Rasmussen College is accredited by The Higher Learning Commission, and is a member of The North Central Association of Colleges and Schools.
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 life-long 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.

Purposes

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 life-long learning.

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

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

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

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

Over a century of leadership and innovation.

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

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

Over the next century, Rasmussen College expanded to five locations to serve the needs of the state of Minnesota. In 2003, Rasmussen College partnered with an online-education provider to include fully online programs. Since then, Rasmussen College has added campuses in Brooklyn Park and Lake Elmo, Minnesota; Rockford, Illinois; and Green Bay, Wisconsin. It has added four new campuses through its mergers with Acker’s College in North Dakota and Webster College in Florida.

Rasmussen College now operates campuses in 5 states. It offers more than 40 programs in areas such as business, criminal justice, technology and design, and allied health. Through all these changes, Rasmussen has maintained its original passion for and dedication to providing high-quality education to its students, and skilled graduates to local employers.

Board of Directors

Henry S. Bienen
– President, Northwestern University, Evanston, Illinois

John A. Canning, Jr.
– Chairman and CEO, Madison Dearborn Partners, LLC

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– Founder, Broadview International

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– Chairman, Rasmussen College, Inc.

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– Former Chairman, Salt Creek Ventures

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– Managing Director, Madison Dearborn Partners, LLC

James A. Sullivan
– Partner, The Optime Group

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CHIPS! is an acronym for our values: Community, History, Integrity, Placement, and Service. CHIPS embodies what the Rasmussen College experience is all about, and why it’s not just an ordinary education.

What does CHIPS mean for you, our student?

It means a personal, service-oriented, quality education that’s designed to help you succeed - in the classroom and beyond. Here are some questions to ask when selecting a college, so that you can make the best decision regarding your future career.

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

**HISTORY**
- When were you founded?
- How long have you been in business?
- What’s the history of this college?
- How did you get started?

**SERVICE**
- Do you offer 24/7 assistance for students?
- Do you offer no-cost tutoring for both online and on-campus students?
- Do you offer assistance with researching and applying for financial aid?
- Do you assist new students with gathering transcripts and other necessary items during the application process? Are you available for questions throughout this time?
- Does your college have a library and an on-site librarian?
- Do you offer technical support on-site and online?
- Are you open evenings and weekends?

**INTEGRITY**
- Are you accredited?
- Is your accreditation national or regional?
- Do you allow students to participate in evaluation of their instructors and overall educational experience?
- How do you decide which new programs to offer? Who helps you develop them?

**PLACEMENT**
- Do you have a full-time career placement office?
- Does your Career Services Office receive job postings from local employers?
- What is your placement rate?
- Do you offer long-term placement assistance for graduates?
- Do you offer career placement assistance nationwide?

**Campus and Classroom Life**

As a Rasmussen student, you are our first priority: your education, your positive experience, your achievements, and your dreams. We understand the challenges you face in meeting your career goals while balancing family life, activities, work, budgets, and schedules. We know it’s hard to pursue career options and still keep your personal commitments intact. We respect your values and support you with a campus environment that meets your needs.

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

- **Round the Clock Personal Support Center**
  - The 24/7 Personal Support Center operates continually to help you when you need it. Whether it’s a tutoring need, research question, computer issue, or information about coursework, someone is always standing by to offer direction.

The Rasmussen Community

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

Our focus is on you, the student, from your first call to the Admissions Office, to your success 15 years from now. Upon graduation, you’ll become a member of our Alumni Association, which offers ongoing career placement and networking opportunities with other Rasmussen alumni.

**New Facilities**

Rasmussen is dedicated to providing a quality, hands-on education with day, evening, and online programs to be taken at your convenience, letting you live your life on your schedule. Our commitment to progress and growth has led to expansion, offering even more opportunities for students.

New facilities include new campuses in Lake Elmo and Eden Prairie, Minnesota, Rockford, Illinois and Green Bay, Wisconsin, expansions on the Mankato and St. Cloud campuses to accommodate Allied Health programs; and new, upgraded computer labs.

**Online Support and Services**

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

**Career Advice and Assistance**

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

**Personalized Service**

- Going back to college just to study isn’t working for the next level in your career and finding a great job that challenges and fulfills you. Rasmussen personnel are focused on your individual needs and challenges as you look towards graduation and advancing your career. On each campus there is at least one professional Career Services Advisor to assist you in figuring out where you should go next with your career. Your relationship with Rasmussen doesn’t end when you walk out our doors with your degree in hand. As a graduate you are entitled to comprehensive career services at any time throughout your career.

**Career Services Program**

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

**Job Connect**

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

**Preferred Employer Program**

Rasmussen College is committed to facilitating job placement. We partner with employers in the community through our Preferred Employer Membership program. Preferred Employers are committed to hiring Rasmussen College graduates. Our Career Services Advisors match qualified students with potential employers and the details of their company’s job openings.

**Online Support**

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

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

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

Innovative Programs
The progressive programs offered through Rasmussen College Online are the same as those offered on campus. Online students have access to the same level of student services offered to on-campus students, including the 24/7 Personal Support Center, tutoring, and job placement assistance. Online students complete assignments and activities using chat, email, message boards, and interactive web sites.

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

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

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

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

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

Benefits of Regional Accreditation
A major benefit to students who graduate from a regionally accredited institution is that when considering the transfer of credits, other institutions often use accreditation status as part of the transfer decision. In other words, should you decide to pursue your education further after graduating from Rasmussen, credits may be much easier to transfer to the college of your choice.

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

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

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

100 Years of Excellence
Rasmussen has served over 100,000 students in its 100-year history. Students comment that they were well prepared to meet the demands of their new careers through the practical experience, hands-on training, classroom discussions, and independent thinking they explored at Rasmussen. Take charge of your future and see what Rasmussen can offer.

Enrollment Procedures
You've already taken the first big step by scheduling your campus visit and meeting your admissions representatives. Our admissions professionals now help you explore the various options that best meet your goals, interests, educational needs, and work or activities schedule. Your team will help you find the learning program, location, and coursework that are right for you. When you've chosen the option that best meets your needs, you can apply for admission by submitting the following:

• Application Form
  (Apply early for best class choices and scholarship opportunities.)
• $60 fee for entire program or $20 per course
• An attestation of high school graduation or equivalency
• College placement exam results
• Required credentials for foreign students, including TOEFL test score of 500 paper-based or 173 computer-based, plus first quarter tuition.

Rasmussen College will notify you in writing of your acceptance or rejection. All money paid to the College will be refunded if you are not accepted. All new students will attend an orientation session a week or two before classes start. This required session is an opportunity to learn College policies and course scheduling, buy textbooks and supplies, and meet other students.

Picking a Start Date
2007-2008 Academic Calendar
• 2007 Fall Quarter
  October 1 through December 16
• 2008 Winter Quarter
  January 7 through March 23
• 2008 Spring Quarter
  April 7 through June 22
• 2008 Summer Quarter
  July 7 through September 21
• 2008 Early Fall Quarter
  August 11 through September 21

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
• Christmas Day

[Note: The text continues on the next page, but the content is not accurately transcribed here.]
Primary sources of Financial Aid and how to apply.

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 College students:
- Various state and federal student aid programs
- Federal Stafford Loan Programs
- Various employment opportunities

Tuition Rates
Tuition rates at Rasmussen College vary by program and by the number of credits taken per quarter. Please see the Tuition Structure in the Policies section for complete 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 scholarships up to $10,000 for incoming freshmen. Below is a quick look at the various Grade Point Achievement scholarships. Ask your Admissions Representative for all the details and an application form.

Eligibility guidelines for the Grade Point Achievement Scholarships are as follows:
- Eligible students must be current year’s graduating seniors.
- Students must apply for and begin attending 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.

If your cumulative Grade Point Average upon graduation is between:

<table>
<thead>
<tr>
<th>GPA Range</th>
<th>Scholarship Amount</th>
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<tbody>
<tr>
<td>2.00 – 2.74</td>
<td>$10,000 for incoming freshman</td>
</tr>
<tr>
<td>2.75 – 2.99</td>
<td>$8,000</td>
</tr>
<tr>
<td>3.00 – 3.24</td>
<td>$6,000</td>
</tr>
<tr>
<td>3.25 – 3.49</td>
<td>$4,000</td>
</tr>
<tr>
<td>3.50 – 3.74</td>
<td>$2,500</td>
</tr>
<tr>
<td>3.75 – 3.99</td>
<td>$1,000</td>
</tr>
<tr>
<td>4.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Warning/Probation or the award is forfeited from that point forward.

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 indicating expiration date. Retired military personnel must provide valid military retiree ID or DD 214 form. In addition, the College will extend the 10% discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above. These individuals must provide an actual or faxed copy of their dependent military ID card, which includes an expiration date.

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

If you apply for admission prior to January 30, your award is:

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</table>
Objectives.

Graduates of this degree program understand the healthcare system, and communicate with healthcare teams. Students learn to perform a wide variety of entry-level tasks within a health-information department, to perform medical coding, analyze data, manage file rooms, and release medical information, analyze data, manage file rooms, and release medical information, and to combine technical knowledge with the ability to think critically and make informed decisions. They know medical terminology, medical coding, and the principles of quality management. Students develop value ethical and professional behavior in the workplace, and the confidentiality of patient information.

Health Information Technician AAS Degree

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

Career Opportunities • Information Technology • Medical Data Analyst • Medical Coder • Health Information Workforce Specialist • Medical Records Coordinator • Coding Analyst • Electronic Health Record Specialist

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</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 their foundation courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

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<tr>
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<tbody>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E130</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>S242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G130</td>
<td>Introduction to Communication</td>
<td>3</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M440</td>
<td>Basic ICD-10 Coding</td>
<td>3</td>
</tr>
<tr>
<td>M418</td>
<td>Ambulatory Care Coding</td>
<td>3</td>
</tr>
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<td>M220</td>
<td>Information Management</td>
<td>3</td>
</tr>
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<td>M330</td>
<td>Medical Insurance and Billing</td>
<td>4</td>
</tr>
<tr>
<td>M311</td>
<td>Quality Assurance and Management</td>
<td>4</td>
</tr>
<tr>
<td>M128</td>
<td>Management of Health Information Services</td>
<td>4</td>
</tr>
<tr>
<td>D292</td>
<td>Pathology I</td>
<td>2</td>
</tr>
<tr>
<td>M224</td>
<td>Pathology II</td>
<td>2</td>
</tr>
<tr>
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<td>Healthcare Information Technologies</td>
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<tr>
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<td>Medical Law and Ethics</td>
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<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
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</tr>
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<td>M252</td>
<td>Health Information Practicum</td>
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Degree Courses

This Degree Program is also offered online.

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<td>Introduction to Communication</td>
<td>3</td>
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<tr>
<td>G208</td>
<td>Speech</td>
<td>2</td>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
<td>4</td>
</tr>
</tbody>
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Career Opportunities

• Coding Analyst • Electronic Health Record Specialist • Medical Coder • Medical Coder/Biller

Medical Coding Diploma

Standard Length of Program • 6 Quarters Part-Time

Career Opportunities • Medical Coder • Medical Coder/Biller

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Total Diploma Credits

23* Credit must be a minimum of foundations of English I and II or foundations of Math. These courses may be required of some students based upon placement examinations.

MASSAGE THERAPY DIPLOMA

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

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

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<td>Deep Tissue Massage</td>
<td>3</td>
</tr>
<tr>
<td>M120</td>
<td>Techniques for Special Clients</td>
<td>3</td>
</tr>
<tr>
<td>M125</td>
<td>Sports Massage</td>
<td>2</td>
</tr>
<tr>
<td>M230</td>
<td>Myofascial Release</td>
<td>3</td>
</tr>
<tr>
<td>M225</td>
<td>Alternative Modalities</td>
<td>3</td>
</tr>
<tr>
<td>M237</td>
<td>Clinic I</td>
<td>2</td>
</tr>
<tr>
<td>M238</td>
<td>Clinic II</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Diploma Credits

34* Credit must be a minimum of Foundations of English I and II or foundations of Math. These courses may be required of some students based upon placement examinations.

Objective.

Graduates of this degree program learn theory and practical massage-therapy application. They are able to perform Swedish Massage, Deep Tissue, Trigger Point Therapy, and other techniques that are prevalent in the field of massage therapy. In addition, students will learn techniques that are used for people in various stages of life. Students will be able to communicate the correct medical language for insurance billing. They will have the knowledge to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). They will value professionalism, integrity, ethical decisions, and the appreciation of massage therapists in the industry.

Massage Therapy AAS Degree

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

Career Opportunities • Private Practice • Spas and Resorts • Health Clubs • Wellness Centers • Clinic • Chiropractic Office

Foundation Courses

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

Students must either demonstrate mastery of the subject matter in their 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>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>M105</td>
<td>Deep Tissue Massage</td>
<td>3</td>
</tr>
<tr>
<td>M120</td>
<td>Techniques for Special Clients</td>
<td>3</td>
</tr>
<tr>
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<tr>
<td>M238</td>
<td>Clinic II</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Diploma Credits

34* Credit must be a minimum of Foundations of English I and II or foundations of Math. These courses may be required of some students based upon placement examinations.
**Objective.** Graduates of this degree program acquire professional skills in administrative and clinical areas. Working under supervision of physicians or nurses, medical assistants with this degree will be able to assist by administering injections, preparing venipuncture, measuring vital signs, performing CLIA-waived laboratory tests, as well as front-office duties such as scheduling appointments, billing, bookkeeping, and health-insurance preparation. The completion of this comprehensive program allows opportunities for the student to work in a medical clinic, physician group practice, or prompt-care setting, and guides student preparation for success in the classroom, workplace, and for national certification.

### MEDICAL ADMINISTRATION AAS DEGREE

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

**Career Opportunities:** Medical Office Assistant Medical Office Transcriptionist

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D111</td>
<td>Medical Terminology</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>G130</td>
<td>Structure and Function of the Human Body</td>
<td>3</td>
</tr>
<tr>
<td>M200</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M430</td>
<td>Basic X-ray/CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>M40A</td>
<td>Intermediate X-ray/CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>M41B</td>
<td>Ambulatory Care Coding</td>
<td>3</td>
</tr>
<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>M201</td>
<td>Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>M202</td>
<td>Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>M203</td>
<td>Introduction to Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>M209</td>
<td>Medical Insurance and Billing</td>
<td>4</td>
</tr>
<tr>
<td>M223</td>
<td>Pathology I</td>
<td>3</td>
</tr>
<tr>
<td>M224</td>
<td>Pathology II</td>
<td>3</td>
</tr>
<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>M231</td>
<td>Medical Law and Capstone</td>
<td>3</td>
</tr>
<tr>
<td>S115</td>
<td>Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>S125</td>
<td>Word Processing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Degree Credits:** 92*  
*Credit totals do not include Foundations of English I/II or English Composition I/II. These courses may be required of some students based upon placement examinations.

### MEDICAL ASSISTING AAS DEGREE

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

**Career Opportunities:** Medical Assistant Medical Office Administrative Assistant

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D111</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
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<td>Career Development</td>
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<td>G130</td>
<td>Structure and Function of the Human Body</td>
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<tr>
<td>M200</td>
<td>Medical Terminology</td>
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<tr>
<td>M430</td>
<td>Basic X-ray/CM Coding</td>
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<tr>
<td>M201</td>
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<td>S115</td>
<td>Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>S125</td>
<td>Word Processing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Degree Credits:** 92*  
*Credit totals do not include Foundations of English I/II or English Composition I/II. These courses may be required of some students based upon placement examinations.

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**SCHOOL OF ALLIED HEALTH**

### School of Allied Health

#### School of Allied Health

**Objective.** Graduates of this degree program acquire skills and knowledge valuable to a medical office in a variety of healthcare settings. Students learn to perform a wide variety of tasks including medical-office management, patient scheduling, medical transcription, basic medical coding, medical billing, medical-record organization, and other medical-office procedures. They know medical terminology and basic anatomy and disease processes. Students value ethical and professional behavior in the workplace, and the confidentiality of patient information.

**General Education Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G123</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G158</td>
<td>Introduction to Film</td>
<td>3</td>
</tr>
<tr>
<td>G160</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>G164</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
<tr>
<td>G122</td>
<td>World Geography</td>
<td>4</td>
</tr>
<tr>
<td>G223</td>
<td>Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
<td>4</td>
</tr>
</tbody>
</table>

### School of Allied Health

#### School of Allied Health

**Objective.** Graduates of this degree program learn the theory and practical applications of pharmacy practice. They are able to apply this knowledge to retail and hospital pharmacy settings. Students combine effective use of available software programs with proficiency in receiving, interpreting, inquiring, and filling prescriptions. They have knowledge of medical terminology, medical law and ethics, and pharmacy math. They value honesty and integrity, have compassion for patients, and respect patient confidentiality.

**General Education Courses**

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</tr>
<tr>
<td>G160</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>G164</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
<td>4</td>
</tr>
</tbody>
</table>

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**PHARMACY TECHNICIAN AAS DEGREE**

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

**Career Opportunities:** Retail Pharmacy Clinic Pharmacy Hospitals and Health Care Facilities

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B221</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E159</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G123</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>M206</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M207</td>
<td>Medical Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>M208</td>
<td>Medical Transcription</td>
<td>3</td>
</tr>
<tr>
<td>M209</td>
<td>Medical Insurance and Billing</td>
<td>4</td>
</tr>
<tr>
<td>M210</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>M211</td>
<td>Medical Law and Capstone</td>
<td>3</td>
</tr>
<tr>
<td>S115</td>
<td>Keyboarding</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Degree Credits:** 92*  
*Credit totals do not include Foundations of English I/II or English Composition I/II. These courses may be required of some students based upon placement examinations.

---

### School of Allied Health

#### School of Allied Health

**Objective.** Graduates of this degree program acquire professional skills in administrative and clinical areas. Working under supervision of physicians or nurses, medical assistants with this degree will be able to assist by administering injections, performing venipuncture, measuring vital signs, performing CLIA-waived laboratory tests, as well as front-office duties such as scheduling appointments, billing, bookkeeping, and health-insurance preparation. The completion of this comprehensive program allows opportunities for the student to work in a medical clinic, physician group practice, or prompt-care setting, and guides student preparation for success in the classroom, workplace, and for national certification.

### MEDICAL ASSISTING AAS DEGREE

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

**Career Opportunities:** Medical Assistant Medical Office Administrative Assistant

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D111</td>
<td>Medical Terminology</td>
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</tr>
<tr>
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<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G130</td>
<td>Structure and Function of the Human Body</td>
<td>3</td>
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<tr>
<td>M200</td>
<td>Medical Terminology</td>
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<tr>
<td>M430</td>
<td>Basic X-ray/CM Coding</td>
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<td>M201</td>
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<tr>
<td>S115</td>
<td>Keyboarding</td>
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</tr>
<tr>
<td>S125</td>
<td>Word Processing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Degree Credits:** 92*  
*Credit totals do not include Foundations of English I/II or English Composition I/II. These courses may be required of some students based upon placement examinations.

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### School of Allied Health

#### School of Allied Health

**Objective.** Graduates of this degree program learn the theory and practical applications of pharmacy practice. They are able to apply this knowledge to retail and hospital pharmacy settings. Students combine effective use of available software programs with proficiency in receiving, interpreting, inquiring, and filling prescriptions. They have knowledge of medical terminology, medical law and ethics, and pharmacy math. They value honesty and integrity, have compassion for patients, and respect patient confidentiality.

**General Education Courses**

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<tr>
<th>Course Code</th>
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<tbody>
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<td>4</td>
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<tr>
<td>G160</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>G164</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
<td>4</td>
</tr>
</tbody>
</table>

### School of Allied Health

#### School of Allied Health

**Objective.** Graduates of this degree program acquire professional skills in administrative and clinical areas. Working under supervision of physicians or nurses, medical assistants with this degree will be able to assist by administering injections, performing venipuncture, measuring vital signs, performing CLIA-waived laboratory tests, as well as front-office duties such as scheduling appointments, billing, bookkeeping, and health-insurance preparation. The completion of this comprehensive program allows opportunities for the student to work in a medical clinic, physician group practice, or prompt-care setting, and guides student preparation for success in the classroom, workplace, and for national certification.
### School of Allied Health

**Objective.**

Graduates of this degree program learn to transcribe a wide variety of medical documents, to adapt to varying medical report formats, to use transcription equipment effectively, and to give support to and communicate effectively with the healthcare team. Students combine technical knowledge with the ability to think critically and make informed decisions. They know the correct use of medical language and terminology and the effective use of available software packages. Students value ethical and professional behavior in the workplace and the confidentiality of patient information.

<table>
<thead>
<tr>
<th>Major and Core Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B137 Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B138 Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>B140 Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>M120 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M205 Medical Transcription</td>
<td>3</td>
</tr>
<tr>
<td>M206 Medical Transcription II</td>
<td>4</td>
</tr>
<tr>
<td>S116 Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td>S120 Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>Total Degree Credits</td>
<td>30*</td>
</tr>
</tbody>
</table>

Note: *This program/track is also offered online.*

- **Credit as not include Foundations of English I/II or Social Sciences electives.** These courses may be required of some students based upon placement examinations.

### Medical Transcriptionist Diploma

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

**Career Opportunities:**

- Medical Transcriptionist
- Medical Document Editor

**Foundation Courses**

- B137 Foundations of English I
- B138 Foundations of English II
- B140 Introduction to Communication

**Major and Core Courses**

- B117 Computer Information Systems
- E150 Success Strategies
- E242 Career Development
- G141 Introduction to Communication
- G150 Structure and Function of the Human Body
- M120 Medical Terminology
- M205 Medical Transcription
- M206 Medical Transcription II
- S116 Keyboarding I
- S120 Word for Windows

**Total Degree Credits:** 62*

Note: *This Program is also offered online.*

- **Credit as not include Foundations of English I/II or Social Sciences electives.** These courses may be required of some students based upon placement examinations.

### School of Business

**Objective.**

Graduates of this degree program learn to manage accounts receivable, prepare and analyze financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. They value critical-thinking and communication skills and the ability to relate accounting concepts to the world around them.

<table>
<thead>
<tr>
<th>Major and Core Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B137 Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B138 Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>B139 Foundations of Math</td>
<td>4</td>
</tr>
<tr>
<td>G136 Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>G137 Introduction to Accounting</td>
<td>4</td>
</tr>
<tr>
<td>G201 Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G226 Speech</td>
<td>4</td>
</tr>
<tr>
<td>G243 Contemporary U.S. Government</td>
<td>4</td>
</tr>
<tr>
<td>Total Degree Credits</td>
<td>93*</td>
</tr>
</tbody>
</table>

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

### Accounting AAS Degree

**Banking • Financial Accounting • Financial Investigation**

**Standard Length of Program:** 5 Quarters Full-Time • 9 Quarters Part-Time

**Career Opportunities:**

- Loan Officer
- Financial Analyst
- Bank Teller
- Accounts Management Trainee

**Foundation Courses**

- B137 Foundations of English I
- B138 Foundations of English II
- B139 Foundations of Math
- G136 Introduction to Business
- G137 Introduction to Accounting
- G201 Creative Writing
- G226 Speech
- G243 Contemporary U.S. Government

**Total Degree Credits:** 93*

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

### Medical Transcriptionist AAS Degree

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

**Career Opportunities:**

- Medical Transcriptionist
- Medical Document Editor

**Foundation Courses**

- B137 Foundations of English I
- B138 Foundations of English II
- B140 Introduction to Communication

**Major and Core Courses**

- B117 Computer Information Systems
- E150 Success Strategies
- E242 Career Development
- G141 Introduction to Communication
- G150 Structure and Function of the Human Body
- M120 Medical Terminology
- M205 Medical Transcription
- M206 Medical Transcription II
- S116 Keyboarding I
- S120 Word for Windows

**Total Degree Credits:** 62*

Note: *This Program is also offered online.*

- **Credit as not include Foundations of English I/II or Social Sciences electives.** These courses may be required of some students based upon placement examinations.

### General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>B123</td>
<td>World Geography</td>
</tr>
<tr>
<td>B124</td>
<td>Humanities</td>
</tr>
<tr>
<td>B127</td>
<td>Principles of Economics</td>
</tr>
<tr>
<td>B134</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>B142</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
</tr>
</tbody>
</table>

### General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>B128</td>
<td>Humanities</td>
</tr>
<tr>
<td>G130</td>
<td>Structure and Function of the Human Body</td>
</tr>
<tr>
<td>G223</td>
<td>College Algebra</td>
</tr>
<tr>
<td>G229</td>
<td>Introduction to Astronomy</td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
</tr>
</tbody>
</table>

### Medical Transcriptionist AAS Degree

**Foundation Courses**

- B137 Foundations of English I
- B138 Foundations of English II
- B139 Foundations of Math

**Major and Core Courses**

- B117 Computer Information Systems
- E150 Success Strategies
- E242 Career Development
- G141 Introduction to Communication
- G150 Structure and Function of the Human Body
- M120 Medical Terminology
- M205 Medical Transcription
- M206 Medical Transcription II
- S116 Keyboarding I
- S120 Word for Windows

**Total Degree Credits:** 62*

Note: *This Program is also offered online.*

- **Credit as not include Foundations of English I/II or Social Sciences electives.** These courses may be required of some students based upon placement examinations.
**Business Administration Emphasis**

- **Foundation Courses**
  - B066 Foundations of English I
  - B058 Foundations of English II
  - B059 Foundations of Math
  - B018 Principles of Finance
  - B020 Principles of Management
  - B023 Principles of Management
  - B034 Employment Law
  - B035 Compensation and Benefits Management
  - B038 Business Ethics

- **General Education Courses**
  - G125 Humanities
  - G138 Introduction to Film
  - G137 Introduction to Psychology
  - G141 Introduction to Communication
  - G142 Introduction to Sociology

- **Major and Core Courses**
  - A121 Introduction to Accounting
  - A137 Principles of Business
  - A138 Introduction to Management Information Systems
  - A139 Principles of Management
  - A140 Sales Techniques
  - A141 Principles of Accounting
  - A142 Principles of Marketing
  - A177 Principles of Business Law
  - B293 Business Ethics

**SCHOOL OF BUSINESS**

**Business Administration Emphasis**

- **Foundation Courses**
  - B066 Foundations of English I
  - B058 Foundations of English II
  - B059 Foundations of Math

- **General Education Courses**
  - G125 Humanities
  - G138 Introduction to Film

- **Major and Core Courses**
  - A121 Introduction to Accounting
  - A137 Principles of Business
  - A138 Introduction to Management Information Systems
  - A139 Principles of Management
  - A140 Sales Techniques
  - A141 Principles of Accounting
  - A142 Principles of Marketing
  - A177 Principles of Business Law
  - B293 Business Ethics

**OFFICE MANAGEMENT AAS DEGREE**

**Corporate Management**

- **Foundation Courses**
  - B057 Foundations of English I
  - B058 Foundations of English II
  - B059 Foundations of Math

- **General Education Courses**
  - G125 Humanities
  - G138 Introduction to Film

- **Major and Core Courses**
  - A121 Introduction to Accounting
  - A137 Principles of Business
  - A138 Introduction to Management Information Systems
  - A139 Principles of Management
  - A140 Sales Techniques
  - A141 Principles of Accounting
  - A142 Principles of Marketing
  - A177 Principles of Business Law

**Medical Emphasis**

- **Foundation Courses**
  - B057 Foundations of English I
  - B058 Foundations of English II
  - B059 Foundations of Math

- **General Education Courses**
  - G125 Humanities
  - G138 Introduction to Film

- **Major and Core Courses**
  - A121 Introduction to Accounting
  - A137 Principles of Business
  - A138 Introduction to Management Information Systems
  - A139 Principles of Management
  - A140 Sales Techniques
  - A141 Principles of Accounting
  - A142 Principles of Marketing
  - A177 Principles of Business Law

**Small Business Management Emphasis**

- **Foundation Courses**
  - B057 Foundations of English I
  - B058 Foundations of English II
  - B059 Foundations of Math

- **General Education Courses**
  - G125 Humanities
  - G138 Introduction to Film

- **Major and Core Courses**
  - A121 Introduction to Accounting
  - A137 Principles of Business
  - A138 Introduction to Management Information Systems
  - A139 Principles of Management
  - A140 Sales Techniques
  - A141 Principles of Accounting
  - A142 Principles of Marketing
  - A177 Principles of Business Law

**Wisconsin**

- **Foundation Courses**
  - B057 Foundations of English I
  - B058 Foundations of English II
  - B059 Foundations of Math

- **General Education Courses**
  - G125 Humanities
  - G138 Introduction to Film

- **Major and Core Courses**
  - A121 Introduction to Accounting
  - A137 Principles of Business
  - A138 Introduction to Management Information Systems
  - A139 Principles of Management
  - A140 Sales Techniques
  - A141 Principles of Accounting
  - A142 Principles of Marketing
  - A177 Principles of Business Law
Objective.
Graduates of this degree program learn to analyze how the legal process works from law enforcement, to the courts, and through the corrections system. They know the history and development of the criminal justice system and its effects on society. Students value the ability to think critically about the issues related to the future of criminal justice, including juvenile justice, corrections, and security.

CRIMINAL JUSTICE AAS DEGREE

Standard Length of Program: 6 Quarters Full-Time • 8 Quarters Part-Time
Career Opportunities • Corrections Officer • Probation Support Specialist • Court Clerk • Security Professional • Juvenile Specialist • Homeland Security • Peace Officer • Law Enforcement

Paralegal

Objective.
Graduates of this Paralegal degree program learn to provide services in all phases of the legal system including courts, law firms, and government agencies, under the supervision of an attorney. Paralegals may not provide legal services directly to the public except as permitted by law. Paralegals examine specialty courses such as legal research and writing, torts and corporate law, litigation, criminal law, family law, and real estate in the AAS degree. Students value the ability to think critically about the issues related to the law and paralegal field.

PARTALEGAL AAS DEGREE

Standard Length of Program: 6 Quarters Full-Time • 8 Quarters Part-Time
Career Opportunities • Paralegal • Legal Assistant • Legal Secretary

Objective.
Graduates of this certificate program learn to plan and implement curriculum, and can perform First Aid and CPR. They know principles of marketing and customer service, developmentally appropriate practices, and behavior-guidance and classroom-management techniques. Graduates know the rules governing childcare centers and marketing strategies for the childcare field. They value professionalism in the workplace and the application of their classroom coursework.

CHILD CARE SPECIALIST CERTIFICATE

Standard Length of Program: 3 Quarters Full-Time • 3 Quarters Part-Time
Career Opportunities • Early Childhood Instructor • Infant/Toddler Instructor • Preschool Assistant • Nanny • Child Care Administrator • Lead Teacher

Objective.
Graduates of this degree program practice management and supervisory skills in the childcare field, learn to plan and implement curriculum, and can perform First Aid and CPR. They know principles of marketing and customer service, developmentally appropriate practices, and behavior-guidance and classroom-management techniques. Graduates know the rules governing childcare centers and marketing strategies for the childcare field. They value professionalism in the workplace and the application of their classroom coursework.
Graduates of this program learn to put into practice a skilled understanding of industry-standard multimedia and design software applications. They accomplish this through study of the various aspects of multimedia technologies, including concept development, image editing, 3-D animation, drawing and perspective, programming for the web, typography, object/vector drawing techniques, and project delivery. Further, they value lifelong learning, and honesty and integrity in applying their multimedia design and animation skills to supporting users and businesses. In addition to these technical skills, graduates who complete the Multimedia Technologies AAS degree learn to apply critical-thinking, business-communication, and project-management skills that increase their overall value to businesses.

Objectives

- Apply critical-thinking, business-communication, and project-management skills that increase their overall value to businesses.
- Apply multimedia design and animation skills to supporting users and businesses.
- Value lifelong learning, and honesty and integrity in applying their multimedia design and animation skills.

Multimedia Technologies AAS Degree

Career Opportunities

- Graphic Design Specialist
- Interactive Multimedia Specialist
- Website Design and Creation
- Image Editing
- 3-D Animation
- Drawing and Perspective
- Programming for the Web
- Typography
- Object/Vector Drawing Techniques
- Project Delivery

Objective

- Apply multimedia design and animation skills to supporting users and businesses.
- Value lifelong learning, and honesty and integrity in applying their multimedia design and animation skills.

Elective Courses for Computer Information Technology (Select two of the following four groups, for 6 credits)

- Group I - Information Technician Elective Group
  - N113 PC Hardware and Software I (A+)
  - N220 Microsoft Windows Server
- Group II - Multimedia Web Elective Group
  - N119 Introduction to Web Design Software
  - N250 Information Technology Capstone
- Group III - Networking and Internet Technologies Elective Group
  - N234 Networking Fundamentals
  - N235 Cisco Networking Fundamentals and Routing

- Group IV - Digital Design and Animation Emphasis
  - N121 PC Hardware and Software I (A+)
  - N228 Microsoft Windows Workstations

- Group V - Web Design Emphasis
  - N127 Microsoft Windows Workstations
  - N236 Advanced Web Design

- Group VI - Application Development and Design Emphasis
  - N127 Microsoft Windows Workstations
  - N236 Advanced Web Design

- Group VII - Digital Design and Animation Emphasis
  - N113 PC Hardware and Software I (A+)
  - N220 Microsoft Windows Server

- Group VIII - Application Development and Design Emphasis
  - N127 Microsoft Windows Workstations
  - N236 Advanced Web Design

- Group IX - Application Development and Design Emphasis
  - N127 Microsoft Windows Workstations
  - N236 Advanced Web Design

Total Degree Credits 93*

* 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 Success Strategies and Career Development course serves as a springboard for new students to continue their education, improve their chances of career advancement, and facilitate lifelong career placement and transition. Students are able to identify their long- and short-term goals and how they might connect with current transfer courses to enable them to be successful in their chosen career.

8179 Customer Service
40 hours, 4 credits
This course is designed to provide opportunities for learning and skills that are essential to business success. It reviews the theory and practice of customer service and introduces key concepts and principles that are essential to understanding the customer service process. The course is designed for students who are interested in pursuing a career in the hospitality industry.

8230 Principles of Finance
40 hours, 4 credits
This course is a study of financial institutions, investment analysis, corporate finance, and risk management. Students will learn about financial statements, cash flows, capital budgeting, and the role of capital markets in the financial system. They will also learn about financial ratios, time value of money, and the use of financial management in making investment decisions.

8231 Financial Accounting
40 hours, 4 credits
This course explores emerging and innovative financial accounting and reporting techniques such as hedging and leasing. It covers the emergence of the fair value approach, the role of financial reporting, and the importance of financial management.

8240 Principles of Marketing
40 hours, 4 credits
This course serves as an introduction to the marketing concept, integrating core marketing concepts and marketing strategy. It includes the role of the consumer in shaping marketing strategies and the ethical and social implications of marketing. It also considers the role of marketing in electronic commerce.

8250 Compensation and Benefits Management
40 hours, 4 credits
This course provides an introduction to the principles and applications of compensation and benefits in human resources management. It covers the fundamentals of human resources management, including the role of compensation and benefits in attracting, retaining, and motivating employees. It also covers the role of compensation and benefits in aligning employee performance with organizational goals.

8267 Employment Law
40 hours, 4 credits
This course will explore the legal aspects of labor and employment law in the workplace. It covers the federal and state laws that regulate employment, including the Fair Labor Standards Act, the Civil Rights Act, and the Americans with Disabilities Act. It also covers the role of unions and collective bargaining.

8272 Call Center Labor Force Management
40 hours, 4 credits
This course provides an introduction to the principles of call center management, including the design and implementation of call center systems and their applications. It covers the role of communication, call flow design, and the management of call center operations.

8275 Call Center Operations Management
40 hours, 4 credits
This course provides an introduction to the principles of call center operations management, including the design and implementation of call center systems and their applications. It covers the role of communication, call flow design, and the management of call center operations.

8290 Principles of Business* 40 hours, 4 credits
A survey of the general principles of business, including organizational structures, management, and marketing. This course is designed for students who are interested in pursuing a career in business management.

8301 Principles of Management
40 hours, 4 credits
This course is designed to provide an introduction to the field of management and leadership. It covers the principles and practices of management, including the roles of managers and the managerial process. It also covers the role of management in achieving organizational goals.

8333 Principles of Management
This course is designed to provide an introduction to the field of management and leadership. It covers the principles and practices of management, including the roles of managers and the managerial process. It also covers the role of management in achieving organizational goals.

8455 Principles of Marketing
This course is designed to provide an introduction to the field of marketing and sales management. It covers the principles and practices of marketing, including the roles of marketers and the marketing process. It also covers the role of marketing in achieving organizational goals.

8501 Principles of Management
This course is designed to provide an introduction to the field of management and leadership. It covers the principles and practices of management, including the roles of managers and the managerial process. It also covers the role of management in achieving organizational goals.

8502 Principles of Management
This course is designed to provide an introduction to the field of management and leadership. It covers the principles and practices of management, including the roles of managers and the managerial process. It also covers the role of management in achieving organizational goals.

8503 Principles of Management
This course is designed to provide an introduction to the field of management and leadership. It covers the principles and practices of management, including the roles of managers and the managerial process. It also covers the role of management in achieving organizational goals.

8504 Principles of Management
This course is designed to provide an introduction to the field of management and leadership. It covers the principles and practices of management, including the roles of managers and the managerial process. It also covers the role of management in achieving organizational goals.
CC154A Foundations of Child Development 40 hours, 4 credits

This course will explore the characteristics of development in the early childhood years. Children’s physical, emotional, cognitive, and social development will be emphasized. Students will learn appropriate techniques for working with young children in a developmentally appropriate manner. Students will learn to apply the principles of developmentally appropriate practice to their work with children.

CC155A Infant and Toddler Development 40 hours, 4 credits

This course will provide the foundation for understanding the development of infants and toddlers. The course will focus on the development of early childhood social and emotional competence. The course will introduce the philosophy of socio-emotional competence and will provide students with an understanding of the role of the infant/toddler educator in the context of the child’s family. Students will learn to incorporate the principles of developmentally appropriate practice into their work with infants and toddlers.

CC260A The Exceptional Child 40 hours, 4 credits

This course explores the benefits of inclusive education for children with disabilities. Students will develop an understanding of the meaning of disability, learn about the rights of children with disabilities, and learn about the impact of disability on the child and family. Students will learn about the importance of ensuring that children with disabilities have access to an inclusive education.

CC164 Observing and Promoting Development in the Early Childhood Classroom 240 hours, 4 credits

This course focuses on the development of early childhood professionals working in the field. The course will teach students how to observe and monitor children’s development and learning. Students will learn effective strategies for planning, implementing, and evaluating instructional activities in the early childhood setting. Students will also learn about the importance of creating a safe and supportive learning environment for all children.

E136 Implementing Curriculum in the Early Childhood Classroom 300 hours, 10 credits

This course is an introduction to implementing curriculum in the early childhood classroom. The focus is on helping students to develop a strong understanding of the importance of curriculum in the early childhood setting. Students will learn about the process of implementing curriculum in the classroom and will develop skills in designing and implementing curriculum.

G137 Introduction to Psychology 40 hours, 4 credits

This course introduces the student to the major topics in psychology. The course will include the following subjects: historical developments and methodologies; the nature of mental processes; the scientific study of behavior; and the nature of consciousness. Topics will be selected from the following: learning, memory, attention, sensation, perception, and memory. Students will learn about the major theories and research methods used in psychology.

G138 Introduction to Film 40 hours, 4 credits

This course explores the major themes and techniques of film, and in ways in which we can better understand and appreciate film in the context of our own culture. Students will learn about the history of film, the major genres, and the way in which we can use film to understand our own culture.

G139 Introduction to Literature 40 hours, 4 credits

This course provides an introduction to the study of literature. Students will learn about the major themes and techniques of literature and in ways in which we can better understand and appreciate literature in the context of our own culture. Students will learn about the history of literature, the major genres, and the way in which we can use literature to understand our own culture.

G201 Creative Writing 40 hours, 4 credits

This course will introduce students to the various genres of literature, including short stories, novel, poetry, plays, and creative non-fiction. Students will learn about the major themes and techniques of literature and in ways in which we can better understand and appreciate literature in the context of our own culture. Students will learn about the history of literature, the major genres, and the way in which we can use literature to understand our own culture.

G141 Introduction to Communication 40 hours, 4 credits

This course is designed to introduce students to the field of communication. Students will learn about the major themes and techniques of communication and in ways in which we can better understand and appreciate communication in the context of our own culture. Students will learn about the history of communication, the major genres, and the way in which we can use communication to understand our own culture.

G225 Speech 40 hours, 4 credits

This course is designed to teach students how to research and present a topic. Students will learn about the major themes and techniques of speech and in ways in which we can better understand and appreciate speech in the context of our own culture. Students will learn about the history of speech, the major genres, and the way in which we can use speech to understand our own culture.

G246 Public Speaking 40 hours, 4 credits

This course is designed to teach students how to research and present a topic. Students will learn about the major themes and techniques of public speaking and in ways in which we can better understand and appreciate public speaking in the context of our own culture. Students will learn about the history of public speaking, the major genres, and the way in which we can use public speaking to understand our own culture.

G250 Introduction to Psychology 40 hours, 4 credits

This course provides an introduction to the major topics in psychology. The course will include the following subjects: historical developments and methodologies; the nature of mental processes; the scientific study of behavior; and the nature of consciousness. Topics will be selected from the following: learning, memory, attention, sensation, perception, and memory. Students will learn about the major theories and research methods used in psychology.

G251 Introduction to Film 40 hours, 4 credits

This course explores the major themes and techniques of film, and in ways in which we can better understand and appreciate film in the context of our own culture. Students will learn about the history of film, the major genres, and the way in which we can use film to understand our own culture.

G252 Introduction to Literature 40 hours, 4 credits

This course provides an introduction to the study of literature. Students will learn about the major themes and techniques of literature and in ways in which we can better understand and appreciate literature in the context of our own culture. Students will learn about the history of literature, the major genres, and the way in which we can use literature to understand our own culture.

G253 Creative Writing 40 hours, 4 credits

This course will introduce students to the various genres of literature, including short stories, novel, poetry, plays, and creative non-fiction. Students will learn about the major themes and techniques of literature and in ways in which we can better understand and appreciate literature in the context of our own culture. Students will learn about the history of literature, the major genres, and the way in which we can use literature to understand our own culture.

G254 Public Speaking 40 hours, 4 credits

This course is designed to teach students how to research and present a topic. Students will learn about the major themes and techniques of public speaking and in ways in which we can better understand and appreciate public speaking in the context of our own culture. Students will learn about the history of public speaking, the major genres, and the way in which we can use public speaking to understand our own culture.

G255 Introduction to Psychology 40 hours, 4 credits

This course provides an introduction to the major topics in psychology. The course will include the following subjects: historical developments and methodologies; the nature of mental processes; the scientific study of behavior; and the nature of consciousness. Topics will be selected from the following: learning, memory, attention, sensation, perception, and memory. Students will learn about the major theories and research methods used in psychology.

G256 Introduction to Film 40 hours, 4 credits

This course explores the major themes and techniques of film, and in ways in which we can better understand and appreciate film in the context of our own culture. Students will learn about the history of film, the major genres, and the way in which we can use film to understand our own culture.

G257 Introduction to Literature 40 hours, 4 credits

This course provides an introduction to the study of literature. Students will learn about the major themes and techniques of literature and in ways in which we can better understand and appreciate literature in the context of our own culture. Students will learn about the history of literature, the major genres, and the way in which we can use literature to understand our own culture.

G258 Creative Writing 40 hours, 4 credits

This course will introduce students to the various genres of literature, including short stories, novel, poetry, plays, and creative non-fiction. Students will learn about the major themes and techniques of literature and in ways in which we can better understand and appreciate literature in the context of our own culture. Students will learn about the history of literature, the major genres, and the way in which we can use literature to understand our own culture.

G259 Public Speaking 40 hours, 4 credits

This course is designed to teach students how to research and present a topic. Students will learn about the major themes and techniques of public speaking and in ways in which we can better understand and appreciate public speaking in the context of our own culture. Students will learn about the history of public speaking, the major genres, and the way in which we can use public speaking to understand our own culture.
This course provides an introduction to the world of medical transcription. It will cover the basic concepts of medical transcription and the role of the medical transcriptionist. The course will also cover the ethical considerations and legal issues that medical transcriptionists face.

Prerequisites: Medical Terminology, Pathology 1 (or equivalent).

**MT206 Medical Transcription II* 40 hours, 3 credits

A continuation of Medical Transcription II, this course will build transcription skill while including transcription from CD-ROM of health information; and effective oral and written communication skills.

Prerequisites: Medical Terminology, Pathology 1 (or equivalent).

**MT210 Medical Transcription III* 40 hours, 3 credits

A continuation of Medical Transcription II, this course will build transcription skill while including transcription from CD-ROM of health information; and effective oral and written communication skills.

Prerequisites: Medical Terminology, Pathology 1 (or equivalent).

**MT229 Healthcare Information Technology 40 hours, 4 credits

This course provides an in-depth study of the United States legal system and its impact on health care. Students will be expected to focus on the role of the health care provider in relation to the law and the legal environment in which health care is delivered. This will include an introduction to the health care provider's role in relation to other hospital departments.

Prerequisites: Medical Terminology, Pathology 1 (or equivalent).

**MT230 Medical Terminology II* 40 hours, 3 credits

A continuation of Medical Terminology, this course will cover the basic concepts of medical transcription and the role of the medical transcriptionist. The course will also cover the ethical considerations and legal issues that medical transcriptionists face.

Prerequisites: Medical Terminology, Pathology 1 (or equivalent).

**MT231 Deep Tissue Massage 40 hours, 3 credits

This course introduces basic massage therapy techniques and knowledge necessary to become a massage therapist. Students will have the knowledge of the physiological principles of deep tissue massage, and knowledge of the principles of reflexology and aromatherapy that they will have the knowledge of the physiological principles of deep tissue massage, and knowledge of the principles of reflexology and aromatherapy.

Prerequisites: Medical Terminology, Pathology 1 (or equivalent).

**MT232 Clinic I 40 hours, 2 credits

This course is an introduction to the basic concepts of massage therapy. Students will have the knowledge of the physiological principles of deep tissue massage, and knowledge of the principles of reflexology and aromatherapy.

Prerequisites: Medical Terminology, Pathology 1 (or equivalent).

**MT239 Kinesiology II 40 hours, 4 credits

This course is an introduction to the basic concepts of massage therapy. Students will have the knowledge of the physiological principles of deep tissue massage, and knowledge of the principles of reflexology and aromatherapy.

Prerequisites: Medical Terminology, Pathology 1 (or equivalent).

**MT245 Kinesiology 40 hours, 4 credits

This course is an introduction to the skeletal system and the relationship to movement. Students will have the knowledge of the physiological principles of deep tissue massage, and knowledge of the principles of reflexology and aromatherapy.

Prerequisites: Medical Terminology, Pathology 1 (or equivalent).

**MT246 Kinesiology 50 hours, 5 credits

This course is an introduction to the skeletal system and the relationship to movement. Students will have the knowledge of the physiological principles of deep tissue massage, and knowledge of the principles of reflexology and aromatherapy.

Prerequisites: Medical Terminology, Pathology 1 (or equivalent).

**MT250 Business and Information Technology 40 hours, 3 credits

This course provides an understanding of the study of the business environment, including business law, computer systems, and organizational behavior.

Prerequisites: Medical Terminology, Pathology 1 (or equivalent).

**MT251 Business and Information Technology 40 hours, 3 credits

This course provides an understanding of the study of the business environment, including business law, computer systems, and organizational behavior.

Prerequisites: Medical Terminology, Pathology 1 (or equivalent).

**MT252 Computer Information Systems 40 hours, 4 credits

This course provides an understanding of the study of the business environment, including business law, computer systems, and organizational behavior.

Prerequisites: Medical Terminology, Pathology 1 (or equivalent).

**MT259 Human Anatomy and Physiology I 40 hours, 5 credits

This course provides an understanding of the study of the business environment, including business law, computer systems, and organizational behavior.

Prerequisites: Medical Terminology, Pathology 1 (or equivalent).
N232 Networking Security Advanced 40 hours, 3 credits

This course provides students with a comprehensive understanding of computer security principles and hands-on techniques. They learn how computer viruses work and how to detect, analyze and remove them. They also learn about recent developments in the field of computer security, including the implications of digital evidence control and how to present it in court. Finally, they learn the ethics of computer security and how to responsibly use computer security skills. Students will learn the financial and business issues of computer security and have the opportunity to complete the Certified Information Systems Security Professional (CISSP) exam.

N233 Managing Information Security 40 hours, 3 credits

Students become familiar with the database concepts, data management, and database administration. They learn about the role of database managers, the process of setting up databases, database design, and database implementation. They learn how to work with and administer SQL Server 2005 databases. This course is designed to provide in-depth coverage of the concepts, components of Information Security and SQL Server databases, SQL Server database administration, virtual private networks (VPN), and incident response strategies and planning. Further, this course helps computer professionals to take the Security Certified Professional, Network Defender and Controls Management exam.

N324 Microsoft Exchange Server 40 hours, 3 credits

This course will review the SQL Server database, an important component of Microsoft Exchange Server. Students will learn how to install and maintain SQL Server. They will learn how to create databases, roles, and roles-related information. They will learn how to back up and recover databases. Students will also learn how to utilize various third-party tools that are used in conjunction with SQL Server. Prerequisite: Microsoft Windows Administration.

N325 Networking Security Advanced 40 hours, 3 credits

This course takes a deep look at network technology. Students will learn about the latest trends and developments in the field. They will learn how to design, configure, and secure networks. They will learn about the various protocols and standards that are used on the Internet. Students will learn about the latest technologies that are used in network administration, such as virtual private networks (VPN). They will learn how to work with network security, including the latest tools and technologies. Prerequisite: Microsoft Windows Administration.

N333 Network Security 40 hours, 3 credits

This course will provide a wide range of information about Exchange Server. Students will learn how to install, configure, and administer Exchange Server. They will learn how to manage and troubleshoot Exchange Server. They will learn how to secure Exchange Server. Prerequisite: Microsoft Windows Administration.

M125 Cisco Networking Fundamentals and Routing 40 hours, 3 credits

This course will cover the designing networks both in campus and a wide area network environment. Students will learn how to work with and administer Cisco networks. They will learn about the various protocols and standards that are used on the Internet. Students will learn about the latest technologies that are used in network administration, such as virtual private networks (VPN). They will learn how to work with network security, including the latest tools and technologies. Prerequisite: Microsoft Windows Administration.

N164 Voice Over IP Fundamentals 40 hours, 3 credits

This course will introduce students to IP-based voice and video signaling technologies. Students will learn about the fundamentals of voice over IP and video over IP technologies. They will also explore the newest technologies and their applications for Internet delivery. Students will learn about the fundamentals of IP telephony and how it is used in business environments. Prerequisite: Digital Media Production.

N100 3-Dimensional Animation 40 hours, 3 credits

This course provides an overview of the principles of 3-D modeling and animation. Students will learn how to model and animate objects in a 3-D environment. They will learn how to use software tools to create 3-D models and animations. Prerequisite: Digital Media Production.

N209 3-Dimensional Animation 40 hours, 3 credits

This course is designed to provide the student with a comprehensive understanding of computer security principles and hands-on techniques. They learn how computer viruses work and how to detect, analyze and remove them. They also learn about recent developments in the field of computer security, including the implications of digital evidence control and how to present it in court. Finally, they learn the ethics of computer security and how to responsibly use computer security skills. Students will learn the financial and business issues of computer security and have the opportunity to complete the Certified Information Systems Security Professional (CISSP) exam.

N200 Information Technology Capstone 20 hours, 2 credits

This course will provide an in-depth look at the role of computer science in today’s world. Students will learn about the latest trends and developments in the field. They will learn how to design, configure, and secure networks. They will learn about the various protocols and standards that are used on the Internet. Students will learn about the latest technologies that are used in network administration, such as virtual private networks (VPN). They will learn how to work with network security, including the latest tools and technologies. Prerequisite: Microsoft Windows Administration.

N215 Color Theory and Techniques 40 hours, 3 credits

This course focuses on the fundamentals of color and how it is used in graphic design. Students will learn how to use color in graphic design and how it can be used to communicate ideas. They will learn about the fundamentals of color theory and how it is used in graphic design. Prerequisite: Digital Media Production.

N250 Service Quality (GSS) 40 hours, 3 credits

This course will cover the fundamentals of service quality. Students will learn about the various dimensions of service quality and how they are measured. They will learn how to design and implement service quality improvement programs. They will learn about the latest research on service quality and how it can be used to improve customer satisfaction. Prerequisite: Digital Media Production.

N271 Introduction to Computer Graphics 40 hours, 3 credits

This course introduces students to the field of computer graphics. Students will learn about the history of computer graphics and how it has evolved over the years. They will learn about the latest technologies and their applications for Internet delivery. Students will learn about the fundamentals of computer graphics and how they are used in business environments. Prerequisite: Digital Media Production.

N213 Introduction to 3-Dimensional Animation 40 hours, 3 credits

This course provides an introduction to 3-D animation. Students will learn about the basics of 3-D animation, including 3-D modeling, lighting, perspective, figure drawing and color. Students will also learn how to use animation software to create 3-D animations. Prerequisite: Digital Media Production.

N233 Network Administration and Routing 40 hours, 3 credits

This course provides an overview of the principles of 3-D modeling and animation. Students will learn how to model and animate objects in a 3-D environment. They will learn how to use software tools to create 3-D models and animations. Prerequisite: Digital Media Production.

N260 3-Dimensional Animation 40 hours, 3 credits

This course provides an overview of the principles of 3-D modeling and animation. Students will learn how to model and animate objects in a 3-D environment. They will learn how to use software tools to create 3-D models and animations. Prerequisite: Digital Media Production.

N312 Digital Publishing 40 hours, 3 credits

This course utilizes techniques associated with designing computer graphics and page making for digital publishing. Emphasis is on the application of illustration, photo retouching and manipulation, and text working to create visually appealing graphic effects in print formats as well as on the web. Prerequisite: Digital Media Production.

N335 Dynamic Content Management 40 hours, 3 credits

This course introduces students to the technologies that support the creation of dynamic content. The course focuses on record creation, modification, and deletion as well as record generation and database design. In addition, students learn data and query language and how to create dynamic multimedia navigation. Students are provided with hands-on experience with Crystal Reports as the basis for deriving this knowledge. Prerequisite: Digital Media Production.

N260 3-Dimensional Animation 40 hours, 3 credits

This course provides an overview of the principles of 3-D modeling and animation. Students will learn how to model and animate objects in a 3-D environment. They will learn how to use software tools to create 3-D models and animations. Prerequisite: Digital Media Production.

N240 3-Dimensional Animation 40 hours, 3 credits

This course introduces basic computer-aided graphic design and computer-aided design and drafting technology. Students are introduced to the fundamentals of using computers to create design drawings, and to the use of CAD software to create design drawings, and to the use of CAD software to create design drawings. Prerequisite: Digital Media Production.

N226 Web Page Design and Authoring 40 hours, 3 credits

This course covers the basics of HTML and CSS. Students will learn how to create web pages using HTML and CSS. They will learn how to use advanced HTML and CSS features to create dynamic web pages. Prerequisite: Digital Media Production.

N260 3-Dimensional Animation 40 hours, 3 credits

This course provides an introduction to 3-D animation. Students will learn about the basics of 3-D animation, including 3-D modeling, lighting, perspective, figure drawing and color. Students will also learn how to use animation software to create 3-D animations. Prerequisite: Digital Media Production.
PL2010 Domestic Relations 40 hours, 2 credits
This course is designed to teach the student to practice law in family law and divorce matters. The course will cover the law and legal principles related to family law and domestic relations. The student will gain an understanding of the substantive law relating to marriage, cohabitation, division, alimony, custody, visitation, domestic violence, third-party actions, grandparentship and paternity. Students will self-study and will use case scenarios, simulations, and role-play exercises to understand the substantive law.

PL2202 Nutrition and Wellness 40 hours, 3 credits
This course is an introduction to the science of human nutrition and wellness. Students will gain insights into the role of nutrition in maintaining health and preventing disease. Students will learn about the nutritional requirements of the body and the importance of a balanced diet. Students will also learn about the role of nutrition in weight management and in the prevention of chronic diseases.

PL4100 Health Information Technology 40 hours, 4 credits
This course is an introduction to the health care information technology field. Students will learn about the history and evolution of health care information technology, as well as the current state of the field. Students will gain an understanding of the role of information technology in the delivery of health care services. Students will also learn about the legal and ethical issues associated with health care information technology.

PL4301 Legal Writing 40 hours, 3 credits
This course is an introduction to legal writing. Students will learn about the rules and conventions that govern legal writing, as well as the techniques used to write effective legal documents. Students will also learn about the role of legal writing in the legal profession.

PL4305 Health Information Management 40 hours, 4 credits
This course is an introduction to the field of health information management. Students will learn about the use of information systems in the delivery of health care services, as well as the role of health information management in the management of health care organizations.

PL4403 Data Analysis 40 hours, 3 credits
This course is an introduction to data analysis. Students will learn about the methods and techniques used to analyze data, as well as the role of data analysis in decision making.

PL4502 Legal Research 40 hours, 3 credits
This course is an introduction to legal research. Students will learn about the methods and techniques used to conduct legal research, as well as the role of legal research in the practice of law.

PL4503 Practice Management 40 hours, 4 credits
This course is an introduction to the field of practice management. Students will learn about the management of health care organizations, as well as the role of practice management in the delivery of health care services.

PL4595 Data Management 40 hours, 3 credits
This course is an introduction to data management. Students will learn about the methods and techniques used to manage data, as well as the role of data management in the delivery of health care services.

PL4600 Legal Ethics 40 hours, 3 credits
This course is an introduction to legal ethics. Students will learn about the ethical principles that govern the practice of law, as well as the role of legal ethics in the delivery of health care services.

PL4695 Advanced Legal Research 40 hours, 3 credits
This course is an advanced introduction to legal research. Students will learn about the methods and techniques used to conduct advanced legal research, as well as the role of advanced legal research in the practice of law.

PL4701 Legal Writing for Non-Lawyers 40 hours, 3 credits
This course is an introduction to legal writing for non-lawyers. Students will learn about the methods and techniques used to write effective legal documents, as well as the role of legal writing for non-lawyers in the delivery of health care services.

PL4702 Legal Research for Non-Lawyers 40 hours, 3 credits
This course is an introduction to legal research for non-lawyers. Students will learn about the methods and techniques used to conduct legal research, as well as the role of legal research for non-lawyers in the delivery of health care services.

PL4795 Advanced Practice Management 40 hours, 3 credits
This course is an advanced introduction to practice management. Students will learn about the methods and techniques used to manage health care organizations, as well as the role of advanced practice management in the delivery of health care services.

PL4800 Legal Ethics for Non-Lawyers 40 hours, 3 credits
This course is an introduction to legal ethics for non-lawyers. Students will learn about the ethical principles that govern the practice of law, as well as the role of legal ethics for non-lawyers in the delivery of health care services.

PL4895 Advanced Data Management 40 hours, 3 credits
This course is an advanced introduction to data management. Students will learn about the methods and techniques used to manage data, as well as the role of advanced data management in the delivery of health care services.

PL4900 Data Analysis for Non-Lawyers 40 hours, 3 credits
This course is an introduction to data analysis for non-lawyers. Students will learn about the methods and techniques used to analyze data, as well as the role of data analysis for non-lawyers in the delivery of health care services.

PL4995 Advanced Legal Writing 40 hours, 3 credits
This course is an advanced introduction to legal writing. Students will learn about the methods and techniques used to write effective legal documents, as well as the role of legal writing for non-lawyers in the delivery of health care services.

PL5101 Professional Ethics 40 hours, 3 credits
This course is an introduction to professional ethics. Students will learn about the ethical principles that govern the practice of law, as well as the role of professional ethics in the delivery of health care services.

PL5102 Professional Practice 40 hours, 3 credits
This course is an introduction to professional practice. Students will learn about the methods and techniques used to manage health care organizations, as well as the role of professional practice in the delivery of health care services.

PL5195 Advanced Practice Management 40 hours, 3 credits
This course is an advanced introduction to practice management. Students will learn about the methods and techniques used to manage health care organizations, as well as the role of advanced practice management in the delivery of health care services.

PL5200 Advanced Data Management 40 hours, 3 credits
This course is an advanced introduction to data management. Students will learn about the methods and techniques used to manage data, as well as the role of advanced data management in the delivery of health care services.

PL5295 Advanced Legal Writing 40 hours, 3 credits
This course is an advanced introduction to legal writing. Students will learn about the methods and techniques used to write effective legal documents, as well as the role of legal writing for non-lawyers in the delivery of health care services.

PL5300 Advanced Legal Research 40 hours, 3 credits
This course is an advanced introduction to legal research. Students will learn about the methods and techniques used to conduct advanced legal research, as well as the role of advanced legal research in the practice of law.

PL5400 Professional Ethics 40 hours, 3 credits
This course is an introduction to professional ethics. Students will learn about the ethical principles that govern the practice of law, as well as the role of professional ethics in the delivery of health care services.

PL5401 Professional Practice 40 hours, 3 credits
This course is an introduction to professional practice. Students will learn about the methods and techniques used to manage health care organizations, as well as the role of professional practice in the delivery of health care services.

PL5595 Advanced Practice Management 40 hours, 3 credits
This course is an advanced introduction to practice management. Students will learn about the methods and techniques used to manage health care organizations, as well as the role of advanced practice management in the delivery of health care services.

PL5695 Advanced Data Management 40 hours, 3 credits
This course is an advanced introduction to data management. Students will learn about the methods and techniques used to manage data, as well as the role of advanced data management in the delivery of health care services.

PL5700 Advanced Legal Writing 40 hours, 3 credits
This course is an advanced introduction to legal writing. Students will learn about the methods and techniques used to write effective legal documents, as well as the role of legal writing for non-lawyers in the delivery of health care services.

PL5800 Professional Ethics 40 hours, 3 credits
This course is an introduction to professional ethics. Students will learn about the ethical principles that govern the practice of law, as well as the role of professional ethics in the delivery of health care services.

PL5801 Professional Practice 40 hours, 3 credits
This course is an introduction to professional practice. Students will learn about the methods and techniques used to manage health care organizations, as well as the role of professional practice in the delivery of health care services.

PL5995 Advanced Practice Management 40 hours, 3 credits
This course is an advanced introduction to practice management. Students will learn about the methods and techniques used to manage health care organizations, as well as the role of advanced practice management in the delivery of health care services.

PL6700 Advanced Legal Writing 40 hours, 3 credits
This course is an advanced introduction to legal writing. Students will learn about the methods and techniques used to write effective legal documents, as well as the role of legal writing for non-lawyers in the delivery of health care services.

PL6900 Professional Ethics 40 hours, 3 credits
This course is an introduction to professional ethics. Students will learn about the ethical principles that govern the practice of law, as well as the role of professional ethics in the delivery of health care services.

PL6901 Professional Practice 40 hours, 3 credits
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PL6995 Advanced Practice Management 40 hours, 3 credits
This course is an advanced introduction to practice management. Students will learn about the methods and techniques used to manage health care organizations, as well as the role of advanced practice management in the delivery of health care services.

PL6600 Professional Ethics 40 hours, 3 credits
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PL6795 Advanced Data Management 40 hours, 3 credits
This course is an advanced introduction to data management. Students will learn about the methods and techniques used to manage data, as well as the role of advanced data management in the delivery of health care services.

PL6895 Advanced Legal Writing 40 hours, 3 credits
This course is an advanced introduction to legal writing. Students will learn about the methods and techniques used to write effective legal documents, as well as the role of legal writing for non-lawyers in the delivery of health care services.

PL6995 Advanced Practice Management 40 hours, 3 credits
This course is an advanced introduction to practice management. Students will learn about the methods and techniques used to manage health care organizations, as well as the role of advanced practice management in the delivery of health care services.
Discretion of the instructor under the following circumstances. An incomplete may be granted by an instructor at the end of the quarter, the Dean will evaluate the outcome of the decision. A student may repeat a quarter or receive credit for a quarter by different means.

In some cases in the residential classroom, assignments seriously affect the student's cumulative GPA and replace with an incomplete grade. Examples of such cases include: the student was allowed to submit a petition to receive an incomplete grade. Instructors will have one week for grading, acceptance of late work and how points may change grades at their discretion, with the instructors' approval. A student may repeat a quarter or receive credit for a quarter by different means. In order to complete all coursework, a student must have received a "C" grade or higher to complete a quarter at Rasmussen College.

Grade changes may be requested at any time. Grade changes may be requested if: the assignments/projects of other students or equipment.

Equipment is maintained for the campus classroom. Student is expected to conduct themselves with the knowledge and awareness of the consequences of their actions in full compliance with the College’s academic policies and procedures. 

All financial obligations to the College must be met unless otherwiseWaivers, test-outs, or transfer credits completed at any of the Rasmussen College campuses. Rasmussen College has signed consortium agreements with various institutions. An up-to-date list of colleges with which Rasmussen College has transfer agreements is available from the Academic Dean. Rasmussen College must be informed of all incomplete grade. Incomplete grades must be completed at Rasmussen College. The Academic Dean must be informed of all incomplete grade. Incomplete grades may be submitted by the instructor only when the student must have received a "C" grade or higher to complete a quarter at Rasmussen College.

Advanced Placement Credit

Students with a two-year AAS degree candidates must successfully fulfill the Achievement Portfolio (GAP) is a graduation certificate with a passing grade in each area. The College recognizes Advanced Placement Credit 1. Effectively communicate, orally and in writing, in the workplace, in the community, and in the global environment. 2. Analyze, evaluate, and select products that are culturally, socially, and aesthetically appropriate. 3. Locate, evaluate, and effectively use information resources, including online resources.

General Education Requirements

Rasmussen College students are expected to keep accurate attendance records and common courses, students will have the opportunity to meet their educational goals. Rasmussen College has signed consortium agreements with various institutions. An up-to-date list of colleges with which Rasmussen College has transfer agreements is available from the Academic Dean. Rasmussen College must be informed of all incomplete grade. Incomplete grades must be submitted by the instructor only when the student must have received a "C" grade or higher to complete a quarter at Rasmussen College.

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Advanced Placement Credit

Students with a two-year AAS degree candidates must successfully fulfill the Achievement Portfolio (GAP) is a graduation certificate with a passing grade in each area. The College recognizes Advanced Placement Credit 1. Effectively communicate, orally and in writing, in the workplace, in the community, and in the global environment. 2. Analyze, evaluate, and select products that are culturally, socially, and aesthetically appropriate. 3. Locate, evaluate, and effectively use information resources, including online resources.

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Advanced Placement Credit

Students with a two-year AAS degree candidates must successfully fulfill the Achievement Portfolio (GAP) is a graduation certificate with a passing grade in each area. The College recognizes Advanced Placement Credit 1. Effectively communicate, orally and in writing, in the workplace, in the community, and in the global environment. 2. Analyze, evaluate, and select products that are culturally, socially, and aesthetically appropriate. 3. Locate, evaluate, and effectively use information resources, including online resources.

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Advanced Placement Credit

Students with a two-year AAS degree candidates must successfully fulfill the Achievement Portfolio (GAP) is a graduation certificate with a passing grade in each area. The College recognizes Advanced Placement Credit 1. Effectively communicate, orally and in writing, in the workplace, in the community, and in the global environment. 2. Analyze, evaluate, and select products that are culturally, socially, and aesthetically appropriate. 3. Locate, evaluate, and effectively use information resources, including online resources.
1. On or before the close of the drop/add period.
2. Following the second week of the quarter or second Friday of the quarter.
3. At any time during the semester for full-quarter drop/add period.

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2. Following the second week of the quarter.
3. At any time during the semester for full-quarter drop/add period.

The College reserves the right to withdraw a student if the student is required to withdraw because of academic or behavioral reasons.

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4. Talk to others who might also be victims. Sometimes sexual harassment can be stopped if the person's supervisor can also be effective. Whether or not a person consults it will be necessary to inform the person making the complaint of the complaint against him or her. 

Informal and Formal Complaints 
A Campus Director contacted by a person who has been sexually harassed should report the complaint immediately to the Regional Vice President or the President. Whether or not a person consults an informal inquiry process, the person making the complaint should be informed that he or she can make an informal or formal complaint. 

While the confidentiality of the information received, the privacy of the individual involved, and the rights of all parties will be considered, all complaints will be handled as quickly as possible. 

If a party to a complaint is an employee, the College will take all necessary steps to ensure that the person is not retaliated against in any way for the person's participation in or cooperation with any investigation of a complaint. 

If a party to a complaint is a student, the College will take all necessary steps to ensure that the student is not retaliated against in any way for the student's participation in or cooperation with any investigation of a complaint. 

If a party to a complaint is an employee or a student with this policy will be subject to disciplinary action up to and including expulsion or termination from the College.

In the event that a complaint involves a sexual assault victim, Rasmussen College will make an effort to protect the victim's confidentiality to the extent possible. 

Violent Submissions 
6. Violent submission can be made with local law enforcement officials; a complaint may be filed with local law enforcement officials; a complaint may be filed by a sexual assault victim at his or her discretion. 

Sexual assault victims should be informed that the College will be subject to disciplinary action up to and including expulsion or termination from the College.

Rasmussen College expects that all employees will support this policy and will establish and maintain a drug-free and alcohol-free environment. 

If a party to a complaint is a student, the College will take all necessary steps to ensure that the student is not retaliated against in any way for the student's participation in or cooperation with any investigation of a complaint. 

Sexual assault victims should be informed of procedures being followed in connection with a sexual assault. The College will provide the victim/survivor with the support necessary to make informed choices about the relationship. 

Terms of Voluntary Consent 
3. In most cases it will be helpful to have a witness present. If a witness is not present, the victim/survivor is encouraged to record the incident and make a report of the assault to the appropriate authorities. 

Situations of Voluntary Consent 
The College will inform all employees of the availability of reporting options and resources and the extent to which the investigation is confidential. The College will inform all employees of the availability of reporting options and resources and the extent to which the investigation is confidential. 

Situations of Coercion 
In some cases, the victim/survivor may not have had the freedom of choice to accept or reject sexual advances. 

In a few cases, the victim/survivor may not have had the freedom of choice to accept or reject sexual advances. 

Situations of Non-Voluntary Consent 
3. Formal complaint by students. If it is determined that a complaint will be resolved through an investigation, the complainant should be informed of the process and will be subject to disciplinary action up to and including expulsion or termination from the College. 

Sexual assault victims should be informed of procedures being followed in connection with a sexual assault. 

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3. The right to consent to disclosures of personally identifiable information which is not otherwise sufficiently released without the student’s prior written consent, but specifically requested that the information be released for purposes of health and safety or for purposes in connection with the treatment of the student within a medical facility. The institution will notify the student of the existence and purpose of such requests to be made in writing to the Director of Student Services in the Admissions Office.

4. The right to disclose – without the written consent of the student – information from a student’s education record in order to fulfill his or her professional responsibility.

5. The right to have information in his or her education record amended if the student believes is inaccurate or misleading.

6. The right to disclosure – without the written consent of the student – information in his or her education record in order to complete the student’s financial aid.

7. The right to file a complaint with the U.S. Department of Education concerning alleged violations of FERPA.

C O L L E G E  P O L I C I E S

**Family Educational Rights and Privacy Act (FERPA)**

Amen 1000 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 request is made.
2. The right to request the amendment of the student’s education records if the student believes that the information contained is incorrect or misleading.
3. The right to be informed by the institution as to the existence and location of the office that administers FERPA. The address of the office that administers FERPA at Rasmussen College is 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (608) 266-1996, (1-800) 621-7440 or (312) 263-0456; www.nacac.org.

**Director的规定**

3. The right to consent to disclosures of personally identifiable information which is not otherwise sufficiently released without the student’s prior written consent, but specifically requested that the information be released for purposes of health and safety or for purposes in connection with the treatment of the student within a medical facility. The institution will notify the student of the existence and purpose of such requests to be made in writing to the Director of Student Services in the Admissions Office.

4. The right to disclose – without the written consent of the student – information from a student’s education record in order to fulfill his or her professional responsibility.

5. The right to have information in his or her education record amended if the student believes is inaccurate or misleading.

6. The right to disclosure – without the written consent of the student – information in his or her education record in order to complete the student’s financial aid.

7. The right to file a complaint with the U.S. Department of Education concerning alleged violations of FERPA.
School of Business

Leroy Cooper
M.B.A., B.A., Ashworth College

Nancy Johnson
M.S., B.A., Argyle College

Soma Jorgensen
M.B.A., St. Thomas University

Ronald Meyerkord
M.B.A., University of St. Thomas

Gregor Rolek
B.S., North Dakota State University

Reggie Taylor
M.S., Capella University

Antoinette Edmonds
M.B.A., Capella University

Margaret Stenzel
M.B.A., University of Minnesota

Gabriel Soudah
B.S., St. John's University

Kerrie Swanson
M.B.A., Southern States College

Melanie Schmit
B.A., St. Mary's University

School of Education

Beverly Baumert
Childhood Education Admission Chair

Barbara Henges
M.S., Concordia University

Amy Hamra Head
B.A., University of Southern Maine

Regina Jackson
M.A., Concordia University

Tonya Hoyt
M.A., North Dakota State University

School of Justice Studies

Carrie Ann Ponton, Director of Justice Studies

Mike Quinn
B.A., Metro State University

Elizabeth Harkey-Fellinger
M.S., Capella University

M.A., St. Mary's University

Robert Satter
M.S., Minneapolis State University

Linda Boasing
M.S., St. Cloud State University

Tom Laune, CPA (Inactive)
M.B.A., Arizona State University

M.S., University of Minnesota

B.S., St. Cloud State University

Gus Keil
B.S., Lake Superior State University

Heather Bradey
J.D., Thomas M. Cooley Law School

Mike Sorenson
B.A., Northern Illinois University

Peggy Peterson
M.A., Minnesota State University

Kim Issa
M.S., University of Minnesota

Sherry Kamrowski
B.S., Winona State University

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### College Faculty

**Rasmussen College Library System**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Emily O'Connor</td>
<td>System Library Director</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Dan Browni</td>
<td>Reference Librarian</td>
<td>Brooklyn Park</td>
</tr>
<tr>
<td>Amy Spring</td>
<td>Reference Librarian</td>
<td>Eagan</td>
</tr>
<tr>
<td>Katherine Boyes</td>
<td>Reference Librarian</td>
<td>Eden Prairie</td>
</tr>
<tr>
<td>Heather Birdsmann</td>
<td>Reference Librarian</td>
<td>Mankato</td>
</tr>
<tr>
<td>Andrea Eastman</td>
<td>Library Assistant</td>
<td>Mankato</td>
</tr>
<tr>
<td>Pat Kehl</td>
<td>Reference Librarian</td>
<td>St. Cloud</td>
</tr>
<tr>
<td>Sara Stevens</td>
<td>Reference Librarian</td>
<td>St. Cloud</td>
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</tbody>
</table>

**Student Accounts Department**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Meena Moua</td>
<td>Student Accounts Manager</td>
<td>Brooklyn Park</td>
</tr>
<tr>
<td>Shoua Chiaw</td>
<td>Student Accounts Manager</td>
<td>Eagan</td>
</tr>
<tr>
<td>Steve Mitchell</td>
<td>Student Accounts Assistant</td>
<td>Eagan</td>
</tr>
<tr>
<td>Alisha Nyman</td>
<td>Student Accounts Manager</td>
<td>Eden Prairie</td>
</tr>
<tr>
<td>Connie Riling</td>
<td>Student Accounts Manager</td>
<td>Lake Elmo</td>
</tr>
<tr>
<td>Kim Brunner</td>
<td>Student Accounts Manager</td>
<td>Mankato</td>
</tr>
<tr>
<td>Kathy Kuhn</td>
<td>Student Accounts Manager</td>
<td>St. Cloud</td>
</tr>
<tr>
<td>Amy Knipper</td>
<td>Student Accounts Manager</td>
<td>St. Cloud</td>
</tr>
<tr>
<td>Jennifer Dulaine</td>
<td>Student Accounts Manager</td>
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### Notes

**Student Services Coordinator Department**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Jamie Maciuch</td>
<td>Student Services Advisor</td>
<td>Brooklyn Park</td>
</tr>
<tr>
<td>Shawn Tite</td>
<td>Student Scheduler and Advisor</td>
<td>Brooklyn Park</td>
</tr>
<tr>
<td>Harri McNam</td>
<td>Student Services Advisor</td>
<td>Eagan</td>
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<tr>
<td>Kevin McDermott</td>
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<tr>
<td>Julia Vargo</td>
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<td>Lake Elmo</td>
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<td>Mankato</td>
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<tr>
<td>Elizabeth Kossing</td>
<td>Student Services Coordinator</td>
<td>St. Cloud</td>
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<tr>
<td>Christina Kergfeld</td>
<td>Student Services Coordinator</td>
<td>Online</td>
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<tr>
<td>Joe Biskord</td>
<td>Student Services Coordinator</td>
<td>Online</td>
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<tr>
<td>Jason Jones</td>
<td>Student Services Coordinator</td>
<td>Online</td>
</tr>
<tr>
<td>Jeff Laing</td>
<td>Re-entry Specialist</td>
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