110 Years of Academic Excellence
2010–11 CATALOG & STUDENT HANDBOOK

Effective August 9, 2010. This edition replaces previous editions.

NORTH DAKOTA
North Dakota Campus Locations:
Bismarck • Fargo

www.Rasmussen.edu
MISSION

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

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

PURPOSE

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

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

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

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

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

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

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

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Congratulations on taking the first steps to earning your degree and achieving your professional goals. If you haven’t already done so, schedule a time to discuss your educational and career objectives with a member of our admission team, contact information is at the end of this document and on our website at www.Rasmussen.edu. Our staff is skilled in helping you select the right major to prepare you for your desired career. Whether you are looking at campus, online, or a blended learning model, they will also assist you in planning your course schedule and connect you with our student financial services team to make sure you can fit education into your busy life.

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.
- Graduates of High Schools outside of the United States need to provide a copy of their transcript or diploma along with the standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the students education level equivalent to U.S. standards.
- Individuals applying for admission to the Medical Laboratory Technician, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- In addition, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.

Rasmussen College will notify you in writing of your acceptance or rejection. All money paid to the College will be refunded if you are not accepted except any non-refundable test fees required for the Medical Laboratory Technician, Surgical Technologist, or School of Nursing programs. All new students will complete an orientation program prior to beginning classes which includes an experiential course and an informational session covering college policies and services. This required orientation program provides students with valuable tools and knowledge necessary for success at Rasmussen College.

**2010 - 2011 Academic Calendar**

- **2010 Summer Quarter**
  - July 6 – September 19
- **Early Fall Quarter**
  - August 9 – September 19
- **Fall Quarter**
  - October 4 – December 19
- **Early Winter Quarter**
  - November 8 – December 19
- **Winter Quarter**
  - January 3 – March 20
- **Early Spring Quarter**
  - February 7 – March 20
- **Spring Quarter**
  - April 4 – June 19
- **Early Summer Quarter**
  - May 9 – June 19
- **Summer Quarter**
  - July 5 – September 19

**College Holidays**

- New Year’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Friday prior to Labor Day (Employee Appreciation Day)
- Labor Day
- Veterans Day
- Thanksgiving Day and the following Friday
- Christmas Day
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 section under Academic Information and College Policies for complete information on tuition rates.

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### PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY.

<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>$555 - $5550</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</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; $1300 for second year</td>
<td>Free Application for Federal Student Aid</td>
</tr>
<tr>
<td>ND State Grant*</td>
<td>Gift aid based upon undergraduate student status with ND residency. Student must attend full time to receive and is notified by the state regarding eligibility.</td>
<td>$1200</td>
<td>Free Application for Federal Student Aid</td>
</tr>
</tbody>
</table>

### Employment

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</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>

### Federal Loan Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half-time. Need-based calculation.</td>
<td>Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st &amp; 2nd Year $6000 3rd Year &amp; above $7000.</td>
<td>Free Application for Federal Student Aid and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half-time.</td>
<td>Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st &amp; 2nd Year $6000 3rd Year &amp; above $7000.</td>
<td>Free Application for Federal Student Aid and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note processed through College and Lender</td>
</tr>
</tbody>
</table>

### Veterans’ Benefits

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans’ Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component.</td>
<td>Monthly benefit based on service contributions</td>
<td>Veterans Administration or Veterans Service Officer</td>
</tr>
</tbody>
</table>

*These programs are available only for Moorhead site students. 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.
Rasmussen College offers the following institutional scholarship and grant programs. All scholarships are non-cash scholarships. Some campuses have additional scholarships available; please contact your Financial Aid Office for more information.

**Grade Point Achievement Scholarships**

If you are like most students, you don't have a pile of cash lying around to pay for college. So you'll be glad to know that based on your high school cumulative GPA, Rasmussen College offers scholarship opportunities 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.
- All recipients will be notified of the award in writing and all funds are paid directly to the College. Award amounts for Associate Degree students are divided equally among the student’s first 5 quarters of attendance. Award amounts for Bachelor Degree students are divided equally among the student’s first 10 quarters of attendance.
- Student must carry a minimum of 9 credits per full quarter or 7 for a mid-start term, maintain satisfactory academic progress, and not be on Academic Warning/Probation, or the award is forfeited from that point forward.
- Awards are forfeited if attendance is discontinued or interrupted for Associate Degree seeking students. Bachelor’s Degree seeking students may interrupt attendance a maximum of 2 instances, with each instance no more than one quarter and not more than once in any one calendar year.

**Early Start Program**

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

**10% Military Discount**

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

**Corporate Discount**

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

**On-Time Graduation Scholarship and Accelerated Graduation Scholarship**

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

<table>
<thead>
<tr>
<th>If your cumulative Grade Point Average upon graduation is between:</th>
<th>You will receive the following Scholarship:</th>
<th>If you apply for admission prior to January 30, your award is:</th>
<th>If you apply for admission between January 30, and April 30, your award is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.00 – 2.74</td>
<td>Success Award</td>
<td>Associates $1,000</td>
<td>$600</td>
</tr>
<tr>
<td>2.75 – 2.99</td>
<td>Achievement Award</td>
<td>Associates $1,500</td>
<td>$1,000</td>
</tr>
<tr>
<td>3.00 – 3.24</td>
<td>Silver Circle Award</td>
<td>Associates $2,000</td>
<td>$1,500</td>
</tr>
<tr>
<td>3.25 – 3.49</td>
<td>Gold Circle Award</td>
<td>Associates $2,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>3.50 – 3.74</td>
<td>Platinum Circle Award</td>
<td>Associates $3,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>3.75 – 3.99</td>
<td>Director’s Award</td>
<td>Associates $4,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>4.00</td>
<td>President’s Award</td>
<td>Associates $5,000</td>
<td>$4,000</td>
</tr>
</tbody>
</table>

**Restrictions**

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

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

Students may combine any of these scholarships with the On-Time Graduation Scholarship and/or the Accelerated Graduation Scholarship.
**HEALTH INFORMATION TECHNICIAN AAS DEGREE**

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

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

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### 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>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G220</td>
<td>Writing About Literature</td>
<td>4</td>
</tr>
<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>G225</td>
<td>Ethics</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G238</td>
<td>Conversational Spanish</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

### Natural Sciences (Required course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
</tbody>
</table>

### Social Sciences (Select 2 courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G146</td>
<td>Human Geography</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G203</td>
<td>Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>G204</td>
<td>Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>G242</td>
<td>American/U.S. National Government</td>
<td>4</td>
</tr>
<tr>
<td>G270</td>
<td>United States History: 1900 to the Present</td>
<td>4</td>
</tr>
</tbody>
</table>

### English Composition (Required course)

<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>
</tbody>
</table>

### Communications (Select 1 course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
</tbody>
</table>

### Humanities (Select 2 courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G220</td>
<td>Writing About Literature</td>
<td>4</td>
</tr>
<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
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<td>G225</td>
<td>Ethics</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G238</td>
<td>Conversational Spanish</td>
<td>4</td>
</tr>
<tr>
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<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

### Math (Required course)

<table>
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<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>
</tbody>
</table>

### Health Information Technician Associate Degree Program

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</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>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>4</td>
</tr>
<tr>
<td>M211</td>
<td>Quality Analysis and Management</td>
<td>4</td>
</tr>
<tr>
<td>M218</td>
<td>Management of Health Information Services</td>
<td>4</td>
</tr>
<tr>
<td>M229</td>
<td>Healthcare Information Technologies</td>
<td>4</td>
</tr>
<tr>
<td>M232</td>
<td>Pathophysiology</td>
<td>5</td>
</tr>
<tr>
<td>M234</td>
<td>Health Information Laws &amp; Ethics</td>
<td>4</td>
</tr>
<tr>
<td>M251</td>
<td>Medical Coding Practicum</td>
<td>1</td>
</tr>
<tr>
<td>M252</td>
<td>Health Information Practicum</td>
<td>2</td>
</tr>
<tr>
<td>MA135</td>
<td>Pharmacology for the Allied Health Professionals</td>
<td>4</td>
</tr>
</tbody>
</table>

### Total Degree Credits 90*

This Degree Program is also offered online

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

** The Health Information Technician Associate Degree Program offered at the Brooklyn Park, Eagan, Eden Prairie, Lake Elmo/Woodbury, Mankato, Online, and St. Cloud Campuses in Minnesota – the Rockford Campus in Illinois – and the Green Bay Campus in Wisconsin – is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Health Information Technician Associate’s Degree offered at the Aurora campus is in Candidacy Status for accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM).

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

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**OBJECTIVE**

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

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

Foundation Courses

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<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G227</td>
<td>Oral Communication</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>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
</tbody>
</table>

Humanities (Select 2 courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G125</td>
<td>Humanities</td>
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<tr>
<td>G145</td>
<td>Film Appreciation</td>
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<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
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<tr>
<td>G220</td>
<td>Writing About Literature</td>
<td>4</td>
</tr>
<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>G225</td>
<td>Ethics</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G238</td>
<td>Conversational Spanish</td>
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</table>

Math (Required course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G233</td>
<td>College Algebra</td>
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</table>

Natural Sciences (Required course)

<table>
<thead>
<tr>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
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</table>

Social Sciences (Select 2 courses)

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<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G146</td>
<td>Human Geography</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G203</td>
<td>Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>G204</td>
<td>Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>G242</td>
<td>American/U.S. National Government</td>
<td>4</td>
</tr>
<tr>
<td>G270</td>
<td>United States History: 1900 to the Present</td>
<td>4</td>
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</table>

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
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<tr>
<td>E150</td>
<td>Success Strategies</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
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<tr>
<td>M120</td>
<td>Medical Terminology</td>
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<tr>
<td>M130</td>
<td>Medical Writing, Style and Grammar</td>
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<tr>
<td>M140</td>
<td>Basic ICD-9-CM Coding</td>
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<td>M140A</td>
<td>Intermediate ICD-9-CM Coding</td>
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<tr>
<td>M141</td>
<td>Ambulatory Care Coding</td>
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<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
<td>4</td>
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<tr>
<td>M202</td>
<td>Introduction to Medical Transcription</td>
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<tr>
<td>M201</td>
<td>Medical Transcription</td>
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</tr>
<tr>
<td>M209</td>
<td>Medical Insurance and Billing</td>
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<tr>
<td>M330</td>
<td>Medical Law and Ethics</td>
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<tr>
<td>M232</td>
<td>Pathophysiology</td>
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<tr>
<td>M251</td>
<td>Medical Coding Practicum</td>
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<td>M290</td>
<td>Medical Administration Capstone</td>
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<tr>
<td>S115</td>
<td>Keyboarding I</td>
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<tr>
<td>S120</td>
<td>Word for Windows</td>
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</table>

Total Degree Credits 90*

This Degree Program is also offered online

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

Standard Length of Program • 8 Quarters Full-Time

Career Areas • Medical Laboratory Technician

OBJECTIVE

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

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

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>English Composition (Required course)</td>
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</tr>
<tr>
<td></td>
<td>G124 English Composition</td>
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</tr>
<tr>
<td></td>
<td>Communication (Select 1 course)</td>
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</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Humanities (Select 2 courses)</td>
<td></td>
</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
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<tr>
<td>G145</td>
<td>Film Appreciation</td>
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<tr>
<td>G201</td>
<td>Creative Writing</td>
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<tr>
<td>G220</td>
<td>Writing About Literature</td>
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<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>G225</td>
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<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G238</td>
<td>Conversational Spanish</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Math (Required course)</td>
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</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
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<td></td>
<td>Natural Sciences (Required course)</td>
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<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
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<tr>
<td></td>
<td>Social Sciences (Select 2 courses)</td>
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</tr>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
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<tr>
<td>G146</td>
<td>Human Geography</td>
<td>4</td>
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<tr>
<td>G148</td>
<td>General Psychology</td>
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<tr>
<td>G203</td>
<td>Macroeconomics</td>
<td>4</td>
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<tr>
<td>G204</td>
<td>Microeconomics</td>
<td>4</td>
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<tr>
<td>G242</td>
<td>American/U.S. National Government</td>
<td>4</td>
</tr>
<tr>
<td>G270</td>
<td>United States History: 1900 to the Present</td>
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Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
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<tr>
<td>M1241</td>
<td>Human Anatomy and Physiology I</td>
<td>5</td>
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<tr>
<td>M1242</td>
<td>Human Anatomy and Physiology II</td>
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<tr>
<td>M1100</td>
<td>Introduction to Clinical Laboratory Science</td>
<td>3</td>
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<tr>
<td>M1150</td>
<td>Clinical Chemistry I</td>
<td>3</td>
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<tr>
<td>M1151</td>
<td>Hematology I</td>
<td>3</td>
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<td>M1152</td>
<td>Urinalysis</td>
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<td>M1153</td>
<td>Clinical Microbiology I</td>
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<td>M1201</td>
<td>Clinical Chemistry II</td>
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<td>M1202</td>
<td>Hematology II</td>
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<td>M1203</td>
<td>Immunology</td>
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<td>M1205</td>
<td>Immunohematology</td>
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<td>M1206</td>
<td>Clinical Microbiology II</td>
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<td>M1291</td>
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<td>PB105</td>
<td>Phlebotomy</td>
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Total Degree Credits: 111*

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

This program is only available at the Bismarck campus and the Moorhead site.

The Medical Laboratory Technician Program at the Bismarck, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud Campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

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

MEDICAL OFFICE ASSISTANT AAS DEGREE**

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

Career Areas • Medical Office Administrative Assistant • Phlebotomist • Patient Care Technician

OBJECTIVE

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

<table>
<thead>
<tr>
<th>Foundation Courses</th>
<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>
<td></td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
<td></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.

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<tr>
<th>General Education Courses</th>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Communication (Select 1 course)</td>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>G125</td>
<td>Humanities</td>
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<td>G145</td>
<td>Film Appreciation</td>
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<td>G201</td>
<td>Creative Writing</td>
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<td>G202</td>
<td>Writing About Literature</td>
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<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
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<tr>
<td>G225</td>
<td>Ethics</td>
<td>4</td>
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<tr>
<td>G228</td>
<td>Introduction to Literature</td>
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<tr>
<td>G238</td>
<td>Conversational Spanish</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Math (Required course)</td>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>Natural Sciences (Required course)</td>
<td>G215</td>
<td>Introduction to Human Biology</td>
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</tr>
<tr>
<td>Social Sciences (Required**, select one additional course)</td>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
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<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
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<td>G146</td>
<td>Human Geography</td>
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<td>G148</td>
<td>General Psychology**</td>
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<tr>
<td>G203</td>
<td>Macroeconomics</td>
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<td>G204</td>
<td>Microeconomics</td>
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<tr>
<td>G242</td>
<td>American/U.S. National Government</td>
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<tr>
<td>G270</td>
<td>United States History: 1900 to the Present</td>
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<table>
<thead>
<tr>
<th>Major and Core Courses</th>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
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<td>E242</td>
<td>Career Development</td>
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<td>M120</td>
<td>Medical Terminology</td>
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<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
<td>4</td>
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<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
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<td>M232</td>
<td>Pathophysiology</td>
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<td>MA110</td>
<td>Clinical Skills I</td>
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<td>MA135</td>
<td>Pharmacology for the Allied Health Professional</td>
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<td>MA145</td>
<td>Clinical Skills II</td>
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<td>Laboratory Skills for Medical Assisting</td>
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<td>MA230</td>
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<td>MA241</td>
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<td>MA242</td>
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<tr>
<td>MA250</td>
<td>Radiography Skills</td>
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</table>

Total Degree Credits 91*

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

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

The Medical Assisting program at the Brooklyn Park, Eagan, Eden Prairie, Green Bay, Mankato, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

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

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

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<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G141 Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G227 Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
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<tr>
<td>G175 Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G145 Film Appreciation</td>
<td>4</td>
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<tr>
<td>G201 Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G220 Writing About Literature</td>
<td>4</td>
</tr>
<tr>
<td>G224 Introduction to Critical Thinking</td>
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<td>G230 Introduction to Literature</td>
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<tr>
<td>G238 Conversational Spanish</td>
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**Math (Required course)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G233 College Algebra</td>
<td>4</td>
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**Natural Sciences (Required course)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G215 Introduction to Human Biology</td>
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**Social Sciences (Required**, select 1 additional course**)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>G123 Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G142 Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G146 Human Geography</td>
<td>4</td>
</tr>
<tr>
<td>G148 General Psychology**</td>
<td>4</td>
</tr>
<tr>
<td>G203 Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>G204 Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>G242 American/U.S. National Government</td>
<td>4</td>
</tr>
<tr>
<td>G270 United States History: 1900 to the Present</td>
<td>4</td>
</tr>
</tbody>
</table>

**Objective**

Graduates of this program know basic concepts of anatomy and physiology, pathology, microbiology, and pharmacology. They understand OR design, surgical equipment and instrumentation, safety standards, and asepsis and sterile techniques. Graduates can prepare, clean, and restock operating rooms, use and maintain surgical equipment, perform scrub and circulator duties in a number of surgical specialties, and contribute to pre- and post-operative patient care. They value critical thinking, communication, diverse perspectives, technology and information literacy, and patient safety and care.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132 Computer Applications and Business Systems Concepts</td>
<td>3</td>
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<tr>
<td>E242 Career Development</td>
<td>2</td>
</tr>
<tr>
<td>M120 Medical Terminology</td>
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<tr>
<td>M232 Pathophysiology</td>
<td>5</td>
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<tr>
<td>MA241 Human Anatomy and Physiology I</td>
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<tr>
<td>MA242 Human Anatomy and Physiology II</td>
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<tr>
<td>ST107 Introduction to Surgical Technology</td>
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<tr>
<td>ST115 Surgical Procedures I</td>
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<td>ST203 Surgical Procedures II</td>
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<td>ST207 Surgical Procedures III</td>
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<td>ST215 Surgical Tech Practicum I</td>
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</tr>
<tr>
<td>ST220 Surgical Tech Practicum II</td>
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</table>

**Total Degree Credits**

This program is only available at the Moorhead site.

* 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.

The Surgical Technologist AAS Program offered at the Brooklyn Park and St. Cloud Campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahp.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Applicants to this program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. Please see the application procedures for this program under Academic Information and College Policies.
ACCOUNTING  BACHELOR OF SCIENCE DEGREE

**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, 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. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, and integrity.

### General Education Courses

<table>
<thead>
<tr>
<th>Level</th>
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<tr>
<td>Lower</td>
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<tr>
<td></td>
<td>G124 English Composition</td>
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<tr>
<td></td>
<td>Communication (Select one course)</td>
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</tr>
<tr>
<td></td>
<td>G141 Introduction to Communication</td>
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</tr>
<tr>
<td></td>
<td>G227 Oral Communication</td>
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</tr>
<tr>
<td></td>
<td>Humanities (Select two courses)</td>
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<td></td>
<td>G125 Humanities</td>
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<tr>
<td></td>
<td>G145 Film Appreciation</td>
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<td></td>
<td>G201 Creative Writing</td>
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<tr>
<td></td>
<td>G220 Writing About Literature</td>
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<tr>
<td></td>
<td>G224 Introduction to Critical Thinking</td>
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<tr>
<td></td>
<td>G225 Ethics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G230 Introduction to Literature</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G238 Conversational Spanish</td>
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</tr>
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<td></td>
<td>Math (Required course)</td>
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<tr>
<td></td>
<td>G233 College Algebra</td>
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<td>Natural Sciences (Select one course)</td>
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<td></td>
<td>G150 Structure and Function of the Human Body</td>
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<tr>
<td></td>
<td>G215 Introduction to Human Biology</td>
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</tr>
<tr>
<td></td>
<td>G239 Introduction to Astronomy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G245 Introduction to Geology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social Sciences (Required courses)</td>
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</tr>
<tr>
<td></td>
<td>G203 Microeconomics</td>
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<td></td>
<td>G324 Advanced Composition</td>
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<td></td>
<td>G332 Visual Communication in the Media</td>
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<td>G330 American Literature</td>
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<td></td>
<td>G335 Contemporary World Literature: 1900 to the Present</td>
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<td></td>
<td>G420 Studies in American Literature and Culture</td>
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<td></td>
<td>G435 Literature of American Minorities</td>
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<td></td>
<td>G440 Political Thought</td>
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<td>Math/Natural Sciences (Select one course)</td>
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<td></td>
<td>G328 Human Uses of the Environment</td>
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<td>G346 Physical Geography</td>
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<td>G350 Conservation of Resources</td>
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<td></td>
<td>G434 Gender in Math and Science</td>
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<td>Social Sciences (Select two courses)</td>
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<td></td>
<td>G333 American Religious History</td>
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<td>G355 Geography of the United States and Canada</td>
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<td>G360 Contemporary World Religions</td>
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<td>G365 Social Problems</td>
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<td>G380 Visions of America Since 1945</td>
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<td>G401 Comparative Politics</td>
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<td></td>
<td>G425 Work and Family</td>
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### Foundation Courses

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<th>Course</th>
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<tr>
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<tr>
<td>A141 Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>A236 Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B232 Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B233 Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B234 Business Law</td>
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</tr>
<tr>
<td>B270 Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B293 Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>D132 Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>D181 Excel</td>
<td>3</td>
</tr>
<tr>
<td>E240 Career Development</td>
<td>2</td>
</tr>
<tr>
<td>A300 Managerial Accounting Theory and Practice</td>
<td>4</td>
</tr>
<tr>
<td>A340 Advanced Auditing Concepts and Standards</td>
<td>4</td>
</tr>
<tr>
<td>A360 Taxation of Individuals</td>
<td>4</td>
</tr>
<tr>
<td>A370 Intermediate Financial Reporting I</td>
<td>4</td>
</tr>
<tr>
<td>A375 Intermediate Financial Reporting II</td>
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<td>A380 Intermediate Financial Reporting III</td>
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<tr>
<td>A406 Cost Accounting Principles and Applications</td>
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<tr>
<td>A416 Advanced Financial Accounting</td>
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<tr>
<td>A420 Accounting Information Systems</td>
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<tr>
<td>A430 International Accounting</td>
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</tr>
<tr>
<td>A490 Accounting Capstone II</td>
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</tr>
<tr>
<td>B330 Advanced Principles of Financial Management</td>
<td>4</td>
</tr>
<tr>
<td>B351 Management of Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>B444 Statistics for Managers</td>
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<tr>
<td>B460 Strategic Management</td>
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<tr>
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<tr>
<td>A141 Financial Accounting II</td>
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<td>A236 Introduction to Business</td>
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<td>B232 Principles of Marketing</td>
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<td>B233 Principles of Management</td>
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<td>B234 Business Law</td>
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<tr>
<td>B444 Statistics for Managers</td>
<td>4</td>
</tr>
<tr>
<td>B460 Strategic Management</td>
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</table>

**Total Degree Credit Hours**
- **Total lower division major/core credits**: 32
- **Unrestricted elective credits**: 20
- **Total upper division major/core credits**: 64
- **Total credits**: 180*  

*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.
Business Management Bachelor of Science Degree

**Business Management** • **Human Resources** • **Information Technology** • **Internet Marketing**

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

Career Areas • Sales Worker Supervisor • Human Resource Manager

- Marketing Manager • E-Retail Manager • Director • Operations Manager

### Objective

Graduates of this program know concepts in management, human resources, marketing, and business ethics. 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. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

### Foundation Courses

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

- **English Composition** (Required course)
- **Communication** (Select 1 course)
- **Humanities** (Select 2 courses)
- **Math** (Required course)

**Upper Level**

- **Communication** (Select 1 course)
- **Humanities** (Select 2 courses)
- **Math/Natural Sciences** (Select 1 course)
- **Social Sciences** (Select 2 courses)

### Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A140</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>A141</td>
<td>Financial Accounting II</td>
<td>4</td>
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<tr>
<td>B136</td>
<td>Introduction to Business</td>
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<tr>
<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B230</td>
<td>Principles of Finance</td>
<td>4</td>
</tr>
<tr>
<td>B232</td>
<td>Principles of Marketing</td>
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</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B234</td>
<td>Business Law</td>
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<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
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</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
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</tr>
<tr>
<td>A330</td>
<td>Managerial Accounting Theory and Practice</td>
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<td>B232</td>
<td>Advanced Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B351</td>
<td>Management of Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>B352</td>
<td>International Business</td>
<td>4</td>
</tr>
<tr>
<td>B370</td>
<td>Organizational Behavior</td>
<td>4</td>
</tr>
<tr>
<td>B371</td>
<td>Research and Report Writing</td>
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<tr>
<td>B420</td>
<td>Organizational Development</td>
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<td>B421</td>
<td>Statistics for Business</td>
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<tr>
<td>B440</td>
<td>Managing a Diverse Workforce</td>
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<tr>
<td>B460</td>
<td>Strategic Management</td>
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<tr>
<td>B491</td>
<td>Legal and Ethical Environment of Business</td>
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<td>B492</td>
<td>Contemporary Leadership Challenges</td>
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<tr>
<td>B498</td>
<td>Management Capstone</td>
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</tr>
</tbody>
</table>

**General Business Specialization**

3 Upper Division Business Electives, 12
Unrestricted Electives 16

**Total Degree Credits** 28

This Degree Program is also offered online.

### Business Management Specialization

- B242 Multicultural Communications for Business | 4
- B250 Training and Development | 4
- B333 Principles of Management II | 4
- B360 Operations Management | 4
- B404 Negotiation and Conflict Management | 4
- B415 Risk Management | 4
- B474 Small Business Management I | 4

**Total Credits** 28

### Human Resources Specialization

- B242 Multicultural Communications for Business | 4
- B375 Advanced Human Resource Management | 4
- B390 Human Resources Information Systems | 4
- B404 Negotiation and Conflict Management | 4
- B433 Human Resource Recruitment and Selection | 4
- B453 Compensation Administration | 4
- B461 Labor Relations Management | 4

**Total Credits** 28

### Internet Marketing Specialization

- B218 E-Commerce | 4
- B228 Search Engine Marketing | 4
- B357 E-Marketing | 4
- B357 Marketing and Web Analytics | 4
- B410 Law and E-Commerce | 4
- B422 Website Development for Business | 4
- B442 Advanced Search Engine Marketing Strategies | 4

**Total Credits** 28

### Information Technology Specialization

- B216 Fundamentals for Business Professionals | 3
- B220 Project Planning and Documentation | 4
- N300 Introduction to Computer Science Concepts | 3
- N330 MS Techniques | 3
- N340 Information Technology Project Management | 4
- N400 Programming Languages Principles | 3
- N410 Database Management and Administration | 3
- N420 Network Security and Cryptography | 3
- N430 Computer Forensics | 3

**Total Credits** 29

**Total Degree Credit Hours** 45
**Total lower division major/core credits** 45
**Total upper division major/core credits** 51
**Total Specialization credits** 28 – 29
**Total General Education credits** 56

**Total credits** 180-181

*Credit totals do not include Foundations of English VIII or Foundations of Math. These courses may be required of some students based upon placement examinations.*
OBJECTIVE
Graduates of this degree program understand the planning and coordination of health services in a variety of settings, and know the information and processes used to diagnose and treat human injuries and diseases. They acquire critical-thinking skills through a program of general education and are able to apply them to the healthcare setting. Graduates can apply, analyze, synthesize, and evaluate facts and theories pertaining to healthcare management; 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 applying their management expertise to serve the healthcare community.

Foundation Courses

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

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<thead>
<tr>
<th>Number</th>
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<tr>
<td>G124</td>
<td>English Composition</td>
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</tr>
<tr>
<td>G141</td>
<td>Introduction to English</td>
<td>4</td>
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<tr>
<td>G227</td>
<td>Oral Communication</td>
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</table>

Lower Level

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

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<th>Course</th>
<th>Credits</th>
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<td>Humanities</td>
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</tr>
<tr>
<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G220</td>
<td>Writing About Literature</td>
<td>4</td>
</tr>
<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>G225</td>
<td>Ethics</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G238</td>
<td>Conversational Spanish</td>
<td>4</td>
</tr>
</tbody>
</table>

Math (Required course)

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

Natural Sciences (Select 1 course)

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

Social Sciences (Both courses are required)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G203</td>
<td>Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>G204</td>
<td>Microeconomics</td>
<td>4</td>
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</tbody>
</table>

Upper Level

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G324</td>
<td>Advanced Composition</td>
<td>4</td>
</tr>
<tr>
<td>G332</td>
<td>Visual Communication in the Media</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G330</td>
<td>American Literature</td>
<td>4</td>
</tr>
<tr>
<td>G333</td>
<td>Contemporary World Literature: 1900 to the Present</td>
<td>4</td>
</tr>
<tr>
<td>G420</td>
<td>Studies in American Literature and Culture</td>
<td>4</td>
</tr>
<tr>
<td>G435</td>
<td>Literature of American Minorities</td>
<td>4</td>
</tr>
<tr>
<td>G440</td>
<td>Political Thought</td>
<td>4</td>
</tr>
</tbody>
</table>

Math/Natural Sciences (Select 1 course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G328</td>
<td>Human Uses of the Environment</td>
<td>4</td>
</tr>
<tr>
<td>G346</td>
<td>Physical Geography</td>
<td>4</td>
</tr>
<tr>
<td>G350</td>
<td>Conservation of Resources</td>
<td>4</td>
</tr>
<tr>
<td>G434</td>
<td>Gender in Math and Science</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G333</td>
<td>American Religious History</td>
<td>4</td>
</tr>
<tr>
<td>G355</td>
<td>Geography of the United States and Canada</td>
<td>4</td>
</tr>
<tr>
<td>G360</td>
<td>Contemporary World Religions</td>
<td>4</td>
</tr>
<tr>
<td>G365</td>
<td>Social Problems</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>
<tr>
<td>G425</td>
<td>Work and Family</td>
<td>4</td>
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</tbody>
</table>

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

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A140</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>A141</td>
<td>Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B163</td>
<td>Introduction to Human Resource Management</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>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>H200</td>
<td>US Healthcare Systems</td>
<td>4</td>
</tr>
<tr>
<td>H210</td>
<td>Marketing and Communication in Healthcare</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>M230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
</tbody>
</table>

Total lower division major/core credits 26
Total upper division major/core credits 37
Total general education credits 56
Total credits 180

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

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

School of Business

Healthcare Management Bachelor of Science Degree

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

Career Areas • Health and Human Services director • Compliance Analyst • Home Care Health Director • Physician Office Manager
ACCOUNTING AAS DEGREE

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

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

OBJECTIVE

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

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>Category</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>G124 English 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>G227 Oral Communication</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>G125 Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G145 Film Appreciation</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>G201 Creative Writing</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>G220 Writing About Literature</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>G224 Introduction to Critical Thinking</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>G225 Ethics</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>G230 Introduction to Literature</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>G238 Conversational Spanish</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Math (Required course)</td>
<td>G233 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>Natural Sciences (Select 1 course)</td>
<td>G150 Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>G215 Introduction to Human Biology</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>G239 Introduction to Astronomy</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences (Both courses are required)</td>
<td>G203 Principles of Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>G204 Principles of Microeconomics</td>
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<td>4</td>
</tr>
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Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A140</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>A141</td>
<td>Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>A177</td>
<td>Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>A269</td>
<td>Income Tax</td>
<td>4</td>
</tr>
<tr>
<td>A276</td>
<td>Financial Investigations</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>B232</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B234</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>D181</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
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</tr>
<tr>
<td>F108</td>
<td>Financial Markets and Institutions</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits 92*

This Degree Program is also offered online

* 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.

** 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.
OBJECTIVE

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

Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097 Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098 Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>B099 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>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td>4</td>
</tr>
<tr>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>Math</td>
<td>4</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>4</td>
</tr>
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</table>

Major and Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>A140 Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>A141 Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>B136 Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B156 Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B230 Principles of Finance</td>
<td>4</td>
</tr>
<tr>
<td>B232 Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B233 Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B234 Business Law</td>
<td>4</td>
</tr>
<tr>
<td>B271 Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B280 Business Capstone</td>
<td>2</td>
</tr>
<tr>
<td>B293 Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>D132 Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242 Career Development</td>
<td>2</td>
</tr>
</tbody>
</table>

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

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

Business Administration Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>A177 Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>B119 Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>D181 Excel</td>
<td>3</td>
</tr>
<tr>
<td>D279 Computer Focused Principles</td>
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</tr>
</tbody>
</table>

Total Degree Credits: 93*

This Degree Program is also offered online

Call Center Management Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B272 Call Center Strategic Leadership</td>
<td>4</td>
</tr>
<tr>
<td>B275 Call Center Customer Service Representative Skills</td>
<td>4</td>
</tr>
<tr>
<td>B276 Call Center Labor Force Management</td>
<td>4</td>
</tr>
<tr>
<td>B278 Call Center Operations Management</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits: 95*

This Degree Program is also offered online

Child Development Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC100 Foundations of Child Development</td>
<td>4</td>
</tr>
<tr>
<td>EC110 Early Childhood Education Curriculum and Instruction</td>
<td>4</td>
</tr>
<tr>
<td>EC120 Health, Safety, and Nutrition Dynamics of the Family</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits: 95*

This Degree Program is also offered online

Entrepreneurship Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B146 Introduction to Entrepreneurship</td>
<td>4</td>
</tr>
<tr>
<td>B240 Entrepreneurial Product and Service Planning</td>
<td>4</td>
</tr>
<tr>
<td>B244 Entrepreneurial Finance: Capitalization for the Entrepreneur</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits: 91*

This Degree Program is also offered online

Human Resource Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B249 Risk Management and Insurance</td>
<td>4</td>
</tr>
<tr>
<td>B250 Training and Development</td>
<td>4</td>
</tr>
<tr>
<td>B267 Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B268 Compensation and Benefits Management</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits: 95*

This Degree Program is also offered online

Internet Marketing Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B218 E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>B228 Search Engine Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B231 Web Media Marketing</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits: 91*

This Degree Program is also offered online

Marketing and Sales Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B140 Sales Techniques</td>
<td>4</td>
</tr>
<tr>
<td>B218 E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>B263 Principles of Advertising</td>
<td>4</td>
</tr>
<tr>
<td>R200 Principles of Retailing</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits: 95*

This Degree Program is also offered online

*This Degree Program is also offered online
### 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

#### Lower Level

**English Composition** *(Required course)*

G124 English Composition  4

**Communication** *(Select 1 course)*

G141 Introduction to Communication  4

G227 Oral Communication  4

**Humanities** *(Select 2 courses)*

G125 Humanities  4

G145 Film Appreciation  4

G201 Creative Writing  4

G220 Writing About Literature  4

G224 Introduction to Critical Thinking  4

G225 Ethics  4

G230 Introduction to Literature  4

G238 Conversational Spanish  4

**Math** *(Required course)*

G233 College Algebra  4

**Natural Sciences** *(Select 1 course)*

G150 Structure and Function of the Human Body  4

G215 Introduction to Human Biology  4

G239 Introduction to Astronomy  4

G245 Introduction to Geology  4

**Social Sciences** *(Required course)*

G142 Introduction to Sociology  4

G148 General Psychology  4

**Upper Level**

**Communication** *(Select 1 course)*

G324 Advanced Composition  4

G332 Visual Communication in the Media  4

**Humanities** *(Select 1 course)*

G330 American Literature  4

G335 Contemporary World Literature: 1900 to the Present  4

G420 Studies in American Literature and Culture  4

G435 Literature of American Minorities  4

G440 Political Thought  4

**Math/Natural Sciences** *(Select 1 course)*

G328 Human Uses of the Environment  4

G346 Physical Geography  4

G350 Conservation of Resources  4

G434 Gender in Math and Science  4

**Social Sciences** *(Select 2 courses)*

G333 American Religious History  4

G355 Geography of the United States and Canada  4

G360 Contemporary World Religions  4

G365 Social Problems  4

G380 Visions of America Since 1945  4

G401 Comparative Politics  4

G425 Work and Family  4

Total lower division general education credits  32

Total upper division general education credits  24

### Major and Core Courses

#### Lower Division

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E130</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>Criminalology</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>
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<tr>
<td>J205</td>
<td>Juvenile Justice</td>
<td>4</td>
</tr>
<tr>
<td>J250</td>
<td>Drugs and Crime</td>
<td>4</td>
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<tr>
<td>J255</td>
<td>Ethics in Criminal Justice</td>
<td>4</td>
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<tr>
<td>J280</td>
<td>Contemporary Issues in Criminal Justice</td>
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#### Upper Division

<table>
<thead>
<tr>
<th>Number</th>
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<tbody>
<tr>
<td>J310</td>
<td>Criminal Behavior</td>
<td>4</td>
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<tr>
<td>J315</td>
<td>Criminal Law and Procedures II</td>
<td>4</td>
</tr>
<tr>
<td>J350</td>
<td>Cultural Diversity and Justice</td>
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<tr>
<td>J351</td>
<td>Culture and Society</td>
<td>4</td>
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<tr>
<td>J352</td>
<td>Victims in Criminal Justice</td>
<td>4</td>
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<tr>
<td>J355</td>
<td>Realities of Crime and Justice</td>
<td>4</td>
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<tr>
<td>J360</td>
<td>Statistics in Criminal Justice</td>
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<tr>
<td>J365</td>
<td>Research Methods in Criminal Justice</td>
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<tr>
<td>J410</td>
<td>Criminal Justice Leadership and Management</td>
<td>4</td>
</tr>
<tr>
<td>J415</td>
<td>Crime Prevention</td>
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<tr>
<td>J471</td>
<td>Fieldwork in Criminal Justice</td>
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<tr>
<td>J472</td>
<td>Fieldwork in Criminal Justice II</td>
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<td>J490</td>
<td>Critical Issues in Criminal Justice</td>
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### Client Services/Corrections Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
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<tbody>
<tr>
<td>J340</td>
<td>Women and Criminal Justice</td>
<td>4</td>
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<tr>
<td>J345</td>
<td>Diversion and Rehabilitation</td>
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</tr>
<tr>
<td>J425</td>
<td>Community Corrections</td>
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<tr>
<td>J435</td>
<td>Special Populations in Criminal Justice</td>
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</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>
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<tbody>
<tr>
<td>J330</td>
<td>Organized Criminal Syndicates</td>
<td>4</td>
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<tr>
<td>J340</td>
<td>Forensic Psychology</td>
<td>4</td>
</tr>
<tr>
<td>J440</td>
<td>Special Offenders: Sex Offenders</td>
<td>4</td>
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<tr>
<td>J445</td>
<td>Special Offenders: Serial Killers</td>
<td>4</td>
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</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>
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</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>
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<tr>
<td>J420</td>
<td>Crimes Across Borders</td>
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</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>
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<tbody>
<tr>
<td>J305</td>
<td>Examination of Forensic Science</td>
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</tr>
<tr>
<td>J320</td>
<td>Criminal Investigations</td>
<td>4</td>
</tr>
<tr>
<td>J325</td>
<td>Criminal Evidence</td>
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<tr>
<td>J430</td>
<td>Forensic Psychology</td>
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</table>

#### Total Degree Credits 183*

This Degree Program is also offered online

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### Objective

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 critical thinking, communication, diverse perspectives, technology and information literacy, lifelong learning, honesty, and integrity in the criminal justice system.

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

**Students taking the Homeland Security specialization must take as their electives J310 Introduction to Homeland Security, J330 Terrorism, and J425 Security Challenges.

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

**This program is only available at the Bismarck campus and the Moorhead site.
Objective

Graduates of this program know the history and development of the criminal-justice system and its effect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system. They can apply critical thinking to issues in criminal justice such as law enforcement, corrections, security, juvenile justice, and domestic violence. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system.

Foundation Courses

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

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
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<tr>
<td>G220</td>
<td>Writing About Literature</td>
<td>4</td>
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<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>G225</td>
<td>Ethics</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G238</td>
<td>Conversational Spanish</td>
<td>4</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
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Natural Sciences (Select 1 course)

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

Social Sciences (Both courses are required)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
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<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
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<table>
<thead>
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<th>Number</th>
<th>Course</th>
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<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
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<tr>
<td>E150</td>
<td>Success Strategies</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
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<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>
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<td>J200</td>
<td>Domestic Violence</td>
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<td>J205</td>
<td>Juvenile Justice</td>
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<tr>
<td>J230</td>
<td>Drugs and Crime</td>
<td>4</td>
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<tr>
<td>J235</td>
<td>Ethics in Criminal Justice</td>
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<tr>
<td>J280</td>
<td>Contemporary Issues in Criminal Justice Capstone</td>
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Corrections Specialization

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

Total Degree Credits 93*

This Degree Program is also offered online

Homeland Security Specialization

<table>
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<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>J130</td>
<td>Introduction to Homeland Security</td>
<td>4</td>
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<tr>
<td>J230</td>
<td>Terrorism</td>
<td>4</td>
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<tr>
<td>J245</td>
<td>Security Challenges</td>
<td>4</td>
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</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>
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<tbody>
<tr>
<td>J122</td>
<td>Crime Scene to Conviction: Critical Skills in Documentation</td>
<td>4</td>
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<tr>
<td>J222</td>
<td>Practical Psychology for Law Enforcement</td>
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</tr>
<tr>
<td>J226</td>
<td>Legal Code for Law Enforcement</td>
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Total Degree Credits 93*

Psychology Specialization

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<tr>
<th>Number</th>
<th>Course</th>
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<tbody>
<tr>
<td>HS260</td>
<td>Community Psychology</td>
<td>4</td>
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<tr>
<td>HS270</td>
<td>Social Psychology</td>
<td>4</td>
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<tr>
<td>HS280</td>
<td>Abnormal Psychology</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 I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

Criminal Justice Professional Peace Officer Education (PPOE)

** Students seeking licensing as professional peace officers must take the Law Enforcement specialization. In order to sit for the licensing exam, students are also required to successfully complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete skills training. Students must provide the Rasmussen College Law Enforcement POST Coordinator with a copy of their required first-aid certification (e.g., a photocopy of their first-responder card) for inclusion in each student’s POST file maintained at Rasmussen College. Some skills training providers may require additional academic coursework.

In addition to completing all other admissions requirements, applicants to this program must also complete a criminal background check.
HUMAN SERVICES AAS DEGREE

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

Career Areas • Community Service Specialist • Social Service Specialist • Human Service Assistant • Program Assistant Specialist

Foundation Courses

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

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
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<tbody>
<tr>
<td></td>
<td>English Composition (Required course)</td>
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<tr>
<td>G124</td>
<td>English Composition</td>
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<tr>
<td></td>
<td>Communication (Select 1 course)</td>
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<tr>
<td>G141</td>
<td>Introduction to Communication</td>
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<tr>
<td>G227</td>
<td>Oral Communication</td>
</tr>
<tr>
<td></td>
<td>Humanities (Select 2 courses)</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
</tr>
<tr>
<td>G145</td>
<td>Film Appreciation</td>
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<td>G201</td>
<td>Creative Writing</td>
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<td>Writing About Literature</td>
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<td>G224</td>
<td>Introduction to Critical Thinking</td>
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<td>G225</td>
<td>Ethics</td>
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<td>G230</td>
<td>Introduction to Literature</td>
</tr>
<tr>
<td>G238</td>
<td>Conversational Spanish</td>
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<tr>
<td></td>
<td>Math (Required course)</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
</tr>
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<td>Natural Sciences (Select 1 course)</td>
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<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
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<tr>
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</tr>
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<td>Social Sciences (Both courses are required)</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
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<td>G148</td>
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Major and Core Courses

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<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
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<td>Computer Applications and Business Systems Concepts</td>
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<td>Success Strategies</td>
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<td>HS100</td>
<td>Introduction to Human Services</td>
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<td>HS110</td>
<td>Cultural Diversity in Human Services</td>
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<td>HS115</td>
<td>Introductory Strategies to Crisis Intervention</td>
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<td>HS250</td>
<td>Organization and Leadership in Human Services</td>
</tr>
<tr>
<td>HS260</td>
<td>Community Psychology</td>
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<tr>
<td>HS280</td>
<td>Abnormal Psychology</td>
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<td>HS290</td>
<td>Human Services Internship</td>
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<td>J116</td>
<td>Case Management</td>
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<td>J205</td>
<td>Juvenile Justice</td>
</tr>
<tr>
<td>J211</td>
<td>Counseling Clients</td>
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</tbody>
</table>

Total Degree Credits 90*

This Degree Program is also offered online
This program is only available at the Moorhead site.

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

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

OBJECTIVE

Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. They value critical thinking, communication, diverse perspectives, technology and information literacy, and providing services to individuals or groups with varying needs.
O B J E C T I V E

Graduates of this program know the history and development of the criminal justice system and the role of law enforcement in the system. They understand the legal process from arrest, to the courts, and through the corrections system. They understand the policy and practice of traffic enforcement, firearms use, defensive tactics, investigations, and pursuit driving, and can perform skills in each area. They value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system. Graduates will be eligible to take the Minnesota Professional Peace Officer (POST) licensing exam.
PARALEGAL AAS DEGREE

Standard Length of Program • 6 Quarters Full-Time • 8 Quarters Part-Time
Career Areas • Paralegal • Legal Assistant • Legal Secretary • Compliance Specialist

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
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<td>English Composition (Required course)</td>
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</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Communication (Select 1 course)</td>
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</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Humanities (Select 2 courses)</td>
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<tr>
<td>G125</td>
<td>Humanities</td>
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<tr>
<td>G145</td>
<td>Film Appreciation</td>
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<td>G225</td>
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<td>G238</td>
<td>Conversational Spanish</td>
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<td>Math (Required course)</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
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<td></td>
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<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Social Sciences (Both courses are required)</td>
<td></td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</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>PL100</td>
<td>Introduction to Law and the Legal System</td>
<td>4</td>
</tr>
<tr>
<td>PL121</td>
<td>Civil Litigation and Procedure I</td>
<td>4</td>
</tr>
<tr>
<td>PL122</td>
<td>Civil Litigation and Procedure II</td>
<td>4</td>
</tr>
<tr>
<td>PL140</td>
<td>Contracts</td>
<td>4</td>
</tr>
<tr>
<td>PL145</td>
<td>Paralegal Ethics</td>
<td>4</td>
</tr>
<tr>
<td>PL215</td>
<td>Real Estate Law</td>
<td>4</td>
</tr>
<tr>
<td>PL216</td>
<td>Corporate Law</td>
<td>4</td>
</tr>
<tr>
<td>PL219</td>
<td>Law Office Operations and Technology</td>
<td>4</td>
</tr>
<tr>
<td>PL223</td>
<td>Torts</td>
<td>4</td>
</tr>
<tr>
<td>PL230</td>
<td>Family Law</td>
<td>4</td>
</tr>
<tr>
<td>PL235</td>
<td>Legal Research</td>
<td>4</td>
</tr>
<tr>
<td>PL240</td>
<td>Legal Writing</td>
<td>4</td>
</tr>
<tr>
<td>PL290</td>
<td>Paralegal Internship</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Degree Credits 94*

This Degree Program is also offered online

This program is only available at the Moorhead site.

* 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.

Rasmussen College’s Eagan and Ocala Campus locations have been approved by the National Association of Legal Assistants (NALA) as a testing center for the Certified Legal Assistant/Certified Paralegal (CLA/CP) examination.

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

OBJECTIVE

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

LAW ENFORCEMENT ACADEMIC CERTIFICATE
Standard Length of Program • 3 Quarters Full-Time • 4 Quarters Part-Time
Career Areas • Police Officer • Deputy Sheriff • Law Enforcement Officer • State Trooper • Conservation Officer

OBJECTIVE
Graduates of this program know the history and development of the criminal justice system, and the role of law enforcement in the system. They understand the legal process from arrest, to the courts, and through the corrections system. They can apply critical thinking to issues including policing, criminal law and procedure, documentation, and legal code for law enforcement. They value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system.

Upon completing this program and additional required practical skills coursework, graduates will be eligible to take the Minnesota Professional Peace Officer (POST) licensing exam.

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>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J120</td>
<td>Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J122</td>
<td>Crime Scene to Conviction: Critical Skills in Documentation</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>J222</td>
<td>Practical Psychology for Law Enforcement</td>
<td>4</td>
</tr>
<tr>
<td>J255</td>
<td>Ethics in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>LE240</td>
<td>Minnesota Traffic Code</td>
<td>2</td>
</tr>
<tr>
<td>LE245</td>
<td>Minnesota Criminal Code</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Certificate Credits 36*

Program-specific Law Enforcement (LE) coursework is available only at the Eagan, MN campus.

Admission into the Law Enforcement Academic Certificate program requires applicants to have earned an associate’s degree or higher (including general education courses equivalent to those in the Law Enforcement AAS) from a regionally accredited school. Applicants are also required to interview with an admissions representative and complete a Rasmussen College placement test as part of the admissions process.

In order to sit for the licensing exam, students are also required to successfully complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response, and practical/skills coursework meeting POST objectives. Students must provide the Rasmussen College Law Enforcement POST Coordinator with a copy of their required first-aid certification (e.g., a photocopy of their first-responder card) for inclusion in each student’s POST file maintained at Rasmussen College.

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

This Degree Program is also offered online

This program is only available at the Moorhead site.

* 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.
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.

Admission into the Law Enforcement Academic Certificate program requires applicants to have earned an associate’s degree or higher (including general education courses equivalent to those in the Law Enforcement AAS) from a regionally accredited school. Applicants are also required to interview with an admissions representative and complete a Rasmussen College placement test as part of the admissions process.

In order to sit for the licensing exam, students are also required to successfully complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response, and practical skills coursework meeting POST objectives. Students must provide the Rasmussen College Law Enforcement/POST Coordinator with a copy of their required first-aid certification (e.g., a photocopy of their first-responder card) for inclusion in each student’s POST file maintained at Rasmussen College.

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LE200</td>
<td>Traffic Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>LE211</td>
<td>Firearms I</td>
<td>2</td>
</tr>
<tr>
<td>LE212</td>
<td>Firearms II</td>
<td>2</td>
</tr>
<tr>
<td>LE221</td>
<td>Defensive Tactics I</td>
<td>2</td>
</tr>
<tr>
<td>LE222</td>
<td>Defensive Tactics II</td>
<td>2</td>
</tr>
<tr>
<td>LE230</td>
<td>Police Investigation Process</td>
<td>3</td>
</tr>
<tr>
<td>LE240</td>
<td>Minnesota Traffic Code</td>
<td>2</td>
</tr>
<tr>
<td>LE245</td>
<td>Minnesota Criminal Code</td>
<td>2</td>
</tr>
<tr>
<td>LE280</td>
<td>Patrol Practicals with Pursuit Driving</td>
<td>4</td>
</tr>
<tr>
<td>LE290</td>
<td>Law Enforcement Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

Program-specific Law Enforcement (LE) coursework is available only at the Moorhead site.

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

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

Objectives

Graduates of this program know the policy and practice of traffic enforcement, firearms use, defensive tactics, investigations, and pursuit driving. They can perform skills in each area. They value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system. Upon completing this program and additional required academic coursework, graduates will be eligible to take the Minnesota Professional Peace Officer (POST) licensing exam.
OBJECTIVE
Grades of this program are prepared to function as an entry-level practical nurse under the direction of a registered nurse, physician, or dentist. They can implement psychomotor technical skills that meet current standards of practice; apply scientific knowledge and skills to meet the biological, psychosocial, cultural, and spiritual needs of the patient; provide maintenance, preventative, therapeutic, rehabilitative, and/or supportive care; communicate clear, concise, accurate, complete, and timely information to members of the healthcare team; use therapeutic communication to build and maintain therapeutic relationships with patients and their significant support person(s); use the nursing process to gather data, contribute to nursing diagnosis, guide nursing actions, and contribute to the plan of care; and provide basic individualized, holistic, and culturally sensitive nursing care for patients across the lifespan in a variety of settings. They can implement a personal practice standard that adheres to the legal and ethical standards of the practical nurse as defined by the Minnesota Board of Nursing – Nurse Practice Act, NFLPN, and NAPNES. They value critical thinking, communication, diverse perspectives, technology and information literacy, and post-licensure continuing education as a way to build on previous knowledge and skills and increase competency.

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)</td>
<td>4</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition*</td>
<td></td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication*</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
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</table>

Math/Natural Sciences (Required)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>G125 Humanities</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G145 Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G201 Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G230 Introduction to Literature</td>
<td>4</td>
</tr>
</tbody>
</table>

Humanities (Select 2 courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>G125 Humanities</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G145 Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G201 Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G230 Introduction to Literature</td>
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</table>

Social Sciences (Both courses are required)

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<th>Number</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>G142 Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G148 General Psychology</td>
<td>4</td>
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Major and Core Courses

<table>
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<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>D132 Computer Applications and Business Systems Concepts</td>
<td>3</td>
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<tr>
<td></td>
<td>M120 Medical Terminology</td>
<td>4</td>
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<tr>
<td></td>
<td>MA241 Human Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>MA242 Human Anatomy and Physiology II</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>NU115 Comprehensive Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NU115L Comprehensive Pharmacology Lab</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>NU205 Human Nutrition</td>
<td>4</td>
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<tr>
<td></td>
<td>PN100 Nursing Foundations</td>
<td>6</td>
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<tr>
<td></td>
<td>PN115 Nursing I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>PN120 Psychosocial Nursing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PN125 Nursing II</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>PN130 Maternal – Child Nursing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PN135 Nursing III</td>
<td>6</td>
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<tr>
<td></td>
<td>PN140 Geriatric Nursing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PN145 Nursing Seminar</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Degree Credits 96*

* Students must complete those general education courses listed as required to graduate in this program (G124, G141, G142, G148, G215, and G233) or transfer in the equivalent. In addition, the student must complete two courses from the four listed Humanities electives (G125, G145, G201, and G230) or transfer in the equivalent. Credits accepted in transfer must meet the institution’s guidelines for transfer.

To graduate in the program, students must complete all required PN or MA coursework with a grade of C or better, achieve all required skill competencies, and satisfactorily complete all required clinical learning experiences.

This program is only available at the Moorhead site.

Applicants to this program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. Please see the application procedures for this program under Academic Information and College Policies.
INFORMATION SYSTEMS MANAGEMENT AAS DEGREE
NETWORK ADMINISTRATION • WEB PROGRAMMING • DATABASE ADMINISTRATION
COMPUTER INFORMATION TECHNOLOGY • IP TELEPHONY • NETWORKING SECURITY

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

Career Areas • Computer Support Specialist • Network System Administrator • Network Security Specialist
• Computer Application Support Specialist • Web Developer • Database Administrator

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. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and business and professional skills.

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 (Required course) 4
G141 Introduction to Communication 4
G227 Oral Communication 4

English Composition (Required course)

Humanities (Select 2 courses)

G125 Humanities 4
G145 Film Appreciation 4
G201 Creative Writing 4
G220 Writing About Literature 4
G224 Introduction to Critical Thinking 4
G225 Ethics 4
G230 Introduction to Literature 4
G238 Conversational Spanish 4

Math (Required course)

G233 College Algebra 4

Natural Sciences (Select 1 course)

G150 Structure and Function of the Human Body 4
G215 Introduction to Human Biology 4
G239 Introduction to Astronomy 4
G245 Introduction to Geology 4

Social Sciences (Select 2 courses)

G150 Structure and Function of the Human Body 4
G166 Human Geography 4
G148 General Psychology 4
G203 Microeconomics 4
G204 Macroeconomics 4
G242 American/U.S. National Government 4
G270 United States History: 1900 to the Present 4

Total Degree Credits 90*

Web Programming Specialization

Number Course Credits
N209 PHP/MySQL Administration 4
N210 JavaScript 3
W1011 Relational Databases 3
W114 Fundamentals of Programming 3
W116 Introduction to Web Design Software 3
W118 Introduction to HTML 3
W125 Introduction to Visual Basic 3
W201 Advanced Visual Basic 3
W210 Java I 3
W210 Perl/CGI 3
W222 Advanced Visual Basic 3
W290 Web Programming Capstone 2

Total Degree Credits 96*

This Degree Program is also offered online

Computer Information Technology Specialization

Number Course Credits
B218 E-Commerce 4
D1781 Excel 3
D187 Professional Presentations 3
D283 Access 3
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N290 Information Technology Capstone 2
S120 Word for Windows 3
W108 Introduction to Website Design 3

Elective Courses for Computer Information Technology

Group I: Information Technician Elective Group
N135 PC Hardware and Software I 3
N137 PC Hardware and Software II 3
N228 Microsoft Windows Server 3

Total Degree Credits 93*

Group II: Multimedia Web Elective Group
N111 Introduction to Computer Graphics 3
N113 Introduction to Multimedia Design 3
W208 Advanced Website Design 3

Total Degree Credits 93*

This Degree Program is also offered online

Database Administration Specialization

Number Course Credits
B220 Project Planning and Documentation 4
N136 Operating Systems Fundamentals 4
N209 PHP/MySQL Administration 4
N236 Database Security 4
N271 SQL Server Administration 3
N273 Business Intelligence Reporting 3
N290 Information Technology Capstone 2
W112 Relational Databases 3
W114 Fundamentals of Programming 3
W125 Introduction to Visual Basic 3

Total Degree Credits 90*

This Degree Program is also offered online

IP Telephony Specialization

Number Course Credits
B220 Project Planning and Documentation 4
N112 Project Planning and Documentation 4
N113 PC Hardware and Software II 3
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N164 Voice Over IP Fundamentals 3
N228 Microsoft Windows Server 3
N235 Cisco Networking Fundamentals and Routing 3
N264 IP Telephony 3
N265 Quality of Service (QoS) 3
N290 Information Technology Capstone 2

Total Degree Credits 90*

* 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.
MULTIMEDIA TECHNOLOGIES  AAS DEGREE
DIGITAL DESIGN AND ANIMATION • WEB DESIGN

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

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

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

**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>
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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**

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<thead>
<tr>
<th>Number</th>
<th>Course</th>
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</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>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G220</td>
<td>Writing About Literature</td>
<td>4</td>
</tr>
<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>G225</td>
<td>Ethics</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G238</td>
<td>Conversational Spanish</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

**Natural Sciences (Select 1 course)**

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

**Social Sciences (Select 2 courses)**

NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G146</td>
<td>Human Geography</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G203</td>
<td>Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>G204</td>
<td>Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>G242</td>
<td>American/U.S. National Government</td>
<td>4</td>
</tr>
<tr>
<td>G270</td>
<td>United States History: 1900 to the Present</td>
<td>4</td>
</tr>
</tbody>
</table>

**Major and Core Courses**

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

**Digital Design and Animation Specialization**

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

**Web Design Specialization**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM113</td>
<td>Networking and Internet Technologies</td>
<td>3</td>
</tr>
<tr>
<td>NM250</td>
<td>Dynamic Content Management</td>
<td>3</td>
</tr>
<tr>
<td>NM260</td>
<td>Server Side Scripting</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Degree Credits**

|        |                                                   | 95*     |

This Degree Program is also offered online

* 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 only available at the Fargo/Moorhead site.

**BUSINESS MANAGEMENT  BS DEGREE**

Internet Marketing  •  See School of Business on Page 14

**BUSINESS MANAGEMENT  AAS DEGREE**

Internet Marketing  •  See School of Business on Page 16
# SOFTWARE SYSTEMS DESIGN AAS DEGREE

**EMBEDDED SYSTEMS**

**Career Areas**
- Software Design Engineer
- Computer Programmer
- Embedded Systems Engineer

## Standard Length of Program
- **6 Quarters Full-Time**
- **9 Quarters Part-Time**

### Objective
Graduates of this program understand basic computer software and hardware concepts. They can design and implement computer programs, plan digital and software architecture, and evaluate programs to improve performance. They are also able to manage software design projects. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and business and professional skills.

## 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

### English Composition
- **English Composition (Required course)**
  - G124 English Composition | 4

### Communication
- **Communication (Select 1 course)**
  - G141 Introduction to Communication | 4
  - G227 Oral Communication | 4

### Humanities
- **Humanities (Select 2 courses)**
  - G125 Humanities | 4
  - G145 Film Appreciation | 4
  - G201 Creative Writing | 4
  - G220 Writing About Literature | 4
  - G224 Introduction to Critical Thinking | 4
  - G225 Ethics | 4
  - G230 Introduction to Literature | 4
  - G238 Conversational Spanish | 4

### Math (Required course)
- G233 College Algebra | 4

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

### Social Sciences (Select 2 courses)
- **NOTE**: Students who take Principles of Economics may not take Microeconomics or Macroeconomics
- G123 Principles of Economics | 4
- G142 Introduction to Sociology | 4
- G146 Human Geography | 4
- G148 General Psychology | 4
- G203 Macroeconomics | 4
- G204 Microeconomics | 4
- G242 American/U.S. National Government | 4
- G270 United States History: 1900 to the Present | 4

## General Education Courses

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<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>English Composition (Required course)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>G124 English Composition</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Communication (Select 1 course)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>G141 Introduction to Communication</td>
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</tr>
<tr>
<td></td>
<td>G227 Oral Communication</td>
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</tr>
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<td></td>
<td><strong>Humanities (Select 2 courses)</strong></td>
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</tr>
<tr>
<td></td>
<td>G125 Humanities</td>
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<tr>
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<td></td>
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</tr>
<tr>
<td></td>
<td>G203 Macroeconomics</td>
<td>4</td>
</tr>
<tr>
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<td>4</td>
</tr>
<tr>
<td></td>
<td>G242 American/U.S. National Government</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G270 United States History: 1900 to the Present</td>
<td>4</td>
</tr>
</tbody>
</table>

## Major and Core Courses

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

### Embedded Systems Specialization
<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SD100</td>
<td>Fundamentals of Computer-Integrated Electronics</td>
<td>3</td>
</tr>
<tr>
<td>SD110</td>
<td>Discrete Structures for Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>SD120</td>
<td>Software Quality Assurance</td>
<td>3</td>
</tr>
<tr>
<td>SD130</td>
<td>Microcontroller Embedded Systems</td>
<td>3</td>
</tr>
<tr>
<td>SD140</td>
<td>Mobile Application Development</td>
<td>3</td>
</tr>
<tr>
<td>SD200</td>
<td>Assembly Language Programming</td>
<td>3</td>
</tr>
<tr>
<td>SD210</td>
<td>Digital Circuit Design</td>
<td>3</td>
</tr>
<tr>
<td>SD220</td>
<td>Real-Time Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>SD225</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>SD230</td>
<td>Microcontroller Embedded Systems II</td>
<td>3</td>
</tr>
<tr>
<td>SD290</td>
<td>Software Systems Design Capstone</td>
<td>2</td>
</tr>
<tr>
<td>W114</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

## Total Degree Credits
<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>92</td>
</tr>
</tbody>
</table>

* 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.
COURSE DESCRIPTIONS

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 individual student’s ability to attain the necessary competencies may influence the number of clock hours necessary to complete an individual course. Prerequisites may be waived in unusual circumstances, but only with the consent of the instructor and approval of the Academic Dean or Campus Director.

Online-Only Courses

Courses designated with an asterisk (*) are generally offered only as online classes. Few if any residential sections of those courses will be scheduled as such in the future. It is recommended to check with your Campus Director or Dean for details.

Credit Definition

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

Clock Hour - Equal to 50 minutes of instruction.

How to read course descriptions

Course description numbers that fall below 100 are considered developmental courses. Course description numbers that range from 100-199 are considered entry level courses. Course description numbers that range from 200-299 are considered to be more advanced courses and may function as second-year courses or capstone courses. 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 - Business
D - Computers
EC - Early Childhood Education
ES - Exercise Science
F - Banking and Finance
G - General Education
HS - Human Services
J - Criminal Justice
LA - Law
LE - Law Enforcement
M - Medical/Allied Health
MA - Medical Assisting
ML, PB - Medical Laboratory Technician
MT - Massage Therapy
N - Network
NM - Multimedia
PL - Paralegal
PN - Practical Nursing
PT - Pharmacy Technician
R - Retail/Sales
S - Secretarial/Office Administration
ST - Surgical Technologies
W - Web Programming

A140 Financial Accounting I
40 hours, 4 credits
This course defines accounting objectives and their relationship to business. The student will be taught the fundamental principles of bookkeeping. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced. The course will emphasize valuing assets, including property, plant and equipment, inventory, and accounts receivable, and will address the classification of accounts, notes, payroll liabilities, and monthly adjustments.

Prerequisite: none

A141 Financial Accounting II
40 hours, 4 credits
This course is a further continuation of Financial Accounting I and will stress financial statement analysis for partnerships and corporations. It will also 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: Financial Accounting I

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: Financial Accounting I

A209 Income Tax
40 hours, 4 credits
Course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.

Prerequisite: Financial Accounting II

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

Prerequisite: Financial Accounting II

A280 Accounting Capstone*
20 hours, 2 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting associate’s degree program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, and inter-personal communication and class presentations.

Prerequisite: Offered last or second-to-last quarter for associate’s degree students.

A315 Government and Non 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: Financial Accounting II

A322 Risk Management for Accountants
40 hours, 4 credits
This course will cover topics such as culture and approach, identification, risk strategy, risk evaluation, enterprise risk management, audit functions, treatment, reporting, and decision making.

Prerequisites: Advanced Auditing Concepts and Standards, Managerial Accounting Theory and Practice

A330 Managerial Accounting
Theory and Practice
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: Financial Accounting II

A340 Advanced Auditing Concepts and Standards
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 risk, and internal control practices and a thorough study of Sarbanes Oxley and other relevant laws and regulations as they relate to publicly traded companies.

Prerequisite: Financial Accounting II

A343 Business 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, securities regulation contracts, and other areas of business law.

Prerequisite: Business Law

A360 Taxation of Individuals
40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business. Focus is on income, exclusions, deductions, exemptions, credits, property, gift, estate and tax decreases.

Prerequisite: Financial Accounting II

A370 Intermediate Financial Reporting I
40 hours, 4 credits
This course covers a review of accounting theory, its conceptual framework, and how to understand and analyze financial reports, including income statements, the statement of cash flows, and the balance sheet.

Prerequisite: Financial Accounting II

A375 Intermediate Financial Reporting II
40 hours, 4 credits
This course builds on Intermediate Financial Reporting I. Topics include stockholder’s equity, valuation of assets and liabilities, interpretation of financial statements, accounting changes and errors, and prior period adjustments.

Prerequisite: Intermediate Financial Reporting I

A380 Intermediate Financial Reporting III
40 hours, 4 credits
Intermediate Financial Reporting III focuses on topics in financial accounting measurement, including reporting of income taxes, accounting changes and correction of errors, revenue measurement, leases, pensions, cash flow, financial statement analysis, interim financial reports, and reporting for segments of a business enterprise.

Prerequisite: Intermediate Financial Reporting II

A406 Cost Accounting Principles and Applications
40 hours, 4 credits
This course provides a survey of the theory and application of cost accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control. Topics include how to identify, measure, and accumulate direct and indirect costs, how to apply burden, introduction to job costing systems, budgeting, cost-volume-profit relationships, and relevant costing.

Prerequisite: Financial Accounting II

A410 Advanced Federal Tax Theory
40 hours, 4 credits
This course provides advanced instruction in the tax laws as implemented by the Internal Revenue Services, addressing individuals, corporations, and partnerships.

Prerequisite: Taxation of Individuals

A416 Advanced Financial Accounting
40 hours, 4 credits
This course focuses on the importance of the operational functions in organizations today to include business combinations and the related financial accounting transactions necessary, segment reporting, output planning, international transaction accounting, foreign currency transactions, inventory control, scheduling, and quality control. An intertwining emphasis will be placed on quality and its impact in securing a strategic advantage for manufacturing and service entities.

Prerequisites: Advanced Principles of Financial Management

A420 Accounting Information Systems
40 hours, 4 credits
This advanced course that further develops an understanding of the elements, relationships, and issues associated with manual and computerized accounting information systems.

Prerequisite: Management of Information Systems

A425 Corporate Fraud Examination
40 hours, 4 credits
This course is a study of the internal audit principles, procedures and controls that are utilized to ensure accountability, responsibility and ethical operations within an organization.

Prerequisite: Advanced Auditing Concepts and Standards

Courses designated with an asterisk (*) are generally offered only as online classes.
A430 International Accounting 40 hours, 4 credits
This course includes a study of the international dimension of financial reporting and analysis. It provides students with an overview of the accounting practices of multinational enterprises and the preparation and presentation of financial statements in different countries. Topics covered include international corporate taxation, transfer pricing, foreign currency translation, financial disclosure, and international accounting harmonization.
Prerequisite: Advanced Financial Accounting
A490 Accounting Capstone II 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 study focuses on research, case analysis, inter-personal communication and class presentation. Students have the opportunity to participate in an optional internship/externship project.
Prerequisite: Intended for student’s last quarter
B007 Foundations of English I 40 hours, 4 credits
This course emphasizes grammar usage, basic punctuation, and sentence structure.
Prerequisite: Placement determined by placement test score
B098 Foundations of English II 40 hours, 4 credits
This course is a study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages.
Prerequisite: Placement determined by placement test score
B119 Customer Service 40 hours, 4 credits
This course covers the basic concepts of essential mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages.
Prerequisite: none
B146 Introduction to Entrepreneurship 40 hours, 4 credits
Students will learn the basic concepts of entrepreneurship. Through real life case studies, students will examine entrepreneurship as a means to executing against market opportunities. They will explore entrepreneurship for products and services across industries, sectors, markets, and regions. Students will also review the lifecycle of entrepreneurial business development.
Prerequisite: Introduction to Business
B165 Introduction to Human Resource Management 40 hours, 4 credits
This course is an introduction to the management and development of an organization’s human resource. It explores the importance of establishing or administrating the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interviewer techniques, motivation, safety, hiring, discipline, and employment guide lines.
Prerequisite: none
B216 Network Fundamentals for Business Professionals 40 hours, 3 credits
This course teaches the foundations of networks in a business context. The course covers Local Area Networks and Wide Area Networks and includes how communication is accomplished in those environments and how they are used to support business processes.
Pre-requisite: Computer Application and Business Systems Concepts
B218 E-Commerce 40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potential and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of e-commerce on customer relationships (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.
Prerequisite: Intended for student’s last quarter
B228 Search Engine Marketing* 40 hours, 4 credits
This course combines a unique mix of business, writing, and technical skills as students develop an understanding of the basics of search marketing, a search marketing program, and the steps involved in the execution and tracking of success. This course will assist students in understanding the complexities and similarities of online marketing vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating a quality marketing mix.
Prerequisite: E-Commerce
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: Financial Accounting I
B231 Web Media Marketing* 40 hours, 4 credits
This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations.
Prerequisite: E-Commerce
B232 Principles of Marketing 40 hours, 4 credits
This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include consumer buying behavior, business-to-business markets and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, interpersonal communications, and marketing role in electronic commerce.
Prerequisite: none
B233 Principles of Management 40 hours, 4 credits
Students enrolled in this course will develop management skills and insights by studying management practices.
Prerequisite: none
B244 Entrepreneurial Finance: Capitalization for the Entrepreneur 40 hours, 4 credits
Students will learn the ways in which entrepreneurial ventures are financed. They will explore how to raise both start-up and operating capital. Students will participate in a simulation designed to teach them the value of financial management and the practical use of tools such as profit and loss statements, balance sheets, income and cash flow statements.
Prerequisite: Principles of Finance
B249 Risk Management and Insurance* 40 hours, 4 credits
This course covers 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 risk, and selection of an appropriate management response, implementation, and review.
Prerequisite: Introduction to Human Resource Management
B250 Training and Development* 40 hours, 4 credits
This course is a study of training and development fundamentals including how training relates to Human Resource Management and Human Resource Development, how internal and external factors influence employee behavior, and the role of adult learning in training. Students will examine how training needs are determined, best practices in developing and implementing training programs, and how to evaluate training efforts.
Prerequisite: Introduction to Human Resource Management
B253 Principles of Advertising 40 hours, 4 credits
Theory, principles and functions of advertising, its role in our social and economic structure. Newspapers, magazines, radio and television area reviewed as advertising media
Prerequisite: Principles of Marketing
B267 Employment Law* 40 hours, 4 credits
Students will learn about effective compensation strategies and the importance of financial management and the practical use of tools such as profit and loss statements, balance sheets, income and cash flow statements.
Prerequisite: Introduction to Human Resource Management
B288 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 level. Students will examine the various methods used to identify market opportunities, to engage in market sizing, and to develop an understanding of the competition. Students will develop a basic product or service plan, which will include a detailed description of how the product or service will be designed, sourced or manufactured, and delivered to the client. Students will also examine the lifecycle of products and services once they are launched.
Prerequisite: Introduction to Entrepreneurship
B292 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
B340 Entrepreneurial Product and Service Planning 40 hours, 4 credits
Students will explore the ways in which products and services are developed. They will review the various methods used to identify market opportunities, to engage in market sizing, and to develop an understanding of the competition. Students will develop a basic product or service plan, which will include a detailed description of how the product or service will be designed, sourced or manufactured, and delivered to the client. Students will also examine the lifecycle of products and services once they are launched.
Prerequisite: Introduction to Entrepreneurship
B242 Multicultural Communications for Business* 40 hours, 4 credits
This course provides an introduction to the challenges a diverse workforce presents in today’s workplace. Specific areas of study will be coping with diverse communication styles, allowing for divergent approaches to task completion, negotiating different attitudes toward conflict, and resolution management and protocols for ensuring multicultural collaboration.
Prerequisite: none

Courses designated with an asterisk (*) are generally offered only as online classes.
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**B271 Professional Communication**
40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for use 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 if 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 skills for exemplar reps as well as discuss different assessment tools and skill building techniques. Further, this course will also examine Customer Relationship Management (CRM) principles specific to call routing applications.
Prerequisite: none

**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 while meeting budget margins critical to the overall success of the business. As such, this course will focus 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

**B380 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 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

**B323 Advanced Principles of Marketing**
40 hours, 4 credits
This course examines developing, designing, and implementing marketing programs, processes, and activities. Key areas of focus include capturing market insights, brand building strategies, market segmentation, and delivering and communicating value.
Prerequisite: Principles of Marketing

**B330 Advanced Principles of Financial Management**
40 hours, 4 credits
This course provides an introduction to advanced concepts and methods of financial management for organizations. Topics include an analysis of corporate finance, asset pricing, leverage, risk and return, short- and long-term investment decisions, business financial planning, working capital management, market structure, national financial, as well as other topics.
Prerequisite: Financial Accounting II

**B333 Principles of Management II**
40 hours, 4 credits
Through theory, self-analysis, and analysis of others, this course provides students with the knowledge, skills, and attitudes needed to become an effective manager. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating others; building and changing teams.
Prerequisite: Principles of Management

**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 integrating integrated management information systems.
Prerequisite: Computer Applications and Business Systems Concepts, Introduction to Business

**B352 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

**B353 E-Marketing**
40 hours, 4 credits
This course is designed to give students an in-depth understanding of e-Marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives. Key areas of focus include email marketing, social media, and online PR.
Prerequisite: E-Commerce

**B357 Marketing and Web Analytics**
40 hours, 4 credits
This course teaches the fundamentals of how to use web analytics concepts, tools, and techniques to harness the power of an organization’s website to create measurable business value, increase customer retention, and build customer loyalty.
Prerequisite: Search Engine Marketing, E-Commerce

**B360 Operations Management**
40 hours, 4 credits
In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations; purchasing and managing inventories; and producing goods or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: Introduction to Business

**B370 Organizational Behavior**
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, work team, individual and group dynamics, motivation, morale, and communication.
Prerequisite: Introduction to Business

**B371 Research and Report Writing**
40 hours, 4 credits
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methods, literature reviews, information literacy, and academic report writing.
Prerequisite: English Composition or Professional Communication

**B375 Advanced Human Resource Management**
40 hours, 4 credits
This course teaches students how to use statistics in each business discipline, including marketing, management, accounting, and finance.
Prerequisite: College Math course

**B422 Website Development for Business**
40 hours, 4 credits
This course teaches students the business strategies and techniques for website design and development. Key areas include usability studies, information architecture design, and working with information technology professionals to develop the website.
Prerequisites: Advanced Search Engine Marketing Strategies, Marketing and Web Analytics

**B428 Money and Banking**
40 hours, 4 credits
This course is an examination of the structure and operations of our monetary systems. In this course topics covered include the fundamentals of money and financial markets, commercial banking and its regulation.
Prerequisite: Principles of Economics or equivalent

**B433 Human Resources Recruitment and Selection**
40 hours, 4 credits
This course introduces students to the basic principles and techniques of staffing the workplace. Students will analyze theories and strategies utilized in staffing, planning, recruiting, and selection and performance assessment.
Prerequisite: Principles of Management

**B440 Managing a Diverse Workforce**
40 hours, 4 credits
This seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals within organizations, and they will critically analyze how these stereotypes affect people within the workplace. Students will also examine issues in conducting business and managing people within a global setting.
Prerequisite: Principles of Management

**B442 Advanced Search Engine Marketing Strategies**
40 hours, 4 credits
This course is designed to give students an in-depth understanding of search engine optimization and search engine marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives.
Prerequisite: Search Engine Marketing
B444 Statistics for Managers 40 hours, 4 credits
In this course students will utilize a statistical computer package, and examine applied statistical characteristics and applications in business situations.
Prerequisite: College Math course

B453 Compensation Administration 40 hours, 4 credits
This course addresses tangible and intangible compensation and the use of compensation to motivate and reward employee performance. The course also covers job analysis, job description, and job evaluation on the basis of compensable factors as well as designing an equitable pay structure. In addition, students analyze the influence of unions and government in determining the compensation of the labor force, including compensation of both hourly workers and managerial employees.
Prerequisite: Principles of Management

B460 Strategic Management 40 hours, 4 credits
This course is designed to integrate prior business courses through study, discussion, and creation of strategic management plans. Students will evaluate the key functions of organizations and integration of these functions to understand the best practices used to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.
Prerequisite: Introduction to Business

B461 Labor Relations Management 40 hours, 4 credits
This course deals with the relationship of labor unions and management, the fundamentals of collective bargaining and labor legislation. The structure and growth of unions as well as the relationships and problems that exist among private and public sector organizations, the labor force, and government are surveyed.
Prerequisite: Principles of Management

B474 Small Business Management I 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 business feasibility study, and start-up of the business, successful management and options for successful management. Students will prepare a sample business plan.
Prerequisite: Principles of Management

B491 Legal and Ethical Environment of Business 40 hours, 4 credits
This course presents an overview of the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.
Prerequisite: none

B492 Contemporary Leadership Challenges 40 hours, 4 credits
This seminar course examines current issues within the management field. This course is highly interactive in that opportunities for the students and faculty are actively engaged in researching, presenting, and discussing course materials. 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

B498 Management Capstone* 30 hours, 3 credits
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, interpreting, 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.

D132 Computer Applications and Business Systems Concepts 40 hours, 3 credits
This course teaches students basic to advanced computer concepts and skills, including creating and modifying Word documents, designing databases, spreadsheet creation and analysis, using the Internet and e-commerce tools, and creating presentations with enhanced features and web tools.
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 the 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 Applications and Business Systems Concepts

D187 Professional Presentations 40 hours, 3 credits
This course is designed to incorporate two Microsoft Office presentation programs into a single, powerful tool that can be used to create Professional Presentations. Students will learn to use PowerPoint and Publisher as partners in creating multidimensional presentations.
Prerequisite: Computer Applications and Business Systems Concepts

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: Financial 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 Applications and Business Systems Concepts

E150 Success Strategies 40 hours, 4 credits
This course is designed to enable students to develop positive skills that ensure success in the college setting and workplace. Specific topics in learning and study skills will assist 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
This 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.
Prerequisite: none

E510 Introduction to Exercise Science 40 hours, 3 credits
This course introduces students to the field of exercise science. It covers subfields of exercise science, including physiological responses to exercise, nutrition, and biomechanics. Students will learn the field’s history, philosophy, and current trends and issues. Career paths and professional organizations will also be discussed. Students will become CPR-certified.
Prerequisite: none

E5110 Fitness Theory and Assessment 40 hours, 3 credits
This course covers the theory and practice of fitness assessment, exercise prescription, and program design. Students will learn the professional standards behind fitness assessment and prescription. The stages necessary to design and implement a client’s fitness and exercise program will also be covered.
Prerequisite: Introduction to Exercise Science, Human Anatomy and Physiology

ES200 Exercise Physiology 40 hours, 4 credits
This course examines the human physiological response to exercise. The topics covered include nutrition, exercise’s effects on the neuromuscular, cardiovascular, and respiratory systems, and the exercise physiology of selected populations. The effects of acute and chronic exercise will be explored.
Prerequisite: Kinesiology I

ES205 Nutrition for Exercise Science 40 hours, 4 credits
This course provides an advanced study of nutrition’s relationship to exercise and physical health. Students will explore nutritional requirements for people with specific health concerns or dietary requirements. Students will learn approaches to developing nutrition and food-preparation recommendations for clients interested in maintaining or losing weight.
Prerequisite: Nutrition and Diet Therapy

ES210 Biomechanics 40 hours, 4 credits
Introduces students to scientific concepts on the natural physical laws that will then be applied to human movement in exercise and sport skills.
Prerequisite: Kinesiology I

ES220 Resistance Training Techniques 40 hours, 3 credits
This course will introduce students to programs for building strength and endurance. Students will begin with the essentials of safe and effective training programs. They will explore conditioning techniques in a laboratory setting.
Prerequisite: Fitness Theory and Assessment

ES235 Group Fitness 40 hours, 3 credits
This course is designed to provide theoretical knowledge and practical skills in preparation for a national certification in group fitness instruction. Topics include guidelines for instructing safe, effective, and purposeful exercise, essentials of the instructor-participant relationship, the principles of motivation to encourage adherence in the group fitness setting, effective instructor-to-participant communication techniques, methods for enhancing group leadership, and the group fitness instructor’s professional role.
Prerequisite: Fitness Theory and Assessment

ES240 Exercise for Special Populations 40 hours, 3 credits
A continuation of Fitness Theory and Assessment, this course introduces students to the considerations involved in developing exercise programs for special populations. The benefits and risks of physical activity for various populations will be addressed. Students will learn to assess members of special populations and develop appropriate fitness plans.
Prerequisite: Fitness Theory and Assessment

ES280 Exercise Science Capstone 60 hours, 4 credits
This course is designed to help students integrate the information and skills learned in the Exercise Science program. Students will complete a capstone project at a fitness center that incorporates fitness assessment, exercise prescription, nutrition recommendation, and training techniques.
Prerequisite: Completion of all other Exercise Science Core courses.

F108 Financial Markets and Institutions 40 hours, 4 credits
This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.
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 perspective 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 the fundamentals of home ownership and housing, and the role of government in mortgage lending, and residential real estate as an investment.
Prerequisite: Introduction to Banking

Courses designated with an asterisk (*) are generally offered only as online classes.
G145 Film Appreciation 40 hours, 4 credits
An introduction to film as an art form, emphasizing a study of the aesthetic and production elements of the medium, including narrative genres, directorial style, cinematography, acting, and editing.
Prerequisite: none

G146 Human Geography 40 hours, 4 credits
A systematic or regional introduction to the basic concepts of human geography, including the causes and consequences of the uneven distribution of human activity.
Prerequisite: none

G148 General Psychology 40 hours, 4 credits
A survey of the study of human and animal behavior with emphasis on the scientific nature of contemporary psychological investigation. Topics may include the biology of behavior, sensation and perception, learning, memory, cognition, motivation, emotion, life-span development of behavior, personality, abnormal behavior and its therapies, social behavior and individual differences.
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, poetry, plays and non-fiction. Works by students and others will be critiqued. Students will also develop editing skills so that each writer can improve his/her work. Students will compose a minimum of 6000 words over the course of the program.
Prerequisite: Passing grade in Foundations of English II or placement determined by STEP assessment score.

G203 Microeconomics 40 hours, 4 credits
Introduction to national income theories, price theories and behavior of the firm under various economic conditions. Includes the economic roles of business, government and households; economic fluctuations and growth; money and banking; and international economics.
Prerequisite: none

G210 Introduction to Sociology 40 hours, 4 credits
A study of society, including the roles, interactions and cultural patterns that organize everyday life. Includes the analysis of social conflict, the structure and function of institutions, the dynamics of individual and group interactions, social stratification and interactions among diverse groups of people.
Prerequisite: none

G220 Writing About Literature 40 hours, 4 credits
This course is designed to expose the student to both a variety of literary forms and important literary topics such as symbolism, myth, and character. Utilizing writing as a major mode of thinking, continued emphasis is placed on construction and composition, including word usage, grammar and sentence analysis. A documented research paper is required.
Prerequisite: English Composition

G224 Introduction to Critical Thinking 40 hours, 4 credits
Study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional, language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.
Prerequisite: English Composition

G225 Ethics 40 hours, 4 credits
This course is designed as a study of ethical practices and principles and its relationship to personal and social morality. Emphasis is placed on the application of ethical theories to problems faced in business and society.
Prerequisite: none

G227 Oral Communication 40 hours, 4 credits
The oral communication course: (1) develops the student’s oral communication skills for improving their ability to communicate in personal, social and professional contexts. (2) develops 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.

G239 Introduction to Astronomy 40 hours, 4 credits
Examines astronomical phenomena and concepts, including the solar system, stars and galaxies, planetary motion, atoms and radiation, and the origin and evolution of the universe.
Prerequisite: none

G242 American/ U.S. National Government 40 hours, 4 credits
An introduction to the organization and function of the U.S. national government. Includes the U.S. Constitution; the federal system; political behavior; executive, legislative, and judicial powers; and public policy.
Prerequisite: none

G245 Introduction to Geology 40 hours, 4 credits
Examines basic geologic principles from a physical or historical perspective. Includes such topics as the formation of rocks and minerals; internal and external processes modifying the earth’s surface and phenomena; and the evolutionary history of the earth, including its life forms, oceans and atmosphere.
Prerequisite: none

G270 United States History: 1900 to the Present 40 hours, 4 credits
Political, social, and economic history of the United States, including the origins and development of its peoples and cultures to the present.
Prerequisite: none

G324 Advanced Composition 40 hours, 4 credits
This advanced writing course is intended to help students further develop and refine their writing, researching, and analytical skills, through the application of these skills to various rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their views in an organized, unified, and coherent manner to diverse audiences.
Prerequisite: English Composition

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 values 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, 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 people visually gather, process, and interpret information presented through media sources.
Prerequisite: none

G333 American Religious History
40 hours, 4 credits
A survey of the contribution of religion to American culture, including the differences between rural and urban society, the development of religious freedom and the rise of a “secular religion.”
Examines the emergence of new forms of belief and practice and the variety of religious issues confronting American society today.
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 of literature which distinguish works from different cultures. Students will respond to texts critically in discussion and essays, as well as through research and critical evaluation of literary topics, authors, etc.
Prerequisite: English Composition

G346 Physical Geography
40 hours, 4 credits
This course presents a study of the development and distribution of landforms, climates, minerals, soils and water resources. Interrelationships between the physical environment and regional patterns formed by these elements are analyzed against man’s utilization of them.
Prerequisite: none

G350 Conservation of Resources
40 hours, 4 credits
The purpose of this course is to provide students with important principles of ecology and resource management. Emphasis will be on local, national, and global environment problems and possible solutions to these problems.
Prerequisite: none

G355 Geography of the United States and Canada
40 hours, 4 credits
This course presents a comprehensive study of the physical, economic, and social character of the geographic regions of the U.S. and Canada and their significance in the economic and political affairs of the world.
Prerequisite: none

G360 Contemporary World Religions
40 hours, 4 credits
This course explores the unity and diversity of religious traditions in a global context in order to understand the mutual interactions between religions and cultures. Emphasis is placed on the role of religion in shaping human values which can either create or resolve social conflicts, and the impact these values can have on issues of race, ethnicity and religious diversity in a multicultural world.
Prerequisite: none

G365 Social Problems
40 hours, 4 credits
This course is designed to acquaint students with the causes, consequences and solutions surrounding current social problems in the US. Issues such as crime, poverty, prejudice and discrimination, pollution and environmental despoliation, drug abuse, mental illness and others will be explored.
Prerequisite: Introduction to Sociology

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 concern in many of our lives. Consequently, this course will explore the ways in which popular culture has represented 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 of 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

G420 Studies in American Literature and Culture
40 hours, 4 credits
A variable topics course examining issues, movements, forms or themes that cross traditional period boundaries. Topics may include the city and the country in American fiction, Southern masculinity, reading and literacy in America, representations of class and religion in American literature, the body and technology, American regionalism, the Pragmatist tradition, and the nature and eco-criticism in American letters.
Prerequisite: Introduction to Literature

G425 Work and Family
40 hours, 4 credits
This course focuses on the overlapping worlds of work and family. It examines both the nature of the links that exist between the two major social institutions as well as the issues and problems that result from the combination of individual’s work and family responsibilities. An emphasis is placed on female labor force participation.
Prerequisite: none

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 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, sexuality/ sexual orientation, ability, and other factors. Students will study the effects of exclusionary 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 examples of the most common critical-theoretical approaches to the primary texts they will study in this class.
Prerequisite: English Composition

G440 Political Thought
40 hours, 4 credits
The aim of this course is to understand and appreciate some important authors and traditions of political thought. The course will cover such topics as authority, consent, freedom, and obligation.
Prerequisite: none

H200 US Healthcare Systems
40 hours, 4 credits
This course provides an overview of the United States healthcare system. The history of the evolution of health care will be explored, along with the role of local, state, and federal government in healthcare delivery. An introduction to a variety of provider models and service delivery systems found in both private and public healthcare facilities will be covered, including different types of healthcare facilities. The influence of reimbursement methodologies and finance on healthcare delivery will be explored.
Prerequisite: none

H210 Marketing and Communication in Healthcare
40 hours, 4 credits
This course is an introduction to marketing concepts and how they are applied in the healthcare industry. Topics include consumer buying behavior, business-to-business markets, market research techniques, pricing concepts, marketing channels, and promotional strategies and techniques.
Prerequisite: none

H300 Introduction to Healthcare Administration
40 hours, 4 credits
This course provides an exploration of the administrative principles and practices within healthcare organizations. Emphasis is placed on organization, structure, and operation of healthcare facilities. Management principles will be applied to case studies of healthcare industry scenarios.
Prerequisite: US Healthcare Systems

H310 Foundations of Managed Care
40 hours, 4 credits
In this course, students will analyze controversial issues surrounding the managed-care delivery system, focusing on theory and the foundational concepts of managed care.
Prerequisite: Introduction to Healthcare Administration

H410 Financial Management of Healthcare Organizations
40 hours, 4 credits
This course focuses on healthcare finances, assets, cost concepts, capital budgeting, and general principles of accounting applied in the healthcare environment. Students will discuss the development and management of department budgets, and the common sources of healthcare revenues and expenses.
Prerequisites: Introduction to Healthcare Administration, Financial Accounting II

H330 Quality Improvement in Healthcare
40 hours, 4 credits
This course examines methods for assuring quality in health care and the statistical applications of measuring outcomes. There will be an emphasis on performance improvement and the relationship between healthcare quality, organizational performance, and the role of governing and accreditation bodies in healthcare organizations. Common methods and trends in quality improvement will be explored.
Prerequisite: Introduction to Healthcare Administration

H340 Regulation and Compliance in Healthcare
40 hours, 4 credits
This course is an exploration of the many entities that regulate healthcare delivery, from local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of health care as a business is explored.
Prerequisite: Introduction to Healthcare Administration

H350 Healthcare Statistics
40 hours, 4 credits
Students will discuss and apply the common terms, formulae, and computations used in healthcare statistics through effective data collection, interpretation of information, and the display of data.
Prerequisite: Introduction to Healthcare Administration

H360 Health Care Planning and Policy Management
40 hours, 4 credits
This course provides a study of current healthcare policy issues. Students will evaluate the U.S. healthcare system and the politics that drive policy and planning of healthcare delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic theory, trends, and the future of health care will be explored.
Prerequisite: Introduction to Healthcare Administration

H400 Healthcare Information Systems
40 hours, 4 credits
This course focuses on the use of health care management information systems in clinical and non-clinical applications, including pathology, radiology, physiology, and financial management.
Prerequisite: Computer Applications and Business Systems Concepts

H410 Healthcare Operations Management
40 hours, 4 credits
In this course students examine the operations function of managing people, information technology, materials, and facilities in the healthcare industry.
Prerequisite: Principles of Management

H420 Advanced Healthcare Law and Ethics
40 hours, 4 credits
This course explores ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical problems in the health-care field.
Prerequisite: Medical Law and Ethics

H430 Epidemiology
40 hours, 4 credits
This course examines the patterns and causes of disease in populations, how diseases are documented, and how to analyze the data to understand disease causes.
Prerequisite: none

H440 International Healthcare
40 hours, 4 credits
In this course, students will compare and contrast foreign healthcare services and systems, focusing on cultural, geographic, environmental, economic and political factors.
Prerequisite: Introduction to Healthcare Administration

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

H490 Healthcare Management Capstone 30 hours, 3 credits
This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare management concepts via completion of a Capstone project approved by the instructor. Students have the opportunity to participate in an optional internship/workship experience.
Prerequisites: Students must be enrolled in the Healthcare Management BS Degree program and in their last or second-to-last quarter

H510 Introduction to Human Services 40 hours, 4 credits
Introduction to Human Services exposes the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how current economics shape programs. Human service intervention strategies utilized in daily practice are examined along with strengths and challenges in the workplace. Comparisons of human services systems from a variety of countries will also be examined.
Prerequisite: none

H511 Cultural Diversity in Human Services 40 hours, 4 credits
This course will examine diversity in many communities and the cross-cultural service delivery available in those communities. Specific client populations will be explored, with an understanding of what cultural, physical, and mental diversity is and why it is important. Special attention will be paid to working with people of both mental and physical disabilities. Those disabilities include, but are not limited to, mental retardation, autism, and Asperger’s Syndrome.
Prerequisite: Introduction to Human Services

H515 Introductory Strategies to Crisis Intervention 40 hours, 4 credits
This course sets the foundation for students to develop the morals, ethics, and attitude necessary to strategically help those in crisis situations. The values and ethics intrinsic to the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function as change agents and must therefore attain and develop a core of intervention-knowledge, theory, and skills to effectively deal with people in crisis. The ability to create genuine and empathetic relationships with others is critical to those entering the human services field. Intervention strategies are also explored.
Prerequisite: Introduction to Human Services

H520 Organization and Leadership in Human Services 40 hours, 4 credits
Working and managing within a human services organization takes high morals, standards, and ethics. Through this course, students will consider the complex reality of morals and ethical dilemmas in navigating and managing within the human service industry. Students will learn decision-making techniques to identify the necessary components for an ethical reasoning process. In order to have a strong foundation of practice, students will learn to how to build a strong ethical organization through culture, climate, and structure.
Prerequisite: Case Management, Counseling Clients

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.
Prerequisites: Introduction to Criminal Justice, Introduction to Human Services

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

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 techniques for communicating in the legal system, the sub-systems and how they interrelate. Students are introduced to various legal concepts especially the structure and operation of America’s court systems.
Prerequisite: Criminal Law and Procedures

J200 Domestic Violence 40 hours, 4 credits
This course examines violence in the family; social and legal relations within families; theories and solutions to 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 or Introduction to Human Services

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, jail, group homes, in-patient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse clients including juveniles and adults, men and women, and people from various cultures.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

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

J222 Practical Psychology for Law Enforcement* 40 hours, 4 credits
Students will examine how principles of psychology relate to law-enforcement work. They will explore fundamental concepts from a policing perspective, focusing on the real-world effects these principles produce on peace 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 psychological and physiological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisite: Introduction to Criminal Justice

J226 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
J30 Terrorism*
40 hours, 4 credits
Students in this course will receive an in-depth overview of terrorism, both domestic and international. This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists’ perceptions and motivations. The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.
Prerequisite: Introduction to Criminal Justice

J245 Security Challenges* 40 hours, 4 credits
This course is an examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated 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
The course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse, treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as “club drugs,” inhalants, herbal stimulants, and designer drugs will also be discussed.
Prerequisite: Introduction to Criminal Justice

J255 Ethics in Criminal Justice 40 hours, 4 credits
This course provides a strong theoretical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of ethical questions arising in criminal justice, but also of how sound moral decisions are made in response to them.
Prerequisite: Introduction to Criminal Justice

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 behavioral by crime type and criminal profile. Crimes such as stalking, arson, murder, and sexual assault will be examined through case files to enhance investigative methods. Students will analyze psychological profiles and behavior patterns.
Prerequisite: Criminology

J315 Criminal Law and Procedures II 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 I

J320 Criminal Investigations 40 hours, 4 credits
Students will learn to conduct full criminal investigations. They will examine various techniques, methods, and processes for interviewing and interrogating crime suspects and witnesses. They will also explore techniques for conducting investigations with special populations.
Prerequisite: Criminal Law and Procedures I

J325 Criminal Evidence 40 hours, 4 credits
This course will familiarize 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: Criminal Law and Procedures I

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

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 rise of female criminality and criminal justice professions 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, and 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.
Prerequisites: Juvenile Justice, Domestic Violence

J350 Cultural Diversity and Justice 40 hours, 4 credits
This course will examine the true picture and statistics of minority representation 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 comprehensive examination of unbiased racial and ethnic theories, 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

J360 Statistics in Criminal Justice 40 hours, 4 credits
Students will learn to interpret research data on issues in criminal justice. They will explore fundamentals of statistical analysis through statistical tools typically used in criminal justice. They will apply statistical analysis using UCR and NCVS data sets.
Prerequisite: Introduction to 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

J370 Emergency Management 40 hours, 4 credits
This course will explore 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 to disasters in the public will be explored.
Prerequisites: 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, programmatic, 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 deviation.
Prerequisite: Introduction to Corrections, Policing in America, Research Methods in Criminal Justice

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.
Prerequisite: 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 community corrections 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 and in courts, as well as in 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
Students will examine the special populations of offenders in the criminal justice system. The experience of women, minorities, the physically and mentally challenged, the elderly, and the socioeconomically deprived in all parts of the criminal justice system will be explored. Students will analyze programs, policies, and case studies relating to 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

J471 Fieldwork in Criminal Justice I 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
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.
Pre-requisite: Contemporary Issues in Criminal Justice Capstone

LE200 Traffic Enforcement
40 hours, 3 credits
Students will learn the skills for legal, effective, and safe traffic enforcement on city streets and major thoroughfares. They will examine implications of traffic codes and relevant court decisions through practical application. They will explore criminal and drug interdiction strategies through effective traffic enforcement, and special considerations in impaired driver enforcement. They will learn to operate enforcement tools such as speed detection devices and alcohol sensory equipment. Students will examine the writing and articulation of enforcement decisions, and potential court outomes of enforcement actions.
Pre-requisites: Ethics in Criminal Justice, Practical Psychology for Law Enforcement

LE211 Firearms I
40 hours, 2 credits
Students will learn the fundamental principles of marksmanship for firearms competency, and will progress to police-specific skills needed for proficiency in firearms use. They will practice the care and maintenance of firearms.
Pre-requisites: Ethics in Criminal Justice, Practical Psychology for Law Enforcement

LE212 Firearms II
40 hours, 2 credits
Students will build upon fundamental principles of marksmanship to gain firearms skills unique to law enforcement and other professions. They will examine considerations related to use of force and deadly force, focusing on decision-making in force levels and articulation of force decisions. They will implement tactical considerations throughout training, including combat firearms skills and mental preparation for use of deadly force. Students will experience scenario-based and simulation training to help them synthesize shooting skills with proper use-of-force decisions in real-time situations.
Pre-requisite: Firearms I

LE221 Defensive Tactics I
40 hours, 2 credits
Students will learn fundamental fighting principles, including technical and psychological aspects of physical combat. They will use tactical positioning, command presence, verbalization skills, and interpretation of body language in confrontational situations. Compliance and control techniques will be taught, ranging from empty-hand techniques, ground defense, and weapon retention to application of common police officer tools such as handcuffs, chemicals, batons, and electronic control devices. They will explore concepts of physical fitness and mental survival.
Pre-requisites: Ethics in Criminal Justice, Practical Psychology for Law Enforcement

LE222 Defensive Tactics II
40 hours, 2 credits
Students will build on fundamental police defensive tactics to synthesize physical knowledge with use-of-force decision-making. They will learn decision-making skills in ambiguous use-of-force incidents, demonstrating their ability to assess situations, respond appropriately, apply reasoning, and articulate their reasoning. They will use practical application exercises and scenario-based training to maximize training effects.
Pre-requisite: Defensive Tactics I

LE230 Police Investigation Process
60 hours, 3 credits
Students will examine the investigation processes for crime scenes and crashes. They will explore issues of scene security, evidence collection, handling, and processing, and documentation. They will discuss legal issues of crime scene processing, and review basic investigation and reporting forms and the reporting requirements established by statute and policy.
Pre-requisites: Ethics in Criminal Justice, Practical Psychology for Law Enforcement

LE240 Minnesota Traffic Code
20 hours, 2 credits
Students will explore motor vehicle laws and statutes related to traffic enforcement in Minnesota. They will examine rules pertaining to driving, equipment, motor vehicle insurance, and driver licensing. They will identify unique circumstances and vehicles in traffic law, including commercial vehicles and vehicles of husbandry, boats, and all-terrain vehicles. Students will also review alcohol and drugs impairments to driving, and enforcement of related laws.
Pre-requisite: Introduction to Criminal Justice or enrolled in certificate

LE245 Minnesota Criminal Code
20 hours, 2 credits
Students will examine Minnesota criminal code and related statutes to gain a thorough understanding of peace officer responsibilities under Minnesota law. They will review specific Minnesota crimes and their elements, levels of offense, and the proper handling of suspects involved in various crimes. Charging, defenses, and sentencing will also be explored.
Pre-requisite: none

LE280 Patrol Practicals with Pursuit Driving
80 hours, 4 credits
Students will synthesize learning from all areas of training. They will respond to realistic calls for service and apply their knowledge of law enforcement to achieve resolution of a variety of common policing scenarios. They will discuss fire arson, and explosives response. They will learn principles of good judgment and decision-making, and will articulate their enforcement choices and the legal implications of each. Students will also learn fundamental driving principles for routine and high-speed pursuit driving, and will apply these principles in laboratory exercises. They will discuss the legal and policy aspects of police pursuits and effective call response.
Pre-requisites: Ethics in Criminal Justice, Practical Psychology for Law Enforcement

LE290 Law Enforcement Capstone
20 hours, 2 credits
Students will examine the future of law enforcement by reviewing the topical areas of law enforcement required for success in the field. They will discuss current employment opportunities, certification requirements, and application and hiring processes. They will review specialty areas for successful certification and licensing, and discuss the potential ethical, legal, social, and political ramifications for the future.
Pre-requisites: Students must be enrolled in the Law Enforcement program and in their last or second to last quarter.

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.
Pre-requisite: none

M130 Medical Writing, Style and Grammar
30 hours, 3 credits
A focused look at English grammar, punctuation and sentence structure that will lead to accurate and appropriate medical documents being transcribed or dictated. Common English language nuances in medical transcription are explored, as well as correct use of number formatting, capitalization and abbreviations. Alive words will be studied and practiced in a medical terminology review will be mandatory.
Pre-requisite: none

M140 Basic ICD-9-CM Coding
40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in coding in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.
Pre-requisite: Medical Terminology, Pathology I (preferred) or corequisite

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.
Pre-requisite: Basic ICD-9-CM Coding

M41 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.
Pre-requisite: 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, filling 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.
Pre-requisite: Medical Terminology

CM21 Quality Analysis and Management
40 hours, 4 credits
This course covers quality improvement methodologies used in acute and long term care, and the quality issues of health information services. This course includes data collection and compilation of health care statistics.
Pre-requisite: Introduction to Health Information Management

CM22 Management of Health Information Services
40 hours, 4 credits
The study of management, supervision, and human resource principles with application to health information services departments in various health care settings. Students will learn how to measure and manage productivity of HIM staff and explore the HIM management role in relation to other hospital departments.
Pre-requisite: Introduction to Health Information Management (or co-requisite)
MA229 Healthcare Information Technologies 40 hours, 4 credits This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.

Prerequisites: Introduction to Health Information Management, Computer Information Systems

MA230 Medical Law and Ethics 40 hours, 4 credits A study of the United States 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. This course will include a project that is specific to the student’s program of study.

Prerequisite: Medical Terminology, Human Anatomy and Physiology I

MA110 Clinical Skills I 60 hours, 4 credits This in-course students will begin their study of the essential and basic core of back-office medical assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill-development and performance objectives.

Prerequisites: Medical Terminology, Human Anatomy and Physiology I

MA135 Pharmacology for the Allied Health Professional 40 hours, 4 credits Students in this course will learn the pharmacology concepts necessary for a variety of allied-health programs. They will study drugs according to their therapeutic applications. They will examine pertinent physiology and related diseases before discussing the pharmacology of the drug. Students will also learn basic regulations that apply to drugs.

Prerequisites: Medical Terminology, Human Anatomy and Physiology I, or Structure and Function of the Human Body

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

Prerequisite: Clinical Skills I

MA218 Introduction to Microbiology 70 hours, 5 credits This course provides an introduction to microbiology, that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism, requirements for growth, genetics, mutations, and biotechnology. A survey of viruses, bacteria, fungi, algae, protozoa and rhizobacteria, interactions with and impact of microorganisms, and infection control.

Prerequisite: none

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

Prerequisites: Medical Skills I
Courses designated with an asterisk (*) are generally offered only as online classes.

**Course Descriptions**

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

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

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

**ML292 Clinical Practicum II**
360 hours, 5 credits
Students will continue in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate.
Prerequisite: Clinical Practicum I

**N112 PC Hardware and Software I**
40 hours, 3 credits
This course is a continuation of PC Hardware and Software I. The topics covered include: computer components, the relationship between computer hardware and software, the installation, support, and troubleshooting of system boards, memory, 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**
40 hours, 3 credits
This course is the second course in the PC Hardware and Software series. Topics covered include: computer operating systems, Windows XP Pro and Vista, software utilities, viruses, firewalls, and Internet and printing. Students will receive hands-on experience building complete, working computers. The course will also introduce the concepts of network infrastructure and security.
Prerequisite: N112 PC Hardware and Software I

**N117 Microsoft Windows Workstations**
40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support 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 Certified Technology Specialist Exam.
Prerequisite: PC Hardware and Software I

**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 and how communications are accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cable and wireless. Students will learn basic-troubleshooting of a network and how to maintain it. 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 CompTIA Networking+ certification exam.
Prerequisite: PC Hardware and Software II

**N136 Operating Systems Fundamentals**
60 hours, 4 credits
Students are introduced to the principles of various types of microcomputer operating systems. Topics include system resources, memory management, processor management, user interface and operating system functions especially related to database resource management. Emphasis is placed on how the user, hardware, and software interface with the operating system.
Prerequisite: none

**N137 Programming I**
60 hours, 4 credits
This course is designed to teach the student C++ programming utilizing object-oriented terminology. C++ expressions, decisions, and loops within the C++ realm are explored and practiced. This first course in a two course sequence ends with the C++ language introduction. Additional time is spent on templates and the use of C++ standards. This course helps prepare students to take the CompTIA Programming+ certification exam.
Prerequisite: none

**N138 Game Preproduction**
40 hours, 4 credits
This course has been designed to teach you the fundamental philosophies of game design and apply them in a hands-on manner using a step-by-step process that develops problem solving strategies. The techniques taught in this course exist to provide the practical resources needed to build a firm understanding of game development from a production standpoint. In addition, the information this course provides is a grounded study for any real life application where inspiration must combine with practical knowledge and application to create a marketable product.
Prerequisite: none

**N139 UML and Design Theory I**
40 hours, 4 credits
The goal of this course is to study the design process for digital games as it pertains to social and structural issues within games and gameplaying behavior. The course covers many topics, including social and cultural elements of games, games as a global commodity, games as instigators for technical innovation, and emerging gaming areas such as mobile games.
Prerequisite: none

**N141 Networking Security**
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 data. 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 materials. Further, this course helps prepare students to take the CompTIA Security+ certification exam.
Prerequisite: Networking Fundamentals

**N164 Voice Over IP Fundamentals**
40 hours, 3 credits
This course has been designed 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 signaling that is done with VoIP and learn about the configuration issues when switching over to VoIP System.
Prerequisite: Networking Fundamentals

**N170 Math for Game and Simulation Production I**
40 hours, 4 credits
This course has been designed to teach concepts in linear algebra. The course covers linear equations and matrices, and how these can be applied in various situations. In addition, topics will include determinants, vectors in the plane, and how to calculate cross determinants.
Prerequisite: College Algebra

**N205 Platform Design and Hardware Computer Interaction**
60 hours, 4 credits
This course provides students with the knowledge and skills necessary to install and configure Windows Servers and perform post-installation of day-to-day administrative tasks. The course gives the student the background needed to provide technical support for Windows Servers. Students will also learn the differences inherent between Public Switched Telephone Networks (PSTN) and VoIP systems. They will discover the signaling that is done with VoIP and learn about the configuration issues when switching over to VoIP System.
Prerequisite: College Algebra

**N206 Data Structures**
60 hours, 4 credits
This course is designed to introduce students to data structures using C++. Topics to be covered include lists, stacks, and queues. In addition, additional time is spent on templates and algorithmic analysis as it relates to recursion.
Prerequisite: Programming I

**N207 Programming II**
60 hours, 4 credits
This course is a continuation of Programming I. Topics that will be covered in this course include design analysis, inheritance, and the use of templates in programming. Input/output issues are discussed, along with advanced topics in C++ programming and a brief look at how C++ can start to be used in game programs.
Prerequisite: Programming I

**N208 Linux Administration**
40 hours, 3 credits
This course is designed to introduce the Linux operating system. The students will learn to install, configure, maintain, administer, and use programming features of the Linux operating system. Students will learn how to download and install source application from the Internet, run Windows emulation, and apply Linux in the enterprise network environment. This course uses a combination of reading, lecture, Internet-based research, and lab work to reinforce the course materials. Further, this course helps students to take the CompTIA Linux+ certification exam.
Prerequisite: Computer Hardware and Software II

**N209 PHP/MySQL Administration**
60 hours, 4 credits
This course introduces students to fundamental areas of two widely used Web application database tools, PHP and MySQL for implementing and managing database-driven websites. Topics will include PHP scripting and advanced administration of MySQL database applications to be utilized through the Internet.
Prerequisite: SQL Server Administration

**N226 Windows Active Directory**
40 hours, 3 credits
The course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, set up, configure, utilize, maintain and troubleshoot Windows Active Directory.
Prerequisite: Desktop Support I

**N228 Microsoft Windows Server**
40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows Server. Students will learn to install, set up, configure, utilize, maintain and troubleshoot Windows Active Directory.
Prerequisite: Desktop Support I

**N324 Microsoft Exchange Server**
40 hours, 3 credits
This course provides students with a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real-world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Windows Active Directory
N235 Cisco Networking Fundamentals and Routing* 40 hours, 3 credits
This course will introduce students to the Cisco CCENT/CCNA certification exams and develop the fundamentals and real-world experience needed to succeed in the field of networking. The course is designed to give students a solid understanding of networking concepts and prepare them for the Certified Network Associate (CCNA) exam.

Prerequisite: None

N265 Quality of Service (QoS) 40 hours, 3 credits
This course will provide an introduction to the concepts of Quality of Service (QoS) and how it is used to manage network traffic. The course will cover the basics of QoS, including the different types of QoS mechanisms and how they are used to prioritize traffic. Students will also learn how to implement QoS in a network environment.

Prerequisite: IP Telephony

N266 Console Development 60 hours, 4 credits
This course will cover the development of console applications for networking devices. Students will learn how to design and implement console applications for Cisco routers, switches, and other networking devices. The course will cover the basics of console development, including the use of scripting languages and the creation of customized console interfaces.

Prerequisite: IP Telephony

N280 Graphics Development with DirectX 60 hours, 4 credits
This course will provide an introduction to the DirectX programming model and its use in developing 3D graphics applications. Students will learn how to use the DirectX API to create 3D graphics applications, including the use of 3D modeling, animation, and rendering.

Prerequisite: IP Telephony

N281 Game Design Theory II 40 hours, 4 credits
This course will cover the principles of game design and the process of creating video games. Students will learn how to design and develop video games, including the use of game engines and tools, the process of prototyping, and the development of game mechanics and gameplay.

Prerequisite: IP Telephony

N301 The Business of Digital Media 40 hours, 4 credits
This course will introduce students to the business aspects of the digital media industry, including the creation, distribution, and consumption of digital media. Students will learn about the business models used in the digital media industry, including the economics of digital media and the legal and regulatory issues that affect the industry.

Prerequisite: IP Telephony

N302 Graphics Development with OpenGL 60 hours, 4 credits
This course will introduce students to the OpenGL graphics API and its use in developing 3D graphics applications. Students will learn how to use the OpenGL API to create 3D graphics applications, including the use of 3D modeling, animation, and rendering.

Prerequisite: IP Telephony

N303 The Study of Animation 60 hours, 4 credits
This course will introduce students to the study of animation, including the history of animation, the principles of animation, and the techniques used in animation. Students will learn about the use of animation in various media, including film, television, and video games.

Prerequisite: IP Telephony

N304 Figure Drawing 60 hours, 4 credits
This course will introduce students to the study of figure drawing, including the principles of drawing the human figure and the techniques used in figure drawing. Students will learn how to draw the human figure, including the use of perspective, proportion, and anatomy.

Prerequisite: Color Theory and Techniques
 COURSE DESCRIPTIONS

N315 Flash Animation
60 hours, 4 credits
This course is an introduction to Macromedia’s Flash. The course will cover the basics of Flash, importing, creating & editing vector graphics and creating simple animations, interacting with elements in the interface, and incorporating sound and video and testing Flash movies. Also, students explore steps in creating Flash productions from start-to-finish, including site map and navigation building, button making and output.
Prerequisite: Multimedia Technologies

N320 Polygon Modeling
60 hours, 4 credits
This course provides students with a solid grounding in a variety of three-dimensional modeling methods. Students will research the development issues associated with this software (3DS Max). We will then explore various creation and texturing techniques in both 2-Brush and 3DS Max as they apply to the computer game model. Students will also identify the various roles in a game art development team.
Prerequisite: The Study of Animation

N321 3D Content Creation
60 hours, 4 credits
During this course, students will learn about the primary industry software tools used in the creation of 3D objects and textures. Students will work with industry standard 3D applications in order to create and manipulate two-dimensional texture mapping and three-dimensional models for video game production. Through the use of this software and programming experience a student will be able to bridge the gap between the programming and designer role.
Prerequisite: Game Preproduction

N325 Advanced Methods of Computer Graphics
60 hours, 4 credits
This course is for photographers and artists, who wish to go well beyond the basics of Photoshop. In addition to covering more sophisticated methods of color correction, image manipulation and printing, students will learn scanning, digital camera usage, the mechanics of calibration and other more advanced sets of controls in Photoshop, all within a framework of artistically professional sensibility which will add to the student's development of their own professional work.
Prerequisite: Introduction to Computer Graphics

N330 MIS Techniques
40 hours, 3 credits
This course is an introduction to computer use required of users and developers of management information systems.
Prerequisite: Computer Applications and Business Systems Concepts

N335 Digital Photography
60 hours, 4 credits
This course shows students how to evaluate images for communicative effectiveness and aesthetic appeal. They will also digitize images, adjust and manipulate them in the computer, and output them for on-screen and printed use.
Through the course students will gain a firm foundation on the fundamental differences between digital photography and traditional manual film including lighting and print.
Prerequisite: Audio/Video Editing

N340 Information Technology
Project Management
40 hours, 4 credits
This course will introduce students to the processes of project planning from the early stages of brainstorming through project planning including creating timetables, resource management, and implementation, along with the basics of writing project proposals. Students will learn to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their fields of study.
Prerequisite: Computer Applications and Business Systems Concepts

N345 Advanced HTML Coding with CSS
60 hours, 4 credits
This class covers advanced elements of web-page creation using a text editor and HTML and XML standard tags. This class will focus on web terminology, advanced HTML coding to include hyperlinks, anchors, tables, forms, CSS, frames, design principles and accessibility issues. Emphasis will be placed on understanding values and creation of CSS for business environments. We will also explore the availability of tools for site management, validation and accessibility checks.
Prerequisite: Fundamentals of Web Authoring and Design

N346 Practical Game Development
60 hours, 4 credits
This course approaches the study of computer games from different viewpoints. First is an examination of the role of storytelling and cause related to the design of games. Students will study the principles of game design and use them both to analyze existing games and to develop their own original game ideas.
Prerequisite: Game Design Theory I

N350 Concept Development for Digital Media
40 hours, 4 credits
This course is concerned with the cultivation of digital storytelling skills and problem-solving strategies for still and moving imagery. The use of composition and frame, directing methodologies, editing principles and sound elements will be explored. Students create treatments, inspirational sketches, descriptive drawings, character and object design, storyboards, and animatics as a method for developing and communicating concepts for time-based media.
Prerequisite: none

N355 Game Planning and Development Strategies
60 hours, 4 credits
This course is designed to introduce students to the production, managerial and business issues of digital games. Students will learn how to manage a game production project including pipeline assignment, projected release dates and distribution of work load. They will also decide how to effectively plan and execute a game production cycle. Students will begin the writing of game development documents, game production teams, game development tools and techniques, play testing and the game publication process.
Prerequisite: Game and Simulation Marketing

N360 Mobile Platform Development
60 hours, 4 credits
As more devices become smaller and more mobile, the need to have games to entertain users in downtown increases. This course looks at how to create games for mobile platforms using a systematic approach. The Java programming language is utilized in creating these games. How to weave in audio and video is also addressed along with considering factors such as user inputs involved in playing the game.
Prerequisite: Programming II

N365 The Physics of Gaming
40 hours, 4 credits
This course has been designed to teach the foundations of physics. In order to accurately depict events in a “game environment,” the game/simulation programmer must understand the underlying physics principles that determine resultant actions in the physical world and have those principles conveyed in the “game world.” Among the topics that will be covered in this course include Newton’s Laws of Motion, kinematics, and the conservation of momentum in physical systems. Where appropriate some hands-on activities will be done to help illustrate important principles for the students.
Prerequisite: Math for Game and Simulation Production II

N400 Programming Languages Principles
40 hours, 3 credits
An in-depth study of programming language principles, including the history of programming languages, formal models for specifying languages, design goals, run-time structures, and implementation techniques, along with a survey of the principal programming language paradigms.
Prerequisites: none

N401 Artificial Intelligence
60 hours, 4 credits
This course provides the foundation for incorporating artificial intelligence (AI) into games. The C++ programming language is used to provide the framework for creating intelligent agents for games. Students will step through the design and programming aspects of creating AI for various games. Various topics including state changes, learning and steering behaviors are covered which help provide the AI basis for many games.
Prerequisite: Programming II

N405 Advanced Applications of Digital and Experimental Art
60 hours, 4 credits
In this course, students will combine their knowledge of art techniques with the psychology of art reception to develop art projects aimed at producing specific reactions. Students will experiment with different elements of art, including shape, form, light, color, and movement, and use techniques including digital photography and imaging. In addition, students will learn to analyze mainstream graphic-design projects in terms of their intended effects, and to use their analyses to produce experimental art projects. The course builds upon traditional and digital visual-art skills learned in previous courses to create imaginative solutions to digital projects.
Prerequisite: Advanced Methods of Computer Graphics

N410 Database Management and Administration
40 hours, 3 credits
This course covers essential of database management such as data administration, security and database tuning issues. The course also covers distributed and client/server environments.
Prerequisites: MIS Techniques, Management of Information Systems

N415 Digital Effects Creation
60 hours, 4 credits
During this course students will learn advanced techniques in manipulating digital imagery, video and 3D special effects. Topics include image and video representation, digital workflow, lighting, rendering, compositing mixed environments (live and CG), morphing, particle effects, dynamics, camera properties, path-moving, filters, and virtual cinematography. The students will learn the proper application of effects in film and video at a professional production level.
Prerequisite: Polygon Modeling

N420 Network Security and Cryptography
40 hours, 4 credits
This course examines threats to computer networks and discuss vulnerabilities, techniques for strengthening passive defenses, tools for establishing an active network defense, and policies for enforcing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.
Prerequisites: Computer Applications and Business Systems Concepts, Networking Fundamentals for Business Professionals

N421 Software Engineering for Game and Simulation Production
60 hours, 4 credits
In order to create games or simulations an effective approach needs to be taken to be designed and overall strategy of creating products. Development strategies, risk analysis, and process improvement are some the big topics that will be tackled in this class. In addition, this course will delve into how to conduct testing on new games and simulations and the purpose and method for producing documentation that can be used in the overall development cycle.
Prerequisite: Programming II

N425 Storyboard Development for Digital Media
40 hours, 4 credits
Introduction to storyboard and the planning processes of visual storytelling, translation of concepts such as shot types, continuity, pacing, transitions and sequencing into a visual narrative. During the course the students also explore the cinematic vocabulary and storyboard technique in the creation of both personal and professional expression.
Prerequisite: Multimedia Portfolio Development

N430 Computer Forensics
40 hours 3 credits
This course examines computer literacy and C.J. legal issues regarding secure and chain of custody, and technical issues in acquiring computer evidence. Popular file systems are examined. Reporting issues in the legal system are discussed.
Prerequisite: Computer Applications and Business Systems Concepts

Courses designated with an asterisk (*) are generally offered only as online classes.
N431 Multiplayer Game Programming 60 hours, 4 credits
The trend in games is to have many people simultaneously playing a game utilizing the Internet or some other network. Topics included in this course include scripting, server cluster architecture, data transfer, and how to prevent cheating in MMOG situations.
Prerequisite: Programming II

N435 Digital Video/Audio Project 60 hours, 4 credits
This advanced course in Audio/Videoproduction is for students to create a final product that exemplifies the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video (and associated audio) using After Effects, Premiere, Sound forge and Director. Also considered will be the preparation of digital video for use in interactive media such as CD, DVD and Web casts. Students will produce a final project on DVD. Students may work as a team on this project.
Prerequisites: Audio/Vide Edited, Digital Media Assembly

N440 Web Design Project 60 hours, 4 credits
The purpose of this course is the advanced application of knowledge gained by students in the process of developing web sites. This course will take a user-centered approach to designing web sites and will focus on the entire lifecycle of a web site, from the idea of creating a web site, through research, planning, design, development, testing, and implementation.
Prerequisite: Multimedia Technologies

N441 3D Game Character Creation 60 hours, 4 credits
This course is designed to equip digital media students with skills in 3D character creation and effects in a game environment. During this course students will explore advanced 3D modeling and animation theory and practice. The focus will be on character animation as it applies to the gaming environment. Specifically, these principles and theories are applied to the context of interactive narratives and games. Advanced modeling will also be explored. Students will engage in the study of character posing and rigging for games, advanced animation, creating character animation as well as morphing and blending to create expressive characters.
Prerequisite: Polygon Modeling

N445 Animation Graphics Project 60 hours, 4 credits
This course combines the accumulated knowledge of students in the design and creation in 3D environments. The culmination of this knowledge will be a final 3D Animation project using modeling, texturing and animation techniques. Students are expected to explore various theories and techniques to complete a professional summative 3D animation project.
Prerequisite: The Study of Animation

N450 Game Assets 60 hours, 4 credits
This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as performance tuning, debugging, designing for test, pipeline management and distribution, study of software architecture design between platforms, object oriented practices for game play, asset management and coding best practices. It also covers areas like cross-platform porting and multi-lingual techniques.
Prerequisite: Programming II

N455 Game Audio Assets 60 hours, 4 credits
In this course, we will cover the fundamentals of audio programming for games. Topics covered include basics such as audio formats and common hardware configurations and loading sounds in ADPCM format. Students will explore play back of “one shot” and looping sounds; and stream audio from an external device. They will then use these building blocks to write a low-level sound engine that will be implemented into a game engine.
Prerequisite: Programming II

N460 Application of Physics for Game and Simulation Production 60 hours, 4 credits
An important aspect in a game or simulation is to be able to render what is happening in the game in realistic terms based on standard real physics principles. This course is designed to allow the game or simulation programmer to be able to translate the ideas and sequences of a game into realistic actions. Key components in this class will be the opportunity for students to develop tools, demos, and working games that utilize and follow real physics.
Prerequisites: Programming II, The Physics of Gaming

N485 Industrial Simulation Project 60 hours, 4 credits
This course is designed around a final project in Industrial Simulation. We will focus on design and research issues pertinent to design exploration and simulation. The goal of this course will be to explore concepts in modeling, simulation, and design common to many domains, and investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity.
Prerequisites: Graphics Development with OpenGL, Game and Simulation Lighting Techniques

N470 Video Game Production Project 70 hours, 4 credits
This course will provide an understanding of advanced techniques for electronic game design and programming. Topics to include techniques in graphics game engines, motion generation, behavioral control for autonomous characters, interaction structure, and social and interface issues of multi-user play. Students will culminate these skills into a final project that will demonstrate their understanding of proper game creation techniques.
Prerequisites: Graphics Development with DirectX, Graphics Development with OpenGL, Applications of Physics in Game and Simulation Production

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 focus on various applications involving form, lighting, perspective, figure drawing and historical studies.
Pre- or Co-requisite: Digital Media Production

NM111 Introduction to Multimedia Design 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. Prerequisites 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
This 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 infrastructure, security, and e-commerce. It not only introduces a variety of concepts, but also discusses in-depth the most significant aspects of Internet, such as the OSI model of networking. In addition to explaining concepts, the course uses a multitude of real world examples of networking issues from a professional’s standpoint, making it a practical preparation for the real world.
Prerequisite: none

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 re-touching and manipulation, and working toward finished results primarily in printed form as well as web.
Prerequisite: Typography

NM124 Color Theory and Techniques 40 hours, 3 credits
This course introduces basic compositional principles of harmony and contrast through the process of color applications/digital input devices and graphic software packages. Basic exercises are introduced and practiced to learn how to achieve different visual effects and create visual effectiveness. The use of color in printing is also explored.
Prerequisite: Introduction to Computer Graphics

NM130 Audio/Vide 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 digital media. Students produce and edit a series of shorts videos for video, disk and Internet applications.
Prerequisite: Introduction to Multimedia Design

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: Multimedia Design

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

NM141 Digital Media Production 40 hours, 3 credits
This course is a study of the integration of components used in multimedia applications using authoring software. Students study industry-standard software as tools for producing interactive projects. Topics include basic animation techniques, special effects, and basic design techniques.
Pre- or Co-requisite: Audio/Vide Editing

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 rendering using 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 comprehending elementary 3D animation and story development.
Prerequisite: Introduction to 3D Arts and Animation

NM250 Dynamic Content Management 40 hours, 3 credits
This course introduces students to the standards for designing relational databases. The course focuses on record creation, modification, and deletion as well as report generation and database design. In addition, the course will introduce students to a multitude of real world examples of networking issues from a professional’s standpoint, making it a practical preparation for the real world.
Prerequisite: Fundamentals of Web Authoring & Design

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

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.
Prerequisite: 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 purpose produced in this class will be available for use on CD-ROM.
Pre- or Co-requisite: Multimedia Technologies

NM272 Multimedia Technologies 40 hours, 3 credits
In this course students will learn aspects of advanced programming languages that allow for scripting of complex interactive applications for Internet delivery. Students will also explore the newest technologies and their impact on multimedia and visual design.
Prerequisite: Digital Media Production
 courses designated with an asterisk (*) are generally offered only as online classes.
COU RSE DESCRIPTIONS

SD130 Microcontroller Embedded Systems
40 hours, 3 credits
This class, students will explore the fundamentals of embedded system hardware and firmware design. Issues including embedded processor selection, hardware/firmware partitioning, glue logic, circuit design, circuit layout, circuit debugging, development tools, firmware architecture, firmware design, and firmware debugging will be discussed.
Prerequisite: Fundamentals of Computer-Integrated Electronics

SD140 Mobile Application Development
40 hours, 3 credits
This course covers the development of applications on mobile and wireless computing platforms using the Java programming language. Programming techniques for the development of standalone applications and mobile portals to enterprise and m-commerce systems will be explored. Emphasis is placed on the processes, tools and frameworks required to develop applications for current and emerging mobile computing devices touching on all stages of the software development life-cycle.
Prerequisite: Fundamentals of Programming

SD200 Assembly Language Programming
40 hours, 3 credits
Students will gain experience in assembly language programming techniques and an understanding of machine code development. They will explore addressing modes, pseudo operations, stack processing, subroutine linkage, arithmetic and logical operations, and input/output. They will design, code, test, and debug programs in a microprocessor development environment.
Prerequisite: Fundamentals of Programming

SD210 Digital Circuit Design
40 hours, 3 credits
Students will learn the basic concepts of digital systems, including analysis and design. They will explore both combinational and sequential logic. Students will gain experience with several levels of digital systems, from simple logic circuits to hardware description language and interface protocols.
Prerequisite: Fundamentals of Computer-Integrated Electronics

SD220 Real-Time Java Programming
40 hours, 3 credits
This course covers the development of applications and mobile portals to enterprise and m-commerce systems will be explored. Emphasis is placed on the processes, tools and frameworks required to develop applications for current and emerging mobile computing devices touching on all stages of the software development life-cycle.
Prerequisite: Fundamentals of Programming

SD225 Object-Oriented Programming
40 hours, 3 credits
Students will receive a rigorous introduction to the concepts behind object-oriented programming. They will explore incremental programming, type-safety, polymorphism, encapsulation, and set-based abstraction, and apply these concepts through a variety of projects implemented in the Java programming language.
Prerequisite: Fundamentals of Programming

Courses designated with an asterisk (*) are generally offered only as online classes.
ST207 Surgical Procedures III  
60 hours, 4 credits  
This course will expand on the duties and responsibilities in the role of scrub in the field of surgical technology. Students will continue and apply knowledge gained in Surgical Procedures I and II as well as explore specialty surgery areas. This course is a preparatory class for Surgical Practicum I and II.  
Prerequisite: Surgical Procedures II  
ST215 Surgical Tech Practicum I  
250 hours, 8 credits  
This course is designed to provide the student with a clinical experience that includes a solid introduction to the operating room, and to scrub and circulating routines. This course functions to expand and apply knowledge gained in the Surgical Procedures courses. One of the assumptions of this curriculum is that the student who has passed the Clinical Readiness portion of the program will be ready to apply knowledge by scrubbing and circulating in a supervised setting beginning Week 1 of this course.  
Prerequisite: Surgical Procedures III  
ST220 Surgical Tech Practicum II  
250 hours, 8 credits  
This course is designed to provide the student with a clinical experience that includes a solid introduction to the operating room, and to scrub and circulating routines. This course functions to expand and apply knowledge gained in the Surgical Procedures courses and the Surgical Tech Practicum I clinical experience. One of the assumptions of this curriculum is that the student who has passed Surgical Practicum I will continue to apply knowledge by scrubbing and circulating in a supervised setting beginning Week 1 of this course.  
Prerequisite: Surgical Tech Practicum 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 web pages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing web pages created with this language. This course builds upon HTML principles.  
Prerequisites: Introduction to HTML and Fundamentals of Programming  
W112 Relational Databases  
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.  
Prerequisites: Operating Systems Fundamentals and Fundamentals of Programming  
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  
W125 Introduction to Visual Basic  
40 hours, 3 credits  
This course will introduce students to the basics of Visual Basic. Students will learn the latest in Visual Basic, 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  
W201 Advanced Visual Basic  
40 hours, 3 credits  
The students who take this course will learn to create applications using Visual Basic .NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, DBMS, SQL, and ASP.NET.  
Prerequisite: Introduction to Visual Basic  
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 GUI, 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  
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.

Courses designated with an asterisk (*) are generally offered only as online classes.
Rasmussen College Admissions
Non-discrimination 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 as outlined by federal and state law. Rasmussen College does not discriminate against individuals on the basis of race, color, sex, age, national or ethnic origin, religion, sexual 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.

Student Definitions
The word “student” means the student himself or herself if he/she is the party to the contract, or his/her parents or guardian or another person, if the parent, guardian, or other person is 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 their programs of study offered. The College reserves the right to cancel any classes or programs where enrollment is under 12 students.

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

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 (Fee is not required for fully online programs through RAS Online.)
- An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, 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. International students will also need to provide a valid high school transcript, which must be evaluated by an external academic credential evaluation agency.
- Completed Placement Examinations (taken at Rasmussen College).
- For selected programs, applicants must also pass a background check. See additional information below.

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

Background Checks
For some programs, Rasmussen College requires applicants to pass a background check before admission. Rasmussen College uses a “passing” criminal background check is determined by Rasmussen College, in its sole discretion. The background check is designed to alert students to issues that may impair their ability to complete externship or practicum activities or obtain employment upon graduation.

The programs that require a background check for admission are the following:
- Business Management AAS with Early Childhood Education Specialization
- Healthcare Management AAS
- Health Information Technician AAS
- Medical Administration AAS
- Medical Office Assistant AAS
- Surgical Technology AAS
- Criminal Justice BS
- Criminal Justice AAS
- Human Services AAS
- Paralegal AAS
- Law Enforcement Academic and Skills Certificates
- Practical Nursing AAS

In addition to this general background check, applicants to the Law Enforcement program must also submit to a Minnesota Bureau of Criminal Apprehension background check. Applicants to the Human Services, Medical Assisting, Medical Laboratory Technician, Pharmacy Technician, Surgical Technologist, and Nursing programs must also submit to a Minnesota Department of Human Services background check, in addition to the general background check.

A student enrolling in any of the designated programs must complete a Background Release Form, as well as a Background Check Attestation. Campuses will be notified directly of applicants whose background check results are clear. If the background check reveals a potential problem, Rasmussen College will review the applicant’s background and determine whether the applicant is eligible to start the program. The College will send either a possible issue letter, or a pre-adverse action letter to all applicants whose background check reveals a potential problem. A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing practicum activities and/or finding employment after graduation. Applicants who receive a possible issue letter may acknowledge the issue and make an informed decision to continue with the program, or they may choose to change programs.

A pre-adverse action letter informs the student that the College either will not allow the applicant to enroll in a certain program, or will remove a student from a certain program, based on the background check. The student may contact the background check firm to dispute the information contained in the background check. The College must be informed within seven days of sending the pre-adverse action letter that the student is disputing the information. If this does not occur, the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available. If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision.

Applying to the Medical Laboratory Technician and Surgical Technologist Programs
Applicants must achieve a score on the STEP placement exam above that requiring a Foundations course as detailed in the current Rasmussen College catalog. Applicants must be able to qualify for Math and English Composition coursework even if plans are to transfer credits from a previously attended program. For Rasmussen College, the current students who have achieved a STEP score above that requiring a Foundations course are not required to repeat the STEP test.

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
<th>Writing</th>
<th>Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-16 items correct</td>
<td>Writing</td>
<td>17-24 items correct</td>
<td>Math</td>
</tr>
<tr>
<td>25-35 items correct</td>
<td>Writing</td>
<td>16-17 items correct</td>
<td>Math</td>
</tr>
<tr>
<td>17-35 items correct</td>
<td>Writing</td>
<td>17-24 items correct</td>
<td>Math</td>
</tr>
</tbody>
</table>

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 achieves the purposes 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, ongoing, and outcome assessment.

Once applicants have achieved a sufficient STEP score, they will be scheduled for the Evolve A2 entrance exam. Applicants must pay a $75 non-refundable testing fee (covering the exam, and the study guide to be issued to the student) at time of scheduling. Applicants will take the Evolve A2 at a Rasmussen College campus. To be considered for admissions, applicants must achieve a score of 70% in the areas of Math, Vocabulary, Reading, and Grammar. Applicants who achieve the required Evolve A2 score will be contacted by the College to complete the following:
- Application
- Application fee
- Background screening
- Any additional program-specific requirements as specified at the time of enrollment. A Health physical will be required and must be completed within the 6 months prior to the internship/ practicum.

Applicants who wish to repeat the Evolve A2 to increase their score must submit a $30 non-refundable re-test fee. Current students in other programs wishing to transfer into a course of study receiving Evolve A2 results are not subject to repeat the STEP test. Once applicants have achieved a sufficient STEP score, they will be scheduled for the Evolve A2 entrance exam. Applicants must pay a $75 non-refundable testing fee (covering the exam, and the study guide to be issued to the student) at time of scheduling. Applicants will take the Evolve A2 at a Rasmussen College campus. To be considered for admission, students must achieve the following scores in the areas of Math, Vocabulary, Reading, and Grammar (Biology, Chemistry, Anatomy, and Physiology are not applicable and can be omitted):
- Practical Nursing (PN) 70
- Professional Nursing 80

Applicants who achieve the required Evolve A2 score will be contacted by the College to complete the following:
- Application
- Application fee

Applicants must achieve a score on the required Evolve A2 exam above that requiring a Foundations course as detailed in the current Rasmussen College catalog. Applicants must be able to qualify for Math and English Composition coursework even if plans are to transfer credits from a previously attended program. For Rasmussen College, students who have achieved a STEP score above that requiring a Foundations course are not required to repeat the STEP test.

Applying to the School of Nursing
Applicants must achieve a score on the STEP exam above that requiring a Foundations course as detailed in the current Rasmussen College catalog. Applicants must be able to qualify for Math and English Composition coursework even if plans are to transfer credits from a previously attended program. For Rasmussen College, students who have achieved a STEP score above that requiring a Foundations course are not required to repeat the STEP test.

Applicants who achieve a sufficient STEP score, will be scheduled for the Evolve A2 entrance exam. Applicants must pay a $75 non-refundable testing fee (covering the exam, and the study guide to be issued to the student) at time of scheduling. Applicants will take the Evolve A2 at a Rasmussen College campus. To be considered for admission, students must achieve the following scores in the areas of Math, Vocabulary, Reading, and Grammar (Biology, Chemistry, Anatomy, and Physiology are not applicable and can be omitted):
- Practical Nursing (PN) 70
- Professional Nursing 80

Applicants who achieve the required Evolve A2 score will be contacted by the College to complete the following:
- Application
- Application fee

Applicants must achieve a score on the required Evolve A2 exam above that requiring a Foundations course as detailed in the current Rasmussen College catalog. Applicants must be able to qualify for Math and English Composition coursework even if plans are to transfer credits from a previously attended program. Formerly enrolled students who have achieved a STEP score above that requiring a Foundations course are not required to repeat the STEP test.

Applicants who achieve a sufficient STEP score, will be scheduled for the Evolve A2 entrance exam. Applicants must pay a $75 non-refundable testing fee (covering the exam, and the study guide to be issued to the student) at time of scheduling. Applicants will take the Evolve A2 at a Rasmussen College campus. To be considered for admission, students must achieve the following scores in the areas of Math, Vocabulary, Reading, and Grammar (Biology, Chemistry, Anatomy, and Physiology are not applicable and can be omitted):
- Practical Nursing (PN) 70
- Professional Nursing 80

The College has an academic assessment plan which is essential for monitoring and improving the quality of learning and instruction. The academic assessment plan evaluates incoming student skills through a placement test to ensure that all students have basic literacy and numeracy skills, in an ongoing fashion in individual courses, and at the end of programs through the Graduate Achievement Profile (GAP) and program outcomes assessment.

Submission of a Graduate Achievement Portfolio, in which students demonstrate their communication, critical thinking, and information literacy skills, is a graduation requirement which students fulfill in E424 Career Development or in an appropriate capstone course for their program.
Applying to the School of Nursing continued Applicants who wish to repeat the Evolve A2 to increase their score must submit a $30 non-refundable re-test fee. Former Rasmussen College School of Nursing students who have not been enrolled for more than 12 months must successfully repeat the Evolve A2 to be deemed eligible for reenrollment. Current Rasmussen College students not enrolled in the School of Nursing but wishing to apply must follow the Rasmussen College School of Nursing admissions process.

Once the applicant file is complete, the College will schedule an interview between the applicant, the Dean of Nursing, and the Financial Aid and Admissions departments. Students accepted into the School of Nursing will receive a letter of acceptance via registered mail. Accepted nursing applicants must attend all orientations scheduled by the School of Nursing and the College. Failure to attend will result in dismissal from the School of Nursing. Applicants not accepted can reapply the following quarter but must make certain that all date-sensitive documents listed above are current and complete.

Applying to Law Enforcement Programs 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 Math coursework 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 or Math course has 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 Math course will guarantee admission to the College. Former or current students who have taken the STEP and scored above that requiring a remedial course are not required to repeat the STEP test.

Applicants who achieve the required minimum scores will be referred to the Nursing Coordinator or Representative to complete the following:

- Rasmussen College background check
- Information sheet
- Certified driving record documentation
- Criminal history record documentation
- Two-page written autobiography
- Health physical
- Psychological evaluation

Once the applicant file is complete, the Admissions Coordinator/Representative will schedule a face-to-face interview between the applicant and Program Coordinator/Dean. Following this interview, applicants can continue with the necessary steps to proceed, which include:

- Application
- Application fee (if deemed necessary)
- Provide official high school and college transcripts
- Any additional program-specific requirements as specified at the time of enrollment

Upon completing the application process, the completed files will be reviewed by the acceptance committee. A letter of acceptance will be sent via regular mail. Applicants not accepted must also attend programmatic orientation as well as general orientation or risk being dismissed as an applicant.

Individual Progress Students may enroll in one or more courses at a time, in or succeeding quarters, without enrolling in a program of study. To be considered for admission individual progress students must complete the application form and attestation of high school graduation. The STEP test is not required for individual progress students. Individual progress coursework is assessed at the full cost per credit for each course. Individual progress students remain enrolled at Rasmussen College as long as they continue to select courses and meet all additional requirements. Upon successful completion of their courses, individual progress students will receive a letter grade and be awarded credits.

To enroll in a program at Rasmussen College, students must complete all remaining programmatic application requirements (including the STEP test). Eligible individual progress courses will be applied to their degree program, and count as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).

Immunization Requirement Minnesota law (M.S. 135A.14) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Non-exempt students must submit the required vaccination information within 45 days after their first enrollment, or they cannot remain enrolled. Please see the campus for a list of possible exceptions.

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

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 enrol. All new students who enrol 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 or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundations courses are prerequisites, or their equivalents, do not need to take the STEP test. Returning students who have not successfully completed the Foundations courses, or their equivalents, for the courses for which Foundations courses are prerequisites must take the STEP test. coursework in math for English that is numbered below 100 is considered to be developmental. STEP scores are used to appropriately place students in English and math courses according to skill level. See Entrance Assessment Table for placement scores. These credits are not counted toward graduation, and each must be passed with a grade of ‘SX’ in order to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the foundation courses. Students who test at remediation level, and who wish to transfer courses that have foundations courses as prerequisites, must first complete the foundations courses. Students enrolled in foundation courses are eligible for financial aid. Foundation courses must be completed in conjunction with courses contained in an eligible program.

B097 Foundations of English I is not offered online. In addition, students who place at the level of either B097 Foundations of English I or B098 Foundations of English II are not eligible to enroll in fully online programs until the successful completion of B098.

Students who place at the level of B097 Foundations of English I are not eligible for program admission in any of the following campuses: Rasmussen College – Blaine, Rasmussen College–Brookly Park, Rasmussen College – Eagan, Rasmussen College – Eden Prairie, Rasmussen College – Lake Elmo / Wells Nursing, Rasmussen College – St. Cloud, Students who place at the level of B097 Foundations of English I or B098 Foundations of English II are not eligible for admission to Rasmussen College - Online.

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 or adjustments 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 a Foundations level 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 enrollment student to feel that the STEP test results do not accurately reflect his or her true abilities or if the College determines a re-test is needed to accurately determine the student’s ability level. 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 complete at a minimum, one foundation course in their first quarter of enrollment, except for students starting during a mid-quarter 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.

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

Educational Records Definition A student’s educational 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.

Allied Health Programs Grade Scale The following grade scale applies to all ES, MA, ML, MT, PT, ST, and MF coursework.

Letter Grade Percentage Range
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 %

Point Scale

Alphabetical Grading System

Grade Points Description
A 4.00 Excellent
A- 3.75
B+ 3.50
B 3.00 Very Good
B- 2.75
c S 2.50
C+ 2.25
C 2.00 Average
C- 1.75
D+ 1.50
D 1.00 Below Average
D- 0.75
F/FA 0.00 Failure

Course Waiver
CW NA

See “Incomplete Policy”
VIN NA

Satisfactory
SGA NA

Satisfactory Foundations
SK NA

Test-Out
TO NA

Transfer In Credit
TR NA

Unsatisfactory or failure to meet speed requirement
UX NA

Satisfactory Foundations
W/WD NA

Withdrawal
WNA NA

For Medical Leave
W/ML NA

Withdrawal

Failure to complete non-credit course requirements
Z F NA

Successful completion of non-credit course
ZP NA

Allied Health Programs Grade Scale

The following grade scale applies to all PN coursework.

Letter Grade Percentage Range
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 %

P N Programs Grade Scale

The following grade scale applies to all PN coursework.

Letter Grade Percentage Range
A 100 to 94 %
B 93 to 92 %
C 89 to 92 %
C+ 84 to 88 %
C- 80 to 83 %
D+ 79 to 78 %
D 76 to 75 %
D- 72 to 71 %
F Below 72 %

All grades are to be credits successfully completed with the exception of the “W/WD” and “U/N” which is counted as an attempted course for the purposes of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress. See “Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines.”
Foundations Course Grading

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

2. Students automatically pass B099 Foundations of English II if they achieve a score of 25 or more (out of 35 items) on the final exam/independent study post-test in this class.

3. Students that do not achieve the scores listed above on their final exams may still pass these courses. In such cases, the final exam counts as 40% of their overall grade, with their weekly work comprising the remaining 60%.

Repeating Failed Courses

Failed courses may be repeated, but only at regular tuition rates. Students repeating a course may count the credits for that course in a financial aid award calculation only if the course was earned with an “F/FA.” If a student repeats to receive a course grade for which a grade above “F/FA” was earned, the credits are not included in the financial aid award calculation, thereby making the student responsible for payment out-of-pocket at regular tuition rates. The credits for all repeated courses will be included in credits attempted for the purposes of determining the satisfactory progress evaluation checkpoint, along with the credits from the first time the course was taken. The passing grade earned from a repeated course will replace the grade in the student’s cumulative GPA from the first time the student took the course. The student’s GPA should be recalculated to reflect the new letter grade.

Inconsistent Incomplete Policy

Students who have not completed emphasis courses or prerequisite courses for junior- or senior-level coursework may be required to complete the emphasis courses or prerequisites, depending on the applicability of their prior coursework. Students must complete the required number of total credits, including all emphasis credits, to graduate from the bachelor’s degree program or specialisation.

Inconsistent Grade Policy

An “IN” indicates an incomplete grade, and is a temporary grade for a course which a student will not be able 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 term is completed which identifies:
   a. the work to be completed,
   b. qualifications for acceptable work,
   c. the deadline for completing the work (within two weeks of the last day of class),
   d. the grade to be entered should the student not complete the work by the deadline (the calculated grade).

2. Instructors will have one week for grading, recalculation of grades and processing of all assignments required.

3. Incomplete forms will be maintained by the respective campus for approval and resolution. Students must request an incomplete prior to the last day of the end of the term.

4. The Academic Dean must be informed of all incompletes granted. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
   a. The work to be completed must be regularly assigned work, identified in the course syllabus.
   b. The student can reasonably be expected to complete the work by the deadline.
   c. The student’s grade will be substantially improved.

5. The student has demonstrated a commitment to completing work in a timely fashion.

6. Granting the incomplete is truly in the best interest of the student.

7. By completing the work, one of the following will apply:
   a. The student will learn substantive information by completing the work.
   b. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.

8. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to students who 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 completed by the deadline will be changed to an ‘FA’ for the calculated alternate grade designated by the instructor on the incomplete form and will be included in the cumulative grade point average.

The final grade awarded for the course is included in the calculation of the cumulative grade point average.

Early Childhood Education AAS Degree and Business Management Bachelor’s Degree with Child Development Specialization

Students who have earned a CDA Credential within the last five years, or students who earned the CDA Credential prior to that time, and who achieve a passing grade in either the Academic Dean’s Child Development Specialization Associate’s degree may request a waiver from Foundations of Child Development, Curriculum and Instruction; and Health, Safety and Nutrition if they wish. The Academic Dean will review the student’s credentials, and if the criteria are met, will waive the course requirements and the grades will be posted on the student record as a “CW.”

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 for a course due to such emergencies as such emergencies as a family illness or death, hospitalization, car accident, death of a close family member, or mandatory military service.

• Misclassification of the final grade by the student.

• Situations involving miscommunication, misplaced assignments, or technical difficulties beyond the control of the student.

• Accommodation for special circumstances such as short-term disability or family leave.

Change grades must be consistent with course policies as outlined in 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 one week 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 semester or the subsequent quarter. Grade disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean.

Incompletes may be authorized later by or someone other than the original instructor include:

• Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified.

• If an incomplete was submitted due to circumstances that are temporary in nature (e.g., health, illness, family member, or mandatory military service).

• If a student chooses to change the grade of an earlier quarter, the student’s failure to successfully complete the course as part of their degree program at Rasmussen College. Grades will be recorded as audit grades with the student classified as an audit student.

Independent Studies Policy

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

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

1. The course is not currently offered on-site or online.

2. Completion of the course is necessary for on-time graduation.

3. The need for the course in the quarter in question does not arise from the student’s decision to withdraw from the College during the quarter. An earlier decision to withdraw from the College in an earlier quarter, the student’s failure to satisfactorily complete the course in an earlier quarter, or the student’s decision to change programs.

4. The student will complete work of a similar quantity and quality as required in a regularly scheduled class and will meet the standard performance objectives for the class.

5. The 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 will evaluate the student’s progress by reviewing work completed.

Independent studies must meet the following guidelines:

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

a. When and where they will meet each week.

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

c. Progress checks to be reviewed by the Dean.

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

High School Professional Program

Rasmussen College waives tuition for High School Teachers and Counselors who meet the below criteria as part of this program. Participants are responsible for registering any books or materials needed for the class. Books may be purchased through the online bookstore. This program is only available to teachers and counselors in Minnesota, North Dakota, and South Dakota. Current status as a high school professional will be verified by Rasmussen College prior to the initial start of class. In order to qualify for this program, teachers and counselors must be employed at a high school (grades 9 – 12). Attendance is required at an orientation which must be completed prior to the start date of the professional’s first course. Offer is limited to one course per quarter, per high school professional. A maximum of 50 seats in our online courses will be made available to high school teachers and counselors, each quarter. There is no maximum on cumulative number of classes that may be taken. Tuition-free courses for high school professionals are offered on a space-available basis, with priority given to other enrolled Rasmussen students who must complete the course as part of their degree program at Rasmussen College. Grades will be recorded as audit grades with the student classified as an audit student.
1. If a bachelor’s degree program student has taken a previous lower-level Rasmussen College course that corresponds to an upper-level course, and the student has completed an equivalent 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 taken as 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.

Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

For some courses, industry certification may be considered as credits. 

Course Waivers

Students who have earned at least 24 semester or 36 quarter credits at an accredited institution of higher education, regardless of program of study, with a minimum cumulative GPA of 2.0, qualify for a waiver from Success Strategies. Students with a two-year degree or higher from an accredited institution of higher education, with a minimum cumulative GPA of 2.0, also qualify for a course waiver from Success Strategies. The student’s academic transcript will be reviewed to determine if the criteria are met, the Success Strategies course requirement will be waived, and the grade will be posted on the student record as a “CW.”

Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for any scheduled M or PT practicum course or workshop. Students must complete and submit the required paperwork to the Program Coordinator/Director prior to the start of the quarter of the practicum for it to be waived. Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student’s employer. The Program Coordinator/ Director will inform the Academic Dean of the result of the evaluation, and if the waiver is granted the grade posted in the Rasmussen College student record will be a “CW.”

In some instances the content 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 are 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:

7. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

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

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

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

c. Courses from accredited degree-granting colleges which are intended to fulfill Rasmussen College’s general-education requirements will be considered in the General Education categories listed in the Rasmussen College catalog.

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

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

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

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

iii. The student will receive written notice of the decision.

f. Students who enter Rasmussen College are required to take the STEP placement exam. If a student tests at a level of remediation in English or Math, the College will not accept transfer of courses with prerequisites that require completion of the Foundations courses or passing the STEP exam. Once the student successfully completes the necessary Foundations courses and passes the placement exam, the College may reconsider transfer of credit for those courses.

g. For courses that are not part of a conferred degree to be considered for transfer, credits for major/core courses completed at other institutions must have been earned within the previous ten years of the transfer request date; for courses that are part of a conferred degree that are applicable to the program in which the student enrolls, the transfer request date may be waived. Credits in information technology or computer science/computer applications completed at other institutions must have been earned within the previous five years of the transfer request date.

h. For courses that are not part of a conferred degree to be considered for transfer, credits for major/core courses completed at other institutions must have been earned within the previous ten years of the transfer request date; for courses that are part of a conferred degree that are applicable to the program in which the student enrolls, the transfer request date may be waived. Credits in information technology or computer science/computer applications completed at other institutions must have been earned within the previous five years of the transfer request date.

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Credits in nursing completed at other institutions or at Rasmussen College must have been earned within the previous one year of the transfer request date. General education credits may be considered for transfer regardless of completion date. General education courses that are included as part of a degree’s core requirements are to be considered as general education credits for purposes of transfer.

Mobility Practical Nursing Block Transfer Courses

Students who have successfully completed a practical nursing program and hold a current MN practical nursing license will receive credit in the mobility program for the following courses through block transfer:

- NUR105 Pharmacology
- NUR120 Adult Medical Surgical Nursing I
- NUR125 Clinical Nursing Skills I
- NUR100 Critical Thinking in Nursing
- NUR205 Human Nutrition

College Equivalency Credits

The College recognizes the following college-equivalency credits:

- Advanced Placement (AP) examinations administered by the College Board. A score of 3 or higher required. Applicable to General Education areas.

- College-Level Examination Program (CLEP) examinations administered by the College Board. A score of 50 or higher required. Applicable to General Education areas only.

- DSST, DANTES, Excelcor College Exams. Passing scores are determined by the individual test requirements. Applicable to General Education areas only. (Nursing exams are not applicable.)

- PLA Credits

Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Campus Registrar.

Credits earned through college-equivalency programs will be posted on student transcripts as test-out credits (TO) and may not be assigned letter grades or applied to cumulative grade-point-average credits. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

Prerequisites

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

General Education Philosophy

The purpose of 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 students 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 into the student’s study.

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

interpersonally.

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 taken as 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.

Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

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

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

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

c. Courses from accredited degree-granting colleges which are intended to fulfill Rasmussen College’s general-education requirements will be considered in the General Education categories listed in the Rasmussen College catalog.

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

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

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

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

iii. The student will receive written notice of the decision.

f. Students who enter Rasmussen College are required to take the STEP placement exam. If a student tests at a level of remediation in English or Math, the College will not accept transfer of courses with prerequisites that require completion of the Foundations courses or passing the STEP exam. Once the student successfully completes the necessary Foundations courses and passes the placement exam, the College may reconsider transfer of credit for those courses.

g. For courses that are not part of a conferred degree to be considered for transfer, credits for major/core courses completed at other institutions must have been earned within the previous ten years of the transfer request date; for courses that are part of a conferred degree that are applicable to the program in which the student enrolls, the transfer request date may be waived. Credits in information technology or computer science/computer applications completed at other institutions must have been earned within the previous five years of the transfer request date. 

Credits in nursing completed at other institutions or at Rasmussen College must have been earned within the previous one year of the transfer request date. General education credits may be considered for transfer regardless of completion date. General education courses that are included as part of a degree’s core requirements are to be considered as general education credits for purposes of transfer.
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 that is part of degree and diploma programs is organized into categories, each of which emphasizes a set of general knowledge and content areas.

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

In the area of Humanities, students will demonstrate understanding of different forms of art; the difference between creative and critical thinking; the elements associated with various art forms; and/or 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, concepts, and principles; the difference between facts and opinions; and/or the steps of the scientific method.

In the area of Social Sciences, students will demonstrate understanding of the major concepts, issues, ideas and models in social science; methods of scientific inquiry as they affect social science; methods of qualitative and quantitative research; and/or 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, Communication, 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 sixteen (16) or twenty-four (24) additional upper division general education credits, depending on program, distributed across the following categories: Communication, Humanities, Math/Natural Science, and Social Science.

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

Certification 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 content may not be included in the general education total.

Allied Health Externships, Practicums, and Clinicals

Externships, clinicals, and practicums for Allied Health programs are to be conducted in Rasmussen-approved locations. Each practicum site will be established utilizing an agreement to determine the responsibilities of the practicum partner, Rasmussen College, and the participating student. Students may need to travel out of the immediate area to complete practicum activities.

The cost of any such travel is the responsibility of the student.

Practicum/Externships in Allied Health programs have attendance expectations that differ from the attendance policy above. These attendance policies can be found in the program-specific manuals/handbooks.

In order to successfully complete a practicum experience, students must complete the required number of practicum hours for the course.

Students who do not complete all required practicum hours during the quarter in which the course is scheduled will fail the practicum course.

All student activities associated with the curriculum, especially while the student is completing his or her clinical rotations, will be educational in nature. The student will not receive any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution.

Often, students will be offered a position towards the end of their rotation. It must be understood by both parties that should compensation occur for time associated with the practicum requirement, the student must notify, and receive from the program and forgo any accumulated hours.

School of Business Mission Statement

The Rasmussen School of Business prepares students for an ever-changing business environment. This goal is accomplished by offering market-focused skills and leading-edge programs that address the global marketplace. We measure our success by the academic performance, commitment to life-long learning, and professional contributions of our graduates. Graduates of the School of Business will be active contributors and leaders in their chosen fields and diverse communities.

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 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate. Students that are passing a given course are eligible to receive one-half of the tuition paid for any such travel. The completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length. Certificates or transcripts of credit will be awarded to those students taking individual subjects or individual progress courses of study.

Transcripts

Transcripts for graduates and students who have completed more than one-third of their course of study are awarded with a notation of "without charge; however a fee of $5.00 is charged for all other transcripts."
ACADEMIC INFORMATION AND COLLEGE POLICIES

Academic Misconduct Policy continued

The administration reserves the right to expel a student from the College if there are more than two offenses. The offenses can be from two different courses or from the same course in the same quarter. Aiding and abetting in cheating is considered as grave as initiating the cheating, and will be treated in the same manner. Instructors and deans should work together to the extent possible prior to any communication with the student to determine the exact nature of the incident or the questions in question, in order to determine if misconduct has indeed occurred and how the situation should be handled.

Definition of Academic Honesty: Any test or assignment which has been given to an individual to be completed independently is completed independently without assistance from another student or 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 same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an all encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any students whose conduct is detrimental to the educational environment. This includes, but is not limited to, conduct:

• By students, faculty, or staff that is detrimental within the classroom environment.

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

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

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

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

Anti-Hazing Policy

It shall be the policy of the College to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College. This policy applies to any student or other person who may be associated with any organization whose conduct is detrimental to the educational environment. This includes, but is not limited to, conduct:

• That results in disciplinary action including but not limited to conduct detrimental to 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.

Drop/Add Class Policy

Course registration procedures ensure that the College is able to provide quality instruction through obtaining a minimum class size of 12 students per course.

Full-quarter drop/add period

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

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

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

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

3. Following the sixth week of the quarter, students will receive an F/FD for any classes dropped. 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.

4. Mid-quarter drop/add period

Students may add courses through the second day of the mid-quarter term and may drop a course through the first Friday of the mid-quarter term, 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 on or before the third Friday of the quarter, students will receive a W/D 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/FD for any classes dropped. 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.

Rasmussen College Early Honors Program

High school juniors and seniors have the opportunity to earn college credit through Rasmussen College’s Early Honors Program. The Early Honors Program is a great way for high school students to experience college-level instruction while still supported by high school staff and mentors, try a course that may not be offered at the high school, or explore a potential future career by taking an introductory course.

Early Honors coursework is available to high school juniors and seniors on-campus or online with enrollment in the program dependent upon space availability.

Early Honors Programs Terms and Conditions

Students must meet the following criteria and expectations to participate in the Rasmussen College Early Honors Program.

1. Students must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date.

2. Early Honors students are not required to submit an early decision to the College or to continue with the Early Honors Program.

3. Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).

4. Students must submit a signed Early Honors High School Approval Form.

5. Students are required to be a junior or senior, and have a minimum cumulative high school grade point average of 2.25 (out of a possible 4.00). Such GPA must be validated by the High School Counselor or Administrator on the Early Honors High School Approval Form.

6. The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.

7. A maximum of 20 Early Honors students will be accepted per quarter, per campus.

8. To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00 (out of a possible 4.00).

9. Students must score at least a 2.5 on the writing portion of the Rasmussen College STEP assessment to be accepted and admitted into the Early Honors Program.

10. Juniors or seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the DOA and Dean of Student Learning before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/her first course, the student can request a second class for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Program.

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

12. Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a ‘NR’, ‘PFR’ or ‘NUR’ are not available to Early Honors students.

13. Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The college will provide specific information on each course, including textbook prices and technology requirements.

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

15. Students will receive high school dual enrollment credit for successfully completed Early Honors courses at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.

16. Students may apply to a full program of study by completing an Application for Admission and submitting an application fee.

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 mission, 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 without notice.

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 conducted 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.

Student Senate

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

The representatives include: President, Vice President, Treasurer, and Secretary.

CATALOG - STUDENT HANDBOOK 2010-2011

Limitations

Although this catalog was prepared on the basis of the best information available at the time, all information (including the academic calendar, admission and graduation requirements, course offerings, course descriptions, online courses and programs, and statements of tuition and fees) is subject to change without notice. For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of what is available at Rasmussen College’s curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary from time to time. The content of a course or program may be altered to meet particular class needs. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty.

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams or to secure employment in one’s chosen profession.

Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent. In addition, these students must complete an officially recognized first aid course in First Responder, Emergency Medical Technician, or Emergency Medical Response to be eligible to sit for the Peace Officer Standards and Training (POST) licensing exam. Students must provide Rasmussen College with a copy of their required first aid certification program (or from their first responder card) for inclusion in the student’s file at Rasmussen College.

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 mission, 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 without notice.
Student Senate is open to all students, however student groups vary from campus to campus. Therefore, students should see their Campus Director for information regarding student groups.

Changes in Regulations, Programs, Tuition, Book Prices, Faculty Changes in regulations, programs, tuition, book prices, and faculty may occur without notice. The College reserves the right to add or to delete courses, programs, withdrawn areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

Exit Interviews: Students contemplating the termination of their education at Rasmussen College should contact the Academic Dean or Associate Campus Director/ Director of Campus Operations, and then the Financial Aid Department. Academic and financial aid files are not complete until both exit interviews have been completed.

All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding their loan(s) including address and telephone numbers of lenders, deferment requests, a list of qualifications, a sample repayment guide, loan consolidation information, and, in regard to loan termination, the campus Financial Aid Department is available for your assistance for the duration of your student loan.

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

The State of North Dakota Cancellation, Termination, Refund Policy

Bismarck Campus and Fargo Site students

Rasmussen College shall refund tuition and other charges when written notice of cancellation is given by the student, in accordance with the following schedule:

• When notice is received prior to, or within seven days after completion of the first day of instruction, all tuition and other charges must be refunded to the student.
• When notice is received prior to, or within thirty days after completion of the first day of instruction, or prior to the completion of one-fourth of the educational services, all tuition and other charges except five percent thereof must be refunded to the student.
• When notice is received upon or after the completion of one-fourth of the educational services, but prior to the completion of one-half of the educational services, all tuition and other charges except fifteen percent thereof must be refunded to the student.
• When notice is received upon or after the completion of one-half of the educational services, but prior to the completion of three-fourths of the educational services, all tuition and other charges except twenty-five percent thereof must be refunded to the student.
• When notice is received upon or after completion of three-fourths of the educational services, all tuition and other charges except fifty percent thereof must be refunded to the student.
• When notice is received upon or after the completion of fifty percent of the educational services, no tuition or other charges may be refunded to the student.
• Student refunds are made within 45 days of the date of determination of withdrawal if the student does not provide the school with notice of withdrawal.
• The refund policy is not linked to compliance with the College’s regulations or rules of conduct.
• The provisions of this section do not prejudice the right of any student to recovery in an action against any postsecondary educational institution for breach of contract or refund.

Refund of Book and Supply Costs

Bismarck Campus and Fargo Site students

The cost of books and supplies is included in tuition. Students are welcome to return books and supplies within 30 days of the date of withdrawal for consideration of a refund.

If books and supplies are not returned unused or in a condition such that they can be returned to the supplier, the student will be assessed $100 per course for those books and supplies.

The State of Minnesota Cancellation, Termination, Refund Policy (Moorhead Site students)

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

• Each student will be notified of acceptance/ rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
• The College will acknowledge in writing any notice of cancellation within 10 business days after all other charges for the completed portion of the term amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.

Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which the student has been charged (the “Period of Instruction”), all tuition and fees paid, except the application fee, will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of $100 per course for these books and supplies. All prepaid tuition is refundable.

• If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the Period of Instruction for which they have been charged, but before completion of 75% of the Period of Instruction, the amount charged for tuition, fees, and all other charges except the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length, plus a $100 fee for each course enrolled. After the completion of 75% of the Period of Instruction, the entire amount charged for tuition, fees, and all other charges is not refundable.
• Student refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw.
• The refund policy is not linked to compliance with the College’s regulations or rules of conduct.
• Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

Re-Enter Policy

Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return on a subsequent quarter is defined as a re-enter.

Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards.

For the calculation of satisfactory academic progress, re-entering students are treated as continuing students and must meet progress requirements. Students enrolled in an Associate’s degree or Associate’s degree programs are allowed to re-enter the institution only once, and students enrolled in a Bachelor’s degree programs are allowed to re-enter the institution only two times, unless the Academic Dean, Campus Director, or Associate Campus Director/Director of Campus Operations determines that extenuating circumstances exist.

Students in Allied Health programs and Nursing programs who wish to re-enter the Allied Health and Nursing programs must complete a programmatic assessment in order to determine and complete the level of re-entry. These students will be allowed to re-enter at the appropriate level if a space in the program becomes available.

Return of Title IV Funds Policy

If a student withdraws before the end of the term, they need to visit with the Campus Director, Associate Campus Director/Director of Campus Operations, Academic Dean to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally or in writing to the Campus Director, Associate Campus Director/Director of Campus Operations, or Academic Dean.

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

The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, Federal Direct PLUS Loan and withdrew or on before completing 60% of the quarter.

The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of five or more consecutive days are excluded. If funds are released to a student because of a credit balance on the student’s account, the student may be required to repay some or all of the federal grants if they were previously credited.

A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations.

A post-withdrawal disbursement occurs when a student who withdraws earns more aid than had been disbursed prior to the withdrawal. Post- withdrawal disbursements are made first from available grant funds before available loan funds must be done within 45 days of the student’s determination that the student withdrew.

In addition loan post-withdrawal disbursements must be done within 180 days of the school’s determination that the student withdrew.

Rasmussen College credits the student’s account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, an offer must be made to the withdrawn student in writing (letter sent to student) within 30 days of the school’s determination that the student withdrew.

The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision.

If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this requirement. Federal funding in the order of disbursement sequence: Unsubsidized Stafford Loans, Subsidized Stafford Loans, and PLUS Loans, Pell Grants, in addition to any other Title IV funds.

Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education to document the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement (WD) Sheet.

Military Leave and Refund

Enlisted students who are given official orders to deploy and cannot complete the academic quarter may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and most voluntary fees. The subject to applicable laws governing federal or state financial aid programs and allocation or refund as required under those programs. Students will not receive credit for any grade for classes from which they withdrew.

Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be refunded in accordance with the Student’s Excess Funds Form (completed upon enrollment).

Students in good standing who withdraw under this policy may be readmitted and re-enrolled under the catalog that is current at the time of re-enrollment, without penalty or redetermination of admission eligibility, within one year following their release from active military service.

Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of re-enrollment.

Medical Leave of Absence and Medical Withdrawal Policy

Medical Leave: Each leave will be for one quarter and can be extended through the following quarter. A student may extend their leave for no more than two consecutive quarters, although there is no limit to the total number of quarters that a student may accumulate.

Medical leave is intended for students who need to take time away from Rasmussen College for health reasons.

Medical Withdrawals may be one of the following:

1. Medical Withdrawal: intended for students who do not return to Rasmussen College.
2. Involuntary Medical Withdrawal: initiated by campus administration for students who are suspended or are dismissed due to conduct policy violations, who pose a direct threat to themselves or others.

Applying for a leave or withdrawal:

To apply for a Medical Leave of Medical Withdrawal the student must obtain the application form from the Campus Accommodations Officer, have it completed by the appropriate person(s) and return the completed form to the Campus Accommodations Officer.

When a Student Wants to Return After a Medical Leave of Absence:

To return from Medical Leave, the student must contact the Campus Accommodations Officer prior to the first day of classes to complete a re-admission application. Additionally, the Campus Accommodations Officer must receive a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return Rasmussen College.

Students must be cleared by all of the following prior to the first day of classes for a re-admission application to be accepted:

Dean of Student Learning, Financial Aid Office and Campus Director.

Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal:

1. If a student is granted a Medical Withdrawal on or before the close of the drop/add period the course(s) will be dropped without being recorded on the student’s transcript and tuition will not be charged.
2. A grade of “WX” will be recorded for each course for which a student was registered if the student takes Medical Leave of Medical Withdrawal from the College for a time following the first week of the quarter.

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Involuntary Medical Withdrawal Appeal Process

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

When a Student Wants to Return After Involuntary Medical Withdrawal

Re-enrollment will require a completed re-admission application from the student along with a letter from the student’s professional therapist and/or physician that may extend the medical situation and that the professional therapist/physician believes the student is able to return Rasmussen College. Students must be cleared by all of the following once the re-admission application is received:

Dean of Student Learning, Financial Aid Office and Campus Director,

Federal Distribution of Funds Policy

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

• All refund monies shall first be applied to reduce the student’s Federal Direct PLUS loans received on behalf of the student.

• Any remaining refund monies will then be applied to reduce the student’s Minnesota State Grant award and/or Minnesota Self Loan.

• Any remaining refund monies will then be applied to any other sources.

Veterans Refund

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

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: $0.25 per day for circulating books, videos, and CD-ROMs; $1.00 per day after the grace period for reserve books and materials. 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 replacement of the item plus a $5.00 processing fee. In the event that unreplaceable items are lost or damaged, the library will charge up to $100.00.

If a loss is discovered when checking out materials on Rasmussen ID cards the College receives bills. The patrons incurring these bills should be held accountable for their payment so that the College does not have to cover fees. The College may ensure that students pay their fines at 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 patron who is unclear how to navigate a variety of different library databases. When materials are borrowed in these databases and the librarian is unable to get the other library to dislikes the fines, either Rasmussen College will pay the fine or the patron will be notified of the amount of the fine and may be held accountable by the College.

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

Amount of Institutional Share of the Title IV Refund

Remaining refund due to the State Aid Programs(*)

Panels 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 panels are then multiplied against the remaining refund due to the State Aid Programs (*) to determine the proportional minimum refund due to each of the State Federal Aid Programs.

If the student received funds from other State Aid Programs, those refunds would be calculated in the following manner.

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

• Any remaining refund monies will then be applied to reduce the student’s Minnesota State Grant award and/or Minnesota Self Loan.

• Any remaining refund monies will then be applied to any other sources.

Veterans Refund

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

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

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

Non-Discrimination Policy

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

Anti – Harassment and Sexual Misconduct Policy

It is Rasmussen College’s policy and responsibility to provide our employees and students an environment that is free from harassment. Rasmussen College expressly prohibits harassment of employees or students on the basis of gender. Harassment undermines our College community and our commitment to treat each other with dignity and respect. This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, minority, or veteran status, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or President will be notified of all allegations. This will ensure a prompt, consistent, and appropriate investigation.

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

This policy covers actions of all students and employees, whether co-worker, manager or by any person 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 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.

While the informal inquiry process, all information will be kept confidential to as great 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 the 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.

Informal and Formal Complaints

Anyone in the Rasmussen community may discuss an informal complaint with the Campus Director, Associate Campus Director/ Director of Campus Operations, Regional Vice President, Executive Vice President or President.

1. If the person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the complaint is made, the College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences. While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed, the College believes that it is important that they will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

2. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wishes to attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant and suggest) and/or undertake appropriate discussions with the persons involved.
There are basically two types of sexual harassment under the third part of the definition: one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under the third part of the definition often consists of calous insensitivity to the experience of others.

Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including male and female, that is acceptable to and welcomed by both parties, are not considered to be harassment, including sexual harassment. There are basically two types of sexual harassment.

1. “Quid pro quo” harassment, where submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual solicitation. An employee might feel pressure from a supervisor to have sexual relations with them, or only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

2. “Hostile work environment,” where the harassment creates an offensive and unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or customers. Hostile environment harassment consists of verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or the effect of creating a hostile work environment.

Romantic/sexual relationships between superior and subordinate: Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties.

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

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member supervisor, or staff who will have the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in engaging in 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, threats to the victim/survivor’s safety to physical harm, or sexual assault. 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 contact.

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 or self, or another, the threat of use to a weapon by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by 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 complainant must be addressed to the Campus Director, Associate Campus Director/Director of Campus Operations, or other manager who will immediately report such complaint to an Executive Vice President or President and Human Resource Director or Corporate Counsel. The Human Resource Director and/or Corporate Counsel, with the assistance of the Campus Director, Associate Campus Director/Director of Campus Operations, or other manager will formally investigate the complaint and present the findings and recommendations to an Executive Vice President or President.

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

1. The person who is first contacted, after initial discussions with the complainant, will inform the College 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 an investigation, Rasmussen will inform the person complained against of the name of the person making the complaint as well as of the substance of the complaint. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation.

3. If it is necessary for the College to speak to any other person other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.

4. 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.

5. 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.

6. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigations and make its recommendations within 60 days from the time the formal investigation is initiated.

7. 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.

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

   a. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President; or

   b. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President.

   c. Report to an Executive Vice President or President the finding that there is insufficient evidence to support the complaint.

Following receipt of the report, the Campus Director, Associate Campus Director/Director of Campus Operations or will report their findings to an Executive Vice President or President with appropriate recommendation(s). The President may take further action as they deem necessary, including the initiation of disciplinary proceedings.

Retaliation. It is a violation of Rasmussen’s policies to retaliate against anyone who may, the good faith claim of a suspected violation of its policies about inappropriate behavior or participate in an investigation. Complaints of retaliation (actual, threatened, or alleged) 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; change of grade or other academic record for a student who has been the victim of harassment; or other appropriate action.

Any action to suspend or to dismiss a member of the staff or faculty is solely within the authority of the Campus Director, Regional Vice President, Executive Vice President, President, or the Chief Executive Officer.

False Charges

If it is determined in any way that a complaint was made by an employee or a student with the knowledge that the facts were false, an Executive Vice President or the President will be notified. The Executive Vice President or President may recommend appropriate disciplinary action, up to and including suspension from the College or termination of employment or enrolment.

Sexual Violence

Rasmussen College expects that all employees and students will conduct themselves in a reasonable manner that shows respect for others and the community at large. The same behavioral standards apply to all.

As part of the larger community we are subject to, abide by, and support federal, state and local statutes and ordinances regarding criminal sexual conduct.

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

The administrative office at each campus shall, at all times provide readily available contact(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 contact, or have a friend contact, the local law enforcement and sexual assault center. Following the incident the victim/survivor should notify the Campus Director, Associate Campus Director/Director of Campus Operations, of the assault for support and assistance.
Sexual Violence continued

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

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

Victims’ Rights Under Sexual Assault Policy

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

1. The victim is aware that criminal charges can be brought 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 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 sexual assault complaints;
6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault victim or complainant, materials relevant to a campus disciplinary proceeding;
7. The assistance of campus 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 alternative classes; and
8. Further information can be obtained from either of the following sources:

North Dakota Victim Service Program
http://www.nd.gov/doc/programs/victims.html
701-328-6183 or 888-568-4410

Minnesota Department of Human Rights
190 E 5th Street, Suite 700
St. Paul, MN 55101
1-800-657-3704 • (651) 296-5663
TTY (651) 296-1283
http://www.humanrights.state.mn.us/

Office of Justice Programs
(651) 201-7310 • (651) 247-0390
Website: www.ojp.gov

The Family Educational Rights and Privacy Act (FERPA)

Amended 2011/01 to include the USA Patriot Act
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the Campus Director, clearly identify the part of the record they want changed, specify what they believe 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 a student’s education records, except to the extent that FERPA authorizes disclosures without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and medical, or other health care personnel); a person or company with whom the institution has contracted to provide specific aid to the student (e.g., an attorney, or collection agent); or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to disclose — with the written consent of the student or parent — personally identifiable information from the student’s education records to a third party in connection with the investigating or prosecution of terrorism crimes specified in sections 2332d(b)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to report 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 a grand jury or persons designated in a Federal Grand Jury Subpoena.

b. Law Enforcement Subpoenas — The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution’s responses to the subpoena.

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 a grand jury or persons designated in a Federal Grand Jury Subpoena.

b. Law Enforcement Subpoenas — The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution’s responses to the subpoena.

C A T A L O G O F S T U D E N T H A N D B O O K 2 0 1 0 - 2 0 1 1

www.rasmussen.edu
Grievance Procedure

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

1. The individual must first try to resolve the issue with the other member involved.

2. If the matter is not resolved to the person’s satisfaction he/she has the option to follow the appropriate steps:
   a. Requests for further action on educational issues should be made to the Academic Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   b. Students who feel they have an appropriate non-academic grievance should see the Associate Campus Director/Director of Campus Operations for their campus. The Associate Campus Director/Director of Campus Operations will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   c. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

Students or other interested parties may also contact:

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

- The Higher Learning Commission (www.ncahlc.org), a commission of the North Central Association of Colleges and Schools,
  30 North La Salle Street, Suite 2400,
  Chicago, IL 60602-2504
  (312) 263-0456.

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 appeal.

For appeals involving academic issues such as final grades, students should appeal first to their instructor within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, the student will have one week from the time they are contacted by students who are contactable and students who are contactable who will have a week from the time they are contacted by students who are contactable for handling under this policy. If the issue remains unresolved after a thorough investigation of the matter by the Academic Dean, who will have one week from the time they are contacted by students to consider any such appeals, students who have unresolved after the appeal to the instructor, who will have one week from the time they are contacted by students who are contactable and students who are contactable who will have a week from the time they are contacted by students to consider any such appeals, students may submit a written statement of appeal to the Assistant Vice President of Academic Affairs thereafter. Response will be given within 30 days.

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 Vice President of Operations within 15 calendar days of the issue in question. Response will be given within 30 days.

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 appeal.

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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 Vice President of Operations within 15 calendar days of the issue in question. Response will be given within 30 days.

Arbitration

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

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

Disclosure Policy

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

Statement of Ownership

Rasmussen College, Inc., is a private corporation under the laws of the State of Delaware. Rasmussen, Inc. is the parent company of Rasmussen College, Inc., with campuses located in the States of Florida, Illinois, Minnesota, North Dakota, and Wisconsin.

Corporate Officers:
- Robert E. King, Chairman
- J. Michael Locke, President, Chief Executive Officer, Secretary
- Susan Falotico, Executive Vice President, Chief Financial Officer, Assistant Secretary
- Krista A. Waite, Executive Vice President, President/CEO of Rasmussen College, Inc.
- Craig E. Fines, Executive Vice President
Accreditation, Licensing & Approvals

The Health Information Technician Associate's degree offered at the Aurora campus is in Candidacy Status for accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM).

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

The Medical Assisting Program at the Brooklyn Park, Eagan, Eden Prairie, Lake Elmo/Woodbury, Mankato, Online and St. Cloud campuses in Minnesota – the Rockford Campus in Illinois – and the Green Bay Campus in Wisconsin - is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Accreditation:
30 N. LaSalle Street, Suite 2400
Chicago, IL 60602-2514
(602) 621-7440 or (312) 263-0456

The Health Information Technician Associate Degree Program offered at the Brooklyn Park, Eagan, Eden Prairie, Lake Elmo/Woodbury, Mankato, Online and St. Cloud campuses in Minnesota – the Rockford Campus in Illinois – and the Green Bay Campus in Wisconsin - is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Medical Laboratory Technician Program at the Brooklyn Park and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (cahcpp.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

■ Commission on Accreditation of Allied Health Education Programs (CAAHEP)
   1361 Park Street
   Clayton, MO 63105
   (727) 210-2350
   www.caahep.org

The Medical Laboratory Technician Program at the Brooklyn Park, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud Campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

■ National Accrediting Agency for Clinical Laboratory Sciences
   5600 N River Road
   Rosemont, IL 60018-5119
   Phone: (727) 714-8880
   Fax: (727) 714-8886
   Programs or campuses not listed above are not programmatically accredited.

Registration:
Rasmussen College’s Moorhead site is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

■ Minnesota Office of Higher Education
   1450 Energy Park Drive, Suite 350
   St. Paul, MN 55108-5227
   (651) 642-0357

■ North Dakota State Board for Career and Technical Education
   State Capitol, 15th Floor, 650 East Boulevard Avenue, Dept. 270
   Bismarck, ND 58505-0610
   (701) 328-3180

■ Veterans’ Benefits by the North Dakota 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/D” and “U/UN” which is counted as an attempted course for the purpose of maximum credit earned for courses that are part of the student’s 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 who does not meet the 2.00 CGPA, QCR, or duration of eligibility requirements at the end of the academic warning period will be placed on academic probation. Students who are placed on academic probation do not receive financial aid. At the end of the academic probation period a student must meet the 2.00 CGPA and required percentage of attempted / earned credits, or duration of eligibility. Students who fail to meet the terms of probation will be terminated from the college.

Mitigating Circumstances: Academic Probation and Termination from college, due to probationary status may be appealed to the Academic Review Committee. This committee is composed of the Academic Dean and two instructors who will determine if mitigating circumstances apply. All appeals must be made in writing addressing the nature of the circumstances that warranted 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 QCR.

Students who withdraw from the institution and later re-enter the College in the same program are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. 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 CGPA requirements will be followed from the re-entry point and for each quarter thereafter.
**Faculty and Staff**

**Central Office**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristi A. Waite</td>
<td>President, Rasmussen College</td>
</tr>
<tr>
<td>Dwayne Bertotto</td>
<td>Campus President</td>
</tr>
<tr>
<td>Patrick Branham</td>
<td>Chief Financial Officer, M.B.A., University of Chicago</td>
</tr>
<tr>
<td>Laureen Cahill</td>
<td>Regional Vice President, B.A., Loyola University-Chicago</td>
</tr>
<tr>
<td>Tawnie L. Cortez</td>
<td>Vice President of Operations, B.A., Montana State University</td>
</tr>
<tr>
<td>Donald J. D'Elia</td>
<td>Campus President, B.S., Excelsior College</td>
</tr>
<tr>
<td>Greta Ferkel</td>
<td>Vice President of Academic Affairs, M.A., University of Wisconsin-Platteville</td>
</tr>
<tr>
<td>George Fogel</td>
<td>Vice President of Compliance and Financial Services, M.B.A., University of Chicago</td>
</tr>
<tr>
<td>Douglas Gardner</td>
<td>Campus President, B.A., Bismarck State University</td>
</tr>
<tr>
<td>Susan M. Hammersstrom</td>
<td>Vice President of Student Recruitment, B.S., St. Cloud State University</td>
</tr>
<tr>
<td>Bob King, Jr.</td>
<td>Vice President of Marketing, M.B.A., Northwestern University</td>
</tr>
<tr>
<td>Carie Ann Potenza</td>
<td>Vice President of Academic Affairs, M.A., Rutgers University</td>
</tr>
<tr>
<td>Eric Rasmussen</td>
<td>Regional Vice President, M.Ed., B.S., University of Minnesota</td>
</tr>
<tr>
<td>Larry A. Waite</td>
<td>Vice President of Real Estate, M.A., University of St. Thomas</td>
</tr>
<tr>
<td>Shawn Walden</td>
<td>Regional Vice President, B.S., Emporia State University</td>
</tr>
<tr>
<td>Claire Walker</td>
<td>Campus President, B.A., Ithaca College</td>
</tr>
<tr>
<td>Greg Witte</td>
<td>Senior Vice President, B.M.E., Central Missouri State University</td>
</tr>
</tbody>
</table>

**Campus Administration**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erin Green</td>
<td>Campus Director, B.S., University of Minnesota-Twin Cities</td>
</tr>
<tr>
<td>Raquel Jessen</td>
<td>Director of Campus Operations, M.B.A., University of Maryland</td>
</tr>
<tr>
<td>Kent Rinkinger</td>
<td>Director of Admissions, M.M., B.S., University of Mary</td>
</tr>
<tr>
<td>Claire Walker</td>
<td>Campus President, B.A., Ithaca College</td>
</tr>
</tbody>
</table>

**Academic Administration**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Segard</td>
<td>Assistant Vice President of Academic Affairs, Ph.D., University of Minnesota</td>
</tr>
<tr>
<td>Aimee Copas</td>
<td>Dean of Faculty, M.S., Northern State University</td>
</tr>
<tr>
<td>Tanya Spilovoy</td>
<td>Dean of Student Learning, M.A., Hamline University</td>
</tr>
</tbody>
</table>

**School of Allied Health**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lorrie Lurin, MT (ASCP)</td>
<td>Director, School of Allied Health, B.A., Carthage College</td>
</tr>
<tr>
<td>Tommy Renner, MT (ASCP)</td>
<td>Medical Laboratory Technician Program Director, M.S., University of North Dakota</td>
</tr>
<tr>
<td>Penny Friday</td>
<td>A.A.S., Williston State College</td>
</tr>
<tr>
<td>Kali Heib, MT (ASCP)</td>
<td>Medical Laboratory Technician Campus Coordinator, B.S., Minot State University</td>
</tr>
<tr>
<td>Yolanda Karas, Licensed Massage Therapist</td>
<td>Massage Therapy Program Coordinator, B.S., Dickinson State University</td>
</tr>
<tr>
<td>Laura Mastel</td>
<td>B.S., University of North Dakota-Grand Forks</td>
</tr>
<tr>
<td>Crystal Sayler, RHIA</td>
<td>Health Information Technician Program Coordinator, B.S., Strayer University</td>
</tr>
<tr>
<td>Lisa Hoggarth</td>
<td>Exercise Science Program Coordinator, B.S., University of Mary</td>
</tr>
<tr>
<td>Lisa Jorgenson, RN, ACLS</td>
<td>Medical Office Assistant Program Coordinator, B.S.N., University of Mary</td>
</tr>
<tr>
<td>Sally Vance, CST</td>
<td>Surgical Technology Program Coordinator, A.A.S., Presentation College</td>
</tr>
<tr>
<td>Gregory Barnett</td>
<td>M.S., University of Wisconsin-La Crosse, B.S., Minnesota State University-Moorhead</td>
</tr>
<tr>
<td>Karla Berger, CMA</td>
<td>Diploma, Laking Dental/Medical Academy</td>
</tr>
<tr>
<td>Susan Finneman, MT (ASCP), PB</td>
<td>Medical Office Assistant Program Coordinator, A.A.S., Presentation College</td>
</tr>
</tbody>
</table>

**Catalog & Student Handbook**

**2010-2011**
FACTORIES: BUSINESS

Kathy Heldman
Director, School of Business
J.D., M.S., Syracuse University
B.A., University of Minnesota
Twin Cities

Kevin Cavanagh
M.B.A., University of Mary
B.A., Montana State University
Bismarck

Josh Hager
M.B.A., B.S., University of Mary
Bismarck

James Long
Ph.D., Capella University
M.B.A., M.M.G.T., B.S., University of Mary
A.S., Bismarck State College
Bismarck

Katya Redekopp
B.A., University of Montana
Bismarck

Brad Schaffer
M.A., B.S., University of Mary
Bismarck

Robert Johnston
Business Program Coordinator
M.B.A., M.S., University of Mary
B.S., Mayville State University
Fargo

Robert Anderson
B.S.Ed., Mayville State University
B.B.A., University of North Dakota
Fargo

Sarah Dixon
B.A., Concordia College
Bill Erickson
M.S., University of Mary
B.S., Southern Illinois University
Fargo

Chad Halvorson
B.A., Minnesota State University-Moorhead
Fargo

John Lazorenko
M.B.A., University of Mary
B.S., Dickinson State University
Fargo

Roxanne Visser
B.S., Minnesota State University-Moorhead
Fargo

Lisa Wixo
M.B.A., University of Phoenix
B.S., Minnesota State University-Moorhead
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Business Program Coordinator
M.B.A., Augsburg College
B.S., Northwestern College
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SCHOOL OF EDUCATION

Cecelia Westby
Director, Early Childhood Education
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M.S., Concordia University
B.S., University of Minnesota
Twin Cities

Emily Color Hanson
M.S., B.S., North Dakota State University
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Dena Wyum
M.S., B.S., University of North Dakota
Fargo/Moorhead

Kelly Kist
Early Childhood Education Program Coordinator
M.A., B.A., Pacific Oaks College
A.S., Santa Barbara City College
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SCHOOL OF JUSTICE STUDIES

Carie Ann Potenza
Director, School of Justice Studies
M.A., Rutgers University
B.A., University of Albany
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Richard Cutting
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B.A., University of California-Riverside
Bismarck

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B.S., Minot State University
A.A., Bismarck State College
Bismarck

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B.S., Minnesota State University-Mankato
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Mike Mitchell
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Fargo/Moorhead

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B.S., Bemidji State University
Fargo/Moorhead

Rachel Wallock
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B.S., North Dakota State University
Fargo/Moorhead

Leslie Palmer
Justice Studies Program Coordinator
M.S., Capella University
B.S., Saint Cloud State University
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Kirk Olson
J.D., University of Minnesota Law School
B.A., University of Minnesota College of Liberal Arts
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SCHOOL OF NURSING

Bradley Moore, RN, MSN
Director, School of Nursing
M.S.N., B.S.N., University of South Alabama
Fargo

Cheryl L. Pratt, RN, CNE-BC
Regional Dean of Nursing-Minnesota
M.A., Nursing College of St. Scholastica-Duluth
B.S.N., Winona State University
Manitowoc

Kayla Johnson, RN, BSN
B.S.N., University of Mary
Fargo

Shantelle Smith, RN, BSN
B.S.N., Midcenter One College of Nursing-Bismarck
B.A., St. Cloud State University
Fargo

Allyson Torstevit, RN, BSN, TNCC
B.S.N., Minnesota State University-Moorhead
Fargo

Melissa True, RN, BSN, TNCC
B.S.N., Minnesota State University-Moorhead
Fargo

SCHOOL OF TECHNOLOGY & DESIGN

Hap Aziz
Director, School of Technology and Design
M.S., Nova Southeastern University
B.A., Rollins College
Twin Cities

Edward Sargeant
M.S., Camberwell College of Arts, London, England
B.A., Bournemouth University
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Chad Halvorson
Information Technology Program Coordinator
B.A., Minnesota State University-Moorhead
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B.S., Valley City State University
Fargo/Moorhead

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B.S., University of Central Florida
Fargo/Moorhead

Viviane Vaszconcelos
M.B.A., Keller Graduate School of Management of DeVry University
B.S., DeVry University
Online

Charlene Weatherford
M.E., Nova Southeastern University
B.A., Newberry College
Fargo/Moorhead

GENERAL EDUCATION & DEVELOPMENTAL EDUCATION

Wendy Allan
M.A., University of Mary
B.S., Dickinson State College
Bismarck

Greg Cagle
M.S., B.S., University of Mary
Bismarck

Darcie Dykema
B.S., Minot State University
A.A., Bismarck Junior College
Bismarck

Kelvin Kosse
M.S., Minot State University
B.S., Valley City State University
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Deviah Muccalina
M.S., Tamu Nadu Agricultural University, Madurai, India
B.S., Allahabad University, India
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Shadd Piehl
M.F.A., Minnesota State University-Moorhead
B.A., North Dakota State University
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Fargo/Moorhead

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B.A., Concordia College
Fargo/Moorhead

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B.A., Southwest Minnesota State
Fargo/Moorhead

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Ph.D., Union Institute, Cincinnati
M.Ed., Ed.D., University of North Dakota
Fargo/Moorhead

Eric Gomez
M.A., B.A., Minnesota State University-Moorhead
Fargo/Moorhead

Carly Hearn
M.A., B.A., North Dakota State University
Fargo/Moorhead

Jeremy Shibley
M.S., Saint Mary’s University
B.S., Minnesota State University-Manitowoc
Fargo/Moorhead

David Torpenn
M.A., North Dakota State University
B.A., Minnesota State University-Moorhead
Fargo/Moorhead

Kevin Welch
M.Ed., B.S., Ed., University of Kansas
Fargo/Moorhead

Sherry Kamrowski
B.S., Winona State University
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M.A., City University of Seattle
B.A., Western Washington University
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M.B.A., Keller Graduate School of Management of DeVry University
M.A., B.A., University of Central Florida
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Laticia Roundtree
M.A., Webster University
B.S., Florida State University
Online

Rebecca Sims
M.A., University of California-Santa Barbara
B.A., DePaul University-Glenview
Online

Marilyn Tramontin
B.S., University of Minnesota
Online

LIBRARY AND LEARNING CENTER

Emily O’Connor
Director of Library and Learning Resources
M.S., Florida State University
B.A., West Virginia Wesleyan College
Twin Cities

Chandra Hirming
Reference Librarian
M.Ed., University of Wisconsin
B.A., Calvin College
Bismarck

Beth Willoughby
Reference Librarian
M.J.I.S., University of North Texas
B.A.A.S., University of Houston
Fargo/Moorhead

Lael Richards
Learning Center Coordinator
Fargo/Moorhead

Lisa Linrud
Academic Support Librarian
M.A., B.A., University of North Dakota
Fargo

Beth Marie Gooding
Reference Librarian
M.S., M.I.S., Indiana University
B.A., University of Iowa
Online

Jennifer Stoker
Learning Center Coordinator
B.A., University of Central Florida
Online
RASMUSSEN COLLEGE ONLINE
www.Rasmussen.edu
888-5Rasmussen

MINNESOTA
Blaine
3629 95th Avenue NE
Blaine, MN 55444
763-795-4720

Brooklyn Park
8301 83rd Avenue North
Brooklyn Park, MN 55445
763-493-4500

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

Eden Prairie
7905 Golden Triangle Drive
Eden Prairie, MN 55344
952-545-2000

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

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

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

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

ILLINOIS
Aurora
2263 Sequoia Drive
Aurora, IL 60506
630-888-3500

Mokena/Tinley Park
8650 W Spring Lake Road
Mokena, IL 60448
815-534-3300

Rockford
6000 East State Street
Rockford, IL 61018
815-316-4800

Romeoville/Joliet
1600 West Normantown Road
Romeoville, IL 60446
815-306-2600

FLORIDA
Fort Myers
9160 Forum Corporate Parkway
Fort Myers, FL 33905
239-477-2100

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

Pasco County
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Holiday, FL 34690
727-962-0069

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Tampa, FL 33610
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Wisconsin
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3500 E. Destination Drive
Appleton, WI 54915
920-750-5900

Green Bay
904 South Taylor Street
Green Bay, WI 54303
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Waupaca, WI 54981
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Bismarck, ND 58503
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