Campus Location

- Green Bay

Additional Campus Locations

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

Rasmussen College is dedicated to serving our communities by recognizing the diverse needs of individuals.

We encourage personal and professional development through respect, appreciation, and a commitment to general education as a foundation for lifelong learning.

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

Purpose

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

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

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

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

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

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

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

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

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

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

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

Board of Directors

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

What does CHIPS mean for you, our student?

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

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

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

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

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

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

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

We know it’s hard to pursue career options and still keep your personal commitments 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

High Quality Education

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

Accreditation and Licensure
Accreditation means that a college meets the needs of students, as well as the criteria and requirements set by the accrediting organization. Rasmussen College made the transition from national to regional accreditation in 2001 to ensure a high-quality education for its students. Regional accreditation places significant requirements on the receiving institution, but it enables students to transition more easily from one accredited school to another. During this time the College added four more degrees 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.
Enrollment Procedures

You’ve already taken the first big step by scheduling your campus visit and meeting your admissions representative.

Our admissions professionals can now help you explore the various options that best meet your goals, interests, educational needs, and work or activities schedule. Your team will help you find the learning program, location, and coursework that are right for you.

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

• Application Form (Apply early for best class choices and scholarship opportunities.)
• $60 fee for entire program or $20 per course
• An attestation of high school graduation or equivalency
• College placement exam results
• Required credentials for foreign students, including TOEFL test score of 500 paper-based or 173 computer-based, plus first quarter tuition.
• Individuals applying for admission to the Medical Laboratory Technician program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See “Applying for the Medical Laboratory Technician Program” under Academic Information.

• In addition, all Justice Studies programs and some Allied Health programs require applicants to complete a criminal background check. See the catalog pages for more information.

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

Picking a Start Date

2008-2009 Academic Calendar

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

College Holidays

• New Year’s Day
• Martin Luther King, Jr. Day
• Memorial Day
• Independence Day
• Friday prior to Labor Day (Employee Appreciation Day)
• Labor Day
• Veterans Day
• Thanksgiving Day and the following Friday
• Christmas Day
Each campus has a professionally staffed financial aid department designed to help you apply for financial assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

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

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

Tuition Rates
Please see the Tuition Structure sheet for complete information on tuition rates.

### Primary Sources of Financial Aid and How to Apply.

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gift Aid</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$400 - $4,731</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid – Awarded by the College</td>
</tr>
<tr>
<td>Academic Competitiveness Grant (ACG)</td>
<td>Award based on Pell Grant eligibility and academic rigor requirements of state high school coursework eligibility.</td>
<td>$750 for first year; $1500 for second year</td>
<td>Free Application for Federal Student Aid</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th><strong>Federal Loan Programs</strong></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Long-term, variable interest rate loan with a 8.25% cap. Payment deferred until six months after student leaves college or attends less than half-time. Need-based calculation.</td>
<td>1st Year - $3,500, 2nd Year - $4,500, 3rd Year+ - $5,500</td>
<td>Free Application for Federal Student Aid and Promissory Note</td>
</tr>
<tr>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Long-term variable interest rate loan with an 8.25% cap. Principal and interest may be deferred until after student leaves college or attends less than half-time.</td>
<td>Same as subsidized limits. Independent students may be eligible for additional amounts of: 1st &amp; 2nd Year - $4000, 3rd Year+ - $5000.</td>
<td>Free Application for Federal Student Aid and Promissory Note</td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>Long-term, variable interest rate loan with a 9% cap for credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note</td>
</tr>
</tbody>
</table>

### Veterans’ Benefits

- Veterans and dependents of veterans, including Guard and Reserve Components.
- Monthly benefit based on service contributions.
- Veterans Administration or Veterans Service Officer.
Scholarship and Grant Programs

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

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

• All recipients will be notified of the award in writing and all funds are paid directly to the College.

• Award amounts for Associate Degree students are divided equally among the student’s first 5 quarters of attendance. Award amounts for Bachelor Degree students are divided equally among the student’s first 10 quarters of attendance.

• Students must apply for and begin classes during the summer quarter, early fall quarter or fall quarter immediately following their graduation from high school.

• Award amounts are determined upon receipt of the student’s official final transcript from high school.

• Students must carry a minimum of 9 credits per full quarter or 7 for a mid-start term, maintain satisfactory academic progress, and not be on Academic Warning/Probation, or the award is forfeited from that point forward.

• Awards are forfeited if attendance is discontinued or interrupted for Associate Degree seeking students. Bachelor’s Degree seeking students may interrupt attendance a maximum of 2 instances, with each instance no more than one quarter and not more than once in any one calendar year.

• The GPA Scholarships cannot be used in conjunction with Corporate Partner discounts.

<table>
<thead>
<tr>
<th>If your cumulative Grade Point Average upon graduation is between:</th>
<th>You will receive the following Scholarship:</th>
<th>If you apply for admission prior to January 30, your award is:</th>
<th>If you apply for admission between January 30, and April 30, your award is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.00 – 2.74</td>
<td>Success Award</td>
<td>Associates $1,000</td>
<td>$600</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $2,000</td>
<td>$1,200</td>
</tr>
<tr>
<td>2.75 – 2.99</td>
<td>Achievement Award</td>
<td>Associates $1,500</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $3,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>3.00 – 3.24</td>
<td>Silver Circle Award</td>
<td>Associates $2,000</td>
<td>$1,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $4,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>3.25 – 3.49</td>
<td>Gold Circle Award</td>
<td>Associates $2,500</td>
<td>$2,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $5,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>3.50 – 3.74</td>
<td>Platinum Circle Award</td>
<td>Associates $3,000</td>
<td>$2,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $6,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>3.75 – 3.99</td>
<td>Director’s Award</td>
<td>Associates $4,000</td>
<td>$3,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $8,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>4.00</td>
<td>President’s Award</td>
<td>Associates $5,000</td>
<td>$4,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $10,000</td>
<td>$8,000</td>
</tr>
</tbody>
</table>

Dollars for Scholars
Dollars for Scholars is a volunteer-operated community scholarship foundation. Managed by a Board of Trustees, Dollars for Scholars raises funds for local scholarships and makes awards to deserving local students. Dollars for Scholars programs are affiliate chapters of the Citizens Scholarship Foundation of America, Inc. As enrolled Collegiate Partners, Rasmussen College matches up to $500 Dollars for Scholars Awards per student. Total matching funds available from our Institution for Dollars for Scholars Awards is $30,000.

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

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

Corporate Discount
Some companies receive a tuition discount from Rasmussen College for eligible employees. Contact your campus for details.
Objective.
Graduates of this degree program understand the healthcare system and how to communicate with the healthcare team. They know basic human anatomy, medical terminology, and pathology, as well as techniques for health information management and quality improvement. Graduates can perform medical coding and billing, analyze data, use and understand scanning technology, navigate an electronic health record, manage a file room, and release medical information under appropriate circumstances. They value critical thinking, communication, ethical and professional behavior in the workplace, and the confidentiality of patient information.

HEALTH INFORMATION TECHNICIAN AAS DEGREE**

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

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

Foundation Courses

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

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

General Education Courses

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G125</td>
<td>Humanities (Select 2 courses)</td>
<td>4</td>
</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G233</td>
<td>College Algebra (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G122</td>
<td>World Geography</td>
<td>4</td>
</tr>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
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Math/Natural Sciences (1 required, *** select 1 course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
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<tbody>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
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Social Sciences (Select 2 courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>G122</td>
<td>World Geography</td>
<td>4</td>
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<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
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<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G226</td>
<td>Speech</td>
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</table>

M120 Medical Terminology 4

M140A Intermediate ICD-9-CM Coding 3

M209 Medical Insurance and Billing 3

M211 Quality Analysis and Management 4

M218 Management of Health Information Services 4

M223 Pathology I 4

M224 Pathology II 4

M229 Healthcare Information Technologies 4

M230 Medical Law and Ethics 4

M251 Medical Coding Practicum 1

M252 Health Information Practicum 1

Total Degree Credits 93*

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

** The Health Information Technician program offered at the Brooklyn Park, Eagan, Eden Prairie, Mankato, and St. Cloud locations is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). The Rockford, IL campus is in the Application for Candidacy process and will be reviewed for accreditation in 2008. The Green Bay, WI campus is in the Application for Candidacy process and will be reviewed for accreditation in 2009. The Moorhead, MN campus will begin the Application for Candidacy process in 2009. Students at these campuses will be kept informed of the program’s accreditation status. Graduates may not sit for the American Health Information Management Association (AHIMA) credentialing examination until accreditation has been granted to the campus.

MEDICAL CODING DIPLOMA

Standard Length of Program • 6 Quarters Part-Time

Career Opportunities • Medical Coder • Medical Coder/Biller

Foundation Courses

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

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>E150</td>
<td>Success Strategies</td>
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<td>E242</td>
<td>Career Development</td>
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<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
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<tr>
<td>M120</td>
<td>Medical Terminology</td>
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<tr>
<td>M140</td>
<td>Basic ICD-9-CM Coding</td>
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<td>M141</td>
<td>Ambulatory Care Coding</td>
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<td>M208</td>
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<td>M209</td>
<td>Medical Insurance and Billing</td>
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<td>Quality Analysis and Management</td>
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Total Diploma Credits 59*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.
Graduates of this program know basic concepts in kinesiology, human anatomy, pathology, and the theory behind massage-therapy techniques. They can perform a variety of massage techniques, including Swedish massage, sports massage, myofascial release, trigger-point therapy, and additional techniques. In addition, they can choose and perform techniques for clients with individualized needs. They value critical thinking, communication, professionalism and ethical behavior, and the appreciation of other massage therapists in the industry.

This program prepares graduates to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

## MASSAGE THERAPY AAS DEGREE

### Standard Length of Program
- **7 Quarters** Full-Time
- **11 Quarters** Part-Time

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

### Foundation Courses

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

### General Education Courses

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<tr>
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<td>G141</td>
<td>Communication (Select 1 course)</td>
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<td>G226</td>
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### Humanities

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<td>G138</td>
<td>Introduction to Film</td>
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<tr>
<td>G201</td>
<td>Creative Writing</td>
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<td>G230</td>
<td>Introduction to Literature</td>
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### Math/Natural Sciences

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<td>MA241</td>
<td>Human Anatomy and Physiology I</td>
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<tr>
<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
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### Social Sciences

<table>
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<tr>
<th>Number</th>
<th>Course</th>
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<tbody>
<tr>
<td>G122</td>
<td>World Geography</td>
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<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
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<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
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<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
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### Major and Core Courses

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<th>Course</th>
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<tr>
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<td>Success Strategies</td>
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<td>E242</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
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<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
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<tr>
<td>MT101</td>
<td>Introduction to Massage Therapy</td>
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<tr>
<td>MT105</td>
<td>Deep Tissue Massage</td>
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<td>Techniques for Special Clients</td>
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<td>Pathology for Massage Therapy</td>
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<tr>
<td>MT215</td>
<td>Sports Massage</td>
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<tr>
<td>MT220</td>
<td>Myofascial Release</td>
<td>3</td>
</tr>
<tr>
<td>MT225</td>
<td>Alternative Modalities</td>
<td>3</td>
</tr>
<tr>
<td>MT230</td>
<td>Trigger Point Therapy</td>
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<tr>
<td>MT237</td>
<td>Clinic I</td>
<td>2</td>
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<tr>
<td>MT238</td>
<td>Clinic II</td>
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<tr>
<td>MT245</td>
<td>Kinesiology</td>
<td>4</td>
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<tr>
<td>MT246</td>
<td>Kinesiology II</td>
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</tr>
<tr>
<td>MT250</td>
<td>Business and Wellness</td>
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</tbody>
</table>

### Total Degree Credits 94*

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

## 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
- Wellness Centers

### Foundation Courses

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

### Major and Core Courses

<table>
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<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
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<td>E242</td>
<td>Career Development</td>
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<tr>
<td>G124</td>
<td>English Composition</td>
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<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
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<tr>
<td>MA241</td>
<td>Human Anatomy and Physiology I</td>
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<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
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<tr>
<td>MA244</td>
<td>Medical Law and Ethics</td>
<td>4</td>
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<tr>
<td>MA245</td>
<td>Human Anatomy and Physiology I</td>
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<tr>
<td>MA246</td>
<td>Human Anatomy and Physiology II</td>
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<tr>
<td>MT101</td>
<td>Introduction to Massage Therapy</td>
<td>3</td>
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<tr>
<td>MT120</td>
<td>Techniques for Special Clients</td>
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<td>MT140</td>
<td>Pathology for Massage Therapy</td>
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<td>MT215</td>
<td>Sports Massage</td>
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<td>MT220</td>
<td>Myofascial Release</td>
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<td>MT237</td>
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<tr>
<td>MT238</td>
<td>Clinic II</td>
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<tr>
<td>MT245</td>
<td>Kinesiology</td>
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<tr>
<td>MT250</td>
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</table>

### Total Diploma Credits 74*

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.
Graduates of this program understand the procedures of medical offices in a variety of healthcare settings. They know medical terminology, anatomy, pathology, and basic concepts of health-information management. Graduates can perform medical coding, transcription, and billing, and general medical office procedures. They value critical thinking, communication, ethical and professional behavior in the workplace, and the confidentiality of patient information.

**MEDICAL ADMINISTRATION AAS DEGREE**

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

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

### Foundation Courses

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

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

### General Education Courses

**English Composition** (Required course)

- G124 English Composition 4

**Communication** (Select 1 course)

- G141 Introduction to Communication 4
- G226 Speech 4

**Humanities** (Select 2 courses)

- G125 Humanities 4
- G138 Introduction to Film 4
- G201 Creative Writing 4
- G230 Introduction to Literature 4

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

- G233 College Algebra** 4
- G239 Introduction to Astronomy 4
- G245 Introduction to Geology 4

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

- G122 World Geography 4
- G123 Principles of Economics 4
- G137 Introduction to Psychology 4
- G142 Introduction to Sociology 4
- G243 Contemporary U.S. Government 4

**Total Degree Credits 96* **

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

**MEDICAL ASSISTING AAS DEGREE**

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

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

### Foundation Courses

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

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

### General Education Courses

**English Composition** (Required course)

- G124 English Composition 4

**Communication** (Required course)

- G141 Introduction to Communication 4

**Humanities** (Select 2 courses)

- G125 Humanities 4
- G138 Introduction to Film 4
- G201 Creative Writing 4
- G230 Introduction to Literature 4

**Math/Natural Sciences** (2 required courses)

- MA241 Human Anatomy and Physiology I 5
- MA242 Human Anatomy and Physiology II 5

**Social Sciences** (Select 2 courses)

- G122 World Geography 4
- G123 Principles of Economics 4
- G142 Introduction to Sociology 4
- G243 Contemporary U.S. Government 4

**Total Degree Credits 96**

**OFFICE MANAGEMENT AAS DEGREE**

**Medical Specialization**  • See School of Business on Page 17
Objective.

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

MEDICAL LABORATORY TECHNICIAN AAS DEGREE

Standard Length of Program • 7 Quarters Full-Time
Career Opportunities • Medical Laboratory Technician

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<td>Communication</td>
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<td>G138</td>
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<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
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<td>Contemporary U.S. Government</td>
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<table>
<thead>
<tr>
<th>Major and Core Courses</th>
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<th>Credits</th>
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<tr>
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<td>D111</td>
<td>Computer Information Systems</td>
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<td>ML203</td>
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<td>ML205</td>
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<td></td>
<td>ML206</td>
<td>Clinical Microbiology II</td>
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<td></td>
<td>ML291</td>
<td>Clinical Practicum I</td>
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<tr>
<td></td>
<td>ML292</td>
<td>Clinical Practicum II</td>
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<tr>
<td></td>
<td>PB105</td>
<td>Phlebotomy</td>
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</tbody>
</table>

Total Degree Credits 99

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

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

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

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

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>Humanities</td>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G138</td>
<td>Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>Math/Natural Sciences</td>
<td>MA241</td>
<td>Human Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>G122</td>
<td>World Geography</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G243</td>
<td>Contemporary U.S. Government</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major and Core Courses</th>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119 Customer Service</td>
<td>4</td>
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<tr>
<td>B271 Professional Communication</td>
<td>4</td>
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<tr>
<td>D111 Computer Information Systems</td>
<td>3</td>
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</tr>
<tr>
<td>E150 Success Strategies</td>
<td>4</td>
<td></td>
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<tr>
<td>E242 Career Development</td>
<td>2</td>
<td></td>
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</tr>
<tr>
<td>G233 College Algebra</td>
<td>4</td>
<td></td>
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<tr>
<td>M120 Medical Terminology</td>
<td>4</td>
<td></td>
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<tr>
<td>M230 Medical Law and Ethics</td>
<td>4</td>
<td></td>
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</tr>
<tr>
<td>PT105 Introduction to Pharmacy</td>
<td>4</td>
<td></td>
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<tr>
<td>PT110 Pharmacology</td>
<td>4</td>
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<tr>
<td>PT120 Pharmacy Math and Dosages</td>
<td>4</td>
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<tr>
<td>PT125 Pharmacy Software/Automation/Insurance Billing</td>
<td>3</td>
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</tr>
<tr>
<td>PT230 Unit Dose/IV Lab</td>
<td>3</td>
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<tr>
<td>PT235 Pharmacy Technician Practicum I-Outpatient/Retail</td>
<td>3</td>
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<tr>
<td>PT236 Pharmacy Technician Practicum II-Unit Dose/IV</td>
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<tr>
<td>PT280 Pharmacy Technician Capstone</td>
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<tr>
<td>S115 Keyboarding I</td>
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</tbody>
</table>

Total Degree Credits 92*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.
Objective.
Graduates of this program know medical language and terminology and the applications of available software packages. They can transcribe a variety of medical documents, use different medical report formats, and employ transcription equipment effectively. They can also support and communicate effectively with the healthcare team. Graduates value critical thinking, ethical and professional behavior, and the confidentiality of patient information.

MEDICAL TRANSCRIPTIONIST AAS DEGREE

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

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

Foundation Courses

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

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

General Education Courses

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

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G233</td>
<td>College Algebra **</td>
<td>4</td>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
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</tbody>
</table>

Social Sciences (Select 2 courses)

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
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<td>D111</td>
<td>Computer Information Systems</td>
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<td>E150</td>
<td>Success Strategies</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
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<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
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<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
<td>4</td>
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<tr>
<td>M205</td>
<td>Medical Transcription I</td>
<td>3</td>
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<tr>
<td>M206</td>
<td>Medical Transcription II</td>
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<tr>
<td>M207</td>
<td>Medical Transcription III</td>
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<td>M223</td>
<td>Pathology I</td>
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<td>M224</td>
<td>Pathology II</td>
<td>4</td>
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<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
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<tr>
<td>M280</td>
<td>Medical Transcription Capstone</td>
<td>3</td>
</tr>
<tr>
<td>S115</td>
<td>Keyboarding I</td>
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<tr>
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</tbody>
</table>

Total Degree Credits 90*

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

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

MEDICAL TRANSCRIPTIONIST DIPLOMA

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

Career Opportunities  •  Medical Transcriptionist  •  Medical Document Editor

Foundation Courses

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

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

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
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<td>E150</td>
<td>Success Strategies</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
<td>4</td>
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<td>M205</td>
<td>Medical Transcription I</td>
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<td>M206</td>
<td>Medical Transcription II</td>
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<tr>
<td>M207</td>
<td>Medical Transcription III</td>
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<tr>
<td>M223</td>
<td>Pathology I</td>
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<td>4</td>
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<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
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<td>M280</td>
<td>Medical Transcription Capstone</td>
<td>3</td>
</tr>
<tr>
<td>S115</td>
<td>Keyboarding I</td>
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<td>Keyboarding II</td>
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</tr>
<tr>
<td>S120</td>
<td>Word for Windows</td>
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</tr>
</tbody>
</table>

Total Diploma Credits 62*

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.
Objective.
Graduates of this program know financial and managerial accounting concepts pertaining to the business environment. They can manage accounts receivable, accounts payable, and payroll. They can also prepare tax returns, prepare and analyze financial statements, and use computer applications proficiently. Graduates value critical thinking, communication, and integrity.

ACCOUNTING AAS DEGREE
Banking • Financial Accounting • Financial Investigation

<table>
<thead>
<tr>
<th>Standard Length of Program</th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number Courses</td>
<td>Credits</td>
<td>Number Courses</td>
</tr>
</tbody>
</table>

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

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

General Education Courses

<table>
<thead>
<tr>
<th>Number Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course) 4</td>
</tr>
<tr>
<td>Communication (Select 1 course)</td>
</tr>
<tr>
<td>Humanities (Select 2 courses) 4</td>
</tr>
<tr>
<td>Math/Natural Sciences (1 required, ***select 1 course)</td>
</tr>
<tr>
<td>Social Sciences (1 required course, **and select 1 elective) 4</td>
</tr>
</tbody>
</table>

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

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

Major and Core Courses

<table>
<thead>
<tr>
<th>Number Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting I 4</td>
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<tr>
<td>Accounting II 4</td>
</tr>
<tr>
<td>Accounting III 4</td>
</tr>
<tr>
<td>Income Tax 4</td>
</tr>
<tr>
<td>Accounting Capstone 2</td>
</tr>
<tr>
<td>Introduction to Business 4</td>
</tr>
<tr>
<td>Professional Communication 4</td>
</tr>
<tr>
<td>Computer Information Systems 3</td>
</tr>
<tr>
<td>Excel 3</td>
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<tr>
<td>Computer Focused Principles 3</td>
</tr>
<tr>
<td>Success Strategies 4</td>
</tr>
<tr>
<td>Career Development 2</td>
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</tbody>
</table>

Banking Specialization

<table>
<thead>
<tr>
<th>Number Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Marketing 4</td>
</tr>
<tr>
<td>Introduction to Banking 4</td>
</tr>
<tr>
<td>Fundamentals of Consumer Lending 4</td>
</tr>
<tr>
<td>Introduction to Mortgage Lending 4</td>
</tr>
<tr>
<td>Principles of Banking Law 4</td>
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</tbody>
</table>

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

Financial Accounting Specialization

<table>
<thead>
<tr>
<th>Number Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Accounting 4</td>
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<tr>
<td>Intermediate Accounting I 4</td>
</tr>
<tr>
<td>Intermediate Accounting II 4</td>
</tr>
<tr>
<td>Business Law 4</td>
</tr>
<tr>
<td>Business Ethics 4</td>
</tr>
</tbody>
</table>

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

Financial Investigation Specialization

<table>
<thead>
<tr>
<th>Number Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate Accounting I 4</td>
</tr>
<tr>
<td>Intermediate Accounting II 4</td>
</tr>
<tr>
<td>Financial Investigation 4</td>
</tr>
<tr>
<td>Introduction to Criminal Justice 4</td>
</tr>
<tr>
<td>Criminal Law and Procedures 4</td>
</tr>
</tbody>
</table>

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

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

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

**BUSINESS MANAGEMENT AAS DEGREE**

**Business Administration • Call Center Management • Child Development**

**Human Resource • Internet Marketing • Marketing and Sales**

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

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

### Foundation Courses

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

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

### General Education Courses

| English Composition (Required course) | G124 | English Composition | 4 |
| Communication (Select 1 course)      | G141 | Introduction to Communication | 4 |
| G226 | Speech                           | 4 |
| Humanities (Select 2 courses)        | G125 | Humanities           | 4 |
| G138 | Introduction to Film             | 4 |
| G201 | Creative Writing                 | 4 |
| G230 | Introduction to Literature       | 4 |
| Math/Natural Sciences (1 required**, select 1 course) | G150 | Structure and Function of the Human Body | 4 |
| G233 | College Algebra**                | 4 |
| G239 | Introduction to Astronomy        | 4 |
| G245 | Introduction to Geology          | 4 |

### Social Sciences (Select 2 courses)

| G122 | World Geography                  | 4 |
| G123 | Principles of Economics          | 4 |
| G137 | Introduction to Psychology       | 4 |
| G142 | Introduction to Sociology        | 4 |
| G243 | Contemporary U.S. Government     | 4 |

### Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A151</td>
<td>Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
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<tr>
<td>B230</td>
<td>Principles of Finance</td>
<td>4</td>
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<tr>
<td>B233</td>
<td>Principles of Management</td>
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<tr>
<td>B234</td>
<td>Business Law</td>
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<td>B271</td>
<td>Professional Communication</td>
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</tr>
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<td>B280</td>
<td>Business Capstone</td>
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<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
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<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
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</tbody>
</table>

### Business Administration Specialization

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

**Total Degree Credits 93***

This Degree Program is also offered online.

### Call Center Management Specialization

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

**Total Degree Credits 95***

This Degree Program is only offered online.

### Child Development Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC151A</td>
<td>Foundations of Child Development</td>
<td>4</td>
</tr>
<tr>
<td>CC152</td>
<td>Early Childhood Education</td>
<td>4</td>
</tr>
<tr>
<td>CC153A</td>
<td>Health, Safety, and Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>CC258A</td>
<td>Infant and Toddler Development</td>
<td>4</td>
</tr>
<tr>
<td>CC259</td>
<td>Dynamics of the Family</td>
<td>4</td>
</tr>
<tr>
<td>CC260A</td>
<td>The Exceptional Child</td>
<td>4</td>
</tr>
<tr>
<td>CC261A</td>
<td>Emerging Literacy Through Children’s Literature</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Degree Credits 95***

This Degree Program is also offered online.

### Human Resource Specialization

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

**Total Degree Credits 95***

This Degree Program is only offered online.

### Marketing and Sales Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B204</td>
<td>Entrepreneurship</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Degree Credits 95***

This Degree Program is also offered online.

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

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

* Full-Time

* Part-Time

* This Degree Program is only offered online.

**This Degree Program is also offered online.**
### Foundation Courses

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

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

### General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td></td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G226</td>
<td>Speech</td>
<td>4</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body **</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra **</td>
<td>4</td>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
<tr>
<td>G122</td>
<td>World Geography</td>
<td>4</td>
</tr>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government**</td>
<td>4</td>
</tr>
<tr>
<td>G232</td>
<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

** G232 College Algebra is required. Students must complete one additional course from the Math/Natural Sciences category.

### Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A151</td>
<td>Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>D181</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>D187</td>
<td>Professional Presentations</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>S115</td>
<td>Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td>S116</td>
<td>Keyboarding II</td>
<td>3</td>
</tr>
<tr>
<td>S120</td>
<td>Word for Windows</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

### Corporate Management Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>D283</td>
<td>Access</td>
<td>3</td>
</tr>
<tr>
<td>S201</td>
<td>Office Procedures</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 91*

This Degree Program is also offered online.

### Government Specialization***

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B180</td>
<td>Meeting Management</td>
<td>4</td>
</tr>
<tr>
<td>D283</td>
<td>Access</td>
<td>3</td>
</tr>
<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>LA125</td>
<td>Law I</td>
<td>4</td>
</tr>
<tr>
<td>LA130</td>
<td>State and Local Government</td>
<td>4</td>
</tr>
<tr>
<td>S150</td>
<td>Legal Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>S219</td>
<td>Legal Document Processing and Transcription</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits 94*

### Legal/Criminal Justice Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D283</td>
<td>Access</td>
<td>3</td>
</tr>
<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>LA125</td>
<td>Law I</td>
<td>4</td>
</tr>
<tr>
<td>LA225</td>
<td>Law II</td>
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<tr>
<td>S150</td>
<td>Legal Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>S172</td>
<td>Legal Terminology</td>
<td>4</td>
</tr>
<tr>
<td>S219</td>
<td>Legal Document Processing and Transcription</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits 94*

### Medical Specialization***

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

Total Degree Credits 94*

This Degree Program is also offered online.

### Small Business Management Specialization

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

Total Degree Credits 94*

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

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

### 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

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

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

<table>
<thead>
<tr>
<th><strong>General Education Courses</strong></th>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Composition</strong> (Required course)</td>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td><strong>Communication</strong> (Select 1 course)</td>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td><strong>Humanities</strong> (Select 2 courses)</td>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G138</td>
<td>Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td><strong>Math/Natural Sciences</strong> (1 required**, select 1 course)</td>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G233</td>
<td>College Algebra**</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Social Sciences</strong> (2 required courses)</td>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Major and Core Courses

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

#### Corrections Specialization

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

**Total Degree Credits 93**

This Degree Program is also offered online.

#### Crime Scene Evidence Specialization

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

**Total Degree Credits 93**

This Degree Program is also offered online.

#### Homeland Security Specialization

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

**Total Degree Credits 93**

This Degree Program is also offered online.

#### Law Enforcement Specialization

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

**Total Degree Credits 93**

This Degree Program is also offered online.

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

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

---

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

Graduates of this program know the principles of legal research and writing. They understand criminal, family, corporate, and real-estate law. They can provide services in all areas of the legal system, such as courts, law firms, and government agencies, under the supervision of an attorney. Graduates value communication, integrity, and the ability to think critically about issues in law and the paralegal field. Paralegals may not provide legal services directly to the public, except as permitted by law.

PARALEGAL AAS DEGREE

Standard Length of Program • 6 Quarters Full-Time

Career Opportunities • Paralegal • Legal Assistant

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>PL100</td>
<td>Introduction to Law and the Legal System</td>
<td>4</td>
</tr>
<tr>
<td>PL110</td>
<td>Introduction to Legal Research</td>
<td>4</td>
</tr>
<tr>
<td>PL121</td>
<td>Civil Litigation and Procedure I</td>
<td>4</td>
</tr>
<tr>
<td>PL122</td>
<td>Civil Litigation and Procedure II</td>
<td>4</td>
</tr>
<tr>
<td>PL140</td>
<td>Contracts</td>
<td>4</td>
</tr>
<tr>
<td>PL211</td>
<td>Legal Research and Writing I</td>
<td>4</td>
</tr>
<tr>
<td>PL212</td>
<td>Legal Research and Writing II</td>
<td>4</td>
</tr>
<tr>
<td>PL215</td>
<td>Real Estate Law</td>
<td>4</td>
</tr>
<tr>
<td>PL216</td>
<td>Corporate Law</td>
<td>4</td>
</tr>
<tr>
<td>PL219</td>
<td>Law Office Technology</td>
<td>4</td>
</tr>
<tr>
<td>PL225</td>
<td>Torts</td>
<td>4</td>
</tr>
<tr>
<td>PL230</td>
<td>Family Law</td>
<td>4</td>
</tr>
<tr>
<td>PL239</td>
<td>Paralegal Internship</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Degree Credits 94*

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

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

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

PARALEGAL CERTIFICATE

Standard Length of Program • 4 Quarters Full-Time

Career Opportunities • Paralegal • Legal Assistant

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G232</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PL100</td>
<td>Introduction to Law and the Legal System</td>
<td>4</td>
</tr>
<tr>
<td>PL110</td>
<td>Introduction to Legal Research</td>
<td>4</td>
</tr>
<tr>
<td>PL121</td>
<td>Civil Litigation and Procedure I</td>
<td>4</td>
</tr>
<tr>
<td>PL122</td>
<td>Civil Litigation and Procedure II</td>
<td>4</td>
</tr>
<tr>
<td>PL140</td>
<td>Contracts</td>
<td>4</td>
</tr>
<tr>
<td>PL211</td>
<td>Legal Research and Writing I</td>
<td>4</td>
</tr>
<tr>
<td>PL212</td>
<td>Legal Research and Writing II</td>
<td>4</td>
</tr>
<tr>
<td>PL215</td>
<td>Real Estate Law</td>
<td>4</td>
</tr>
<tr>
<td>PL216</td>
<td>Corporate Law</td>
<td>4</td>
</tr>
<tr>
<td>PL219</td>
<td>Law Office Technology</td>
<td>4</td>
</tr>
<tr>
<td>PL225</td>
<td>Torts</td>
<td>4</td>
</tr>
<tr>
<td>PL230</td>
<td>Family Law</td>
<td>4</td>
</tr>
<tr>
<td>PL239</td>
<td>Paralegal Internship</td>
<td>5</td>
</tr>
</tbody>
</table>

Electives (choose 1, for 4 credits)

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

Total Certificate Credits 61*

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

** Students must complete one additional general-education course (with a course designator of G) or transfer in the equivalent.
### EARLY CHILDHOOD EDUCATION AAS DEGREE

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

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

#### Foundation Courses

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

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

#### General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CC151A</td>
<td>Foundations of Child Development</td>
<td>4</td>
</tr>
<tr>
<td>CC152</td>
<td>Early Childhood Education Curriculum and Instruction</td>
<td>4</td>
</tr>
<tr>
<td>CC153A</td>
<td>Health, Safety, and Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>CC154A</td>
<td>Observing and Promoting Development in the Early Childhood Classroom</td>
<td>8</td>
</tr>
<tr>
<td>CC155</td>
<td>Creating a Learning Environment</td>
<td>10</td>
</tr>
<tr>
<td>CC156</td>
<td>Implementing Curriculum in the Early Childhood Classroom</td>
<td>10</td>
</tr>
<tr>
<td>CC258A</td>
<td>Infant and Toddler Development</td>
<td>4</td>
</tr>
<tr>
<td>CC259</td>
<td>Dynamics of the Family</td>
<td>4</td>
</tr>
<tr>
<td>CC260A</td>
<td>The Exceptional Child</td>
<td>4</td>
</tr>
<tr>
<td>CC261A</td>
<td>Emerging Literacy through Children’s Literature</td>
<td>4</td>
</tr>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Degree Credits** 97*

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

**Objective.**

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

### 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

#### Foundation Courses

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

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

#### Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC151A</td>
<td>Foundations of Child Development</td>
<td>4</td>
</tr>
<tr>
<td>CC152</td>
<td>Early Childhood Education Curriculum and Instruction</td>
<td>4</td>
</tr>
<tr>
<td>CC153A</td>
<td>Health, Safety, and Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>CC154A</td>
<td>Observing and Promoting Development in the Early Childhood Classroom</td>
<td>8</td>
</tr>
<tr>
<td>CC155</td>
<td>Creating a Learning Environment</td>
<td>10</td>
</tr>
<tr>
<td>CC156</td>
<td>Implementing Curriculum in the Early Childhood Classroom</td>
<td>10</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Certificate Credits** 44*

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

**Objective.**

Graduates of this program know developmentally appropriate practices, techniques for behavior guidance and classroom management, and the rules that govern early childhood centers. They can plan and implement curriculum, and establish and maintain a safe environment. They value professionalism in the workplace and lifelong learning.

### BUSINESS MANAGEMENT AAS DEGREE

**Child Development** • See School of Business on Page 16
Objective.

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

INFORMATION SYSTEMS MANAGEMENT AAS DEGREE

Network Administration • Web Programming • Database Administration
Computer Information Technology • IP Telephony • Networking Security & Forensics

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

Career Opportunities • Computer Support Specialist • Network Control Operator • Application Support • Help Desk Technician • Web Developer • Internet Specialist • PC Specialist

Computer Information Technology Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>B218</td>
<td>E-Commerce</td>
</tr>
<tr>
<td>D181</td>
<td>Excel</td>
</tr>
<tr>
<td>D187</td>
<td>Professional Presentations</td>
</tr>
<tr>
<td>D283</td>
<td>Access</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
</tr>
<tr>
<td>S120</td>
<td>Word for Windows</td>
</tr>
<tr>
<td>W108</td>
<td>Introduction to Website Design</td>
</tr>
</tbody>
</table>

Elective Courses for Computer Information Technology

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

Group I - Information Technician Elective Group
- N112 PC Hardware and Software I (A+) 3
- N113 PC Hardware and Software II (A+) 3
- N228 Microsoft Windows Server 3

Total Degree Credits 93*

This Degree Program is also offered online.

Database Administration Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
</tr>
<tr>
<td>D283</td>
<td>Access</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
</tr>
<tr>
<td>N270</td>
<td>Oracle Database Administration</td>
</tr>
<tr>
<td>N271</td>
<td>SQL Server 2005 Administration</td>
</tr>
<tr>
<td>N272</td>
<td>SQL Server 2005 Development</td>
</tr>
<tr>
<td>N273</td>
<td>Business Intelligence Reporting</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
</tr>
</tbody>
</table>

Total Degree Credits 93*

IP Telephony Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
</tr>
<tr>
<td>N112</td>
<td>PC Hardware and Software I (A+)</td>
</tr>
<tr>
<td>N113</td>
<td>PC Hardware and Software II (A+)</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
</tr>
<tr>
<td>N164</td>
<td>Voice Over IP Fundamentals</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
</tr>
<tr>
<td>N235</td>
<td>Cisco Networking Fundamentals and Routing</td>
</tr>
<tr>
<td>N264</td>
<td>IP Telephony</td>
</tr>
<tr>
<td>N265</td>
<td>Quality of Service (QoS)</td>
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<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
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</table>

Total Degree Credits 90*

Networking Security and Forensics Specialization

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
</tr>
<tr>
<td>N112</td>
<td>PC Hardware and Software I (A+)</td>
</tr>
<tr>
<td>N113</td>
<td>PC Hardware and Software II (A+)</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
</tr>
<tr>
<td>N141</td>
<td>Networking Security Fundamentals</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
</tr>
<tr>
<td>N235</td>
<td>Cisco Networking Fundamentals and Routing</td>
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<tr>
<td>N251</td>
<td>Introduction to Computer Forensics</td>
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<tr>
<td>N252</td>
<td>Networking Security Advanced</td>
</tr>
<tr>
<td>N253</td>
<td>Managing Information Security</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
</tr>
</tbody>
</table>

Total Degree Credits 93*

Some students based upon placement examinations.

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

This Degree Program is also offered online.
## MULTIMEDIA TECHNOLOGIES AAS DEGREE

**Digital Design and Animation • Web Design**

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

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

#### Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
<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>
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</table>

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

#### General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G226</td>
<td>Speech</td>
<td>4</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
</tbody>
</table>

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

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

#### Social Sciences (Select 2 courses)

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

#### Major and Core Courses

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

#### Digital Design and Animation Specialization

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

**Total Degree Credits 95***

#### Web Design Specialization

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

**Total Degree Credits 95***

* This Degree Program is also offered online.

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

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

---

### BUSINESS MANAGEMENT AAS DEGREE

**Internet Marketing • See School of Business on Page 16**
## Course Descriptions

<table>
<thead>
<tr>
<th>A</th>
<th>Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Business</td>
</tr>
<tr>
<td>CC</td>
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### A151 Accounting I

#### 40 hours, 4 credits

This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of accounting and will be trained in the bookkeeping function of properly recording transactions in journals and posting to ledgers. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced.

Prerequisite: none

### A152 Accounting II

#### 40 hours, 4 credits

This course is a continuation of Accounting I and will emphasize corporate and governmental financial statements analysis. The course will utilize practical accounting tools and concepts. The course will also include accounting methods used for budgeting and forecasting.

Prerequisite: Accounting I

### A153 Accounting III

#### 40 hours, 4 credits

This course is a further continuation of Accounting II and will emphasize corporate and governmental financial statements analysis. The course will utilize practical accounting tools and concepts. The course will also include accounting methods used for budgeting and forecasting.

Prerequisite: Accounting II

### A177 Payroll Accounting

#### 40 hours, 4 credits

Focus is on computing and paying of wages and salaries, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records.

Prerequisite: Accounting I

### A269 Income Tax

#### 40 hours, 4 credits

Course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.

Prerequisite: Accounting II

### A272 Intermediate Accounting I

#### 40 hours, 4 credits

This course covers a review of accounting procedures, and then expands to specialized treatment of financial statements, cash and temporary assets, receivables, inventories (general and estimating procedures), current liabilities, income tax procedures in accounting, and the acquisition, use, and retirement of long-term plant assets.

Prerequisite: Accounting III

### A274 Intermediate Accounting II

#### 40 hours, 4 credits

A continuation of Intermediate Accounting I, this course finishes coverage of valuation of assets and liabilities, and continues in the student's equity. Areas included are analysis and interpretation of financial statements. Miscellaneous topics included are accounting changes, error corrections, and prior period adjustments.

Prerequisite: Intermediate Accounting I

### A280 Accounting Capstone

#### 20 hours, 2 credits

This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting AAS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, and inter-personal communication and class presentations.

Prerequisite: Offered last or second-to-last quarter for AAS Degree Students.

### B006 English for Second Language Learners

#### 40 hours, 4 credits

This is an intensive course in English for Second Language Learners (ESL). Students will explore grammar and punctuation usage, sentence and paragraph structure, and style. Problems and issues that non-native speakers of English have when learning the language will be reviewed.

Prerequisite: Placement determined by placement test score and optional supplemental ESL test.

### B097 Foundations of English

#### 40 hours, 4 credits

This course is designed to introduce students to the basic tools and skills needed to host and facilitate a variety of types of meetings. The course will also study the theory and practice of parliamentary procedure skills that are used in larger and more formal assemblies.

Prerequisite: none

### B218 E-Commerce

#### 40 hours, 4 credits

This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of e-commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of e-business.

Prerequisite: none
**B220 Project Planning and Documentation**
40 hours, 4 credits
This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is set with pre-defined scenarios to assist with the definition of project roots and phases. The students work through related issues and produce a resolution in a written format.
Prerequisite: Intended for student’s last quarter.

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

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

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

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

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

**B231 Web Media Marketing**
40 hours, 4 credits
This course explores emerging and innovative business-to-consumer and business-to-business marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address the ethical and legal issues involved in Web 2.0, media purchasing and online public relations.
Prerequisite: E-Commerce

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

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

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

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

**B249 Risk Management and Insurance**
40 hours, 4 credits
A survey of the general principles of risk management and insurance and their role in business. Topics include the relationship of risk transfer, risk avoidance, and risk retention to risk management and loss control methods as used for decision making in human resources and finance. Emphasis is on understanding the risk management process which includes the identification of risks, evaluation of risks, and selection of an appropriate management response, implementation, and review.
Prerequisite: Introduction to Human Resource Management

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

**B263 Principles of Advertising**
40 hours, 4 credits
Theory, principles and functions of advertising, its role and expectations in the social and economic structure. Newspapers, magazines, radio and television area reviewed as advertising media.
Prerequisite: Principles of Marketing

**B267 Employment Law**
40 hours, 4 credits
Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.
Prerequisite: Introduction to Human Resource Management

**B268 Compensation and Benefits Management**
40 hours, 4 credits
This course addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. This course will help students understand the role that a total compensation program can play in contributing to organizational success. You will learn about effective compensation strategies and how various emerging issues impact program design.
Prerequisite: Introduction to Human Resource Management

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

**B271 Professional Communication**
40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.
Prerequisite: Passing grade in Foundations of English II or placement determined by STEP assessment score.

**B272 Call Center Strategic Leadership**
40 hours, 4 credits
This course will focus on strategic leadership specific to assembling and preparing a strong team, defining quality assurance methodologies, determining appropriate performance metrics, executing motivation and rewarding strategies, enabling legal and personnel issues in correlation with strategic leadership as seen through project, financial and risk management.
Prerequisite: none

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

**B276 Call Center Labor Force Management**
40 hours, 4 credits
This course provides an introduction to determining job requirements which balance customer requests and satisfaction and while meeting budget margins critical to the overall success of the business. As such, this course will focus on the forecasting of labor force needs, staffing requests, understanding of daily service management requirements, and the benefits and barriers to the incorporation of automated software tools to assist in this process.
Prerequisite: none

**B278 Call Center Operations Management**
40 hours, 4 credits
This course provides an introduction to technologies and tools available for call centers and their applications. Starting with the importance of site selection, facility design and management, this course will progress systematically through the process of developing a call center from inception to execution.
Prerequisite: none

**B280 Business Capstone**
20 hours, 2 credits
This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate Degree program. Through case analysis, class discussion, and experiential learning, students will synthesize and demonstrate their understanding of core business concepts via completion of a Capstone Project.
Prerequisite: Students must be enrolled in the Business Associate’s Degree program and in their last or second-to-last quarter.

**B293 Business Ethics**
40 hours, 4 credits
This course presents an examination of current moral and ethical issues that arise in the world of business, as well as an analysis of the main theories of moral obligation, right and wrong action, and good and bad values.
Prerequisite: none

**CC151A Child of Child Education**
40 hours, 4 credits
This course will explore characteristics of children at different ages, children’s developmental needs, and the foundation of early-childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family, and the cultural, social, class, and ethnic variations in the family as a social system.
Prerequisite: none

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

CC152 Early Childhood Education Curriculum and Instruction
40 hours, 4 credits
This course examines the development of young children in the academic, social, and emotional domains. It examines developmentally-appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized.
Prerequisite: none

CC153A Health, Safety, and Nutrition
40 hours, 4 credits
This course examines the role of early-childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children's special health concerns.
Prerequisite: none

CC154A Observing and Promoting Development in the Early Childhood Classroom
240 hours, 8 credits
Under internship supervision, the student will observe and implement developmentally appropriate practices while interacting with children and family.
Prerequisite: none

CC155 Creating a Learning Environment
300 hours, 10 credits
Continuation of Observing and Promoting Development in the Early Childhood Classroom. The focus is on developmentally appropriate practices and leadership.
Prerequisite: Observing and Promoting Development in the Early Childhood Classroom

CC156 Implementing Curriculum in the Early Childhood Classroom
300 hours, 10 credits
This course is a continuation of Observing and Promoting Development in the Early Childhood Classroom. The focus is on developmentally appropriate practices and leadership.
Prerequisite: Creating a Learning Environment

CC258A Infant and Toddler Development
40 hours, 4 credits
This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care.
This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infants/toddler group care which foster optimum social/emotional, physical, and cognitive development.
Prerequisite: none

CC259 Dynamics of the Family
40 hours, 4 credits
This course will focus on the dynamics of the family and the family's influence on the growth and development of children. The history of family systems, child rearing, and parenting styles will be discussed. The course will explore issues that families of today face.
Prerequisite: none

CC260A The Exceptional Child
40 hours, 4 credits
This course is designed to explore the benefits of inclusion in the early-childhood setting. Students will develop an understanding of exceptional development. Students will identify the parties relevant to exceptional development and the resources as sources in support of the child and their families.
Prerequisite: none

CC261A Emerging Literacy through Children's Literature
40 hours, 4 credits
This course covers the history, selection, and integration of literature and language in the early-childhood curriculum. Topics include developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, puppetry, and finger-based will also be emphasized.
Prerequisite: none

D111 Computer Information Systems
40 hours, 3 credits
This course is an introductory course designed to teach students fundamental computer concepts as well as serve as an introduction to the Microsoft Office suite. The focus of this course will include Word, Excel, PowerPoint, and Access. This course will briefly cover email, Internet and Windows file management, as the course prepares students for a computerized work place.
Prerequisite: none

D181 Excel
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Excel. Students will be introduced to electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Information Systems

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

D279 Computer Focused Principles
40 hours, 3 credits
This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information, and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.
Prerequisite: Accounting I

D283 Access
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity.
This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Information Systems

E150 Success Strategies
40 hours, 4 credits
This course will enable students to develop positive study habits that ensure success in the college setting and workplace. Specific topics in learning and study strategies will lead students to develop and utilize appropriate study techniques and using academic success. Topics in life skills will lead to a better understanding of self and others in our diverse world, and encourage the development and advancement of strategies to promote positive relationships, self-management, and professionalism.
Prerequisite: none

E242 Career Development
20 hours, 2 credits
This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview.
Prerequisite: none

F111 Introduction to Banking*
40 hours, 4 credits
This course is the standard introduction to the banking profession. It touches on nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.
Prerequisite: none

F212 Fundamentals of Consumer Lending*
40 hours, 4 credits
This course provides the basic knowledge about consumer credit. It will cover terminology, basic categories of consumer credit, determining credit worthiness, and the application process. It includes the origin of regulations protecting consumer credit transactions, and reviews specific regulations that apply to consumer credit.
Prerequisite: Introduction to Banking

F213 Introduction to Mortgage Lending
40 hours, 4 credits
This course examines mortgage lending, not only from the aspect of lending to individuals for the purchase of a residence, but also that of providing loans for apartment buildings and loans for real estate developers and builders. It covers construction and permanent financing for residential property; real estate law; documentation; mortgage loan servicing; the secondary mortgage market; the role of government in mortgage lending; and residential real estate as an investment.
Prerequisite: Introduction to Banking

F215 Principles of Banking Law*
40 hours, 4 credits
This course will guide students through the legal and regulatory issues. Every facet of the banking process, from taking deposits and making loans to operating safe deposit boxes and offering trust services, is governed by laws for the purpose of protecting consumers or maintaining the safety and soundness of the bank.
Prerequisite: Introduction to Banking

G122 World Geography
40 hours, 4 credits
This course provides an introduction to the nature of geographic inquiry; the where and why of people’s locations and activities. The interactions of physical, political, economic, and social systems are studied. These themes are illustrated by examples from regions, areas, and countries of the world.
Prerequisite: none

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

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

G125 Humanities
40 hours, 4 credits
This course investigates human creative achievement. It is designed to increase the student’s understanding and appreciation of cultural literacy and the pursuit of humanistic goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.
Prerequisite: none

G137 Introduction to Psychology
40 hours, 4 credits
This course will introduce students to the scientific study of human behavior. Course topics will include the following: heredity and environment, development of the individual, motivation, emotion, perception, personality and abnormal behavior.
Prerequisite: none

G138 Introduction to Film
40 hours, 4 credits
This course is an introduction to the main types of film, to expressiveness of film techniques, and to ways in which we can better understand and appreciate both individual films and the medium as a whole. The goals are to introduce students to a diverse group of international films as well as international films and to teach them the necessary criteria for closely examining the characteristics of the film medium. As a result of this process, students will become more sophisticated and satisfied viewers. We will look at films exemplify particular genres and analyze the film's contexts as well as the ways in which viewers formulate meanings. We will concern ourselves with the aesthetic qualities of given films and genres; we will, moreover, investigate the cultural significance of these works.
Prerequisite: none

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

### G141 Introduction to Communication
- **40 hours, 4 credits**
- The course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication.
- Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social and professional contexts.
- Specific topics will include perception, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings.
- Prerequisite: none

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

### G150 Structure and Function of the Human Body
- **40 hours, 4 credits**
- This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.
- Prerequisite: none

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

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

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

### G233 College Algebra
- **40 hours, 4 credits**
- This course provides students with the skills to achieve mastery of algebra terminology and algorithms including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.
- Prerequisite: Passing grade in Foundations of Math or placement determined by STEP assessment score.

### G239 Introduction to Astronomy
- **40 hours, 4 credits**
- A study of the solar system, the Milky Way and other galaxies, and the universe. Topics include the structure of the celestial bodies, recognizing them, and understanding the influences they have on each other.
- Prerequisite: none

### G243 Contemporary US Government
- **40 hours, 4 credits**
- This course provides an introduction to the US system of government, including its parts, institutions, and evolution, and will help students understand how the government works on the national, state and local level. To explore how the US government affects its citizens and how citizens participate in their government, students will address current problems and issues grounded in legal history, theory, and ethics.
- Prerequisite: none

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

### J100 Introduction to Criminal Justice
- **40 hours, 4 credits**
- An introductory course designed to familiarize students with the facets of the criminal justice system, the sub-systems and how they interrelate. Students will be introduced to various legal concepts especially the structure and operation of America’s court systems.
- Prerequisite: none

### J110 Critical Skills in Documentation*
- **40 hours, 4 credits**
- Students will learn how to manage caseloads of clients, document coursework, and use strategies for clients’ rehabilitation. They will learn how to write effective court reports, case entries, recommendations and violation summaries. Students will explore client-interview skills and motivation techniques.
- Examination of special populations of diverse clients, such as substance abusers and the mentally ill are reviewed
- Prerequisite: Criminalology

### J115 Introduction to Corrections
- **40 hours, 4 credits**
- This course provides an introduction to the Federal and State courts systems. The concepts of evidence subject to standards of proof, and the process are explored. Statutory defenses, mitigating factors and circumstances which may excise criminal responsibility, and common law principles are examined.
- Prerequisite: Introduction to Criminal Justice

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

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

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

### J160 Introduction to Forensic Science*
- **40 hours, 4 credits**
- A course designed to familiarize students with the application of science to criminal and civil laws. Students are introduced to the five basic services that a crime laboratory supports; examine the analysis of evidence and the collection and preservation of all types of evidence.
- Prerequisite: Introduction to Criminal Justice

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

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

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

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

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

* Courses with an asterisk are generally offered only as online classes.*
J226 Legal Code for Law Enforcement* 40 hours, 4 credits
Students will use state’s criminal and traffic codes to become familiar with law and statutes. They will review penal statutes covering issues from homicide to misconduct, and will examine legislation and statutes that govern law enforcement officers’ duties and responsibilities.
Prerequisite: Criminal Law and Procedures

J230 Terrorism* 40 hours, 4 credits
Students in this course will receive an in-depth overview of terrorism, both domestic and international. This course will explore the causes and effects of terrorism, the role of governments and organizations in combating terrorism, and the role of law enforcement agencies in preventing and responding to terrorist attacks.
Prerequisite: Criminal Law and Procedures

J231 Crime Scene Analysis* 40 hours, 4 credits
Students will learn the process and function of securing and working a crime scene. They will become familiar with different types of evidence, including trace, biological, and impression evidence. They will examine the proper collection and documentation of evidence from a crime scene.
Prerequisite: Introduction to Forensic Science

J280 Contemporary Issues in Criminal Justice Capstone* 40 hours, 4 credits
The capstone class examines the future of the criminal justice system. The current cutting-edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected.
This course includes ten hours of field experience.
Prerequisite: Introduction to Criminal Justice

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

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

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

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

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

M140A Intermediate ICD-9-CM Coding 40 hours, 3 credits
This course is a continuation of Basic ICD-9-CM with developmental practice to increase proficiency in coding with ICD-9-CM using patient records. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. Use of coding and grouper software will be introduced as well as the use of registries and indices.
Prerequisite: Basic ICD-9-CM Coding

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

M200 Medical Office Procedures 40 hours, 4 credits
This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concepts covered include: preparing, filing and maintaining medical records; knowledge of the various types of health insurance coverage, coding and reimbursement; confidentiality and guidelines for releasing health information, and effective oral and written communication skills.
Prerequisite: Medical Terminology

M205 Medical Transcription I 40 hours, 3 credits
This course is a continuation of Medical Transcription I, with development of transcription skill while using computerized transcription systems. The course will build transcription skill while applying the knowledge of medical terminology and accuracy of transcription.
Prerequisite: Medical Transcription I

M206 Medical Transcription II 40 hours, 3 credits
A continuation of Medical Transcription I, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, orthopedics, general pathology, and selected specialty options. The course includes transcription from clinical documentation.
Prerequisite: Medical Transcription I

M207 Medical Transcription III* 40 hours, 3 credits
A continuation of Medical Transcription II, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, orthopedics, general pathology, and selected specialty options. The course includes transcription from CDI, health care professionals who are non-native speakers of English.
Prerequisite: Medical Transcription II

M211 Quality Analysis and Management 40 hours, 4 credits
This course covers quality improvement methodologies used in acute and long term care, and the quality issues of health information services. This course includes data collection and compilation of health care statistics.
Prerequisite: Introduction to Health Information Management

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

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

M224 Pathology II 40 hours, 4 credits
Continuation of studies of the basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology, and treatment and prevention of common diseases of selected human body systems.
Prerequisite: Pathology I

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

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

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

M252 Health Information Practicum*
60 hours, 2 credits
Supervised practical experience in healthcare settings, with a minimum of 60 hours field experience in health information technology under the direction of a practicing health information management professional. The field practicum lets the student gain experience as a health information technician in an actual healthcare working set, and is essential to training and certification. The practicum is intended to integrate course learning through practical experience in a workplace or simulated setting.
Prerequisites: Medical Law and Ethics, Healthcare Information Technologies, Quality Analysis and Management

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

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

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

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

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

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

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

MA241 Human Anatomy and Physiology I
80 hours, 5 credits
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology is employed. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: none

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

ML100 Introduction to Clinical Laboratory Science
40 hours, 3 credits
This course offers supervised practical experience in a physician’s office/clinic or other clinical laboratory setting. Students will learn about laboratory science, techniques, and standard operating procedures. They will also learn how to identify common challenges. Students will also explore laboratory equipment, techniques, and procedures in a variety of clinical laboratory settings.
Prerequisites: Foundations in Math or STEP score of 42 or higher

ML150 Clinical Chemistry I
40 hours, 3 credits
An introduction to analytical techniques, instrumentation, and basic principles of clinical chemistry methods. Presents the theory and practical application of routine clinical chemistry procedures. Includes an emphasis on normal and abnormal ranges.
Prerequisites: Medical Assisting I, Chemistry I, this course further examines the theory and practical application of routine and special hematology procedures. Presents the theory and practical application of routine hematology procedures and special hematology procedures. Includes an emphasis on normal and abnormal ranges.

ML201 Clinical Chemistry II
60 hours, 4 credits
Expanding upon concepts learned in Clinical Chemistry I, this course further examines the theory and practical application of routine and special hematology procedures. Presents the theory and practical application of routine and special hematology procedures. Includes an emphasis on normal and abnormal ranges.

ML202 Hematology II
60 hours, 4 credits
Expanding upon concepts learned in Hematology I, this course also provides an introduction to the theory and practical application of routine and special hematology procedures. Presents the theory and practical application of routine and special hematology procedures. Includes an emphasis on normal and abnormal ranges.

ML203 Immunology
40 hours, 3 credits
Basic immunology and serology concepts will be presented with an emphasis on selected infectious diseases and autoimmune disorders. The theory of immunologic and serologic procedures will also be presented.

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

ML210 Clinical Microbiology II
60 hours, 4 credits
Expanding upon concepts learned in Clinical Microbiology I, this course further introduces students to the fundamentals of microbiology, immunity, and immunology. Includes an emphasis on the identification and application of common infectious diseases and public health issues. Includes an emphasis on the identification and application of common infectious diseases and public health issues. Includes an emphasis on the identification and application of common infectious diseases and public health issues.
Prerequisites: Medical Assisting I, Immunology

ML206 Clinical Microbiology II
60 hours, 4 credits
Expanding upon concepts learned in Clinical Microbiology I, this course further introduces students to the fundamentals of microbiology, immunity, and immunology. Includes an emphasis on the identification and application of common infectious diseases and public health issues. Includes an emphasis on the identification and application of common infectious diseases and public health issues. Includes an emphasis on the identification and application of common infectious diseases and public health issues.
Prerequisites: Medical Assisting I, Immunology

ML211 Clinical Practicum II
180 hours, 9 credits
Students will perform in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and special collection departments of the clinical affiliate.
Prerequisite: Approval by campus coordinator; completion of all coursework required by clinical affiliate.
MT101 Introduction to Massage Therapy
40 hours, 3 credits
This course introduces basic massage therapy skills and knowledge necessary to becoming a massage therapist. Students will acquire the knowledge to develop a self care strategy by identifying body awareness and movement habits.
Prerequisite: none
MT105 Deep Tissue Massage
40 hours, 3 credits
This course will incorporate and expand on the techniques learned from Swedish massage. An emphasis will be on other methods of addressing soft tissue dysfunction. Students will have the knowledge to integrate deep tissue massage into their practice as a massage therapist. An emphasis will be on developing communication and documentation skills for insurance billing.
Prerequisites: Introduction to Massage Therapy, Kinesiology
MT120 Techniques for Special Clients
40 hours, 3 credits
This is a basic course focusing on clients who have individualized needs. The emphasis in this course is on pregnancy, infant, pediatric, and geriatric massage. Students will also gain an understanding of how to incorporate a massage environment that best serves individuals that have a physical and/or developmental challenge.
Prerequisites: Introduction to Massage Therapy, Kinesiology
MT140 Pathology for Massage Therapy
40 hours, 4 credits
This course, which is intended as a general one-quarter overview of pathology for Massage Therapy and allied health students, will cover the most basic concepts and terminology of health and disease. Students will acquire the knowledge of different disorders. Focus is on the structure, nature, causes, diagnostic procedures, and treatment of the most common diseases of selected human body systems.
Prerequisite: none
MT215 Sports Massage
40 hours, 3 credits
This course provides students with the knowledge of how to apply pre-event, immediate, post-event, and restorative massage. Students will have the knowledge of various injuries and the physiological effects that the body endures in athletic events. Students will have an understanding of different stretching applications to a client.
Prerequisites: Introduction to Massage Therapy, Kinesiology
MT220 Myofascial Release
40 hours, 3 credits
The purpose of this course is to provide knowledge of Myofascial release. The student is introduced to working on fascia in the body. An emphasis will be on the emotional releases from the client and how to handle these situations in a session.
Prerequisites: Introduction to Massage Therapy, Pathology for Massage Therapy, Human Anatomy and Physiology II, Kinesiology II

Course Descriptions
C O U R S E D E S C R I P T I O N S

N235 Cisco Networking Fundamentals and Routing* 40 hours, 3 credits

In this course, students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic hardware blocks of networks through advanced Cisco networking topics such as access control list, WAN connectivity, and virtual LANs. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take Cisco CCNA Exam.

Prerequisite: Networking Fundamentals

N251 Introduction to Computer Forensics 40 hours, 3 credits

This course presents concepts with a comprehensive understanding of computer forensics and investigation tools and techniques. They learn how computer forensics and investigation is as a profession and gain an understanding of the overall investigative process. All major personal computer operating system archiving blocks of data and disk structures are discussed. The student learns how to set up an investigator's office and laboratory, computer forensics, hardware, and software tools are available, the importance of digital evidence controls and how to process crime and incident scenes. Finally, they learn the details of data acquisition, computer forensic analysis, e-mail investigations, image file recovery, investigative report writing, and expert witness requirements. The course provides a range of laboratory and hands-on assignments that teach you about theory as well as the practical application of computer forensic investigation.

Prerequisite: Microsoft Windows Server

N252 Networking Security Advanced 40 hours, 3 credits

This course takes an in-depth look at network defense concepts and techniques. Students will examine the tools, techniques and technologies used in the securing of information assets. This course is designed to provide in-depth information about the software and hardware components of Information Security and Assurance. Topics covered include: intrusion detection, virtual private networks (VPN), and incident response strategies and planning. Further, this course helps students prepare to take the Security Certified Program, Network Defense and Countermeasures exam, SC0-402.

Prerequisite: Cisco Networking Fundamentals and Routing

N253 Managing Information Security 30 hours, 3 credits

Information security is not only an IT, but a management issue. Therefore, this course introduces students to a detailed examination of the systems-wide perspective of information security. They begin with the strategic planning process for security, which includes an examination of the policies, procedures and staffing functions necessary to organize and administrate ongoing security functions in an organization. Course subjects include security practices, security architecture and models, continuity planning and disaster recovery planning. This course is one step in helping students prepare to take the CISSP certification exam.

Prerequisite: Networking Security Advanced

N264 IP Telephony 40 hours, 3 credits

This course will serve as the foundation for learning Cisco Call Manager Express and Cisco Unity Express in different network configurations and environments. In this first of a two-course sequence students will learn how to install and initially configure these two products in typical network environments. Students will also learn about the various phone options and features available to organizations implementing IP Telephony.

Prerequisite: Voice Over IP Fundamentals

N265 Quality of Service (QoS) 40 hours, 3 credits

This course will look at how Quality of Service (QoS) can affect not only the user experience on a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting.

Prerequisite: None

N111 Introduction to Computer Graphics 40 hours, 3 credits

This course gives students an overview of desktop publishing and other graphic software that enables them to create visual effects. The use of color in printing also is explored. Students produce and edit a series of short videos for video, disk and Internet applications.

Prerequisite: Introduction to Computer Graphics

N112 Digital Publishing 40 hours, 3 credits

This course utilizes techniques associated with designing computer graphics and page makeup for desktop publishing. Emphasis is on the exploration of illustration, photo retouching and manipulation, and working toward finished results primarily in printed form as well as web.

Prerequisite: Introduction to Computer Graphics

N114 Color Theory and Techniques 40 hours, 3 credits

This course introduces basic compositional principles of harmony and contrast through the practice of color applications, using felt tip markers, acrylic paints and markers. Basic exercises are introduced and practiced to learn how to achieve different product surfaces and create visual effectiveness. The use of color in printing also is explored.

Prerequisite: Introduction to Computer Graphics

N130 Audio/Video Editing 40 hours, 3 credits

Students learn the theory and processes of audio/video editing using non-linear editing software on the desktop. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short videos for video, disk and Internet applications.

Prerequisite: Introduction to Computer Graphics

N131 Introduction to 3D Arts and Animation 40 hours, 3 credits

This course introduces students to the fundamentals of foundational computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images.

Prerequisite: Introduction to Computer Graphics

N141 Digital Media Production 40 hours, 3 credits

This course is a study of the integration of components used in multimedia applications using authoring software. Students use industry-standard software as tools for producing interactive projects. Topics include basic animation techniques, special effects, transitions, and user interactivity.

Prerequisite: Introduction to Computer Graphics

NM110 Drawing Design and Art Theory 40 hours, 3 credits

This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focus on various applications involving form, lighting, perspective, figure drawing and historical studies.

Prerequisite: None

NM111 Introduction to Multimedia and Computer Graphic Arts 40 hours, 3 credits

This course introduces students to multimedia and graphic software that enables them to create visual effects. The use of color in printing also is explored. Students produce and edit a series of short videos for video, disk and Internet applications.

Prerequisite: Introduction to Computer Graphics

NM115 Networking and Internet Technologies 40 hours, 3 credits

The goal of this course is to provide an introduction to networking and Internet technologies. This course covers a wide range of material about the Internet, from using the Internet to demonstrating how the Internet is used, using different Internet protocols, programming on the Internet, the Internet infrastructure, security, and e-commerce. It not only introduces a variety of concepts, but also focuses on the aspects significant to the use of the Internet. This course gives students an overview of computer graphics and page makeup for desktop publishing. Emphasis is on the exploration of illustration, photo retouching and manipulation, and working toward finished results primarily in printed form as well as web.

Prerequisite: Introduction to Computer Graphics

NM121 Typography 40 hours, 3 credits

This course focuses on the fundamentals of typography and introduces the students to the aspects of type for display and text design. Students become familiar with the categories of type and a variety of font families. They also become proficient at choosing fonts to match a specific message.

Prerequisite: Introduction to Computer Graphics

NM122 Digital Publishing 40 hours, 3 credits

This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploration of illustration, photo retouching and manipulation, and working toward finished results primarily in printed form as well as web.

Prerequisite: Introduction to Computer Graphics

NM250 Introduction to Computer Graphics 40 hours, 3 credits

This course introduces the fundamentals of foundational computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images.

Prerequisite: Introduction to Computer Graphics

NM265 Quality of Service (QoS) 40 hours, 3 credits

This course introduces basic compositional principles of harmony and contrast through the practice of color applications, using felt tip markers, acrylic paints and markers. Basic exercises are introduced and practiced to learn how to achieve different product surfaces and create visual effectiveness. The use of color in printing also is explored.

Prerequisite: Introduction to Computer Graphics

NM271 SQL Server 2005 Administration 40 hours, 3 credits

The goal of this course is to provide individuals to work with and administer SQL Server 2005. Students will learn how to install and maintain SQL Server 2005 and also how to use various tools helpful in creating backups, promoting security, and to enhance availability and performance of the database.

Prerequisite: Database Design and SQL

NM272 SQL Server 2005 Development 40 hours, 3 credits

This course seeks to prepare the students for programming in the SQL Server 2005 environment. Students will learn how to manipulate and work with database objects through T-SQL to create and alter tables as needed. In addition, students taking this class will learn to modify queries, work with constraints, and deal with normalization issues as they learn to program in this environment.

Prerequisite: SQL Server 2005 Administration

NM273 Business Intelligence Reporting 40 hours, 3 credits

The goal of this course is to allow students to understand what business intelligence is and how it affects the success or failure of organizations. In particular, this course will focus on business intelligence using Crystal Reports as the basis for deriving this information.

Prerequisite: SQL Server 2005 Administration

N290 Information Technology Capstone* 20 hours, 2 credits

This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.

Prerequisite: This course is intended to be completed in the student’s last quarter.

* Courses with an asterisk are generally offered only as online classes.
NM240 3-Dimensional Animation 40 hours, 3 credits
Once students have learned the basics of 3D modeling and rendering, they will explore the fundamentals of animation and the more advanced methods of modeling and texturing. Students will create photo-realistic products and environments utilizing complex technical techniques and thorough creative design. Emphasis will be placed on detailed modeling and texture mapping complementing elementary 3D animation and story development.
Prerequisite: Introduction to Computer Graphics

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

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

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

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

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

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

P8105 Phlebotomy 40 hours, 4 credits
Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin punctures, butterfly needles, blood cultures and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Utilizes a student laboratory for experiences in basic phlebotomy procedures.
Prerequisite: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

PL100 Introduction to Law and the Legal System 40 hours, 4 credits
This goal of this course is to provide a basic understanding of the American Legal System from a variety of perspectives. The course focuses includes essential history, the working structure of government, procedural issues in the courts, specific concepts of law, the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. This course provides paralegal students with a solid foundation for advanced paralegal curriculum courses and provides students of other disciplines with a functional appreciation of the impact of the legal system on their majors courses of study. Students during the first week of the quarter will be given instruction in resume writing and will prepare an actual resume.
Prerequisite: none

PL110 Introduction to Legal Research 40 hours, 4 credits
This course introduces the legal research and writing process for paralegals. Through lectures, written assignments, and discussions, students will develop an overview of legal sources and materials and how and when they are incorporated in the legal research process.
Prerequisite: Introduction to Law and the Legal System (or co-requisite)

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

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

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

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

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

PL215 Real Estate Law 40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing documents with perceptions and other real estate related documents. The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning.
Prerequisites: Introduction to Law and the Legal System

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

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

PL225 Torts 40 hours, 4 credits
This course examines the fundamentals of tort law and provides an overview of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of the nature and their relevancy to the paralegal.
Prerequisite: Introduction to Law and the Legal System

PL230 Family Law 40 hours, 4 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform legal analysis relative to the choice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, inheritance, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including ante nuptial and property settlement agreements.
Prerequisites: Introduction to Law and the Legal System

PL290 Paralegal Internship 130 hours, 5 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising attorney describing her/his experiences during the internship. The student is evaluated by her/his supervisor at the conclusion of the internship.
Prerequisite: Final-quarter status and consent of program coordinator.

PT105 Introduction to Pharmacy 40 hours, 4 credits
An introduction to the technician’s role in pharmacy practice. The student will gain a basic knowledge of chemistry and become knowledgeable in correct use of CPR. Emphasis will be on patient profiles, receiving and interpreting drug orders, routes of administration, dosage forms, and brand versus generic drugs. The importance of accuracy will be addressed along with methods of avoiding medication errors.
Prerequisite: none

PT110 Pharmacology 40 hours, 4 credits
The student will identify commonly used drugs, dosages, and drug categories. Included is a discussion of pharmacokinetics, major disease states, and drug toxicology. A basic knowledge of herbal medication will be developed.
Prerequisites: Introduction to Pharmacy, Human Anatomy and Physiology I

PT120 Pharmacy Math and Dosages 40 hours, 4 credits
This course will provide the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice.
Prerequisites: Passing grade in Foundations of Math or placement determined by assessment score; Introduction to Pharmacy or concurrent enrollment

Courses with an asterisk are generally offered only as online classes.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>R104</td>
<td>Entrepreneurship</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>R204</td>
<td>Pharmacy Software/Insurance Billing</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>S115</td>
<td>Keyboarding I</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>S116</td>
<td>Keyboarding II</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>S120</td>
<td>Word for Windows</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>S150</td>
<td>Legal Office Procedures</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>S172</td>
<td>Legal Terminology</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>S201</td>
<td>Office Procedures</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>S219</td>
<td>Legal Document Processing and Transcription</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>W108</td>
<td>Introduction to Website Design</td>
<td>40</td>
<td>3</td>
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<tr>
<td>W110</td>
<td>JavaScript</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>W112</td>
<td>Database Design and SQL</td>
<td>40</td>
<td>3</td>
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<tr>
<td>W120</td>
<td>Microsoft Office Word</td>
<td>40</td>
<td>3</td>
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<tr>
<td>W215</td>
<td>Perl/CGI</td>
<td>40</td>
<td>3</td>
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<tr>
<td>W216</td>
<td>PHP/MYSQL</td>
<td>40</td>
<td>3</td>
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<tr>
<td>W222</td>
<td>Visual Basic 2005 Advanced</td>
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<td>W230</td>
<td>Pharmacy Technician Capstone</td>
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<td>W235</td>
<td>Pharmacy Technician Practicum I</td>
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<td>W240</td>
<td>Principles of Retailing</td>
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<td>W250</td>
<td>Legal Office Procedures</td>
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<td>Legal Terminology</td>
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<td>Pharmacy Technician Capstone</td>
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<tr>
<td>W290</td>
<td>Programming Capstone*</td>
<td>20</td>
<td>2</td>
</tr>
</tbody>
</table>

*Courses with an asterisk are generally offered only as online classes.*
Applying for the Medical Laboratory Technician Program

• Applicants must achieve an acceptable score on the STEP entrance/placement exam above that requiring a remedial course as detailed in the current Rasmussen College Catalog.

• Applicants must be able to qualify for College Algebra and English Composition courses, even if plans are to transfer credits from a previously attended program.

• Applicants with lower than advertised scores may choose to repeat the application process once an English Composition and/or College Algebra course has been successfully completed.

Applicants should understand that admission to the program is based on several factors with entrance-test scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition and/or College Algebra course will guarantee admission into the program. Former or current students that have taken the STEP, and have scored and are above that requiring a remedial course are not required to repeat the STEP test.

• Once it has been determined that an applicant has scored sufficiently on the STEP, the Evolve A2 exam will then be scheduled.

The Evolve A2 is a computerized exam designed to determine the ability of the applicant to be successful in the program. The applicant must pay a $65.00 non-refundable testing fee at time of scheduling. This fee includes the exam and study guide which is to be issued by the Program Manager/Director or may be mailed to the address of the applicant by the Health Science Admissions Coordinator. The A2 will be proctored twice monthly following the required testing dates. The computerized A2 test usually takes approximately three to four hours to complete and will be offered at the local campus. An applicant must score 80% or higher in the areas of Math, Vocabulary, Reading and Grammar. The Biological Science, Anatomy and Physiology portions of the exam will be used for placement purposes. Actual test scores will only be furnished to students who request to see written results and must be accompanied by a self-addressed stamped envelope. All requests must be made to the RCI Health Science Admissions Coordinator at the Orlando office. Applicants should allow 3 to 5 weeks for mailed results.


Course Placement

<table>
<thead>
<tr>
<th>Course</th>
<th>Foundations of English I</th>
<th>Foundations of English II</th>
<th>G124, English Composition</th>
<th>B099, Foundations of Math</th>
<th>G233, College Algebra</th>
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<tbody>
<tr>
<td>English</td>
<td>0.16 items correct</td>
<td>17-24 items correct</td>
<td>25-35 items correct</td>
<td>0.16 items correct</td>
<td>17-35 items correct</td>
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<tr>
<td>Math</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Assessment

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

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

These credits are not counted toward graduation, and each must be passed with a grade of “B” or higher. These credits are not counted toward graduation, and each must be passed with a grade of “B” or higher.

Rasmussen College Admissions Non-Discrimination Policy

Rasmussen College is committed to the principle of equal opportunity in education. Rasmussen College admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at Rasmussen College. Rasmussen College does not discriminate against individuals on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status, in the administration of its educational policies, admissions policies, scholarship and loan programs, and other Rasmussen College administered programs and activities. Otherwise qualified persons are not subject to discrimination on the basis of disability.

Developmental Education

The core of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into foundation courses reflects the student’s entrance test scores. The College has the ability to ensure that all students have the necessary skills required to successfully complete the Foundations of English I after taking the entrance test, as cited in the Student Testing for Educational Placement (STEP) entrance/placement exam above that requiring a remedial course.

Applicants who test at a remediation level will be required to complete the remedial course to be eligible for admission to the program. Required to complete the foundation courses. Students enrolled in foundation courses are eligible for financial aid.

STEP Retest Policy

The STEP entrance exam may not be retaken for initial placement purposes after the start of the course. On occasion, however, a retest may be allowed prior to the start of a quarter. Such retests are only granted under extraordinary circumstances that lead the enrolling student to feel that the STEP test results do not accurately reflect his or her true abilities. Only one such retest may be allowed at the discretion of the Academic Dean.
Foundation Courses Timeframe
To help ensure student success, and that Rasmussen College is using the STEP placement test to its fullest potential, students who need foundation courses must complete all of those courses in their first three quarters. These students must, at a minimum, complete a foundation course in their first quarter of enrollment, except for students starting during a mid-term start who may complete the course within their first two quarters. If for some reason students fail to do this, they cannot continue their education at Rasmussen College.

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

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

Grading System

Grading System

**Percentage Scale**

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

**Lab-Intensive Allied Health Programs Grade Scale**
The following Grade Scale applies to the specific Major/Concentration courses with programmatic designators in the Medical Assisting, Massage Therapy, and Pharmacy Technician.

**Letter Grade**

- A 100 TO 93%
- A- 92 TO 90%
- B+ 89 TO 87%
- B 86 TO 83%
- B- 82 TO 80%
- C+ 79 TO 77%
- C 76 TO 73%
- C- Below 73%

All grades are to be credits successfully completed with the exception of the "W/WE" and "UN," which is counted as an attempted course for the purpose of maintaining a full course of progress and completion, and may have an effect on achieving satisfactory progress. See “Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines.”

**Repeating Failed Courses**
Failed courses may be retaken, but only at regular tuition rates. Students repeating a course will earn the credits for the course in a financial aid award calculation only if the original grade earned is an ‘F/FA.’ If a student elects to repeat a course for which a grade above ‘F/FA’ was earned, the credits included in the financial aid award calculation, thereby making the student responsible for payment out-of-pocket. The credits for all repeated courses will be included in credits attempted for the purposes of determining the satisfactory progress evaluation checkpoint. A student may repeat a failed course only once. If a student repeats a failed course (in which he/she received an ‘F/FA’), the failing grade will be removed from the student's cumulative GPA and replaced with the new course grade from the repeated course offering. The student's GPA should be recalculated to reflect the new letter grade.

Students who fail a required course twice may be able to switch to another program that does not include the course as a required part of the program curriculum. Students who fail a course twice, and who cannot switch to another program, will be terminated from the College. These students cannot return to the College until they successfully complete an equivalent to the course elsewhere and transfer it back to Rasmussen College, in accordance with the meeting of transfer credit requirements.

In the case of credit transfer, one of the failing grades from the course at Rasmussen College will be replaced with the grade from the course elsewhere and transfer it back to Rasmussen College, in accordance with the meeting of transfer credit requirements.

Refer to the Academic Information section for more details.

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

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

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

2. An incomplete form is not valid unless signed by both the instructor and the student prior to the date that final grades are due. If unsigned by the student or the instructor, the calculated grade is to be entered as a ‘FA’ grade. Incomplete forms will be maintained by the respective campus for approval and resolution. Students must request an incomplete prior to the last day of the term.

3. The Academic Dean must be informed of all incomplete grades, and must sign the form as well.

Incompletes will be granted only if the student requests an incomplete. If a student requests an incomplete, and the instructor grants the incomplete, and the student fails to complete the work by the deadline, the course will remain an ‘I/In’ grade. Incompletes must be signed by both the instructor and the student. Additionally, all of the course credits, both failed and transferred, would count in the student’s Cumulative Completion Rate (CCR).

Students who fail a required course twice may be able to switch to another program that does not include the course as a required part of the program curriculum. Students who fail a course twice, and who cannot switch to another program, will be terminated from the College. These students cannot return to the College until they successfully complete an equivalent to the course elsewhere and transfer it back to Rasmussen College, in accordance with the meeting of transfer credit requirements.

In the case of credit transfer, one of the failing grades from the course at Rasmussen College will be replaced with the grade from the course elsewhere and transfer it back to Rasmussen College, in accordance with the meeting of transfer credit requirements.

Refer to the Academic Information section for more details.

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

- Circumstances that may warrant a change of grade include:
  - Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
  - Determination of the final grade by the instructor.
  - Situations involving misunderstandings, misplaced assignments, or technical difficulties beyond the control of the student.
  - Accommodation for special circumstances such as short-term disability or family leave.
  - Grade changes must be consistent with course policies as stated in class syllabus. In particular, stated policies regarding the acceptance of late work and how points are apportioned must be followed.
  - Students who repeat the same course within two weeks of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the end of the third week of the subsequent quarter. Grade disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean.

Grades earned in courses to meet graduation requirements will not count toward the degree.

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

Grades for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of class. An incomplete grade not completed by the deadline will be changed to an ‘FA’ (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.

- All incompletes, unless approved by the Dean, will be finalized by the 3rd week of the subsequent term.

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

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

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

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

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

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

6. The student will maintain an instructional meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.

7. At least one instructional meet and at regular intervals during the quarter, the Dean will evaluate the student's progress by reviewing work completed.

Independent studies must meet the following guidelines:

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

a. When and where they will meet each week.

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

c. Progress checks to be reviewed by the Dean.

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

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

Credit by Examination

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

E242 Career Development is a course specific to the College, facilitating lifelong career-placement services. Therefore, transfer credits may not be applied to the E242 Career Development course, and it is not available for credit by examination. E150 Success Strategies is not available for credit by examination because its completion is deemed vital to student success. However, E150 will be considered for transfer if a student has taken an equivalent course with appropriate credits has been completed with a grade of C or higher at an accredited institution of higher education. Credit by examination is not offered for 300- or 400-level courses. To receive credit by examination, a grade of "B" or higher is required. Examinations are not offered for MA, N, NM, PT, W courses. For D, N, NM, or W courses, and for some B or PL courses, industry certification may be accepted in lieu of the examination. The examination grade will be reflected as "TO" (Test-Out) on the students' transcripts and will not count in their grade-point average.

In addition, these credits will not count as credits for financial-aid purposes.

A credit by examination may only be taken once for each course. Students must complete 50% of their program requirements at Rasmussen College, and only 50% of their program requirements may be transfer credits from other post-secondary institutions or credit by examination.

Course Waives

Students who have earned at least 24 semester or 36 quarter hours at an accredited institution of higher education, regardless of program of study, with a minimum cumulative GPA of 2.0, may request credit from the college in the areas of study that they feel they already hold expertise in.

The Academic Dean will review the student academic transcript, and if the criteria are met, will issue a Success Strategies course waiver, and the grade will be posted in The Rasmussen College student record as a "CW".

Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for any scheduled M or PT practicum coursework if they wish. Students must complete 50% of the grade post in the Program Coordinator/Director prior to the start of the quarter of the practicum for it to be waived. Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student's employer. The Program Coordinator/Director will inform the Academic Dean of the result of the evaluation, and if the waiver is granted the grade posted in the Rasmussen College student record will be a "CW."

Course Withdrawals

The credits for all courses in which the last date of attendance occurred prior to the drop deadline will be counted in the cumulative credits attempted.

Transfer Credit Policy

1. Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.

2. A completed application and application fee must be submitted.

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

4. As part of the acceptance process, official transcripts will be evaluated for transfer of credits. Students will receive notification regarding courses which transferred and the Rasmussen College courses they will replace. This information is also noted on the Rasmussen College transcript.

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

E242 Career Development is a course specific to the College, facilitating lifelong career-placement services. Therefore, transfer credits may not be applied to the E242 Career Development course, and it is not available for credit by examination. E150 Success Strategies is not available for credit by examination because its completion is deemed vital to student success. However, this course will be considered for transfer if a student has taken an equivalent course with appropriate credits has been completed with a grade of C or higher at an accredited institution of higher education.

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

7. Students may not transfer in and/or test out of more than a total of 50% of the program clock hour requirements.

All credit transfer is evaluated with the following guidelines:

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

B. Courses which have been transferred will be listed on the student's transcript with a "TR" designation. However, grade points are assigned to each course unless otherwise noted. Rasmussen College will not be computed in the Rasmussen College grade point average.

C. Courses from accredited degree-granting colleges which are intended to transfer into an Rasmussen College program, will be considered in the categories listed as "General Education Requirements" in the Rasmussen College catalog.

D. Transfer credits from other Rasmussen College campuses or transferred directly from one Rasmussen College campus to another. Grade point average and grades from courses taken at any of the Rasmussen College campuses will be computed in the student's final cumulative grade point average.

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

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

2. The information will be reviewed by the Academic Dean, Campus Director, or Associate Campus Director and subsequent passing of the placement examination for the College may consider transfer of grade in that course.

Advanced Placement Credit

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

Prerequisites

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

General Education Philosophy

The purpose of general education is to promote breadth of knowledge and intellectual inquiry as a central part of all programs, each of which is intended to enable graduates to enjoy productive and satisfying careers. Through general education, students are encouraged to sharpen oral and written communication skills, to understand the breadth of disciplines that support their selected field of study, and to function responsibly and constructively in a rapidly changing world.

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

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

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

3. Locate, evaluate, and effectively use information from a variety of sources, print and electronic media, and the internet.

4. The Academic Dean reserves the right to accept or deny transfer of credit based on the guidelines listed below. The effect that such calculations accomplish; the difference between criteria and standards; the validity and usefulness of data and statistics; the fundamental scientific processes, theories, facts, concepts, and principles; the difference between facts and opinions; the steps of the scientific method.

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

General Education Requirements for Rasmussen College Credentials

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

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

Certificate programs typically do not include general education course requirements because they are designed to meet specific career paths.

Courses that are primarily developmental or remedial in nature and content may not be included in the general education total.

Graduation Requirements

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

Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each area.

Certificate/Associate of Applied Science Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length.

Certificates or transcripts of credits may be given to those students taking individual subjects or individual progress courses of study.
Course requirements for programs may be completed at any of the campus locations, as the College has committed to making the online courses and common courses, students will have the flexibility to take courses from all locations as they choose. Students who attend a class at a location other than their home campus (primary attendance location) will have their total tuition and fees charged by their home campus. All financial aid will be awarded and dispersed from the home campus. The home campus monitors satisfactory progress.

A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

**Academic Misconduct Policy**

Rasmussen College’s academic misconduct policy is as follows:

- **First Offense:** Any student caught cheating will receive no credit on whatever he/she is caught cheating on and will not be allowed to redo the work.
- **Second Offense:** The student will be expelled from the course, and the final grade assigned for the course will be an “F/FI”.

The administration reserves the right to expel a student from the College if there are more than two offenses. Aiding in cheating is considered a grave act and will be treated in the same manner.

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

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

- **Conduct/Dismissal**

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following are an encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any student whose conduct is detrimental to the structure of the College facility and/or its environment. This includes, but is not limited to, conduct:

- By students, faculty, or staff that is detrimental within the classroom environment.
- That interferes with the well-being of the fellow students and/or faculty and staff members.
- That causes damage to the appearance or structure of the College facility and/or its equipment.
- That results in disputes between the student and/or the College regarding course specific information about course specific information including textbooks, prices, and technology requirements.
- That requires an unauthorized user access to specialized hardware or software, which can be used to students on campus, Early Start students electing to complete the entire course online will need to secure access to required hardware and software, the College can provide information about course specific information including textbooks, prices, and technology requirements.

- **Applications**

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

- **Early Start Students**

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

- **Selective Admission**

Selective admission offers high school students the option of applying to the College for a 4.00 GPA and achieving a minimum score of 17 on the writing portion of the ACT assessment.

- **Early Start Program**

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

- **Academic Information**

Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software that are available to students on campus, Early Start students electing to complete the course online will need to secure access to required hardware and software, the College can provide information about course specific information including textbooks, prices, and technology requirements.

- **Enrollment**

Students who wish to withdraw from a class are still scheduled in the class, the credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

- **Mid-quarter drop/add period:**

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

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

1. On or before the close of the drop/add period:

   Students may add an online course without being recorded on the student’s transcript and tuition will not be charged.

2. Following the second week of the quarter and before the sixth Friday of the quarter, students will receive a W/D on their transcript. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

- **Grading Policy:**

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

- **Transcripts**

A fee of $5.00 is charged for each transcript. This fee is charged to all students requesting an official transcript with exception to graduates and completers.

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

- **Transfer to Other Colleges**

Graduates or students who are considering transfer from Rasmussen College to other institutions recognize that Rasmussen College courses and programs focus on career preparation. Some of these courses are not accepted as transfer credit by other institutions. However, many academic credits earned at Rasmussen College are acceptable in transfer by various institutions. Please see the Academic Dean with questions about transfer to other colleges.

- **Articulation and Consortium Agreements**

Formal agreements between institutions detailing the recognition of college credit between the institutions. The agreements ease the transfer of college credits and eliminate duplication of courses needed to meet graduation requirements. Rasmussen College has developed articulation and consortium agreements with colleges and universities to meet these needs as well as to give the student opportunities to meet their educational goals.

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

- **It should be noted that in any transfer situation, regardless of the schools involved, the acceptance of credits is at the discretion of the accepting college.**

- **Attendance**

A basic requirement for employment in any business is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Business etiquette also requires a call be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent or tardy. It is the responsibility of the student to contact the instructor and to get the assignments and information missed.

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards), and attendance is not used as a method of evaluation for course grades. Faculty are required to keep accurate attendance records which are submitted to the Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers.

Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for federal financial aid. If a student has not been in attendance within 21 days of their last date of attendance he or she may be withdrawn from the College. Upon withdrawal a student’s financial aid eligibility will be adjusted according to the Institution’s refund policy as described in the College catalog and will be assigned grades according to the Rasmussen College Drop Class Policy.

- **Consortium Agreement**

Rasmussen College has signed consortium agreements among all Rasmussen College campuses.
**Exit Interviews**

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

All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding their loan(s) including address and telephone numbers of lenders, deferment requests, a list of qualifi cations, a sample repayment guide, loan consolidation information, and review of loan terms.

The Financial Aid/Student Financial Services Department is available for the duration of your student loan.

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

**Tuition Structure**

Please see the Tuition Structure sheet for complete information on tuition rates.

**The State of Wisconsin Cancellation, Termination, Refund Policy**

• Students who withdraw from the College in any term should give written notice to the College. Date of withdrawal will be the date of recorded attendance. Students who have not attended classes for ten (10) consecutive days without giving the College an explanation about the absences, before or during the period of absence, may be regarded as having withdrawn from the College.

• Students who have been accepted and who give proper notice of cancellation before the fifth business day after the day of their acceptance, or prior to the end of the drop/add period, whichever is later, shall have all tuition, fees and other charges refunded to them.

• Any remaining refund monies will then be returned to the College in a condition that would allow them to be returned to the supplier.

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

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

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

• The refund policy is not linked to compliance with the College’s regulations or rules of conduct. However, the College reserves the right to policy regardless of whether students terminate their enrollment or the College terminates their enrollment.

• Any procedures of note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

**Re-Entry Policy**

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

Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of satisfactory academic progress, re-entering students are treated as continuing students and must meet progression requirements. Students are allowed to re-enter the institution once only. If the Academic Dean, Campus Director, or Associate Campus Director/Director of Campus Operations determines that extenuating circumstances exist.

**Return of Title IV Funds Policy**

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

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

The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew on or before completing 60% of the quarter. The percentage of Title IV aid to be returned is determined for the number of total calendar days in the quarter. Scheduled hours of the quarter divided by the total number of days in the quarter get the per day rate. If funds are released to a student because of an error on the student’s account, the student may be required to repay some of the federal grants if the student withdraws. A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations.

A post-withdrawal disbursement occurs when a student who withdraws earned more aid than had been disbursed prior to the withdrawal. Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 90 days of the school’s determination that the student withdrew. If a student with financial aid is determined to have withdrawn from Rasmussen College, the student’s account for any outstanding current period charges. If there is any amount remaining post-withdrawal disbursement to be made to the student, an offer is made to the withdrawn student in writing (letter sent to student) within 30 days of the school’s determination that the student withdrew.

**Military Tuition Refund Policy**

Rasmussen College will issue a refund to a student who is given official orders to deploy and cannot continue the academic quarter. The student shall have the right to withdraw from any or all courses in which the student is enrolled, even if after the established deadline for withdrawal, and be entitled, subject to applicable laws or regulations governing federal or state financial aid programs and allocation of refund as required under those programs, to a full refund of tuition and mandatory fees for the term. The student shall not receive credit or a grade for classes from which the student withdraws. A student in good standing at the time of exercising this right shall have the right to be readmitted and re-enroll, without penalty or re-determination of admission eligibility, within one year following release from active military service.

**Federal Distribution of Funds Policy**

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

• All remaining funds shall first be applied to the student’s Federal Direct Subsidized Stafford, Federal Direct Unsubsidized Stafford, Federal Direct PLUS loans received on behalf of the student.

• Any remaining refund monies will then be applied to reduce the student’s Federal Pell Grant award.

• Any remaining refund monies will then be applied to reduce the student’s Federal SEOG award.

• Other Federal SFA Programs authorized by Title IV Higher Education Act.

**LibraryFine Policy**

Rasmussen College Library System reserves the right to collect late fees for Rasmussen Library materials that are kept out past the due date without notification. The current late fee is as follows: for all circulating books, videos, audiotapes, and CD-ROMs there is a $5 day grace period; after the grace period the charge is $0.25 a day for 10 days; the maximum late fine is $2.50. For reference books and reserve materials there is a 10 day grace period beyond the 24 hour check-out period; after the grace period the charge is $2.00 per hour for 5 hours; the maximum late fine is $10.00.
It is a violation of policy for any member of our College community to engage in sexual harassment and is a violation of policy for any member of the College community to take action against an individual for reporting sexual harassment.

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

**Informal and Formal Complaints**

Members of this College community who believe they have been sexually harassed or have been the victim of sexual assault may properly turn for assistance to the Campus Director, Associate Campus Director/Director of Campus Operations, Regional Vice President, Executive Vice President or President.

If a person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint is made, the College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences.

While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligation to act upon the charge and its duty of care to advocate for any party in any such complaint.

No retaliatory actions may be taken against any person because he/she makes such a complaint or against any member of the College community who serves as an advisor to the complainant or advocate for any party in any such complaint.

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

**Informal Resolution**

Early efforts to control a potentially harassing situation are very important.

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.

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

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

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

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

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

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

Incidents should be reported within 30 days. At any time during the procedures, both the person filing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director.
Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment claims. A successful defense if charges are made. It is the faculty member, supervisor, or staff who will bear the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of their roles and consequences involved in entering a romantic/sexual relationship where there is a superior/subordinate relationship.

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the victim/survivor is mentally or physically disabled or helpless constitutes criminal sexual conduct.

Having a previous relationship of any nature, including prior sexual contact with the victim/survivor is not an accepted defense for sexual assault. The victim/survivor does not need to prove that he/she resisted and another witness is not needed to prosecute the case. The relative age of the persons involved, the victim/survivor’s fear of bodily harm to self or others, and the threat of physical violence by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by state law on Criminal Sexual Conduct and under the Crime Victims Bill of Rights.

Formal Complaints by Students and Employees

a. A formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the Campus Director, Associate Campus Director/Director of Campus Operations, or other manager who will immediately report such complaint to an Executive Vice President or President and Human Resource Director or Corporate Counsel.

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

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

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

2. If the circumstances warrant an investigation, Rasmussen will inform the person complained against of the name of the person making the complaint as well as the name and title of the complainant. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. If it is necessary for the College to speak to any people other than those involved in the complaint, they will do so only after informing the complainant and the person complained against.

3. The College’s first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

4. The College will be in communication with the complainant until the complaint is resolved. The complaint will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the complainant and the person complained against.

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

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

a. At the conclusion of the investigation the College will:

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

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

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

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

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

Complaint Process. If a party to a complaint does not agree with its resolution, that party may appeal to the College’s President.

Recommended Corrective Action

The purpose of any recommended corrective action to resolve a complaint will be to correct or to remedy the injury, if any, to the complainant, and to prevent further harm. Recommended action may include counseling; a written or verbal reprimand of the harasser; suspension, dismissal, demotion, or transfer of the harasser; change of grade or academic record for a student who has been the victim of harassment; or other appropriate action.

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

False Charges

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

Sexual Violence

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

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

Sexual assault is an act of aggression and coercion, not an expression of sexual intimacy. With this in mind, it is possible to offer safety, privacy, and support to the victim/survivor of sexual assault. Helping the victim/survivor look at options for reporting the assault and taking care of himself/herself is the immediate concern of the College. The College will assist the victim/survivor in contacting an appropriate agency such assistance is desired. If the assault takes place at any Rasmussen Campus or facility, the victim/survivor should immediately contact the Campus Director, Assistant Campus Director/Director of Campus Operations, Regional Vice President, Executive Vice President or President. Administrators are not permitted the name of the victim/survivor unless he/she chooses to be identified.

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

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

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

1. It is helpful to have a written summary of what happened while the memory is still clear.

2. No attempt should be made to bathe, change clothes, or otherwise clean up prior to being examined by a medical practitioner qualified to make determinations regarding sexual assault.

3. In most cases it will be helpful to have a friend with you when talking to the local law enforcement officials or sexual assault counselors.

Vic tims’ Rights Under Sexual Assault Policy

If the assault is alleged to have been committed by a member of our college community on premises as defined in Rasmussen the following additional policy applies:

1. The victim is aware that criminal charges can be made with local law enforcement officials;

2. The prompt assistance of campus administration, or Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident;

3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint;

4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;

5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;

6. The assistance of campus administration or Rasmussen management in preserving, for a reasonable period of time, any materials relevant to a campus disciplinary proceeding;

7. The assistance of campus and/or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim’s case files;

8. Further information can be obtained from the following source: Wisconsin Office of Crime Victims Services http://www.state.wi.us/exc/OCVS/pages/ For_Victims.asp

Nothing in this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state or federal agencies or the courts.

Drug Abuse Policy

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

Consistent with this commitment, Rasmussen College prohibits:

1. The presence of employees or students on campus or in corporate offices while under the influence of intoxicants, drugs, or other controlled substances.

2. The use, manufacturing, furnishing, possession, transfer, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or in Rasmussen College corporate offices.

Rasmussen College has the right to:

1. Discipline employees, including dismissal, for felony convictions regarding illegal use, possession or trafficking of drugs.

2. Take disciplinary action against employees who violate this policy. Employees may also be suspended pending outcome of an investigation regarding compliance with this policy.

Drug-Free School and Workplace

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, 34 CFR Part 86, this institution is hereby declared to be a drug-free school and workplace. For more information visit The U. S. Department of Education’s Higher Education Center for Alcohol and Other Drug Prevention website at www.cdc.gov/hec. Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the College including grounds, parking areas, anywhere within the building(s), or while participating in College-related activities. Students and Employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

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

1. Reinstating the violation to law enforcement officials;

2. Taking appropriate disciplinary action against such employee, up to and including expulsion or termination of employment;

3. Requiring such employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.
Family Educational Rights and Privacy Act (FERPA) Amended 10011 to include the USA Patriot Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Those rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the institution receives a request for access. Students should submit the request in writing to the Campus Director, Director of Campus Operations, or the Human Resources Department. Rasmussen College considers these facts sheets an integral part of the Drug-Free College and Workplace Policy. The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the authority to evict residents found to be involved in drug-related crimes on or near the public housing premises. Businesses with federal contracts are subject to a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with drugs could lose their eligibility for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

2. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record if they believe it is inaccurate or misleading. They should write the Campus Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of its decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. A student or parent of a student may disclose to others personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research role or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted to provide specific services at the request of a school official in performing his or her tasks. A school official has a legitimate educational interest in the student’s education records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

4. The right to disclose – without the written consent or knowledge of the student – personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of a crime involving the theft, destruction, or unauthorized disclosure of educational records. A school official has a legitimate educational interest in the student’s education records.

5. The right to inspect and review the student’s education records in order to comply with a lawfully issued subpoena or court order in these circumstances:

- Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response.
- Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution’s response.
- Notification requirements not recordation requirements apply.

6. The right to disclose – without the written consent or knowledge of the student, parent, or school official in performing his or her tasks. A school official has a legitimate educational interest in the student’s education records if the official needs to review the student’s education records to fulfill his or her professional responsibilities. A school official has a legitimate educational interest in the student’s education records if the official needs to review the student’s education records in order to fulfill his or her professional responsibilities.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-6005.

Directory Information

Directory Information is that information which may be unconditionally released without the written consent of the student unless the student has specifically requested that the information not be released. The college must send such requests to be made in writing. The release of directory information shall be limited to the following:
- Student’s name, major of study, attendance status (full-time, part-time), and dates of attendance (the period of time a student attends or attended Rasmussen College to include specific dates of attendance).

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

Grievance Policy

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

An appropriate grievance is defined as a student’s expressed feeling of dissatisfaction regarding any interpretation or application of school-related policies or the College’s personnel. Students should notify the College in a timely fashion of any grievance considered appropriate for handling under this policy. Failure to follow this policy the terms “timely fashion,” “reasonable time,” and “promptly” will mean ten days. Students are assured that no adverse action will be taken by the College or any of its representatives for registering a grievance.

Grievance Procedure

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

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

2. If the matter is not resolved to the person’s satisfaction he/she has the option to follow these steps:

   a. Requests for further action on educational issues should be made to the Academic Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.

   b. Students who feel they have an appropriate non-academic grievance should see the Associate Campus Director/Director of Campus Operations for their campus. The Associate Campus Director/Director of Campus Operations will investigate the grievance, attempt to resolve it, and issue a decision to the student.

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

   Students or other interested parties may also contact:

   - State of Wisconsin Educational Approval Board 30 West Milliff Street Madison, WI 53708-8609 (608) 266-1996
   - The Higher Learning Commission (www.higherlearningcommission.org), a commission of the North Central Association of Colleges and Schools, 30 North La Salle Street, Suite 2400, Chicago, IL 60602-2504 (312) 263-0456

Appeal Procedure

Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their grievance.

If individuals wish to appeal a decision or request a hearing for any other perceived violation of policies, written statements of appeal must be submitted to the Chief Academic Officer and/or the Vice President of Region 1 within 15 calendar days of the issue in question. Response will be given within 30 days.
Licensing:

Credit earned at the Assistant Endowment (CRB-AAMAE). Rasmussen College is licensed as a private career institution and may not transfer to all other Board of the American Association of Medical Education programs. Credit accepted for transfer into the College and earned by examination are considered as part of the credits attempted and earned, and as part of the total credits required, for purposes of determining the maximum program time frame and duration of eligibility. A student cannot exceed 1.5 times the maximum time frame.

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

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

The following will not be considered as credits successfully completed or earned: F/FD, U/U N, W/WD, I/IN. In addition, foundational courses are not included in the maximum number of credits attempted or successfully completed toward completion of the degree when assessing satisfactory progress. Students who fail a class are allowed to repeat the class one time. The credits are counted in the financial aid award. Students who wish to repeat a course, and have earned above a failing grade, are responsible for paying for the class out of pocket in this instance. These credits cannot be included in the student's financial aid award. Failed course credits count as credits attempted that are not earned. If a student repeats a failed course, the failing grade will be replaced with the grade from the course when repeated and the student's CGPA will be recalculated to reflect the new letter grade.

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

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

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

Mitigating Circumstances: Academic Probation and Termination from college, due to probationary status may be appealed to the Academic Review Committee. This committee is composed of the Academic Dean and two instructors who will determine if mitigating circumstances apply. All appeals must be made in writing addressing the nature of the circumstances that warrant exception to the policy stated above. All appeals are reviewed and ruled on within five business days. Students will be notified in writing regarding the outcome of the appeal. The ruling of the committee is final and cannot be appealed. Should a student choose to transfer from one program to another, only the grades and credits that apply to the new program will be calculated in the student's CGPA and CCR.

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

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

Standards of Satisfactory Progress For Institutional and Financial Aid Guidelines

Satisfactory Academic Progress is defined as progression through an academic program within a prescribed time frame. Lack of satisfactory progress may jeopardize the students’ ability to complete their program. Rasmussen College expects students to progress through programs based on the satisfactory progression standards listed here.

Credit Information

A full-time student must be enrolled for and successfully complete a minimum of 12 credit hours per quarter of attendance. A three-quarter time student must be enrolled for and successfully complete a minimum of 9, 10, or 11 credit hours per quarter of attendance. A half-time student must be enrolled for and successfully complete a minimum of 6, 7, or 8 credit hours per quarter of attendance. The exception to this is that as of July 1, 1992, the Minnesota State Grant Program adopted the policy whereby 15 credit hours per quarter constitutes full-time attendance. There are nine additional levels of eligibility below that, to a minimum of 3 credit hours per quarter.

Definition of an Academic Year is a Minimum Of:

36 Quarter Credits
30 Weeks

Standards of Academic Progress

Mid-quarter and final grade reports are available to all students. Cumulative grade point averages and successful course completion of credits attempted are monitored quarterly. All grades relate to credits successfully completed with the exception of the "W/WD" and "U/U N" which is counted as an attempted course for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress. Courses which have been transferred from other institutions will be listed on the student's transcript with a "TR" designation. Courses for which a student has received credit by examination will be listed as "TO" (Test-Out) on the student's transcript. Grade points from institutions other than Rasmussen College and credit by examination will not be computed in the Rasmussen College grade point average, but they will be counted as credits attempted and earned for determining Satisfactory Progress. All credits that are considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are therefore also treated as credits attempted.

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

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

Licensing:

Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board. Licensing is not an endorsement of the Institution. Credits earned at the Institution may not transfer to all other institutions. The education programs may not meet the needs of every student or employer.

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