and some Allied Health and Nursing programs require applicants to complete a criminal background check. See the catalog pages for more information.

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. 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

2008-2009 Academic Calendar

- 2008 Early Fall Quarter
  August 11 – September 21
- 2008 Fall Quarter
  October 6 – December 21
- 2008 Early Winter Quarter
  November 10 – December 21
- 2009 Winter Quarter
  January 5 – March 22
- 2009 Early Spring Quarter
  February 9 – March 22
- 2009 Spring Quarter
  April 6 – June 21
- 2009 Early Summer Quarter
  May 11 – June 21
- 2009 Summer Quarter
  July 6 – September 20
- 2009 Early Fall Quarter
  August 10 – September 20

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
Each campus has a professionally staffed financial aid department designed to help you apply for federal, state, and private 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 sheet 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><strong>Gift Aid</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$400 - $4,731</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (FSEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid – Awarded by the College</td>
</tr>
<tr>
<td>Academic Competitiveness Grant (ACG)</td>
<td>Award based on Pell Grant eligibility and academic rigor requirements of state high school coursework eligibility.</td>
<td>$750 for first year; $1,300 for second year</td>
<td>Free Application for Federal Student Aid –</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment</th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid – Awarded by the College</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Federal Loan Programs</th>
<th></th>
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</tr>
</thead>
</table>
| Federal Subsidized Stafford Loan Program           | Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation. | 1st Year - $3,500  
2nd Year - $4,500  
3rd Year+ - $5,500 | Free Application for Federal Student Aid and Promissory Note processed through College and Lender |
| Federal Unsubsidized Stafford Loan Program         | Principal and interest may be deferred until after student leaves college or attends less than half-time. Same as subsidized limits. Independent students may be eligible for additional amounts of: 1st & 2nd Year - $4000  
3rd Year+ - $5000. | Same as subsidized limits. Independent students may be eligible for additional amounts of: 1st & 2nd Year - $4000  
3rd Year+ - $5000. | Free Application for Federal Student Aid and Promissory Note processed through College and Lender |
| Federal Parent Loan for Undergraduate Students (PLUS) | For credit-worthy parents of dependent undergraduates. Up to college cost of attendance. | Up to college cost of attendance. | PLUS application and Promissory Note processed through College and Lender |

Gift aid and work study are awarded annually based on the fiscal year dates of July 1 through June 30. Students attending in more than one fiscal year period must reapply for financial aid assistance.
Scholarship and Grant Programs

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 of 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:

• Eligible students must be current-year graduating high school seniors.
• Students must apply for and begin classes during the summer quarter, early fall quarter or fall quarter immediately following their graduation from high school.
• Award amounts are determined upon receipt of the student’s official final transcript from high school.

<table>
<thead>
<tr>
<th>Grade Point Average upon Graduation is between:</th>
<th>President’s Award</th>
<th>Director’s Award</th>
<th>Platinum Circle Award</th>
<th>Gold Circle Award</th>
<th>Silver Circle Award</th>
<th>Achievement Award</th>
<th>Success Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00 – 4.25</td>
<td>Associates $5,000</td>
<td>Associates $4,000</td>
<td>Associates $3,000</td>
<td>Associates $2,000</td>
<td>Associates $1,500</td>
<td>$1,200</td>
<td>$600</td>
</tr>
<tr>
<td>3.75 – 4.00</td>
<td>Associates $4,000</td>
<td>Associates $3,000</td>
<td>Associates $2,500</td>
<td>Associates $1,500</td>
<td>Associates $1,000</td>
<td>$1,000</td>
<td>$500</td>
</tr>
<tr>
<td>3.50 – 3.74</td>
<td>Associates $3,000</td>
<td>Associates $2,000</td>
<td>Associates $1,500</td>
<td>Associates $1,000</td>
<td>Associates $600</td>
<td>$750</td>
<td>$450</td>
</tr>
<tr>
<td>3.25 – 3.49</td>
<td>Associates $2,000</td>
<td>Associates $1,000</td>
<td>Associates $750</td>
<td>Associates $500</td>
<td>Associates $400</td>
<td>$500</td>
<td>$400</td>
</tr>
<tr>
<td>3.00 – 3.24</td>
<td>Associates $1,000</td>
<td>Associates $500</td>
<td>Associates $250</td>
<td>Associates $250</td>
<td>Associates $250</td>
<td>$250</td>
<td>$250</td>
</tr>
<tr>
<td>2.75 – 3.00</td>
<td>Associates $500</td>
<td>Associates $250</td>
<td>Associates $125</td>
<td>Associates $125</td>
<td>Associates $125</td>
<td>$125</td>
<td>$125</td>
</tr>
<tr>
<td>2.50 – 2.74</td>
<td>Associates $250</td>
<td>Associates $125</td>
<td>Associates $62.50</td>
<td>Associates $62.50</td>
<td>Associates $62.50</td>
<td>$62.50</td>
<td>$62.50</td>
</tr>
</tbody>
</table>

Outside Scholarships

The College will gladly assist any student in attaining scholarship funding from an outside source by providing cost of attendance and family contribution information to the awarding source. Please contact the Financial Aid Office for specific questions regarding outside scholarship funding.

Corporate Discount

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

Early Start Program

Rasmussen College is proud to offer select high school 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.
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, 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).

MASSAGE THERAPY AAS DEGREE

Foundation Courses
- B097 Foundations of English I
- B098 Foundations of English II
- B099 Foundations of Math

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
- E124 English Composition (Required course)
- G124 Communication (Select 1 course)
- G142 Introduction to Communication
- G226 Speech

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

Math/Natural Sciences (2 required courses)
- MA241 Human Anatomy and Physiology I
- MA242 Human Anatomy and Physiology II

Social Sciences (Select 2 courses)
- G122 World Geography
- G123 Principles of Economics
- G137 Introduction to Psychology
- G142 Introduction to Sociology
- G243 Contemporary U.S. Government

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

Major and Core Courses
- B136 Introduction to Business
- E150 Success Strategies
- E242 Career Development
- G233 College Algebra
- M230 Medical Law and Ethics
- 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 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.

This program is offered only at the Bismarck campus.

MEDICAL ADMINISTRATION AAS DEGREE

Foundation Courses
- B097 Foundations of English I
- B098 Foundations of English II
- B099 Foundations of Math

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
- E124 English Composition (Required course)
- G124 Communication (Select 1 course)
- G141 Introduction to Communication
- G226 Speech

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

Math/Natural Sciences (2 required courses)
- MA241 Human Anatomy and Physiology I
- MA242 Human Anatomy and Physiology II

Social Sciences (Select 2 courses)
- G122 World Geography
- G123 Principles of Economics
- G137 Introduction to Psychology
- G142 Introduction to Sociology
- G243 Contemporary U.S. Government

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

Major and Core Courses
- D111 Computer Information Systems
- E150 Success Strategies
- E242 Career Development
- M120 Medical Terminology
- M140 Basic ICD-9-CM Coding
- M140A Intermediate ICD-9-CM Coding
- M141 Ambulatory Care Coding
- M200 Medical Office Procedures
- M205 Medical Transcription I
- M206 Medical Transcription II
- M207 Medical Transcription III
- M208 Introduction to Health Information Management
- M209 Medical Insurance and Billing
- M223 Pathology I
- M224 Pathology II
- M230 Medical Law and Ethics
- M251 Medical Coding Practicum
- M280 Medical Transcription Capstone
- S115 Keyboarding I
- S116 Keyboarding II
- S120 Word for Windows

Total Degree Credits 100*

* 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.

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

Foundation of Math/Science Placement Exam:
- Foundation of Math
- Foundation of English I
- Foundation of English II

This exam may be required of some students based upon placement examinations.

Total Degree Credits 100*

* 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.

This program is offered only at the Bismarck campus.
**Objective.**

Graduates of this program know the importance of coding to the functioning of the healthcare facility. They understand medical terminology and basic anatomy and pathology. They know ICD and CPT coding principles, and can code healthcare data using these principles. Graduates can use common coding software applications. They can also navigate a health record and abstract information necessary to correctly code the medical data. Graduates value communication, ethical and professional behavior in the workplace, and the confidentiality of patient information.

**MEDICAL CODING DIPLOMA**

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

**Career Opportunities** • Medical Coder • Medical Coder/Biller

**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**

<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>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>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</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>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>
<td>1</td>
</tr>
</tbody>
</table>

**Total Diploma Credits** 59*

* 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.

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**MEDICAL LABORATORY TECHNICIAN AAS DEGREE**

**Standard Length of Program** • 7 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>English Composition (Required course)</td>
<td>G124 Human Composition</td>
<td>4</td>
</tr>
<tr>
<td>Communication (Select 1 course)</td>
<td>G141 Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G226 Speech</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>G125 Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G138 Introduction to Film</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G201 Creative Writing</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G230 Introduction to Literature</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Math/Natural Sciences (2 required courses)</td>
<td>MA241 Human Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>MA242 Human Anatomy and Physiology II</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>G122 World Geography</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G123 Principles of Economics</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G137 Introduction to Psychology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G142 Introduction to Sociology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G243 Contemporary U.S. Government</td>
<td>4</td>
<td></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>G233</td>
<td>College Algebra</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>
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<td>M140A</td>
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</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>
<td>1</td>
</tr>
</tbody>
</table>

**Total Degree Credits** 99

This program is only available at the Bismarck campus.

Rasmussen College is pursuing accreditation for its Medical Laboratory Technician AAS program through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The program has achieved “serious applicant” status. Graduates are eligible to sit for the Medical Laboratory Technician (MLT) certification examination offered by the Board of Registry of the American Society for Clinical Pathology (ASCP).

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Applicants to this program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See “Applying for the Medical Laboratory Technician Program” under Academic Information.
MEDICAL TRANSCRIPTIONIST DIPLOMA

Standard Length of Program • 4 Quarters Full-Time • 6 Quarters Part-Time

Career Opportunities • Medical Transcriptionist • 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>
<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

<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>
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<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
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</tr>
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<td>G141</td>
<td>Introduction to Communication</td>
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<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
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</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
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<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
<td>4</td>
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<tr>
<td>M205</td>
<td>Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>M206</td>
<td>Medical Transcription II</td>
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<td>M207</td>
<td>Medical Transcription III</td>
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<td>Pathology I</td>
<td>4</td>
</tr>
<tr>
<td>M224</td>
<td>Pathology II</td>
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<tr>
<td>M280</td>
<td>Medical Transcription Capstone</td>
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<tr>
<td>S115</td>
<td>Keyboarding I</td>
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<tr>
<td>S116</td>
<td>Keyboarding II</td>
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</tr>
<tr>
<td>S120</td>
<td>Word for Windows</td>
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</tr>
</tbody>
</table>

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.

OFFICE MANAGEMENT AAS DEGREE

Medical • See School of Business on Page 17

R A S M U S S E N C O L L E G E • North Dakota
Objective.

Graduates of this program know the accounting processes and cycles of professional accounting firms, businesses, and government agencies. They can manage accounts receivable, accounts payable, and payroll, and can also prepare tax returns, prepare and analyze financial statements, and use computer applications proficiently. They can perform advanced accounting tasks pertaining to taxes, auditing, fraud examination, and international accounting. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, synthesize, and evaluate facts pertaining to taxes, auditing, advanced accounting tasks.

Grades of this program value critical thinking, communication, leadership, and integrity.

ACCOUNTING BS DEGREE

Standard Length of Program
• 12 Quarters Full-Time
• 16 Quarters Part-Time

Career Opportunities
• Auditor
• Cost Accountant
• Accounts Payable Manager
• Financial Analyst
• Managerial Accountant
• Accounts Receivable Manager

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
G124 English Composition 4
G230 Introduction to Literature 4

Humanities

Number Course Credits
G125 Humanities 4
G138 Introduction to Film 4
G201 Creative Writing 4

Math/Natural Sciences

Number Course Credits
G150 Structure and Function of the Human Body 4
G233 College Algebra* 4
G239 Introduction to Astronomy 4
G245 Introduction to Geology 4

Social Sciences

Number Course Credits
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

Communication

Number Course Credits
G332 Visual Communication in the Media 4

Elective 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 Focus Principles 3
E150 Success Strategies 4
E242 Career Development 2

Total lower division major/core credits 41
Total upper division major/core credits 64

Total elective credits 20
Total Degree Credits 181*

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.
**ACCOUNTING AAS DEGREE**  
Banking • Financial Accounting • Financial Investigation  

### Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</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>
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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

**English Composition** (Required course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
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</tbody>
</table>

**Communication**

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

**Humanities** (Select 2 courses)

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

**Math/Natural Sciences** (1 required, select 1 course)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G150 Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>G233 College Algebra***</td>
<td>4</td>
</tr>
<tr>
<td>G239 Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G245 Introduction to Geology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Social Sciences** (1 required course, ** and select 1 elective)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G122 World Geography</td>
<td>4</td>
</tr>
<tr>
<td>G123 Principles of Economics**</td>
<td>4</td>
</tr>
<tr>
<td>G137 Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G142 Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G243 Contemporary U.S. Government</td>
<td>4</td>
</tr>
</tbody>
</table>

**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.

**Math/Natural Sciences** is required. Students must complete one additional course from the Math/Natural Sciences category.

**MAJOR AND CORE COURSES**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A151</td>
<td>Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>A152</td>
<td>Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>A153</td>
<td>Accounting III</td>
<td>4</td>
</tr>
<tr>
<td>A269</td>
<td>Income Tax</td>
<td>4</td>
</tr>
<tr>
<td>A280</td>
<td>Accounting Capstone</td>
<td>2</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>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>D181</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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</tbody>
</table>

**Banking Specialization**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B232</td>
<td>Principles of Marketing</td>
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<tr>
<td>B111</td>
<td>Introduction to Banking</td>
<td>4</td>
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<tr>
<td>F212</td>
<td>Fundamentals of Consumer Lending</td>
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</tr>
<tr>
<td>F213</td>
<td>Introduction to Mortgage Lending</td>
<td>4</td>
</tr>
<tr>
<td>F215</td>
<td>Principles of Banking Law</td>
<td>4</td>
</tr>
</tbody>
</table>

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

**Financial Accounting Specialization**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A177</td>
<td>Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>A272</td>
<td>Intermediate Accounting I</td>
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</tr>
<tr>
<td>A274</td>
<td>Intermediate Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>B234</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
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</tbody>
</table>

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

**Financial Investigation Specialization**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>A272</td>
<td>Intermediate Accounting I</td>
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</tr>
<tr>
<td>A274</td>
<td>Intermediate Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>A276</td>
<td>Financial Investigation</td>
<td>4</td>
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<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J125</td>
<td>Criminal Law and Procedures</td>
<td>4</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.
### Foundation Courses

<table>
<thead>
<tr>
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<tbody>
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<td>Foundations of English II</td>
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<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**

#### Lower Division

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>English Composition</strong> (Required course)</td>
<td></td>
</tr>
<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></td>
<td><strong>Humanities</strong> (Select 2 courses)</td>
<td></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></td>
<td><strong>Math/Natural Sciences</strong> (1 required***, select 1 course)</td>
<td></td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra***</td>
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<td>Introduction to Geology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Social Sciences</strong> (Select 2 courses)</td>
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</tr>
<tr>
<td>G122</td>
<td>World Geography</td>
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<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>
</tbody>
</table>

### Upper Division

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G332</td>
<td>Visual Communication in the Media</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Humanities</strong> (Select a minimum of 1 course)</td>
<td></td>
</tr>
<tr>
<td>G330</td>
<td>American Literature</td>
<td>4</td>
</tr>
<tr>
<td>G335</td>
<td>Contemporary World Literature: 1900 to the Present</td>
<td>4</td>
</tr>
<tr>
<td>G435</td>
<td>Literature of American Minorities</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Math/Natural Sciences</strong> (Select a minimum of 1 course)</td>
<td></td>
</tr>
<tr>
<td>G328</td>
<td>Human Uses of the Environment</td>
<td>4</td>
</tr>
<tr>
<td>G402</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>G434</td>
<td>Gender in Math and Science</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Social Sciences</strong> (Select a minimum of 1 course)</td>
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</tr>
<tr>
<td>G333</td>
<td>American Religious History</td>
<td>4</td>
</tr>
<tr>
<td>G380</td>
<td>Visions of America Since 1945</td>
<td>4</td>
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<tr>
<td>G401</td>
<td>Comparative Politics</td>
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</table>

### Major and Core Courses

#### Lower Division

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A151</td>
<td>Accounting I</td>
<td>4</td>
</tr>
<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>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B232</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<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>B293</td>
<td>Business Ethics</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>
<td>4</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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### Upper Division

<table>
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<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>A305</td>
<td>Corporate Finance</td>
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<tr>
<td>B480</td>
<td>Critical Issues in Business</td>
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<tr>
<td>B501</td>
<td>Public Relations</td>
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<tr>
<td>B502</td>
<td>Risk Management</td>
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<tr>
<td>B507</td>
<td>Insurance</td>
<td>4</td>
</tr>
<tr>
<td>B508</td>
<td>Operations Management</td>
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</tr>
<tr>
<td>B512</td>
<td>International Business</td>
<td>4</td>
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<tr>
<td>B522</td>
<td>Money and Banking</td>
<td>4</td>
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<tr>
<td>B540</td>
<td>Professional Selling</td>
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<tr>
<td>B555</td>
<td>Advertising Application</td>
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<tr>
<td>B561</td>
<td>Organizational Behavior Analysis</td>
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<tr>
<td>B502</td>
<td>Strategic Management</td>
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<td>B503</td>
<td>Contemporary Leadership Challenges</td>
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<tr>
<td>B504</td>
<td>Negotiation and Conflict Management</td>
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<tr>
<td>B525</td>
<td>Labor and Employment Law</td>
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<tr>
<td>B489</td>
<td>Small Business Management I</td>
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</tbody>
</table>

#### Total lower division major/core credits | 45
#### Total upper division major/core credits | 64
#### Unrestricted elective credits | 15
#### Total Degree Credits | 180*

---

### Objective

Graduates of this program know concepts in management, human resources, marketing, business law and ethics, and customer service. They understand finance and accounting, and advanced management theories and techniques in a variety of fields.

They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. They value critical thinking, communication, diversity, leadership, integrity, and lifelong learning.

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**This Degree Program is also offered Online.**

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* 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.
**Objective.**

Graduates of this program know major concepts in management, human resources, marketing, accounting, business ethics, and customer service. They can interpret financial data and perform basic accounting tasks. They can use computer applications for the business environment, and develop problem-solving and decision-making skills. They value critical thinking, communication, diversity, and lifelong learning.

**BUSINESS MANAGEMENT AAS DEGREE**

<table>
<thead>
<tr>
<th>Business Administration • Call Center Management • Human Resource Internet Marketing • Marketing and Sales</th>
</tr>
</thead>
</table>

**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
- 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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</thead>
<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
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<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>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>
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</table>

### Math/Natural Sciences

<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>G233</td>
<td>College Algebra II</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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<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>
</tbody>
</table>

### Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A151</td>
<td>Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B230</td>
<td>Principles of Finance</td>
<td>4</td>
</tr>
<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>4</td>
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<tr>
<td>B111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>2</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</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>
<td>4</td>
</tr>
<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>3</td>
</tr>
<tr>
<td>D279</td>
<td>Computer Focused Principles</td>
<td>3</td>
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</tbody>
</table>

**Total Degree Credits** 95*

This Degree Program is also offered online.

### Call Center Management Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<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>
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<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.

### 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>
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</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>
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</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>B232</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B263</td>
<td>Principles of Advertising</td>
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<tr>
<td>R200</td>
<td>Principles of Retailing</td>
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<tr>
<td>R204</td>
<td>Entrepreneurship</td>
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</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.

---

**SCHOOL OF BUSINESS**

RASMUSSEN COLLEGE • North Dakota
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>
</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>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>G233</td>
<td>College Algebra**</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>G132</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>
</tbody>
</table>

** G233 College Algebra is required. Students must complete one additional course from the Math/Natural Sciences category.

*** G150 Structure and Function of the Human Body is required for the Medical specialization, and G243 Contemporary U.S. Government is required for the Government specialization. If one of these courses appears in a specialization area, the student must still complete two additional courses from the appropriate general-education category to meet the required amount of general-education credits in that category.

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A151</td>
<td>Accounting I</td>
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<tr>
<td>B119</td>
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<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>D181</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>D187</td>
<td>Professional Presentations</td>
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<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>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>
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</tbody>
</table>

Total Degree Credits 91*

This Degree Program is also offered online.

Corporate Management Specialization

<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>4</td>
</tr>
<tr>
<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B220</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>D283</td>
<td>Access</td>
<td>3</td>
</tr>
<tr>
<td>S201</td>
<td>Office Procedures</td>
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</table>

Total Degree Credits 94*

Government Specialization***

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
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<tbody>
<tr>
<td>B180</td>
<td>Meeting Management</td>
<td>4</td>
</tr>
<tr>
<td>D283</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>LA130</td>
<td>State and Local Government</td>
<td>4</td>
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<tr>
<td>S150</td>
<td>Legal Office Procedures</td>
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</tr>
<tr>
<td>S219</td>
<td>Legal Document Processing and Transcription</td>
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</table>

Total Degree Credits 94*

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>
</tr>
<tr>
<td>LA125</td>
<td>Law I</td>
<td>4</td>
</tr>
<tr>
<td>LA225</td>
<td>Law II</td>
<td>4</td>
</tr>
<tr>
<td>S150</td>
<td>Legal Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>S172</td>
<td>Legal Terminology</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*

Medical Specialization***

<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>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>
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</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*

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required for 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. They value critical thinking, communication, ethics, and lifelong learning.

SCHOOL OF BUSINESS

RASMUSSEN COLLEGE • North Dakota
ACCOUNTING DIPLOMA

Objective.
Graduates of this program know basic accounting concepts related to the general business or accounting environment. They can perform entry-level bookkeeping and analysis of financial statements, handle payroll tasks, and use computer applications proficiently. They value communication, integrity, and workplace professionalism.

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
- A151 Accounting I 4
- A152 Accounting II 4
- A153 Accounting III 4
- A177 Payroll Accounting 4
- A269 Income Tax 4
- A272 Intermediate Accounting I 4
- B136 Introduction to Business 4
- B234 Business Law 4
- B271 Professional Communication 4
- B293 Business Ethics 4
- D111 Computer Information Systems 3
- D181 Excel 3
- D279 Computer Focused Principles 3
- E150 Success Strategies 4
- E242 Career Development 2
- G123 Principles of Economics 4
- G124 English Composition 4
- G233 College Algebra 4

Total Diploma Credits 67*

* 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.

SECRETARIAL DIPLOMA

Objective.
Graduates of this program know basic office procedures, customer service, and accounting. They can use word-processing, spreadsheet, and presentation software and prepare a variety of business documents. They value communication, ethics, and lifelong learning.

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
- A151 Accounting I 4
- B119 Customer Service 4
- B271 Professional Communication 4
- D111 Computer Information Systems 3
- D181 Excel 3
- D187 Professional Presentations 3
- E150 Success Strategies 4
- E242 Career Development 2
- G124 English Composition 4
- G137 Introduction to Psychology 4
- G226 Speech 4
- G233 College Algebra 4
- S115 Keyboarding I 3
- S116 Keyboarding II 3
- S120 Word for Windows 3
- S201 Office Procedures 4

Total Diploma Credits 56*

* This program is offered only at the Fargo location.

* 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.
Graduates of this program know the theory and practice of criminal-justice law, procedures, research methods, and leadership. They understand concepts of criminal behavior, crime prevention, and diversity in the justice system. Graduates can apply, analyze, synthesize, and evaluate facts and theories pertaining to criminal justice; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; recognize and address complex ethical situations; and operate effectively within a continually changing environment. They value lifelong learning, honesty, and integrity in the criminal-justice system.

**CRIMINAL JUSTICE BS DEGREE**
Client Services/Corrections • Criminal Offenders • Homeland Security Investigation/Law Enforcement

**Standard Length of Program** • 12 Quarters Full-Time • 16 Quarters Part-Time

**Career Opportunities** • Probation Officer • Victim’s Advocate • Criminal Investigator • Human Services Program Coordinator • Economic Self-Sufficiency Specialist • Customs Immigration Specialist Clerk

**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 (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>G226</td>
<td>Speech</td>
<td>4</td>
</tr>
<tr>
<td>G125</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>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra†</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>G328</td>
<td>Introduction to Psychology (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Upper Division**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G332</td>
<td>Visual Communication in the Media</td>
<td>4</td>
</tr>
<tr>
<td>G330</td>
<td>American Literature</td>
<td>4</td>
</tr>
<tr>
<td>G335</td>
<td>Contemporary World Literature: 1900 to the Present</td>
<td>4</td>
</tr>
<tr>
<td>G435</td>
<td>Literature of American Minorities</td>
<td>4</td>
</tr>
<tr>
<td>G328</td>
<td>Human Uses of the Environment</td>
<td>4</td>
</tr>
<tr>
<td>G434</td>
<td>Gender in Math and Science</td>
<td>4</td>
</tr>
<tr>
<td>G333</td>
<td>American Religious History</td>
<td>4</td>
</tr>
<tr>
<td>G380</td>
<td>Visions of America Since 1945</td>
<td>4</td>
</tr>
<tr>
<td>G401</td>
<td>Comparative Politics</td>
<td>4</td>
</tr>
</tbody>
</table>

Total lower division general education credits 32
Total upper division general education credits 24

† G233 College Algebra is required. Students must complete one additional course from the Math/Natural Sciences category.

**Major and Core Courses**

**Lower Division**

<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>4</td>
</tr>
<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J102</td>
<td>Criminology</td>
<td>4</td>
</tr>
<tr>
<td>J115</td>
<td>Introduction to Corrections</td>
<td>4</td>
</tr>
<tr>
<td>J120</td>
<td>Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J125</td>
<td>Criminal Law and Procedures</td>
<td>4</td>
</tr>
<tr>
<td>J200</td>
<td>Domestic Violence</td>
<td>4</td>
</tr>
<tr>
<td>J205</td>
<td>Juvenile Justice</td>
<td>4</td>
</tr>
<tr>
<td>J250</td>
<td>Drugs and Crime</td>
<td>4</td>
</tr>
<tr>
<td>J255</td>
<td>Ethics in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J380</td>
<td>Contemporary Issues in Criminal Justice Capstone</td>
<td>4</td>
</tr>
</tbody>
</table>

**Upper Division**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G402</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>J310</td>
<td>Criminal Behavior</td>
<td>4</td>
</tr>
<tr>
<td>J315</td>
<td>Criminal Law and Procedures</td>
<td>4</td>
</tr>
<tr>
<td>J350</td>
<td>Cultural Diversity and Justice</td>
<td>4</td>
</tr>
<tr>
<td>J352</td>
<td>Victims in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J355</td>
<td>Realities of Crime and Justice</td>
<td>4</td>
</tr>
<tr>
<td>J365</td>
<td>Research Methods in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J410</td>
<td>Criminal Justice Leadership and Management</td>
<td>4</td>
</tr>
<tr>
<td>J415</td>
<td>Crime Prevention</td>
<td>4</td>
</tr>
<tr>
<td>J471</td>
<td>Fieldwork in Criminal Justice I</td>
<td>2</td>
</tr>
<tr>
<td>J472</td>
<td>Fieldwork in Criminal Justice II</td>
<td>8</td>
</tr>
<tr>
<td>J490</td>
<td>Critical Issues in Criminal Justice</td>
<td>4</td>
</tr>
</tbody>
</table>

Total lower division major/core credits 49
Unrestricted elective credits*** 12
Total upper division major/core credits 50

**Client Services/Corrections Specialization**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J340</td>
<td>Women and Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J345</td>
<td>Diversion and Rehabilitation</td>
<td>4</td>
</tr>
<tr>
<td>J425</td>
<td>Community Corrections</td>
<td>4</td>
</tr>
<tr>
<td>J435</td>
<td>Special Populations in Criminal Justice</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 183*
This Degree Program is also offered online.

**Criminal Offenders Specialization**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J330</td>
<td>Organized Criminal Syndicates</td>
<td>4</td>
</tr>
<tr>
<td>J430</td>
<td>Forensic Psychology</td>
<td>4</td>
</tr>
<tr>
<td>J440</td>
<td>Special Offenders’ Sex Offenders</td>
<td>4</td>
</tr>
<tr>
<td>J445</td>
<td>Special Offenders: Serial Killers</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 183*
This Degree Program is also offered online.

**Homeland Security Specialization***

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J332</td>
<td>Homeland Security Policy</td>
<td>4</td>
</tr>
<tr>
<td>J335</td>
<td>Risk Analysis</td>
<td>4</td>
</tr>
<tr>
<td>J405</td>
<td>Emergency Management</td>
<td>4</td>
</tr>
<tr>
<td>J420</td>
<td>Crimes Across Borders</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 183*
This Degree Program is also offered online.

**Investigation/Law Enforcement Specialization**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J305</td>
<td>Examination of Forensic Science</td>
<td>4</td>
</tr>
<tr>
<td>J320</td>
<td>Criminal Investigations</td>
<td>4</td>
</tr>
<tr>
<td>J325</td>
<td>Criminal Evidence</td>
<td>4</td>
</tr>
<tr>
<td>J430</td>
<td>Forensic Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 183*
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.

RASMUSSEN COLLEGE • North Dakota
CRIMINAL JUSTICE AAS DEGREE

Corrections • Crime Scene Evidence • Homeland Security • Law Enforcement

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

Career Opportunities
• Corrections Officer • Probation Support Specialist • Court Clerk
• Security Professional • Juvenile Specialist • Homeland Security
• Peace Officer*** • Law Enforcement***

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>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>4</td>
</tr>
</tbody>
</table>

Communication (Select 1 course)

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

Math/Natural Sciences (1 required**, 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>G233</td>
<td>College Algebra**</td>
<td>4</td>
</tr>
</tbody>
</table>

Social Sciences (2 required courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</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>
</tr>
</tbody>
</table>

** G233 College Algebra is required. Students must complete one additional course from the Math/Natural Sciences category.
*** Additional qualifications may be required in various jurisdictions.

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>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J102</td>
<td>Criminology</td>
<td>4</td>
</tr>
<tr>
<td>J115</td>
<td>Introduction to Corrections</td>
<td>4</td>
</tr>
<tr>
<td>J120</td>
<td>Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J125</td>
<td>Criminal Law and Procedures</td>
<td>4</td>
</tr>
<tr>
<td>J200</td>
<td>Domestic Violence</td>
<td>4</td>
</tr>
<tr>
<td>J205</td>
<td>Juvenile Justice</td>
<td>4</td>
</tr>
<tr>
<td>J250</td>
<td>Drugs and Crime</td>
<td>4</td>
</tr>
<tr>
<td>J255</td>
<td>Ethics in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J280</td>
<td>Contemporary Issues in Criminal Justice Capstone</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 93*

Corrections Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J116</td>
<td>Case Management</td>
<td>4</td>
</tr>
<tr>
<td>J211</td>
<td>Counseling Clients</td>
<td>4</td>
</tr>
<tr>
<td>J212</td>
<td>Legal Principles in Corrections</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 93*

This Degree Program is also offered online.

Crime Scene Evidence Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J160</td>
<td>Introduction to Forensic Science</td>
<td>4</td>
</tr>
<tr>
<td>J260</td>
<td>Introduction to Investigations</td>
<td>4</td>
</tr>
<tr>
<td>J261</td>
<td>Crime Scene Analysis</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 93*

This Degree Program is also offered online.

Homeland Security Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J130</td>
<td>Introduction to Homeland Security</td>
<td>4</td>
</tr>
<tr>
<td>J230</td>
<td>Terrorism</td>
<td>4</td>
</tr>
<tr>
<td>J245</td>
<td>Security Challenges</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 93*

This Degree Program is also offered online.

Law Enforcement Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J122</td>
<td>Crime Scene to Conviction: Critical Skills in Documentation</td>
<td>4</td>
</tr>
<tr>
<td>J222</td>
<td>Practical Psychology for Law Enforcement</td>
<td>4</td>
</tr>
<tr>
<td>J226</td>
<td>Legal Code for Law Enforcement</td>
<td>4</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.

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

Graduates 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. They value critical thinking, communication, and business and professional skills.

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 Control Operator • Application Support
• Help Desk Technician • Web Developer • Internet Specialist • PC Specialist

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</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 Description</th>
<th>Credits</th>
</tr>
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<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>
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Math/Natural Sciences (*1 required**, select 1 course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
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<tr>
<td>G233</td>
<td>College Algebra</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 (Select 2 courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</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>
<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>
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<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
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Major and Core Courses

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<thead>
<tr>
<th>Number</th>
<th>Course Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B196</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>
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<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
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<td>E242</td>
<td>Career Development</td>
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Network Administration Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</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>
</tr>
<tr>
<td>W122</td>
<td>Introduction to Visual Basic 2005</td>
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</tbody>
</table>

Total Degree Credits 91*

Web Programming Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>N272</td>
<td>Multimedia Technologies</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 Web Design</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>
<td>3</td>
</tr>
<tr>
<td>W290</td>
<td>Web Programming Capstone</td>
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</table>

Total Degree Credits 92*

Elective Courses for Computer Information Technology

(Select one of the following elective groups, for 9 credits)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</th>
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</thead>
<tbody>
<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>
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</tbody>
</table>

Total Degree Credits 93*

Database Administration Specialization

<table>
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<tr>
<th>Number</th>
<th>Course Description</th>
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<tbody>
<tr>
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</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>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>2</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>W122</td>
<td>Introduction to Visual Basic 2005</td>
<td>3</td>
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</table>

Total Degree Credits 93*

IP Telephony Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>N113</td>
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</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
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</tr>
</tbody>
</table>

Total Degree Credits 90*

Networking Security & Forensics Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</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>
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<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>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
</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.

** G233 College Algebra is required.

Students must complete one additional course from the Math/Natural Sciences category.

This Degree Program is also offered online.

Elective Courses for Computer Information Technology

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</th>
<th>Credits</th>
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</thead>
<tbody>
<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>
</tbody>
</table>

Total Degree Credits 93*
Graduates of this program know basic theories of visual 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 materials. Graduates value critical thinking, communication, 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</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></td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<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></td>
<td>Humanities (Select 2 courses)</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></td>
<td>Math/Natural Sciences (1 required**, select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra**</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></td>
<td>Social Sciences (Select 2 courses)</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>G142</td>
<td>Introduction to Sociology</td>
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</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government</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>
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</thead>
<tbody>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
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<tr>
<td>B218</td>
<td>E-Commerce</td>
<td>4</td>
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<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
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<tr>
<td>B271</td>
<td>Professional Communication</td>
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<td>E150</td>
<td>Success Strategies</td>
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<td>E242</td>
<td>Career Development</td>
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<tr>
<td>NM111</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
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<tr>
<td>NM113</td>
<td>Introduction to Multimedia and Computer Graphic Arts</td>
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</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>
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<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>
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<tr>
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<td>Multimedia Technologies</td>
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<td>NM280</td>
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**Digital Design and Animation Specialization**

<table>
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<th>Number</th>
<th>Course</th>
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<tbody>
<tr>
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<td>4</td>
</tr>
<tr>
<td></td>
<td>Social Sciences (Select 2 courses)</td>
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</tr>
<tr>
<td>G122</td>
<td>World Geography</td>
<td>4</td>
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<tr>
<td>G123</td>
<td>Principles of Economics</td>
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<tr>
<td>G137</td>
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<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
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**Web Design Specialization**

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

**Total Degree Credits** 95*

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**BUSINESS MANAGEMENT AAS Degree**

**Internet Marketing** • See School of Business on Page 16
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 original student's ability to attain the necessary competencies may influence the number of clock hours necessary to complete an individual course. Prerequisites may be waived in unusual circumstances, but only with the consent of the instructor and approval of the Academic Dean or Campus Director.

Online-Only Courses
Some courses are generally offered only as online classes. Few if any residential sections of these courses will be scheduled. Please check with your Campus Director and/or Dean for details.

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

One quarter credit is awarded for each:
- 10 clock hours of lecture
- 20 clock hours of laboratory
- 30 clock hours of internship/externship/practicum

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

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 courses or capstone courses. Course description numbers that range from 300-399 are considered upper division courses that may function as third-year courses. Course description numbers that range from 400-499 are considered advanced upper division courses that may function as fourth-year requirements for a Bachelor's degree.

A - Accounting
B, BU - Business
D - Computers
F - Banking and Finance
G - General Education
J - Criminal Justice
LA - I - Professional Education
M - Medical/Allied Health
MA - Medical Assisting
MI - Medical Laboratory Technician
MT - Massage Therapy
N - Network
NM - Multimedia
PB - Phlebotomy
R - Retail/Sales
S - Secretarial/Office Administration
W - Web Programming

A151 Accounting I
40 hours, 4 credits
This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of accounting and will be trained in the bookkeeping function of properly recording transactions in journals and posting to ledgers. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced. Prerequisite: none

A152 Accounting II
40 hours, 4 credits
This course is a continuation of Accounting I with additional concern with financial statement analysis for partnerships and corporations. The course will emphasize valuing assets including; property plant equipment, inventory and accounts receivable and will address the classification of accounts, notes, payrolls liabilities, and monthly adjustments. Prerequisite: Accounting I

A153 Accounting III
40 hours, 4 credits
This course is a further continuation of Accounting II and will emphasize corporate accounting, corporate issuing and investing in debt and equity securities, financial and cash flow analysis, and decision-making. The course will include manufacturing accounting methods used for budgeting and forecasting. Prerequisite: Accounting II

A177 Payroll Accounting
40 hours, 4 credits
Focus is on computing and paying of wages and salaries, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records. Prerequisite: Accounting I

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

A272 Intermediate Accounting II
40 hours, 4 credits
This course covers a review of accounting procedures, and then expands to specialized treatment of financial statements, cash and temporary assets, receivables, inventories (general and estimating procedures), current liabilities, income tax procedures in accounting, and the acquisition, use, and retirement of long-term plant assets. Prerequisite: Accounting III

A274 Intermediate Accounting II
40 hours, 4 credits
A continuation of Intermediate Accounting I, this course provides coverage of valuation of assets and liabilities, and continues in stockholder's equity. Areas included are 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 investigation 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 AAS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, and interpersonal communication and class presentations. Prerequisite: Offered last or second-to-last quarter for AAS Degree Students.

A305 Corporate Finance
40 hours, 4 credits
A comprehensive study of the implementation and use of theories, applications, and financial tools used by corporations in their operations. Prerequisites: Accounting I, Computer Information Systems

A310 Managerial Accounting
40 hours, 4 credits
This course provides a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control. Prerequisite: Accounting II

A315 Governmental and Not-for-Profit Accounting
40 hours, 4 credits
This course is a study of accounting principles as they apply to governmental organizations and not-for-profit entities. Prerequisite: Accounting III

A325 Auditing
40 hours, 4 credits
This course includes a study of auditing standards and procedures and an integration of professional ethics within the accounting discipline. Emphasis is placed on analytical thinking, evaluation of business risks, and internal control practices and a thorough study of the Internal Auditing Standards. Prerequisite: Auditing

A340 Financial Accounting
40 hours, 4 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS 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, interpersonal communication and class presentation. Prerequisite: Intended for student's last quarter.

* Courses with an asterisk are generally offered only as online classes.
B096 English for Second Language Learners
40 hours, 4 credits
This is an intensive course in English for Second Language Learners (ESL). Students will explore grammar and punctuation usage, sentence and paragraph structure, and strategy. Problems and issues that non-native speakers of English have when learning the language will be reviewed. Preerequisite: Placement determined by placement test score.

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

B119 Customer Service
40 hours, 4 credits
This course covers the basics 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. Preerequisite: 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. Preerequisite: 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. Preerequisite: none

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 and 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. Preerequisite: 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

B182 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 potentials 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-business. Prerequisite: none

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 pre-defined scenarios to assist with the definition of project roles and phases. The students work through related issues and produce a resolution in a well written format. Prerequisites: 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-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 with 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. This students develop an understanding of the basics of search marketing, a search marketing program, and the steps involved in the execution and tracking of campaigns. This course will enable 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

B239 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 1

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 marketing and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrated 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 presents 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

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 students the tools to task completion, mitigating different attitudes toward conflict, and resolution management and protocols for ensuring multicultural collaboration. Prerequisite: none

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, evaluation of risks, and selection of an appropriate management response, implementation, and analysis. 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 area reviewed for 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 will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters. Prerequisite: 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

* Courses with an asterisk are generally offered only as online classes.
Course Descriptions

B270 Introduction to Global Business* 40 hours, 4 credits
This course will explore the importance of developing various techniques for managing all aspects of a global business venture. Through real-life case studies, students will investigate the interconnectedness 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 methodologies, determining appropriate performance metrics, executing motivation and retention strategies and understanding legal and personnel issues in correlation 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 current Customer Relationship Management (CRM) principles specific to call routing applications. Prerequisite: none

B276 Call Center Labor Force Management* 40 hours, 4 credits
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, staffing 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* 40 hours, 4 credits
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

B351 Management of Information Systems 40 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems. Prerequisite: Computer Information Systems, Introduction to Business

B480 Critical Issues in Business 40 hours, 4 credits
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts studied throughout their degree in creating a solution for an actual management need. This course is designed to be taken during the student’s last semester. Prerequisite: Business BS student in last or second-to-last quarter.

BU301 Public Relations 40 hours, 4 credits
This course presents students with a clear set of public relations principles and practices. Through readings of professional journals and extensive case studies, students will become familiar with the role of public relations in society, ethical standards of practice, and the theory and practice of the public-relations problem-solving process as applied to various audiences. Prerequisite: none

BU302 Risk Management 40 hours, 4 credits
This upper-level business course explores the elements of risk management and insurance essential to the business environment. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn, analyze, and evaluate approaches to measuring and managing risks in various business environments. Prerequisite: Introduction to Risk, Resource Management

BU307 Insurance 40 hours, 4 credits
This course examines the characteristics of those areas of risk and uncertainty where the mechanisms of insurance are alternatives. Insurable risks of both business and individuals are covered. The concepts, contracts, and institutions involved in insurance are covered, as well as governmental regulations that impact the industry. Prerequisite: none

BU308 Operations Management 40 hours, 4 credits
In this course students examine the operations functions of managing people, process, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations; purchasing materials; controlling and maintaining inventories; and producing goods or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems. Prerequisite: Introduction to Business

BU312 International Business 40 hours, 4 credits
This course provides management students with an introduction to international economic, political, cultural and business environments. Students will develop a basic understanding and appreciation of the myriad factors involved in managing people within a global workforce. Prerequisite: Principles of Management

BU322 Money and Banking 40 hours, 4 credits
This course is an examination of the structure and management of our monetary system. In this course topics covered include the fundamentals of money and financial markets, commercial banking and its regulation. Prerequisite: none

BU340 Professional Selling 40 hours, 4 credits
This course is a study of the stages of the professional selling process and the role of sales in today’s marketing environment. Emphasis will be placed on learning adaptive selling techniques and developing effective interpersonal communications skills. Prerequisite: none

BU355 Advertising Application 40 hours, 4 credits
In this course, students will study the structures, functions, and persuasive language of advertising in mass media with attention to social, political, economic and legal aspects of advertising. In addition, issues such as advertising on the Internet, electronic commerce and the impact of internet and social media are covered throughout the course. Prerequisite: none

BU401 Organizational Behavior Analysis 40 hours, 4 credits
This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, management strategies, and communication. Prerequisite: Introduction to Business

BU402 Strategic Management 40 hours, 4 credits
This course is designed to integrate prior business courses through study and discussion of real organizational situations. Students will evaluate the key functions of organizations and integration of these functions to achieve competitive advantages. Topics include strategic formulation, implementation, and evaluation. Prerequisite: Introduction to Business

BU403 Contemporary Leadership Challenges 40 hours, 4 credits
This course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in researching, presenting, and critiquing course material. In addition to gaining in-depth exposure to a current key topic in the field, students learn to become active and effective members of a professional learning community. Prerequisite: Principles of Management

BU404 Negotiation and Conflict Management 40 hours, 4 credits
This course focuses on negotiation and conflict management in business and other organizational settings. The emphasis is on gaining an understanding of the negotiation process and developing effective negotiation and conflict management skills. Prerequisite: Introduction to Business

BU425 Labor and Employment Law 40 hours, 4 credits
This course presents fundamental principles of labor and employment laws in the United States. The student will engage in topics such as federal and state regulation of the employment relationship, including wages and hour laws; EEO, affirmative action programs, employee benefits; insurance; workers’ compensation; safety, health; employee’s personal rights; and collective bargaining legislation. Prerequisite: Principles of Management

BU480 Small Business Management 40 hours, 4 credits
This course is a study of the factors involved in starting and managing a small- to medium-sized business. Emphasis is on the conduct of a pre-business feasibility study, and start-up of the business, successful management and options for succession or termination. Students will prepare a sample business plan. 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 the course prepares 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 software tool to create Professional Presentations. Students will learn to use PowerPoint and Publisher as partners in creating multidimensional presentations. Prerequisite: Computer Information Systems

* Courses with an asterisk are generally offered only as online classes.
Course Descriptions

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 life skills will lead to a better understanding of self and others in our diverse world, and encourage the development and utilization of strategies to promote positive relationships, self-management, and professionalism. Prerequisite: none

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 origin 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; 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

G121 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 cultural 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. Philosophies, 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 appropriate awareness of purpose and audience. Through writing, reading, and discussion, students will learn to synthesize their thoughts as they communicate more effectively. Course concepts are applied to essays, personal 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 literary and the pursuit of humanistic 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 films, to the 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 for students to understand the importance 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 satisfied viewers. We will look at how films exemplify particular genres and analyze the film’s contexts 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 effectively in personal, professional and social contexts. Specific topics will include perception, 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 class is designed to enable students to recognize their own culture-based values, feelings, and attitudes while developing 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 student 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. 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, inequalities, linear 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 in 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 problems and issues grounded 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 interaction will also be explored. Students will complete a research paper on a contemporary issue in geology. Prerequisite: none

* Courses with an asterisk are generally offered only as online classes.
G328 Human Uses of the Environment 40 hours, 4 credits
This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include principles of ecology as seen in the structure and function of the ecosystem; pollution of air, soil, and water resources; population explosion and the relationship of people, disease, and food production; and environmental controls necessary for survival.
Prerequisite: none

G330 American Literature 40 hours, 4 credits
This course surveys authors, genres, and movements in American literature from 1865 to the present, including representative works of Realism, Naturalism, Modernism, and Post-Modernism/Post-Structuralism. Students will engage in critical readings of exemplary literary texts from a diverse group of authors that have influenced American literature since the Civil War. Students will analyze how these works of literature exemplify particular historical moments in U.S. history, as well as how they communicate pertinent cultural issues such as gender, race, ethnicity, class, religion, sexual identity, community, region, and nation. In their study of the broad range of American fiction, poetry, and drama since 1865, students will analyze literary linearity, aesthetic, and critical developments.
Prerequisite: English Composition, Introduction to Literature

G332 Visual Communication in the Media 40 hours, 4 credits
This course examines how people understand their world through visual images. Students will examine how visually gather, process, and interpret information presented through media sources.
Prerequisite: none

G333 American Religious History 40 hours, 4 credits
In this course students will be presented with an historical inquiry into the ideological origins and social context of American religious life. The importance of religion in the settlement of America and its role throughout American history will be explored and analyzed. Discussions of various historical and contemporary controversies in religious movements will also be discussed.
Prerequisite: none

G335 Contemporary World Literature: 1900 to the Present 40 hours, 4 credits
This course explores how authors from around the world have engaged with important themes and historical events throughout the twentieth century. In studying these texts, students will examine the interplay of fiction and history, the varieties of literary style, and the qualities that link as well as distinguish works from different cultures. Students will respond to texts critically in discussion and essays, as well as research critical evaluations of literary topics, authors, etc.
Prerequisite: English Composition

G380 Visions of America Since 1945 40 hours, 4 credits
Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in many of our lives. Consequently, this course will explore the ways in which popular culture has expressed and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role Hollywood films played in the popular culture will be examined.
Prerequisite: none
G401 Comparative Politics 40 hours, 4 credits
This course will introduce students to the field of comparative politics by examining classification of political systems according to institutional and developmental characteristics. Causes and costs of political stability and instability will be explored. Comparison will be made between contemporary political institutions and processes in various countries.
Prerequisite: Contemporary U.S. Government

G402 Statistics 40 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 descriptive measures, probability, conditional 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: College Algebra

G434 Gender in Math and Science 40 hours, 4 credits
This course examines the personal and collective educational experiences, career paths, and discoveries of female researchers, teachers, and practitioners in the fields of mathematics and science.
Prerequisite: none

G435 Literature of American Minorities 40 hours, 4 credits
This course introduces students to a variety of texts by so-called 'American minority authors' from the mid-19th Century to the present. The central focus of this course will be on literary responses to social marginalization based on race/ethnicity, gender, national origin, class, sexuality/sexual orientation, ability, and other factors. Students will study the effects of exclusivist and oppressive practices, both historical and present-day, on writers' perceptions and literary representations of their times, contexts and identity. Students will also be introduced to sample of the most common critical/theoretical approaches to the primary texts they will study in this class.
Prerequisite: English Composition

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 will be introduced to various legal concepts especially the structure and operation of America's court systems.
Prerequisite: none

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.
Prerequisite: 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 (or co-requisite)

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 substance abusers and the mentally ill are reviewed.
Prerequisite: Criminology

J120 Policing in America 40 hours, 4 credits
This course utilizes a historical perspective to examine policing from its inception to law enforcement in modern American society.
Prerequisite: Introduction to Criminal Justice (or co-requisite)

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 documentation as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communicating data, and documentation on 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, and due process are explored. Statutory defenses, mitigating factors and circumstances which may excuse 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 application of science to criminal and civil laws. Students are introduced to the five basic services that a crime laboratory supports; examine the analysis of evidence and the collection and preservation of all types of evidence.
Prerequisite: Introduction to Criminal Justice

J200 Domestic Violence 40 hours, 4 credits
This course examines violence in the family; social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responses; the role of the police; when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide.
Prerequisite: Introduction to Criminal Justice

J205 Juvenile Justice 40 hours, 4 credits
An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.
Prerequisite: Introduction to Criminal Justice

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: Criminalology

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

* Courses with an asterisk are generally offered only as online classes.
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 theories have on police officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim- and witness-interviewing strategies, offender 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 unique to the profession.
Prerequisite: Introduction to Criminal Justice, Introduction to Psychology

J225 Legal Code for Law Enforcement*
40 hours, 4 credits
Students will use states' 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 laws 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 focuses on the origins of terrorism and the impact of terrorism on the United States. 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 will provide an in-depth overview of terrorism, both domestic and international. Students will be introduced to the role of private and public security issues will be examined based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, 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
This 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, hallucinogens, 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 arrived at in response to them. 
Prerequisite: Introduction to Criminal Justice

J260 Introduction to Investigations*
40 hours, 4 credits
In this course, 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 evidence 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 field 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 program and in their last or second to last quarter.

J305 Examination of Forensic Science
40 hours, 4 credits
Students will critically examine the role of forensic science in the criminal justice process and the court of law. They will review historical events in criminalistics, and analyze problems in forensic science in order to formulate recommendations for change. They will also explore best practices and the future of forensic science.
Prerequisite: Criminal Law and Procedures II

J310 Criminal Behavior
40 hours, 4 credits
This course will examine serial behavior by crime type and criminal profile. Crimes such as stalking, arson, murder, and sexual assault will be examined through case studies to enhance investigative methods. Students will analyze psychological profiles and behavior patterns.
Prerequisite: Criminology

J315 Criminal Law and Procedures
40 hours, 4 credits
This course challenges students to examine the complexities of the Bill of Rights and the application of those rights to the criminal justice system. The analysis of case studies will allow students to apply criminal law and procedure to fieldwork examination of criminal-justice issues.
Prerequisite: Criminal Law and Procedures

J320 Criminal Investigations
40 hours, 4 credits
This course will provide students with the fundamentals of criminal evidence as it pertains to the legal presentation of evidence in criminal trials, and with the role of legal counsel. Constitutional issues involving evidence are examined. Different varieties of evidence, from hearsay to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.
Prerequisite: Examination of Forensic Science, Criminal Law and Procedures

J330 Organized Criminal Syndicates
40 hours, 4 credits
This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the role of organized crime, in addition to the investigation, prosecution, and sentencing of syndicates.
Prerequisite: Criminology, Juvenile Justice

J332 Homeland Security Policy
40 hours, 4 credits
This course will include an overview of homeland-security laws and regulations, public-safety requirements and policies, policy rights in the context of security concerns, human-resource issues, organizational structure, and management priorities. Students will explore FEMA's role in policy, law, and management of man-made disasters. Local and regional perspectives pertaining to criminal justice agencies will be examined.
Prerequisite: Terrorism

J335 Risk Analysis
40 hours, 4 credits
This course examines the importance of risk analysis and evaluation for designing proper protection and deterrence. Management of security risk is assessed, as is planning for natural- or man-made disaster recovery, and crisis management.
Prerequisite: Introduction to Homeland Security, Security Challenges.

J340 Women and Criminal Justice
40 hours, 4 credits
This course examines the role of women as offenders, victims, and professionals in criminal justice. Theories and research that have differentiated women in the criminal-justice system will be explored. The role of female criminality and criminal-justice professionals will be examined. 
Prerequisite: Domestic Violence

J345 Diversion and Rehabilitation
40 hours, 4 credits
Students will examine counseling and intervention methods used for adult and juvenile, male and female offenders. They will explore theories proven by research and applied to treatment. They will critically evaluate evidence-based policy, best practices, program evaluations, and what works in both social service and criminal justice systems.
Prerequisite: Juvenile Justice, Domestic Violence

J350 Cultural Diversity and Justice
40 hours, 4 credits
This course will examine the true picture and statistics of the criminal justice system at every point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comparison of the treatment of racial and ethnic minorities and the law enforcement and research and practice of behavior and victimization affecting the criminal justice system.
Prerequisite: Ethics in Criminal Justice

J352 Victims in Criminal Justice
40 hours, 4 credits
This course explores the importance of the victim in the criminal-justice system's process. The victim's role in the criminal-justice process, and movements and legislation regarding victims' impact on judicial proceedings are examined. A variety of crimes and types of victims is explored.
Prerequisite: none

J355 Realities of Crime and Justice
40 hours, 4 credits
In this course, students will analyze and critique media portrayals of crime and justice. Public perceptions of crime and realities of crime are evaluated. The mass media and "spectacular" cases are used to exemplify the media's influence on crime and justice.
Prerequisite: Ethics in Criminal Justice

J365 Research Methods in Criminal Justice
40 hours, 4 credits
This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to the criminal-justice field. Students will become familiar with research terminology and the ethics involved in various research designs. To complete the course, students will design and simulate their own research project.
Prerequisite: Statistics

J405 Emergency Management
40 hours, 4 credits
This course will examine the role of private and public managers in planning for response to natural or man-made emergencies. Response plans will be detailed and developed, with the essential elements and participants. Types of hazards and risks of all involved with managing the response and the public will be explored.
Prerequisite: Introduction to Homeland Security, Security Challenges

J410 Criminal Justice Leadership and Management
40 hours, 4 credits
This course will familiarize students with common management theory and practice in criminal-justice organizations. The application of management techniques to all areas of criminal justice will be explored, along with leadership and administration techniques and issues particular to criminal justice. Organizational philosophy, visioning, planning, and goal development will be examined.
Prerequisite: Ethics in Criminal Justice

J415 Crime Prevention
40 hours, 4 credits
This course will explore the goals and types of various crime-prevention strategies. Physical environments and crime, neighborhood crime prevention, the media, and crime displacement will be explored. The course will examine persons and conditions associated with high rates of deviance.
Prerequisite: Introduction to Corrections, Policing in America, Research Methods in Criminal Justice

* Courses with an asterisk are generally offered only as online classes.
**J420 Crimes Across Borders**  
40 hours, 4 credits  
This course will explore the global economy of crime. Various types of transnational crime, and the investigation and prosecution of global crimes, are examined. Current issues in global crime will be examined via rotating articles, books, and other publications.  
Prerequisites: Introduction to Criminal Justice, Research Methods in Criminal Justice.

**J425 Community Corrections**  
40 hours, 4 credits  
This course will examine the role and function of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored.  
Prerequisite: Criminal Behavior, Introduction to Corrections.

**J430 Forensic Psychology**  
40 hours, 4 credits  
This course will examine the role and function of psychology as it applies to the criminal-justice system. Students will examine the responsibilities and tasks of forensic psychologists when working with law enforcement, courts, and corrections. A psychological approach to person-to-person crimes will be explored.  
Prerequisite: Criminal Behavior, Introduction to Psychology.

**J435 Special Populations in Criminal Justice**  
40 hours, 4 credits  
This course will examine special populations of offenders in the criminal-justice system. Women, people with mental illness, people with HIV/AIDS, the elderly, and socioeconomically challenged people will be examined in relation to all parts of the criminal-justice system. Programs, policies, and case studies will be analyzed to get a full understanding of the problems presented by special populations.  
Prerequisite: Criminal Behavior.

**J440 Special Offenders: Sex Offenders**  
40 hours, 4 credits  
This course will examine the causes of sexual offenses and treatment of offenders. Laws and policy pertaining to sex offenders will be analyzed. Research on sex offenders, including recidivism, treatment, and re-entry into the community, will be examined.  
Prerequisite: Introduction to Criminal Justice.

**J445 Special Offenders: Serial Killers**  
40 hours, 4 credits  
This course will explore the controversies of serial-killer cases or massive murder investigations. Students will examine the issues of investigating serial killers: maintaining justice, victims' rights, interrogation techniques, media coverage of crime, and grief. Case examinations will change from quarter to quarter.  
Prerequisite: Criminology, Criminal Behavior.

**J471 Fieldwork in Criminal Justice**  
20 hours, 2 credits  
This course will guide students through their fieldwork at a public or private criminal justice agency. Throughout the course and fieldwork, students will be participant-observers, supervised by an agency determined authority, and will journal the work experience.  
Prerequisite: Contemporary Issues in Criminal Justice Capstone. Student in last or next-to-last quarter.  
Co-requisite: Fieldwork in Criminal Justice II

**J472 Fieldwork in Criminal Justice II**  
240 hours, 8 credits  
This fieldwork course gives students firsthand experience in the field of criminal justice via an appropriate agency that meets the student's career objectives. Students will be participant-observers, supervised by an agency-determined authority, and will journal the work experience in a course that runs concurrently with the fieldwork.  
Prerequisite: Contemporary Issues in Criminal Justice Capstone. Student in last or second-to-last quarter.  
Co-requisite: Fieldwork in Criminal Justice I

**J490 Critical Issues in Criminal Justice**  
40 hours, 4 credits  
This course will examine trends, policies, processes, and programs in criminal justice. Careful analysis of criminal-justice successes and failures is the focus of this course. Students will theorize future initiatives in policing, courts, corrections, juvenile justice, and homeland security.  
Prerequisite: Contemporary Issues in Criminal Justice Capstone.

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

**LA225 Law II**  
40 hours, 4 credits  
This course is a continuation of the study of fundamentals of law. This 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

**M120 Medical Terminology**  
40 hours, 4 credits  
This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.  
Prerequisite: none

**M140A Intermediate ICD-9-CM Coding**  
40 hours, 3 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 grouper 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, 4 credits  
This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concepts covered include: preparing, filing, and maintaining medical records; knowledge of the various types of health insurance coverage, coding and reimbursement; confidentiality and guidelines for releasing health information; and effective oral and written communication skills.  
Prerequisite: Medical Terminology

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

**M209 Medical Insurance and Billing**  
40 hours, 3 credits  
An introduction to common 3rd party payors, insurance terminology, and medical billing, including claim forms preparation and processing, electronic claim submission, and a review of introductory medical coding. It provides an overview of medical office accounting procedures, and introduces the features of a patient billing system. Software is used to simulate a medical office environment.  
Prerequisite: Medical Terminology

**M223 Pathology I**  
40 hours, 4 credits  
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology, and treatment of common diseases of selected human body systems.  
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 and prevention of common diseases of selected human body systems.  
Prerequisite: Pathology I

**M230 Medical Law and Ethics**  
40 hours, 4 credits  
A study of the American 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. The practicum 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
M280 Medical Transcription Capstone* 50 hours, 3 credits
A supervised experience in medical transcription on work settings, simulated lab, and student assignments and presentations that demonstrate competency and understanding of the medical transcription field. Student-planned field trips will be required. Students will transcribe actual medical dictation and be evaluated by the instructor on transcription accuracy, productivity, and professional/ethical conduct. The Capstone is intended to integrate course learning through practical experience in a workplace or simulated setting.
Prerequisite: Medical Transcription II

MA241 Human Anatomy and Physiology I 80 hours, 5 credits
This course introduces the structure and function of the human body. Topics include basic chemistry and cell biology, tissues, and the respiratory, integumentary, cardiovascular, skeletal, muscular, nervous and sensory systems of the body. Medical terminology is emphasized. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course.
Prerequisite: none

MA242 Human Anatomy and Physiology II 80 hours, 5 credits
This course is a continuation of the study of human anatomy and physiology begun in Human Anatomy and Physiology I. The digestive, endocrine, lymphatic, immune digestive, urinary and reproductive systems are studied as well as blood, nutrition and metabolism, fluid and electrolyte balance, and acid-base balance. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course.
Prerequisite: Human Anatomy and Physiology I

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 the professional, laboratory safety, and routine laboratory procedures including quality control and lab math.
Prerequisites: Foundations of Math or passing score on STEP examination.

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, 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: 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 autoimmunity disorders. The theory of immunologic 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 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.
Prerequisite: Clinical Microbiology I

ML291 Practical I 180 hours, 6 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 180 hours, 6 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

MT101 Introduction to Massage Therapy 40 hours, 3 credits
This course introduces basic massage therapy skills and knowledge necessary to become a massage therapist. Students will acquire the knowledge to develop a self-care strategy by identifying body awareness and movement habits.
Prerequisite: none

MT105 Deep Tissue Massage 40 hours, 4 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 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 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 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

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
MT245 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 innervation and arterial supply of the head, neck, trunk, leg, arm, and pelvic. An emphasis will be placed on how muscle function with the structure of the body will be taught. In this course, a lab portion where students will be palpating 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 the American Red Cross. 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 (NCTMB). 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 software. The hardware consists of personal computers 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 a lab setting. 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 personal computer hardware, troubleshooting technologies, networking and networking, the Internet, and printing. Additional topics in this course include basic computer protection, disaster recovery and maintenance planning. Finally, the student will learn about the conduct and responsibilities of being a professional PC technician. To reinforce the materials in this course, the instructor will assign direct hands on projects to be performed in a lab setting. Further, this course in addition to the first course helps prepare students to take the A+ certification Core and DOS/Windows Exams. Prerequisite: PC Hardware and Software I (A+)

N127 Microsoft Windows Workstation 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 to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course helps prepare students to take the Microsoft Professional Certification 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 cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material 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, directory and file transfer, and wireless communications. 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) communications 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 signal that is done with VoIP and learn about the configuration issues when switching over a system to 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 system. 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 material.

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 trouble shoot 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 Exams #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 Servers and perform post-installation and day-to-day administrative tasks. The course gives the student the hands-on skills needed to provide technical support for Windows Servers. This course uses a combination of lectures, demonstrations, 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 setup, installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, terms, and features. 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 MCSE Exam #70-284.

Prerequisite: Microsoft Windows Server

N235 Cisco Networking Fundamentals and Routing* 40 hours, 3 credits
This course will teach the student how to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a look at the basic building blocks of networks through advanced Cisco networking topic such as access control list, WAN connectivity, and virtual LAN’s. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take Cisco CCNA Exam.

Prerequisite: 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 what computer forensics and investigation is as a profession and gain an understanding of the overall investigative process. All major personal computer operating system architectures and disk structures are discussed. The student learns how to set up an investigator’s office and laboratory, what computer forensic hardware and software tools are available, the importance of digital evidence controls and how to process crime and incident scenes. Finally, they learn how to interpret data of acquisition, computer forensic analysis, e-mail investigations, image file recovery, investigative report writing, and expertise witness preparation. The course provides a range of laboratory and hands-on assignments that teach you about theory as well as the practical application of computer forensics investigation.

Prerequisite: Microsoft Windows Server

N252 Networking Security Advanced 40 hours, 3 credits
This course takes an in-depth look at network defense and administration techniques. Students will examine the tools, techniques and technologies used in the securing of information assets. This course is designed to provide in-depth information on 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 students prepare to take the Security Certified Program, Microsoft Network Defense and Countermeasures exam, SCO-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 strategic planning process for security, which includes an examination of the policies, procedures and staffing necessary to organize and administer ongoing security functions in an organization. Course subjects include security policy, security architecture, models, continuity 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 Unified Communications Manager (UCM), as well as other software tools. The course also emphasizes general network performance. Various tools and procedures are introduced in this course for dealing with configuration, 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 set up the database, query, configure 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 2005. Students will learn how to install, maintain and upgrade SQL Server 2005 and also how to use various tools helpful in creating backups, promoting security, and to enhance availability and performance of the database.

Prerequisite: Database Design and SQL
**Course Descriptions**

**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 exercises and 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. If 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 felt 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 a multimedia project. 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 computer software 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 complementing elementary 3D animation and story development.
Prerequisite: Introduction to Computer Graphics

**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 information 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 subleties of creating web pages. HTML and supplemental client side scripting are the primary focus of the course. In addition, processes of graphic and multimedia creation – adding interactivity, color use, file management and format, 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

**NM262 Digital Media Assembly**
40 hours, 3 credits
In this course, students will develop and apply scripts to control sprites, video, sound, and interactivity for informational and entertainment animations using authoring software. The project produced in this class will be available for use on CD-ROM.
Prerequisite: Digital Media Production

**NM272 Multimodal Technologies**
40 hours, 3 credits
This course in this 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 Multimodal 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 portfolio/demo 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, 3 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 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.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

**R200 Principles of Retailing**
40 hours, 4 credits
This course is an overview of retail management, including organization, merchandising, retail sales, customer service, personnel management, and operations.
Prerequisite: none

**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 instructor correction. Students will build upon skills gained in Keyboarding I and 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 a study of the structure and functions of the law office. Included will be the theoretical 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, definition, 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 following office skills: human relations and ethics, mailing procedures, forms and documents commonly used in offices; bookkeeping and financial records; office machines; filing skills, and records management. Students will learn how an office is managed and how to ensure it is operating efficiently.  
Prerequisite: Office program student in last or second-to-last quarter.

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 litigation, 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, conforming to XML and XHTML coding standards. The course is a step-by-step approach for learning how to create, format, and enhance a webpage using HTML.  
Prerequisite: none

W122 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.  
Prerequisite: 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.  
Prerequisite: Introduction to Website Design

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 enums, autoboxing, and generic types), multithreading, collections, files, advanced multimedia and GUIs, internationalization, and web programming (including database use, networking, security, servlets, JavaServer Pages, JavaBeans, and Remote Method Invocation).  
Prerequisite: 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.  
Prerequisite: 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.  
Prerequisite: 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.  
Prerequisite: 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.  
Prerequisites: Java I and PERL/CGI.

This course is intended to be completed in the student's last quarter.

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* Courses with an asterisk are generally offered only as online classes.
Student Definition
The word “student” means the student himself or herself if he/she is the party to the contract, or his/her parent or guardian if another person, if the parent, guardian, or other person is the party to the contract on behalf of the student.

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

College Acceptance or Rejection of Application for Admission
The College will notify each applicant in writing of acceptance or rejection based on fulfillment of the following requirements:

- Completed application form
- Application fee
- An attestation of high school graduation. If the attestation is found to be untrue, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.
- Complete Placement Examinations (taken at Rasmussen College).
- In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College shall be presumed to be the date of delivery of the notice of acceptance. If delivered by mail, the postmarked date of the letter of acceptance.

Applying for the Medical Laboratory Technician Program
- Applicants must achieve an acceptable score on the STEP entrance/placement exam above that requiring a remedial course as detailed in the current Rasmussen College Catalog.
- Applicants must be able to qualify for College Algebra and English Composition even if plans are to transfer credits from a previously attended program. Applicants with lower than admissible scores may choose to repeat the application process once an English Composition and/or College Algebra course have been successfully completed.
- Applicants should understand that admission to the program is based on several factors with entrance-test scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition and/or College Algebra course will guarantee admission into the program.
- The Evolve A2 is a computerized exam designed to determine the ability of the applicant to be successful in the program. The applicant must pay a $65.00 non-refundable testing fee at time of scheduling. This fee includes the exam and study guide which is to be issued by the Program Manager/Director or may be mailed to the address of the applicant by the Health Science Admissions Coordinator. The A2 will be proctored twice monthly following the predetermined testing dates. The computerized A2 test usually takes approximately three to four hours to complete and will be offered at all local campuses.
- Any student who does not achieve a score of at least 80% on the Evolve A2 test will not be able to repeat the entrance process for six months. After 6 months the applicant must repeat the entrance exam in order to be accepted for admission. It should be noted that any former program student that has not been enrolled for more than 12 months and successfully repeat the Evolve A2 to be deemed eligible for reenrollment their into their previous program of study. Any current student wishing to transfer into another course of study requiring admissions standards will be required to take/re-take the Evolve A2.
- Once the applicant file is complete, the Admissions Coordinator will notify the applicant the first time an assistant will schedule a face-to-face interview between the applicant and Program Coordinator/Director.
- After the expiration of the application process, completed files will be reviewed by the acceptance committee consisting of the Program Coordinator/Director, the Academic Dean, the RCI Health Science Coordinator, and other member of the management team.
- A letter of acceptance will be sent via Registered Mail, to the number of applicants needed to fill the approved cohort.

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, supporting objectives have been developed, and assessment tools are used to collect data and assess each objective. In this way, the College systematically assesses the supports and, ultimately, the mission of the Institution.

In the spirit of this learning-focused approach to assessment, academic assessment at Rasmussen College follows a pattern of ongoing planning, designing, and accountability.

Entrance Assessment
The STEP (Self-Perceived 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:

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<td>17-24 items correct</td>
<td>25-35 items correct</td>
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<td>0-16 items correct</td>
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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 to all the rights, privileges, programs, and other activities generally accorded or made available to students at Rasmussen College. Rasmussen College does not discriminate against individuals on the basis of race, color, sex, age, national or ethnic origin, religious orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status, in the administration of its educational policies, admissions policies, scholarship and loan programs, and other Rasmussen College administered programs and activities.

Otherwise qualified persons are not subject to discrimination on the basis of disability.

Developmental Education
The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college-level classes. Placement into foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students and to providing educational opportunities to those who enroll. All new students who enroll in a degree, diploma, or certificate program are required to take the STEP reading, writing, and math placement tests. Returning students who did not take the STEP test or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundations courses are prerequisites do not need to take the STEP test. Students who wish to transfer coursesthatare prerequisites, must first complete the foundations courses. Students enrolled in foundations courses as prerequisites, must first complete the foundations courses. Foundation courses must be taken in conjunction with courses contained in an eligible program.

Accommodations Policy
Rasmussen College recognizes its obligations under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of a disability and requiring reasonable accommodations to the qualified disabled students and faculty members in all programs, activities and employment.

Students with disabilities do not have to self-disclose or register with the Campus Accommodations Officer, although the College encourages them to do so. Students seeking academic accommodations must contact the Campus Accommodations Officer to request such services. Students who are unsure who to contact should check with their Academic Dean.
STEP Retest Policy
The STEP entrance exam may not be retaken for initial placement purposes after the start of the course.

On occasion, however, a retest may be allowed prior to the start of a quarter. Such retests are only granted if extenuating circumstances exist that lead the enrolling student to feel that the STEP test results do not accurately reflect his or her true abilities. Only one such retest may be allowed, at the discretion of the Academic Dean.

Foundation Courses Timeframe
To help ensure student success, and that Rasmussen College is using the STEP placement test to its fullest potential, students who need foundation courses must complete all of those courses in their first three quarters. These students must, at a minimum, complete a foundation course in their first quarter of enrollment, except for students starting during a mid-term start who may complete the course within their first two quarters. If for some reason students fail to do this, they cannot continue their education at Rasmussen College.

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

Grading System

**Percentage Scale**

- A 100 TO 93%
- A- 92 TO 90%
- B+ 89 TO 87%
- B 86 TO 83%
- B- 82 TO 80%
- C+ 79 TO 77%
- C 76 TO 73%
- C- 72 TO 70%
- D+ 69 TO 67%
- D 66 TO 63%
- D- 62 TO 60%
- F Below 60%

**Letter Grade**

- A 100 to 93%
- A- 92 to 90%
- B+ 89 to 87%
- B 86 to 83%
- B- 82 to 80%
- C+ 79 to 77%
- C 76 to 73%
- C- 72 to 70%
- D+ 69 to 67%
- D 66 to 63%
- D- 62 to 60%
- F Below 60%

**Grade Scale**

- A 100 to 93%
- A- 92 TO 90%
- B+ 89 TO 87%
- B 86 TO 83%
- B- 82 TO 80%
- C+ 79 TO 77%
- C 76 TO 73%
- C- 72 TO 70%
- D+ 69 TO 67%
- D 66 TO 63%
- D- 62 TO 60%
- F Below 60%

**Academic Information**

Instructors may decide in the case of legitimately extenuating circumstances to waive the late penalty; if not, though, the penalty must be enforced as described. In some cases in the residential classroom, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities.

In no circumstances may students submit work after the last day of the academic term unless an incomplete grade has been requested and granted beforehand.

**Incomplete Grade Policy**

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

1. An incomplete form is completed which identifies:
   - a. the work to be completed,
   - b. qualifications for acceptable work,
   - c. the deadline for completing the work (within two weeks of the last day of class),
   - d. the grade to be entered should the student not complete the work by the deadline (the calculated grade).
   - e. Instructors will have one week for grading, recalculation of grades and processing of all documents required.

2. An incomplete form is not valid without written confirmation from both the instructor and the student prior to the date that final grades are due. If either the student or the instructor does not provide written confirmation, the calculated grade is to be entered as a final grade.

In the case of credit transfer, one of the failing grades from the course at Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of credit transfer, one of the failing grades from the course at Rasmussen College still counts in the student's GPA (because the second 1/F/F grade replaces the first 1/F/F grade, but one of them must remain on the student's record). Additionally, all of the course credits, both failed and transferred, would count in the student's Cumulative Completion Rate (CCR).

Allowing the student extra time compensates for events or conditions not within the student's control (e.g., illness, emergencies, etc.) as opposed to compensating for poor planning, poor attendance, or failure to take assignments seriously.

Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up “extra credit” work.

9. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of class. An incomplete grade not completed by the deadline will be changed to a ‘F’ or the calculated alternative grade designated by the instructor on the incomplete form and will be included in the cumulative grade point average.

Policy for Change of Grade

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

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

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

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 students 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 must be resolved between instructors and students should be directed to the appropriate Dean.

Circumstances where a grade change may be authorized by one alone rather 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 if a grade change is appropriate.
- The Dean may authorize grade changes in order to settle academic grievances.

Independent Study Policy

Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and organized. Because an independent study does not require the student with the classroom interaction normally expected in higher education, it is to be offered only when the alternative and as infrequently as possible.
Independent Study Policy (Continued)
Students may take, and the College may offer, a course through independent study under the following conditions:
1. The course is not currently offered on-site or online.
2. The course is not a required course in the student's declared major.
3. The need for the course in the quarter in question does not arise from the student's decision to withdraw from the course in an earlier quarter, the student's failure to satisfactorily complete the course in an earlier quarter, or the student's decision to change programs.

The student will receive credit by examination if, after satisfactory completion of the course by the student's decision to change programs.

4. The student will complete a work of a similar quality and quantity as required in a regularly scheduled class and will meet the standard performance objectives for the class.
5. The Academic Dean approves the plan for completing the course work.

6. The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.
7. At least twice and at regular intervals during the quarter the Dean meets with the student to discuss the student's progress by reviewing work completed.

Independent studies must meet the following guidelines:

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

a. When and where they will meet each week.

b. Weekly objectives for work to be completed based upon the weekly objectives defined by the syllabus for an on-site class.

c. Progress check to be reviewed by the Dean.

d. Standards of academic quality for the work to be completed.

e. Deadline for all work to be completed at the end of the quarter.

Credit by Examination

Some students have life experiences or knowledge from sources which they feel would be duplicated by a class at Rasmussen College. Enrolled students may request credit by examination only for a 100-level course in which they have been scheduled if such exam has been developed. The request must be made to the Dean of the Associate Campus Director/ Director of Campus Operations prior to the start of the quarter. In rare circumstances, a student may have sufficient prior knowledge to warrant credit by examination for a 200-level course. In order to request credit by examination for a 200-level course, students must provide documentation of a minimum of two years of full-time work experience in an area directly related to their program of study, which may include a verification and recommendation from an employer.

E242 Career Development is a course specific to the College, facilitating lifelong career-planning services. Therefore, transfer credit may not be applied to the E242 Career Development course, and it is not available for credit by examination. E150 Success Strategies is not available for credit by examination. E150 Success Strategies is also not considered for transfer if a similar course has been completed with a grade of C- or higher at an accredited institution of higher education.

Course Waivers

Students who have earned at least 24 semester or 36 quarter credits at a 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 if they 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 also request a course waiver from Success Strategies. The Academic Dean will review the student academic transcript, and if the criteria are met, will waive the Success Strategies course requirement. A course grade will be posted in The Rasmussen College student record as a “CW.”

Students with a minimum cumulative GPA of 3.0 in their program major, may request a waiver for any scheduled M or PT practicum coursework if 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 just one area, and documentation will be required from the student's employer. The Program Coordinator/Director will consult with 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.”

In some instances, the contents of upper-level courses at Rasmussen College corresponds to lower-level courses in previous versions of the College’s two-year degree programs. (Although these courses were included in previous two-year degree programs, their content was more suited to the upper-level core of a four-year degree program.) Depending on the total credits needed to complete a program, the following may be applied:

1. If a bachelor's degree program has taken a previous lower-level Rasmussen College course that corresponds to an upper-level course, and the student has completed an excess of other lower-level credits, the lower-level course will be taken in internal transfer and a grade entry of “CW” will be posted in the student record for the upper-level course. Students must still complete the required number of total credits to graduate from the bachelor's degree program.

2. In some cases, to complete the required number of total credits for the bachelor's degree program the student must complete an appropriate, additional upper-level course in substitution that has been approved by the Academic Dean. The earned grade for the course as taken a replacement will then be added to the student record and the grade and credits will be counted as part of SAP calculations. The course for which a substitution has been made will not be considered for SAP calculations.

Course Withdrawals

The student is required to withdraw in the week 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. A completed application and application fee must be submitted.

3. Official transcripts must be sent directly to Rasmussen College from every institution the student has attended.

4. As part of the acceptance process, official transcripts will be evaluated for transfer credit.

5. Students will receive notification regarding courses which transferred and the Rasmussen College courses they will replace.

6. Transfer credits are also noted on the Rasmussen College transcript.

7. Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.

8. E242 Career Development is a course specific to the College, facilitating lifelong career-planning services. Therefore, transfer credits may not be applied to the E242 Career Development course, and it is not available for credit by examination. E150 Success Strategies is also not considered for transfer if a similar course has been completed with a grade of C- or higher at an accredited institution of higher education.

9. Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.33 quarter credits.

10. Students may not transfer in and test out of more than a total of 50% of the program credit hour requirements.

11. All credit transfer is evaluated with the following guidelines:

A. Transfer credits from accredited colleges, other than Rasmussen College, will be evaluated on course content. Most courses that are comparable in content from other colleges will be accepted. Students must have received a “C” grade or higher to transfer a course to a Rasmussen College program.

B. Courses which have been transferred will be listed on the student’s transcript with a “TR” designation. However, grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average.

C. Courses from accredited degree-granting colleges which are intended to transfer as general education requirements will be considered in the categories listed as “General Education Requirements” in the Rasmussen College catalog.

D. Transfer credits from within the Rasmussen College system will be transferred directly from one Rasmussen College campus to another. Grade point average and grades from coursework taken at any of the Rasmussen College campuses will be computed in the student’s final grade point average.

E. When courses are not accepted for transfer, a student may file an appeal through the following process:

1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.

2. The information will be reviewed by the Academic Dean, Campus Director, or Associate Campus Director/Director of Campus life, along with appropriate faculty.

3. The student will receive a writing the outcome of the decision.

F. Students who enter at Rasmussen College are required to take the STEP placement exam, and if the student test at a level of remediation in English or Math, the College will not accept transfer in English Composition, College Algebra, Creative Writing, Pharmacy Math, Dosages, Professional Communication, or Statistics. Upon successful completion of the courses and subsequent passing all exams, the College may reconsider transfer of credit in these courses.

Advanced Placement Credit

The College recognizes Advanced Placement (AP) examinations and courses based upon the CollegeBoard’s AP Central for Educators 5-point grade/value scale. Students with AP credits in general-education subjects may receive transfer credit in correlated general-education categories if the examination or course score is a 3 or higher. AP credits will be posted on student transcripts as transfer credits (TR) and may not be assigned letter grades or applied to cumulative grade point average credits. AP credits will be counted in the 50% maximum allowed for waivers, test-outs, or transfer credits completed outside the College. Only AP examinations or courses that fit into the College’s general-education categories are eligible for acceptance as transfer credit.

Prerequisites

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

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. Through general education students are challenged to sharpen oral and written communication skills, to understand the breadth of disciplines that support their selected field of study, and to function responsibly and constructively in a rapidly changing world.

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

1. Effectively communicate, orally and in writing, in the workplace, in the community, and interpersonally.

2. Analyze, evaluate, and solve problems that arise in employment and in life.

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

In addition to these cross-curricular general education concepts and skills, the general education coursework is that part of degree and diploma programs emphasizes specific general knowledge and content areas.

In the areas of English Composition and Communication, students will demonstrate understanding of basic rhetorical strategies including audience, purpose, defining a thesis, effective organization, and adequate and relevant evidence.

In the area of Humanities, students will demonstrate understanding of different forms of art, such as the relationship between creative and critical thinking; the elements associated with various art forms; the function of creative production and expression in society.
In the area of Math and Natural Sciences, students will demonstrate understanding of the notation and terminology used in mathematics; the effect that such calculations accomplish; the difference between the valid and invalid use of data and statistics; the fundamental scientific processes, theories, facts, and principles; the difference between facts and opinions; the steps of the scientific method.

In the area of Social Sciences, students will demonstrate understanding of major concepts, issues, ideas and models in social science; methods of social inquiry as they impact social science; methods of qualitative and quantitative research; how social, cultural and political factors influence social and historical change.

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, Humanities, Math/Natural Science, and Social Science. BS degree candidates must successfully complete thirty-two (32) credits of general education coursework at the lower-division level; in addition, they must also successfully complete twenty-four (24) additional upper-division general-education credits distributed across the following categories: Communication, Humanities, Math/Natural Science, and Social Science. Certificate programs typically do not include general education course requirements because they are designed to meet specific career goals. Courses that are primarily developmental or remedial in nature and are not transferable will not be included in the general education total.

Graduation Requirements

Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 50% of their program requirements at Rasmussen College, and only 50% of their program requirements may be transfer credits from other post-secondary institutions or credit by examination. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete those courses. 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 progress courses of study.

Transcripts

Transcripts of credits will be given to students when all tuition obligations have been met. A fee of $5.00 is charged for each transcript. This fee is charged to all students requesting an academic transcript with exception to graduates and completers.

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

Transfer to Other Colleges

Graduates or students who are considering transfer from Rasmussen College to other institutions recognize that Rasmussen College courses and programs focus on rigorous preparation. Some of these courses are not accepted as transfer credit by other institutions.

However, many academic credits earned at Rasmussen College are acceptable in transfer to other institutions. Please contact an Academic Dean with questions about transfer to other colleges.

Articulation and Consortium Agreements are formal agreements between institutions detailing the recognition of college credit between those institutions. These agreements ease the transfer of college credits and eliminate duplication of courses needed to reach graduation requirements. Rasmussen College has developed articulation and consortium agreements with colleges and universities to meet these needs as well as enhance student opportunities to meet their educational goals.

The College’s status as a regionally accredited institution of higher education (Higher Learning Commission (www.higherlearningcommission.org)) greatly increases the likelihood of credit transfer from Rasmussen College to other colleges. Specific agreements with detailed transfer guides are available to assist students as they determine their course of study.

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

Attendance

A student’s attendance 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 enterprises require a call to 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.

In the event of missed class time, students are expected to complete the assignments/distribute the educational requirements/detailed transfer guides are available to assist students as they determine their course of study.

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

Conduct/Dismissal

Students are expected to conduct themselves with the standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an 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 to the campus environment.

• That interferes with the well-being of the fellow students and/or faculty and staff members.

• That causes damage to the appearance or structure of the College facility and/or its equipment.

• By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.

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

Anti-Hazing Policy

It shall be the policy of the College to strictly prohibit and condemn all forms of behavior under the sanction of the College. This policy applies to any student or other person who may be associated with any student organization. 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 administration 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.

Academic Misconduct Policy

Rasmussen College’s academic misconduct policy provides:

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 an ‘F/FA’.

The administration reserves the right to expel a student from the College if there are more than two offenses. Adding 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 considered independently without assistance from another student or others 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/or attempting to pass off someone else’s words as your own.

Conduct/Dismissal

Students are expected to conduct themselves with the standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an 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:

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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.

Drop/add class criteria:

• Students may add an online course through the first Thursday of the mid-quarter, a residential course through the second 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 mid-quarter and before the third Friday of the mid-quarter students will receive an ‘W’ 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.

Mid-quarter drop/add period:

Students may add an online course through Tuesday in the week prior to the mid-quarter, a residential course through Friday of the first week of the mid-quarter which is the close of the drop/add period.

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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 mid-quarter and before the third Friday of the mid-quarter students will receive an ‘W’ 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 third week of the mid-quarter students will receive an ‘F’ 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.

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

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, criminal convictions may impact one's eligibility to sit for these exams or to secure employment in one's chosen career field. Rasmussen College reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, processes and functions as an educational institution and business.

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

Online Courses
Students may be required to take online courses in order to complete a degree. Online course activities and assignments at Rasmussen College are completed via chat, email, message boards, and interactive websites.

Tuition and fees for online courses are assessed at the same rate as for residential courses unless otherwise indicated. Online instructors receive training and support while operating in the online environment. Computer hardware and software requirements for online courses are provided to students upon enrollment. Textbooks and other resources required for online courses are available at the Rasmussen College bookstore.

There are no additional admissions or testing requirements for taking an online course. However, B097 Foundations of English I is not offered online. Students who place into Foundations of English I after taking the placement examination are not eligible to enroll in fully online courses unless they successfully completed English I through 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 if the course is required for their program of study. Grades lower than a C will not be added to their college transcript.

Limitations
Although this catalog was prepared on the basis of the best information available at the time, all information contained in the academic calendar, admission, and graduation requirements, course offerings, course descriptions, online courses and programs, and statements of tuition and fees is subject to change without notice or obligation. For current calendars students should refer to a copy of the schedule of classes for the term in which they enroll.
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 be first applied to reduce the student’s Federal Pell Grant.
- Any remaining refund monies will then be applied to reduce the student’s Federal SEOG award.
- Other Federal SFA Programs authorized by Title IV Higher Education Act.

Non Federal Refund Distribution Policy

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

Amount of funds (financial aid and cash) applied to institutional charges (including post-withdrawal disbursements of Title IV aid) applied to institutional charges) less:

Amount of institutional charges that the school can retain per state mandated refund policy less:

Amount of Institutional Share of the Title IV Refund
- Remaining refund due to the State Aid Programs(*)

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

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

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

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

Veterans Refund

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

Library Fine Policy

Rasmussen College Library reserves the right to collect late fees for Rasmussen Library materials that are kept out past the due date without renewal. The current late fee is as follows:

- For all circulating books, videos, audiotapes, and CD-ROMs there is a $5/day charge.
- For reference books and reserve materials there is a 10 hour grace period beyond 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. If the returned library material is not in its original condition and the damage is non-repairable, then the library will charge the full replacement cost of the item.

Rasmussen College cannot override fines imposed by other libraries, including fines for Interlibrary Loan items lost or returned late. For unpaid fines on materials checked out on Rasmussen I.D. 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 withholding the student’s grade report, transcript, diploma, degree or certificate.

There are many instances when campus libraries may check out materials for patrons from other libraries with an institutional card. The College believes that this is an extension of its services and that it benefits the busy student who is unclear on what to do. If this material is not returned, the library will send a reminder that the material is due, and if this material is not returned on time, the library will charge a fine. The fine amount is determined by the individual library and must be paid upon demand. There are many situations where a student may not be at the library at the time a fine is being charged. The library will send a notice to the student via email to inform the student that the material is due and when it is due.

Non-Discrimination Policy

Rasmussen is strongly committed to providing equal employment opportunity for all employees and applicants for employment. For us, this is the only acceptable way to operate our College.

Rasmussen employment practices conform both with 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 its 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 morale and our commitment to treat each other with dignity and respect. This policy is related to and is consistent 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, national origin, physical or other disability, military or veteran status, or receipt of public assistance. Prompt investigation of allegations will be made on 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 commit sexual harassment and it is a violation of policy for any member of the College community to take action to harass 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, Regional Vice President, Executive Vice President or President, Whether or not a person consults with a school official, he/she must have the option of making an informal or formal complaint according to the procedures outlined below.

No retaliatory actions may be taken against any person because the person decided to participate in a complaint or against any member of the College community who serves as an advocate or advocate for any party in any such complaint.

No retaliatory actions may be taken against any member of the College community merely because he/she is or has been the object of such a complaint.

Informal Resolution

Early efforts to control a potentially harassing situation are very important. 1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.

2. Writing a letter to the person or talking to the person’s supervisor can also be effective.

3. Go to a sexual harassment/violence information center or discuss the matter with a friend.

4. Talk to others who might also be victims of harassment.

5. Any employee facility member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the College Director, Associate Director/Director of Campus Operations, Regional Vice President, or College President.

A Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem. During the informal inquiry process, all information will be kept confidential to such a degree as legally possible.

No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President and the Human Resources Director and Corporate Counsel, without the written permission of the person making the complaint. However, in the course of the inquiry Rasmussen College finds that certain circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

Incidents should be reported within 30 days. At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director.
Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and 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 to or rejection of sexual advances constitutes a term or condition of employment or academic advancement; 3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

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 negative response to sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements; and
7. Physical conduct, such as: touching, assault, or impeding or blocking movements.

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment. For example, if a successful defense if charges made are. It is the faculty member, supervisor, or student who will bear the burden of accountability because of his/her special power and responsibility, and 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 is not an accepted defense for sexual assault. The victim/survivor does not need to prove that she/he resisted and another witness is not needed to prosecute the case. The relative age of the persons involved, the victim/survivor’s fear of bodily harm to self or others, and the use of threats or force by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by state laws on Criminal Sexual Conduct and under the Crime Victims Bill of Rights.

Formal Complaints by Students and Employees

a. 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 statement 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 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 specifying 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 a formal investigation and Rasmussen will inform the person complained against of the name of the person making the complaint as well as all 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 people 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 being followed throughout 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 its recommendations 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.

c. After an investigation of the complaint the College will:
1. Look at all the facts and circumstances surrounding the allegations to determine if reasonable grounds exist to believe that sexual harassment has occurred and report its findings and the resolution to an Executive Vice President or President; or
2. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or
3. Report to an Executive Vice President or President in finding that there is insufficient evidence to support the complaint.

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.

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 must be reported to the President (or his/her designee) 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 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 counseling; 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 actions, 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 the support for law 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 at any Rasmussen Campus or facility, the victim/survivor should immediately contact the Campus Director, Associate Campus Director/Director of Campus Operations, Regional Vice President, Executive Vice President or President. Administrators are not to reveal the name of the victim/survivor unless he/she chooses to be identified.

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

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

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

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

Victims’ Rights Under Sexual Assault Policy

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

1. The victim is aware that criminal charges can be made with local law enforcement officials;
2. The prompt assistance of campus administration, or Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident;
3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;
5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;
7. The assistance of campus and/or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to an alternative campus;
8. Further information can be obtained from either of the following sources:
   - North Dakota Victim Service Program http://www.state.nd.us/doc/panal/elict wind_victim_program.hrm
   - Minnesota Department of Human Rights 190 E 5th Street, Suite 700 St. Paul, MN 55101 1-800-657-3700 • (651) 296-5663
   - TTY (651) 296-1283
   - Website question: email webmaster@thegreatplace.net Office of Justice Programs (651) 201-7310 • (800) 247-0390
   - Website: www.ojp.state.mn.us/mccve/index.htm

9. The campus administration will inform victims of their rights, under the Crime Vicitims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsmen and the Crime Victims Rights Board. For further information refer to the Office of the Crime Victim Ombudsmen at www.state.mn.us/crimevictim/homepage.htm (651-642-0590) or the Crime Victims Reapiration Board at www.dpapucks.org/mccve/ (651-282-6250).

Nothing in this policy shall prevent the compliant or the respondent from pursuing legal remedies or litigation through state of federal agencies or the courts.

Drug Abuse Policy

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees and to protecting its business from unnecessary financial loss due to drug or other intoxicant use among its employees. This policy is based in substantial part on Rasmussen concern regarding the security, health and welfare of its employees and their families, its students and the community.

Consistent with this commitment, Rasmussen College prohibits:

1. The presence of employees or students on campus or in corporate offices while under the influence of intoxicants, drugs or any other controlled substances;
2. The use, manufacturing, furnishing, possession, transfer, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or in Rasmussen College corporate offices.

Rasmussen College has the right to:

1. Discipline employees, including dismissal, for felony convictions regarding illegal use, possession or trafficking of drugs.
2. Terminate selectively those employees who violate this policy. Employees may also be suspended pending outcome of an investigation regarding compliance with this policy.

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-free 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.ed.gov/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 by:

1. Reporting the violation to law enforcement.
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 law enforcement, or other appropriate agency.

In compliance with the law, this institution will make a good faith effort to maintain a drug-free alcohol-free college and workplace through implementation of the preceding policy and will establish and maintain a drug- and alcohol-free awareness program, or other appropriate action. Such action may be made with local law enforcement officials, in obtaining, securing, and maintaining evidence in connection with any drug-related crimes on or near the public housing pre-mises. Businesses with federal contracts are 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, disability, retirement, health, welfare, and Social Security. Finally, the record of a felony or conviction of a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive and interfere with the person and can cause harmful effects to virtually every aspect of a person’s life, i.e., relationships, family, job, school, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become reckless, irritable, depressed, defeatist, self-destructive, or even commit suicide.

People who use drugs and alcohol can impair their abilities, such as driving skills, causing a feeling of being “burnt out,” being preoccupied with plans for the next drink, or having “high” or slowed reflexes that can be especially dangerous while driving.

Alcohol related driving deaths are the top killer of 15 to 24 year olds.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

• inability to get along with family or friends
• uncharacteristic temper flare-ups
• increased “secret” type behavior
• abrupt changes in mood or attitude
• resistance to discipline at home or school
• getting into a “slump” at work or school
• increased borrowing of money
• a complete set of new friends

We recommend that any person observing any of the above changes in any student or employee of Rasmussen College immediately notify their Campus Director, Associate Campus Director/Director of Campus Operations or the Human Resources Department.

Family Educational Rights and Privacy Act (FERPA)

Amended 10/01 to include the USA Patriot Act

The Family Educational Rights and Privacy Act (FERPA) allows students to contest 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.
2. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.
3. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the 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 educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school official with legitimate educational interests.

A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position including law enforcement unit personnel and health staff; a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
Family Educational Rights and Privacy Act (FERPA) (Continued)

4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student’s education records in order to comply with a lawfully issued subpoena or court order in three contexts:
   a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response.
   b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose by 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 recording requirements apply.
   c. All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent of student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.

6. The right to disclose – without the written consent or knowledge of the student or parent – information in education records to “appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.” Iniminent 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:

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

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

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

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

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

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

Grievance Procedure
In the event an applicant, student, graduate, former student, or other party has 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 Chief Academic Officer and/or the Vice President of Region 1 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.

Statement of Ownership
Rasmussen College - Fargo and Rasmussen College - Bismarck are wholly owned subsidiary of Akerks Inc., a private corporation incorporated under the laws of the State of Delaware.

1361 Park Street
Clearwater, FL 33756
(727) 210-2350

Rasmussen College - Eagan, Eden Prairie, Mankato, and St. Cloud campuses are accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

• Commission on Accreditation for Health Informatics and Information Management Education
2351 N. Michigan Ave., 21st Floor
Chicago, IL 60601-5800
(312) 233-1100

The Medical Assisting program at the Brooklyn Park, Mankato, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAME).

• Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
(727) 210-2350

Authorization
• North Dakota State Board for Career and Technical Education
State Capitol, 15th Floor, 600 East Boulevard Avenue, Dept. 270
Bismarck, ND 58505-0610
(701) 328-3180

Approved For:
• Veterans’ Benefits by the North Dakota State Approving Agency
• Veterans’ Benefits by the Minnesota State Approving Agency

Accreditation, Licensing & Approvals

Accreditation:
Rasmussen College is accredited by The Higher Learning Commission (www.higherlearningcommission.org), and is a member of The North Central Association of Colleges and Schools (NCA) 30 N. La Salle Street, Suite 2400, Chicago, IL 60602-2504, (800) 221-7631 or (312) 263-0456, www.ncahiherlearningcommission.org.

The Rasmussen College Health Information Technician program at the Brooklyn Park, Eagan, Eden Prairie, Mankato, and St. Cloud campuses is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Corporate Officers:
– Robert E. King, Chief Financial Officer, and Corporate CEO
– Tawnie Cortez, Vice President

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 Chief Academic Officer and/or the Vice President of Region 1 within 15 calendar days of the issue in question. Response will be given within 30 days.

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Approved For:
• Veterans’ Benefits by the North Dakota State Approving Agency
• Veterans’ Benefits by the Minnesota State Approving Agency
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 “TD” (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.

All students must comply with the following components, which are used to measure a student’s Satisfactory Progress (SAP) towards the completion of a degree or certificate. The components are:

1. A Cumulative Grade Point Average (CGPA) consistent with graduation requirements.
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>
</tr>
</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>
</tr>
</tbody>
</table>

The following will not be considered as credits successfully completed or earned: F/FA, U/UN, W/WD, U/N. In addition, Foundations 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. These credits cannot be included in the student’s financial aid award. Failed course credits are not considered 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.

A Cumulative Grade Point Average (CGPA) equal to or greater than 2.00 is required for graduation. In addition, at the end of the second academic year (6 quarters), students must have a CGPA equal to or greater than 2.00 to be making satisfactory academic progress. 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 probation 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 probation 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 2.0 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. All 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.
Central Office

Kristi A. Waite, President, Rasmussen College
B.A., Concordia University

J. Michael Locke, Chief Executive Officer, Rasmussen College, Inc.
J.D., Harvard University
M.B.A., Northwestern University
B.A., DePaul University

Susan Falotico, Executive Vice President of Finance
M.B.A., University of Central Florida
B.A., Rutgers University

John Woods, Vice President of Academic Affairs
Ph.D., Bowling Green State University
M.A., B.A., Carleton University – Canada

Patrick Branch, Vice President of Finance
M.B.A., University of Chicago
CPA, B.S., Illinois State University

Stella Coker, Online Bookstore Manager
A.A.S., Rasmussen College

Tawnie L. Cortez, Vice President of Region 1
B.A., Montana State University

Greta Ferkel, Vice President of EdVantage
M.M.Ed., University of North Texas
B.M.E., University of Hartford

George Fogel, Vice President of Compliance and Financial Services
M.B.A., University of Chicago
B.A., DePaul University

Michelle Maack Friederichs, Director of Health Science Educational Compliance
Ed.D., St. Mary’s University
M.A., Minnesota State University - Mankato
B.A., College of St. Benedict

Robin Gennell, Director of Personal Support Center
A.A., Broward Community College

Cynthia Glewwe, RHIA
Health Information Technician Manager and Curriculum Coordinator
M.Ed., Capella University
B.A., College of St. Scholastica

Jeff Hagy, National Director of High School Recruitment
B.A., St. Cloud State University

Susan M. Hammerstrom, Vice President of Student Recruitment
B.S., St. Cloud State University

Tami Hanson, National Director of Career Services
B.A., University of Minnesota

Blaine Johnson, National Director of Technology Admissions
B.S., Troy University

Bob King, Jr., Director of Marketing
M.B.A., Northwestern University
B.A., DePaul University

Paul Kramer, Director of Training and Development
M.A., University of St. Thomas
B.A., University of Wisconsin

Jim Maza, Chief Information Officer
M.S., DePaul University
B.S., DeVry University

Craig Pines, Executive Vice President
B.S., Indiana University

Eric Rasmussen, Vice President of Region 4
B.S., University of Minnesota

Scott R. Reimer, Chief Accounting Officer
CPA, B.S., St. John’s University

Matthew Segard, Chief Academic Officer
Ph.D., University of Minnesota
M.A., Ohio University
M.A., B.A., Bowling Green State University

Randall Smith, Director of Online Instruction
M.A., B.A., Auburn University

Brett Sundberg, Director of Student Recruitment
B.S., Montana State University

Larry A. Waite, Vice President of Real Estate
M.A., University of St. Thomas
B.S., Metropolitan State University

Shawn Walden, Vice President of New Campuses
B.S., Emporia State University

Greg Witte, Vice President of Region 2
B.M.E., Central Missouri State University

Cathy Wogen, Director of Campus Operations
B.S., St. Cloud State University

Campus and Academic Administration

Jim Ihreke, Campus Director
M.S., B.S., Minnesota State University

Greg Sturm, Associate Campus Director
M.S., B.S., University of Minnesota

Kimberly Long, Academic Dean
Ph.D., Capella University

Mike Heidkamp, Director of Admissions
M.B.A., B.S., University of Minnesota

Elizabeth Largent, Campus Director
B.S., State University of New York

Erin Buzick, Director of Campus Operations – Fargo
B.S., North Dakota State University

Amy Beito, Director of Campus Operations – Moorhead
B.S., Minnesota State University – Moorhead

Timothy Lozaman, Academic Dean
M.A., Colorado State University

Peter Limvere, Director of Admissions
B.S., University of Mary

Roger Grimm, Bachelor’s Degree Program Coordinator
M.B.A., B.U.S., North Dakota State University

Donald J. Devito, Jr., Campus Director
B.S., Excelsior College

Seth Grimes, Academic Dean
M.B.A., Benedictine University

Financial Aid

Debora Murray, National Director of Student Financial Services
B.A., University of North Dakota

Eric Wingenbach, Director of Student Financial Services
B.A., Dickinson State University

Joshua Brobrzy, Financial Aid Officer
B.S., University of Mary

Beth Mertz, Financial Planning Coordinator
A.S., A.A., Bismark State College

Crystal Vold, Director of Student Financial Services
B.S., University of Mary

Darwin Olson, Director of Financial Aid
A.A.S., University of North Dakota – Lake Region

Kimberly Burton, Financial Planning Coordinator
B.B.A., B.B.A., University of North Dakota

Emily Halvorson, Financial Aid Officer
B.S., North Dakota State University

Jill Johnson, Financial Aid Officer
B.S., Moorhead State University

Christina Nelson, Financial Planning Coordinator
A.A.S., Akeron Business College

Melissa Vein, Financial Planning Coordinator
B.A., University of North Dakota

B.S., University of Minnesota

M.B.A., B.U.S., North Dakota State University

A.A.S., Akeron Business College

B.S., University of North Dakota

B.S., Moorhead State University

B.S., Minnesota State University – Moorhead

M.S., B.S., University of Mary

B.S., Arizona State University

B.B.A., B.B.A., University of North Dakota

B.S., Moorhead State University

B.S., University of North Dakota

B.S., University of North Dakota
## Student Services

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<tr>
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<tbody>
<tr>
<td>Carolyn Halverson</td>
<td>Student Accounts Manager</td>
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<tr>
<td>Greta Nelson</td>
<td>Dean of Students</td>
<td>Bismarck</td>
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<tr>
<td>Glen Philbrick</td>
<td>Mentor Center Advisor</td>
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<tr>
<td>Lynell Thueson</td>
<td>Administrative Assistant</td>
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<tr>
<td>Jonna Zinniel</td>
<td>Student Success Coordinator</td>
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<tr>
<td>John Andrick</td>
<td>Student Accounts Assistant</td>
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<tr>
<td>Angela Bachman</td>
<td>Employer Relations Specialist</td>
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<tr>
<td>Gayle Johnson</td>
<td>Student Services Coordinator</td>
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<td>Joshua Koth</td>
<td>Information Support Specialist</td>
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<td>Amy Langer</td>
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<td>Carrie Daninhiisch</td>
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<td>Charlene Weatherford</td>
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## General Education

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<td>Girish Budhwar</td>
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<tr>
<td>Jody Oehler</td>
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<td>Shadd Piehl</td>
<td>M.E.A., Minnesota State University – Moorhead</td>
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<td>Duane Pool</td>
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<td>Anita Wirtz</td>
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<td>Eric Gomez</td>
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<td>JaDeen Anderson</td>
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<td>Marvin Carlson</td>
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<td>Dawn Miller</td>
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## Rasmussen College Library

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<td>Chandra Hirning</td>
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<td>Beth Marie Gooding</td>
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## School of Allied Health

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<tr>
<td>Bradley Moore</td>
<td>National Director of Allied Health and Nursing</td>
<td>Orlando</td>
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<tr>
<td>Sheila Bitz</td>
<td>B.U.S., Dickinson State University</td>
<td>Bismarck</td>
</tr>
<tr>
<td>Kali Hardy, MT, ASCP</td>
<td>Medical Laboratory Technician Campus Coordinator</td>
<td>B.S., Minot State University</td>
</tr>
<tr>
<td>Jessica Irelan</td>
<td>A.S., Bismarck State College</td>
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</tr>
<tr>
<td>Yolanda Karas</td>
<td>Licensed Massage Therapist</td>
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<tr>
<td>Steve Johnson</td>
<td>M.Ed., University of Idaho</td>
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<tr>
<td>David MacDonald</td>
<td>M.D., University of Birmingham</td>
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<tr>
<td>Peggy Martin, ACSP</td>
<td>B.S., University of North Carolina – Chapel Hill</td>
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<tr>
<td>Devai Mucatira</td>
<td>M.S., Tamil Nadu Agricultural University</td>
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<tr>
<td>Christine Neer</td>
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<tr>
<td>Tammy Renner</td>
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## School of Justice Studies

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<tr>
<td>Carie Ann Potenza</td>
<td>Director of Justice Studies</td>
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<tr>
<td>Mark Turner</td>
<td>M.S., B.S., Minot State University</td>
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<tr>
<td>Patricia Laney</td>
<td>J.D., Hamline University</td>
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<td>Leo Rogolin</td>
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<td>Rachel Wallock</td>
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## School of Business

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<tr>
<td>Wendy Allan</td>
<td>M.S., University of Mary</td>
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<tr>
<td>Becky Bowen</td>
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<td>Aimee Copas</td>
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<td>Darcie Dykema</td>
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<td>Tara Lacher</td>
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<td>James Long, PHR</td>
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## School of Technology and Design

<table>
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<tr>
<th>Name</th>
<th>Degree/Institution</th>
<th>Location</th>
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<tr>
<td>Hap Aziz, Director, School of Technology and Design</td>
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## School of Design and Art

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## School of Business Administration

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<td>A.S., A.A., Bismarck State College</td>
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## School of Business Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree/Institution</th>
<th>Location</th>
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<tbody>
<tr>
<td>Hap Aziz, Director, School of Technology and Design</td>
<td>Orlando</td>
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<td></td>
<td>M.S., Nova Southeastern University</td>
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<td>B.A., Rollins College</td>
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<tr>
<td>Jeff Brown</td>
<td>M.S., University of Denver</td>
<td>Bismarck</td>
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<td>B.A., Lakeland University</td>
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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

**ILLINOIS LOCATION**

**Aurora Campus**
2363 Sequoia Drive, Suite 131
Aurora, IL 60506
630-888-3500

**Rockford Campus**
6000 East State Street, Fourth Floor
Rockford, IL 61108-2513
815-316-4800

**MINNESOTA LOCATIONS**

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

**Eagan Campus**
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Eagan, MN 55122-1346
651-687-9000

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Eden Prairie, MN 55344-7220
952-545-2000

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Lake Elmo, MN 55042-8637
651-259-6600

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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**

**Fargo Facility**
4012 19th Avenue SW
Fargo, ND 58103-7196
701-277-3889

**Moorhead Facility**
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Moorhead, MN 56560
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