Wisconsin
Campus Locations

- Green Bay
- Wausau

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

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

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

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

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

PURPOSE

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

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

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

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

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

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

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

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– President, Northwestern University
  Evanston, Illinois

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– President, Rasmussen College

Table of Contents

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

ACCREDITED
The Higher Learning Commission

For more information: www.ncahlc.org
Enrollment Procedures

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

Our admissions professionals can now help you explore the various options that best meet your goals, interests, educational needs, and work or activities schedule. Your team will help you find the learning program, location, and coursework that are right for you. When you’ve chosen the option that best meets your needs, you can apply for admission by submitting the following:

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

• Individuals applying for admission to the Medical Laboratory Technician program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for this program under Academic Information and College Policies.
• In addition, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.

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

Picking a Start Date

2009-2010
Academic Calendar

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

College Holidays

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

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

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

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

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gift Aid</strong></td>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$609 - $5,350</td>
</tr>
<tr>
<td></td>
<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>
</tr>
<tr>
<td></td>
<td>Academic Competitiveness Grant (ACG)</td>
<td>Award based on Pell Grant eligibility and academic rigor requirements of state high school coursework eligibility.</td>
<td>$750 for first year; $1300 for second year</td>
</tr>
</tbody>
</table>

| Employment | Federal Work Study | Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available. | Varies | Free Application for Federal Student Aid – Awarded by the College |

| Federal Loan Programs | Federal Subsidized Stafford Loan Program | 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. | 1st Year - $3,500 2nd Year - $4,500 3rd Year+ - $5,500 | Free Application for Federal Student Aid and Promissory Note |
| Federal Unsubsidized Stafford Loan Program | 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. | Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st & 2nd Year $6000 3rd Year & above $7000. | Free Application for Federal Student Aid and Promissory Note |
| Federal Parent Loan for Undergraduate Students (PLUS) | Long-term, variable interest rate loan with a 9% cap for credit-worthy parents of dependent undergraduates. | Up to college cost of attendance. | PLUS application and Promissory Note |

| Veterans’ Benefits | 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

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

**Grade Point Achievement Scholarships**

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

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

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

- Eligible students must be current-year graduating high school seniors.
- Students must apply for and begin classes during the summer quarter, early fall quarter or fall quarter immediately following their graduation from high school.
- Award amounts are determined upon receipt of the student’s official final transcript from high school.
- All recipients will be notified of the award in writing and all funds are paid directly to the College. Award amounts for Associate Degree students are divided equally among the student’s first 5 quarters of attendance. Award amounts for Bachelor Degree students are divided equally among the student’s first 10 quarters of attendance.
- Student must carry a minimum of 9 credits per full quarter or 7 for a mid-term start, maintain satisfactory academic progress, and not be on Academic Warning/Probation, or the award is forfeited from that point forward.
- Awards are forfeited if attendance is discontinued or interrupted for Associate Degree seeking students. Bachelor’s Degree seeking students may interrupt attendance a maximum of 2 instances, with each instance no more than one quarter and not more than once in any one calendar year. (Students who interrupt attendance under the Medical Leave or Involuntary Medical Withdrawal policy are exempt from this limit.)
- The GPA Scholarships cannot be used in conjunction with Corporate Partner discounts.

**Early Start Program**

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

**10% Military Discount**

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

**Corporate Discount**

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

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

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

### GPA Scholarships

<table>
<thead>
<tr>
<th>GPA Range</th>
<th>Scholarship</th>
<th>Amounts for Bachelor Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00</td>
<td>President’s Award</td>
<td>Associates $5,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $10,000</td>
</tr>
<tr>
<td>3.75 – 3.99</td>
<td>Gold Circle Award</td>
<td>Associates $2,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $5,000</td>
</tr>
<tr>
<td>3.50 – 3.74</td>
<td>Silver Circle Award</td>
<td>Associates $2,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $4,000</td>
</tr>
<tr>
<td>3.25 – 3.49</td>
<td>Achievement Award</td>
<td>Associates $1,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $3,000</td>
</tr>
<tr>
<td>2.75 – 2.99</td>
<td>Success Award</td>
<td>Associates $1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $2,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If you apply for admission prior to January 30, your award is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.00 – 2.74</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>2.75 – 2.99</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>3.00 – 3.24</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>3.25 – 3.49</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>3.50 – 3.74</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>3.75 – 3.99</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Restrictions

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

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

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


**OBJECTIVE**

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

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**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>
</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
</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>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
</tr>
<tr>
<td>G141</td>
<td>Communication (Select 1 course)</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities (Select 2 courses)</td>
</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
</tr>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
</tr>
<tr>
<td>G122</td>
<td>World Geography</td>
</tr>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
</tr>
<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
</tr>
<tr>
<td>G250</td>
<td>History of the United States in the World</td>
</tr>
</tbody>
</table>

**Major and Core Courses**

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

**Total Degree Credits 93***

This Degree Program is also offered online.

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

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

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

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

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

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

OBJECTIVE

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

Foundation Courses

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

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

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G226</td>
<td>Speech</td>
<td>2</td>
</tr>
<tr>
<td>G227</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>G235</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
</tbody>
</table>

OBJECTIVE

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

Foundation Courses

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

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General Education Courses

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<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>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G143</td>
<td>Introduction to Speech</td>
<td>4</td>
</tr>
<tr>
<td>G150</td>
<td>Introduction to Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>G151</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
</tbody>
</table>

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Medical Business Office Clerk</td>
<td>2</td>
</tr>
<tr>
<td>M206</td>
<td>Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MA230</td>
<td>Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>MA231</td>
<td>Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>M105</td>
<td>Deep Tissue Massage</td>
<td>3</td>
</tr>
<tr>
<td>M121</td>
<td>Techniques for Special Clients</td>
<td>3</td>
</tr>
<tr>
<td>M140</td>
<td>Pathology for Massage Therapy</td>
<td>4</td>
</tr>
<tr>
<td>M210</td>
<td>Sports Massage</td>
<td>3</td>
</tr>
<tr>
<td>M220</td>
<td>Myofascial Release</td>
<td>2</td>
</tr>
<tr>
<td>MT225</td>
<td>Alternative Modalities</td>
<td>3</td>
</tr>
<tr>
<td>MT230</td>
<td>Trigger Point Therapy</td>
<td>3</td>
</tr>
<tr>
<td>MT235</td>
<td>Clinic I</td>
<td>2</td>
</tr>
<tr>
<td>MT236</td>
<td>Clinic II</td>
<td>2</td>
</tr>
</tbody>
</table>

Medical Specialization

• See School of Business on Page 14
Graduates of this program know medical terminology, anatomy, pathology, and basic concepts of pharmacology and psychology. They can measure vital signs, administer injections, perform venipuncture, and perform CLIA-waived laboratory tests. They can also perform general medical-office procedures and medical billing. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and medical ethics. The completion of this program helps prepare the student to seek national certification as a medical assistant.

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

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

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

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 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>

Humanities (Select 2 courses)

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

Math (Select 1 course)

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

Natural Sciences (Select 1 course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<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>
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</thead>
<tbody>
<tr>
<td>G122</td>
<td>World Geography</td>
<td>4</td>
</tr>
<tr>
<td>G133</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>
</tbody>
</table>

Career Opportunities

- Retail Pharmacy
- Clinic Pharmacy
- Hospitals and Health Care Facilities

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

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

**Massage Therapy Diploma**

**Foundation Courses**

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

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

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

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>E242</td>
<td>Career Development</td>
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</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
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<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MA241</td>
<td>Human Anatomy and Physiology I</td>
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<tr>
<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
<td>5</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>
<td>3</td>
</tr>
<tr>
<td>MT120</td>
<td>Techniques for Special Clients</td>
<td>3</td>
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<tr>
<td>MT140</td>
<td>Pathology for Massage Therapy</td>
<td>4</td>
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<tr>
<td>MT215</td>
<td>Sports Massage</td>
<td>3</td>
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<tr>
<td>MT220</td>
<td>Myofascial Release</td>
<td>3</td>
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<tr>
<td>MT225</td>
<td>Alternative Modalities</td>
<td>3</td>
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<tr>
<td>MT230</td>
<td>Trigger Point Therapy</td>
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<tr>
<td>MT237</td>
<td>Clinic I</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>MT246</td>
<td>Kinesiology II</td>
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<tr>
<td>MT250</td>
<td>Business and Wellness</td>
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</tbody>
</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.

**Medical Transcriptionist Diploma**

**Foundation Courses**

<table>
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<tbody>
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<tr>
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</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
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</table>

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

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>M205</td>
<td>Medical Transcription I</td>
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</tr>
<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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<tr>
<td>M223</td>
<td>Pathology I</td>
<td>4</td>
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<tr>
<td>M224</td>
<td>Pathology II</td>
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<tr>
<td>M280</td>
<td>Medical Transcription Capstone</td>
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<tr>
<td>S115</td>
<td>Keyboarding I</td>
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<tr>
<td>S116</td>
<td>Keyboarding II</td>
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</tr>
<tr>
<td>S120</td>
<td>Word for Windows</td>
<td>3</td>
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</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 degree program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and the ability to relate accounting concepts to the world around them.

---

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

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

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

---

**Foundation Courses**

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

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

**General Education Courses**

**English Composition** (Required course)
- G124 English Composition 4
- G141 Introduction to Communication 4
- G26 Speech 4

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

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

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

**Social Sciences** (1 required course, **and select 1 elective)**
- G122 World Geography 4
- G123 Principles of Economics** 4
- G139 Introduction to Sociology 4
- G243 Contemporary U.S. Government 4
- G250 History of the United States in the World 4

---

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>A151</td>
<td>Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>A152</td>
<td>Accounting II</td>
<td>4</td>
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<tr>
<td>A153</td>
<td>Accounting III</td>
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<tr>
<td>A269</td>
<td>Income Tax</td>
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<tr>
<td>A280</td>
<td>Accounting Capstone</td>
<td>2</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>D181</td>
<td>Excel</td>
<td>3</td>
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<td>D279</td>
<td>Computer Focused Principles</td>
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<tr>
<td>E150</td>
<td>Success Strategies</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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**Banking Specialization**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B232</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>F111</td>
<td>Introduction to Banking</td>
<td>4</td>
</tr>
<tr>
<td>F212</td>
<td>Fundamentals of Consumer Lending</td>
<td>4</td>
</tr>
<tr>
<td>F213</td>
<td>Introduction to Mortgage Lending</td>
<td>4</td>
</tr>
<tr>
<td>F215</td>
<td>Principles of Banking Law</td>
<td>4</td>
</tr>
</tbody>
</table>

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

---

**Financial Accounting Specialization**

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

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

---

**Financial Investigation Specialization**

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

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

---

**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.**

---

**Footnotes:**

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

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

BUSINESS MANAGEMENT AAS DEGREE
Business Administration • Call Center Management • Child Development Entrepreneurship • Human Resource • Internet Marketing • Marketing and Sales

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

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

Foundation Courses

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General Education Courses

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<td>Speech</td>
<td>4</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities (Select 2 courses)</td>
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</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
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<tr>
<td>G201</td>
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</tr>
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<td>Introduction to Human Biology</td>
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<td>Introduction to Astronomy</td>
<td></td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td></td>
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</tbody>
</table>

Social Sciences (1 required*; select 1 course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td></td>
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<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
<td></td>
</tr>
<tr>
<td>G250</td>
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Major and Core Courses

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<td>Principles of Finance</td>
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<td>B280</td>
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<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
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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>
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</thead>
<tbody>
<tr>
<td>A152</td>
<td>Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>A177</td>
<td>Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>D181</td>
<td>Excel</td>
<td>4</td>
</tr>
<tr>
<td>D279</td>
<td>Computer Focused Principles</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits 93*

This Degree Program is also offered online.

Call Center Management Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</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>
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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>
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<tbody>
<tr>
<td>C151A</td>
<td>Foundations of Child Development</td>
<td>4</td>
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<tr>
<td>C152</td>
<td>Early Childhood Education Curriculum and Instruction</td>
<td>4</td>
</tr>
<tr>
<td>C153A</td>
<td>Health, Safety, and Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>C258A</td>
<td>Infant and Toddler Development</td>
<td>4</td>
</tr>
<tr>
<td>C259</td>
<td>Dynamics of the Family</td>
<td>4</td>
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<tr>
<td>C260A</td>
<td>The Exceptional Child</td>
<td>4</td>
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<tr>
<td>C261A</td>
<td>Emerging Literacy Through Children’s Literature</td>
<td>4</td>
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Total Degree Credits 95*

This Degree Program is also offered online.

Entrepreneurship Specialization

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

Total Degree Credits 91*

This Degree Program is only offered online.

Human Resource Specialization

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

Total Degree Credits 95*

This Degree Program is only offered online.

Internet Marketing Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B218</td>
<td>E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Internet Consumer Behavior</td>
<td>4</td>
</tr>
<tr>
<td>B244</td>
<td>Marketing Ethics</td>
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<tr>
<td>B245</td>
<td>Search Engine Marketing</td>
<td>4</td>
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<tr>
<td>B246</td>
<td>Target/Audience Messaging</td>
<td>4</td>
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<tr>
<td>B251</td>
<td>Web Media Marketing</td>
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</table>

Total Degree Credits 91*

This Degree Program is only offered online.

Marketing and Sales Specialization

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

Total Degree Credits 95*

This Degree Program is also offered online.

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

* 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.
OBJECTIVE

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

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

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

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

Foundation Courses

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

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

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</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 (Select 2 courses)</td>
<td>4</td>
</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G221</td>
<td>Introduction Statistics</td>
<td>4</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
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</table>

Natural Sciences (Select 1 course)**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body**</td>
<td>4</td>
</tr>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G280</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
</tbody>
</table>

Social Sciences (Select 2 courses)**

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

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

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</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>
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<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>D181</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>D187</td>
<td>Professional Presentations</td>
<td>3</td>
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<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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<tr>
<td>S115</td>
<td>Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td>S116</td>
<td>Keyboarding II</td>
<td>3</td>
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<tr>
<td>S120</td>
<td>Word for Windows</td>
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Corporate Management Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
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<tbody>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
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<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>B283</td>
<td>Access</td>
<td>3</td>
</tr>
<tr>
<td>S201</td>
<td>Office Procedures</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 94*

This Degree Program is also offered online.

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>
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<tr>
<td>D283</td>
<td>Access</td>
<td>3</td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government**</td>
<td>4</td>
</tr>
<tr>
<td>L125</td>
<td>Law I</td>
<td>4</td>
</tr>
<tr>
<td>L225</td>
<td>Law II</td>
<td>4</td>
</tr>
<tr>
<td>S150</td>
<td>Legal Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>S219</td>
<td>Legal Document Processing and Transcription</td>
<td>3</td>
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</tbody>
</table>

Total Degree Credits 94*

This Degree Program is also offered online.

Legal/Criminal Justice Specialization

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

This Degree Program is also offered online.

Medical Specialization**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
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<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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<td>M200</td>
<td>Medical Office Procedures</td>
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<td>M205</td>
<td>Medical Transcription I</td>
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</tr>
<tr>
<td>M209</td>
<td>Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>M223</td>
<td>Pathology I</td>
<td>4</td>
</tr>
<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 94*

This Degree Program is also offered online.

Small Business Management Specialization

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

Total Degree Credits 94*

This Degree Program is also offered online.

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.
**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>
</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>
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<tr>
<td>G226</td>
<td>Speech</td>
<td>4</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>2</td>
</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
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<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
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</table>

**Math** (Select 1 course)

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

**Natural Sciences** (Select 1 course)

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

**Social Sciences** (Select 2 courses)

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

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 III or Foundations of Math. These courses may be required of some students based upon placement examinations.

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

---

**EARLY CHILDHOOD EDUCATION 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 III or Foundations of Math. These courses may be required of some students based upon placement examinations.

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

---

**BUSINESS MANAGEMENT AAS DEGREE**

Child Development • See School of Business on Page 13
OBJECTIVE

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

CRIMINAL JUSTICE AAS DEGREE
Corrections • Crime Scene Evidence • Homeland Security • Law Enforcement

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

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

Foundation Courses

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

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

General Education Courses

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

Humanities (Select 2 courses)

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

Math (Select 1 course)

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

Natural Sciences (Select 1 course)

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

Social Sciences (2 required courses)

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

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
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<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</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>
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</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 II or Foundations of Math. These courses may be required of some students based upon placement examinations.

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

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

PARALEGAL AAS DEGREE

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

Foundation Courses

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

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

General Education Courses

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

Natural Sciences

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

Social Sciences

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

Math

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

Math (Select 1 course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

Electives

(choose 1, for 4 credits)

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

Total 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.

Electives

(choose 1, for 4 credits)

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

Total Certificate Credits  61*

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

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

OBJECTIVE

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

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

INFOMATION SYSTEM MANAGEMENT AAS DEGREE

Network Administration • Web Programming • Database Administration

Computer Information Technology • IP Telephony • Networking Security & Forensics

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

Career Opportunities: • Computer Support Specialist • Network Security Specialist • Web Developer • Database Administrator

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G134</td>
<td>English Composition</td>
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<tr>
<td>G141</td>
<td>Introduction to Communication</td>
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<tr>
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<td>Speech</td>
<td>4</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
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</table>

Math (Select 1 course)

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

Natural Sciences (Select 1 course)

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

Social Sciences (Select 2 courses)

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

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
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<tr>
<td>N112</td>
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<tr>
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</table>

Total Degree Credits: 96*

Network Administration Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>N112</td>
<td>Project Planning and Documentation</td>
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<tr>
<td>W122</td>
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Total Degree Credits: 96*

Web Programming Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
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<tbody>
<tr>
<td>W108</td>
<td>Intro to Website Design</td>
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<tr>
<td>W110</td>
<td>JavaScript</td>
<td>3</td>
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<tr>
<td>W112</td>
<td>Database Design &amp; SQL</td>
<td>3</td>
</tr>
<tr>
<td>W114</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>W116</td>
<td>Intro to Web Design Software</td>
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</tr>
<tr>
<td>W118</td>
<td>Intro to HTML</td>
<td>3</td>
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<tr>
<td>W122</td>
<td>Intro to Visual Basic 2005</td>
<td>3</td>
</tr>
<tr>
<td>W210</td>
<td>Java I</td>
<td>3</td>
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<tr>
<td>W215</td>
<td>PERL/CGI</td>
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<tr>
<td>W216</td>
<td>PHP/MySQL</td>
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<tr>
<td>W224</td>
<td>Visual Basic 2005 Advanced</td>
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<tr>
<td>W229</td>
<td>Web Programming Capstone</td>
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Total Degree Credits: 92*

Database Administration Specialization

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<tbody>
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Total Degree Credits: 96*

IP Telephony Specialization

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Total Degree Credits: 96*

Networking Security and Forensics Specialization

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<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
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<tr>
<td>N112</td>
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<td>N133</td>
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<td>N235</td>
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<tr>
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<td>Project Planning and Documentation</td>
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<tr>
<td>N290</td>
<td>Project Planning and Documentation</td>
<td>4</td>
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</tbody>
</table>

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.
**OBJECTIVE**

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

### MULTIMEDIA TECHNOLOGIES AAS DEGREE

**Digital Design and Animation • Web Design**

**Career Opportunities**

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

**Standard Length of Program**

- 6 Quarters Full-Time
- 8 Quarters Part-Time

**Foundation Courses**

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

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

**General Education Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td></td>
<td><strong>English Composition (Required course)</strong></td>
<td></td>
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<tr>
<td></td>
<td>G124  English Composition</td>
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<tr>
<td></td>
<td><strong>Communication (Select 1 course)</strong></td>
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<tr>
<td></td>
<td>G141  Introduction to Communication</td>
<td>4</td>
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<tr>
<td></td>
<td>G226  Speech</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Humanities (Select 2 courses)</strong></td>
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<tr>
<td></td>
<td>G125  Humanities</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G138  Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G201  Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G230  Introduction to Literature</td>
<td>4</td>
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<tr>
<td></td>
<td><strong>Math (Select 1 course)</strong></td>
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<tr>
<td></td>
<td>G221  Introduction to Statistics</td>
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<tr>
<td></td>
<td>G233  College Algebra</td>
<td>4</td>
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<tr>
<td></td>
<td><strong>Natural Sciences (Select 1 course)</strong></td>
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<td></td>
<td>G150  Structure and Function of the Human Body</td>
<td>4</td>
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<tr>
<td></td>
<td>G215  Introduction to Human Biology</td>
<td>4</td>
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<tr>
<td></td>
<td>G239  Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G245  Introduction to Geology</td>
<td>4</td>
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<tr>
<td></td>
<td><strong>Social Sciences (Select 2 courses)</strong></td>
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<td></td>
<td>G122  World Geography</td>
<td>4</td>
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<td></td>
<td>G123  Principles of Economics</td>
<td>4</td>
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<tr>
<td></td>
<td>G137  Introduction to Psychology</td>
<td>4</td>
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<tr>
<td></td>
<td>G142  Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G243  Contemporary U.S. Government</td>
<td>4</td>
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<tr>
<td></td>
<td>G250  History of the United States in the World</td>
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**Major and Core Courses**

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

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<tr>
<td>NM110</td>
<td>Drawing Design and Art Theory</td>
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</tr>
<tr>
<td>NM131</td>
<td>Introduction to 3D Arts and Animation</td>
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<tr>
<td>NM240</td>
<td>3-Dimensional Animation</td>
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**Total Degree Credits 95***

**Web Design Specialization**

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<tr>
<td>NM115</td>
<td>Networking and Internet Technologies</td>
<td>3</td>
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<tr>
<td>NM250</td>
<td>Dynamic Content Management</td>
<td>3</td>
</tr>
<tr>
<td>NM260</td>
<td>Server Side Scripting</td>
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</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.
Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in the theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates, tests, or practices for reinforcement skills previously acquired through lecture or outside reading. An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory have the credit equivalency of one hour of lecture. Internship (also externship or practicum) is usually coupled with lecture sessions in which the instructor supervision and employer assessment, if any residential sections of those courses will be scheduled. Please check with your Campus Director and/or Dean for details.

### Online-Only Courses

Courses designated with an asterisk (*) are generally offered only as online classes. Few if any residential sections of those courses will be scheduled. Please check with your Campus Director and/or Dean for details.

### Credit Definition

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

Clock Hour - Equal to 50 minutes of instruction.

### How to read course descriptions

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

#### A269 Income Tax

**Course Description:**

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

**Prerequisite:** Accounting I

#### A272 Intermediate Accounting I

**Course Description:**

This course covers a review of accounting principles and their application to business. It is designed to provide students with an understanding of the fundamental concepts of financial accounting. The course will cover the basic tools and skills needed to interpret financial statements and to respond to financial reporting requirements.

**Prerequisite:** Accounting I

#### A274 Intermediate Accounting II

**Course Description:**

A continuation of Intermediate Accounting I, this course focuses on the application of accounting principles to business transactions and events. The course covers the preparation of financial statements, including balance sheets, income statements, and cash flow statements. The course also includes a review of accounting for income taxes, and the preparation of adjusted trial balances and financial statements for businesses.

**Prerequisite:** Accounting I

#### A280 Accounting Capstone*

**Course Description:**

This course will expand in areas of revenue, expenses, liabilities, assets, and accounting for financial statements. It will also cover the concepts of accounting for non-profit organizations, and the preparation of financial statements for both for-profit and not-for-profit organizations.

**Prerequisite:** Accounting I

#### A511 Accounting I

**Course Description:**

This course covers the fundamentals of accounting, including the accounting cycle, financial statements, and the preparation of financial statements. The course also covers the basic tools and skills needed to interpret financial statements and to respond to financial reporting requirements.

**Prerequisite:** Accounting I

#### A512 Accounting II

**Course Description:**

This course covers the fundamentals of accounting, including the accounting cycle, financial statements, and the preparation of financial statements. The course also covers the basic tools and skills needed to interpret financial statements and to respond to financial reporting requirements.

**Prerequisite:** Accounting I

#### A513 Accounting III

**Course Description:**

This course covers the fundamentals of accounting, including the accounting cycle, financial statements, and the preparation of financial statements. The course also covers the basic tools and skills needed to interpret financial statements and to respond to financial reporting requirements.

**Prerequisite:** Accounting I

#### A177 Payroll Accounting

**Course Description:**

This course covers the fundamentals of payroll accounting, including federal and state employment laws and regulations, payroll taxes, and preparation of payroll reports and statements.

**Prerequisite:** Accounting I

#### B119 Customer Service

**Course Description:**

This course covers the basics of essential communication skills needed in business to interact/work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction.

**Prerequisite:** none

#### B136 Introduction to Business

**Course Description:**

This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation.

**Prerequisite:** none

#### B140 Sales Techniques

**Course Description:**

An introductory course in sales emphasizing the principles and practices of a professional salesperson. Course focus is on the information, skills, and activities necessary for success in today’s marketplace.

**Prerequisite:** none

#### B146 Introduction to Entrepreneurship

**Course Description:**

Students will learn the basic concepts of entrepreneurship. Through real-life case studies, students will examine entrepreneurship as a means to executing against market opportunities. They will explore entrepreneurship for products and services across industries, sectors, markets, and regions.

**Prerequisite:** Introduction to Business

#### B155 Introduction to Human Resource Management

**Course Description:**

This course is an introduction to the management and leadership of an organization’s human resource. It explores the importance of establishing or administrating the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guide lines.

**Prerequisite:** none

#### B180 Meeting Management

**Course Description:**

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

**Prerequisite:** none

#### B218 E-Commerce

**Course Description:**

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 students in the definition of project roles and phases. The students work through related issues and produce a resolution in a well-written format.

Prerequisite: Intended for student’s last quarter.

**B223 Internet Consumer Behavior**

40 hours, 4 credits

This course is designed in three basic sections which provide students a full understanding of the way consumers shop and how products are best marketed. Section one explores the consumer motivations 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, making 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, search marketing tools, and the steps involved in the execution and tracking of success. This course will assist students in understanding the complexities and similarities of online marketing vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating a quality marketing mix.

Prerequisite: E-Commerce

**B229 Target/Audience Messaging**

40 hours, 4 credits

This course explores the necessity of using DDM (data driven marketing) to decide between your best market, marginal market and those who are not your market. This course begins with the concept of “Allowable Cost Per Order” (ACPO). This course will provide students an understanding of the critical economic factors which determine market success and how to use them as a competitive advantage.

Prerequisite: E-Commerce

**B230 Principles of Finance**

40 hours, 4 credits

This course is a study of financial institutions, investment techniques, and financial management techniques. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.

Prerequisite: Accounting I

**B231 Web Media Marketing**

40 hours, 4 credits

This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations.

Prerequisite: E-Commerce

**B232 Principles of Marketing**

40 hours, 4 credits

This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include consumer buying behavior, business-to-business markets and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrating marketing communications, and marketing’s role in electronic commerce.

Prerequisite: none

**B233 Principles of Management**

40 hours, 4 credits

A study of the aspects of the practice of management necessary for the development of managerial skills and insight.

Prerequisite: none

**B234 Business Law**

40 hours, 4 credits

This course reviews fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business and sales contracts. Principles of law that apply to government, regulations, commercial paper, property, bailments, agency and business organizations are addressed.

Prerequisite: none

**B240 Entrepreneurial Product and Service Planning**

40 hours, 4 credits

Students will explore the ways in which products and services are developed. They will review the various methods used to identify market opportunities, to engage in market sizing, and to understand an understanding of the competition. Students will develop a basic product or service plan, which will include a detailed description of how the product or service will be designed, sourced or manufactured, and delivered to the client. Students will also examine the lifecycle of products and services once they are launched.

Prerequisite: Introduction to Entrepreneurship

**B242 Multicultural Communications for Business**

40 hours, 4 credits

This course provides an introduction to the challenges a diverse workforce presents in today’s global economy. Specific areas of study will be coping with diverse communication styles, allowing for divergent approaches to task completion, mitigating different attitudes toward conflict, and resolution management and protocols for ensuring multicultural collaboration.

Prerequisite: none

**B243 Entrepreneurial Marketing**

40 hours, 4 credits

Students will examine all aspects of entrepreneurial marketing. Using marketing case-studies, students will explore several entrepreneurial marketing strategies and will create a marketing strategy for their chosen product or service. From this strategy, students will create a complete market plan. They will also present their ideas to the class.

Prerequisite: Introduction to Entrepreneurship

**B244 Entrepreneurial Finance: Capitalization for the Entrepreneur**

40 hours, 4 credits

Students will examine the ways in which entrepreneurial ventures are financed. They will explore how to raise both start-up and operating capital. Students will participate in a simulation designed to teach them the value of financial management and the practical use of tools such as profit and loss statements, balance sheets, income and cash flow statements.

Prerequisite: Principles of Finance

**B247 Entrepreneurial Internship**

120 hours, 4 credits

Students will complete an unpaid internship with a local entrepreneur or business owner. The College facilitates the process of matching students with entrepreneurs. The internship will integrate prior coursework into a comprehensive understanding of entrepreneurship, providing students with hands-on learning opportunities and work experience. During the internship, the student will shadow the entrepreneur and write a series of short, reflective papers based on their experience.

Prerequisite: Entrepreneurship student in last or second-to-last quarter

**B249 Risk Management and Insurance**

40 hours, 4 credits

A survey of the general principles of risk management and insurance and their role in business. Topics include the relationship of risk transfer, risk avoidance, and risk retention to risk management and loss control methods as used for decision making in human resources and finance. Emphasis is placed on the risk management process which includes the identification of risks, evaluating 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 its social and economic structure.

Prerequisites: Principles of Marketing

**B267 Employment Law**

40 hours, 4 credits

Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course is to enable students to develop the spirit and purpose of the legal framework of enterprise so that learners can embrace comparable strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.

Prerequisite: Introduction to Human Resource Management

**B256 Compensation and Benefits Management**

40 hours, 4 credits

This course content addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. This course will help students understand the role that an integrated total compensation program can play in contributing to organizational success. You will learn about effective compensation strategies and how various emerging issues impact program design.

Prerequisite: Introduction to Human Resource Management

**B270 Introduction to Global Business**

40 hours, 4 credits

This course will explore the importance of developing varied techniques for managing all aspects of a global business venture. Through real-life case studies, students will investigate the interconnectivity in global business specific to languages, attitudes, religious beliefs, traditions, work ethic, political & legal systems, governmental regulation, fiscal and monetary policies, infrastructure, and market potentials.

Prerequisite: none

**B271 Professional Communication**

40 hours, 4 credits

This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.

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

**B272 Call Center Strategic Leadership**

40 hours, 4 credits

This course will focus on strategic leadership specific to assembling and preparing a strong team, defining quality assurance methodologies, determining performance metrics, executing motivation and retention strategies and understanding legal and competitive position with the strategic leadership as seen through project, financial and risk management.

Prerequisite: none

**B275 Call Center Customer Service Representative Skills**

40 hours, 4 credits

Considering the success of any call center rests in the hands of its Customer Service Representatives, it is critical that training, continual skills assessment and professional development opportunities are incorporated into the business cycle. This course will define the requisite skills for exemplary reps as well as discuss different assessment tools and skill building techniques. Further, this course will also examine Customer Relationship Management (CRM) principles specific to call routing applications.

Prerequisite: none

Courses designated with an asterisk (*) are generally offered only as online classes.
B276 Call Center Labor Force Management* 40 hours, 4 credits
This course provides an introduction to determining the staffing requirements which balance customer requests and satisfaction and while meeting budget margins critical to the overall success of the business. As such, this course will focuses on the forecasting of labor force needs, staffing requests, understanding of daily service management requirements, and the benefits and barriers to the incorporation of automated software tools to assist in this process.
Prerequisite: none

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

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

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

CC151A Foundations of Child Development 40 hours, 4 credits
This course explores the development of children at different ages, children’s 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

CC152A 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 strategies 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. Students will carry out a 2-hour observation in the field of education.
Prerequisite: none

CC154A Observing and Promoting Development in the Early Childhood Classroom 240 hours, 8 credits
Continuing Observation of Promoting Development in the Early Childhood Classroom. The focus is on developmentally appropriate practices and leadership.
Prerequisite: none

CC155 Creating a Learning Environment 300 hours, 10 credits
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 Toddlers Development 40 hours, 4 credits
This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Exploring ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical, and cognitive development.
Prerequisite: none

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

CC260A Early Childhood Education Curriculum and Instruction 40 hours, 4 credits
This course promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing and reading, the use of manipulatives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized.
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, pupperty, and flannel-board use will also be emphasized.
Prerequisite: none

D111 Computer Information Systems 40 hours, 3 credits
This course is an introductory course designed to teach students fundamental computer concepts as well as serve as an introduction to the Microsoft Office suite. The focus of this course will include Word, Excel, PowerPoint and Access. This course will briefly cover email, Internet and Windows file management, as 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 skills that ensure success in the college setting and workplace. Specific topics in learning and study strategies will lead students to develop and utilize appropriate study techniques, ensuring academic success. Topics in life skills will lead students to a better understanding of self and others in our diverse world, and encourage the development and utilization of strategies to promote positive relationships, self-management, and professionalism.
Prerequisite: none

E242 Career Development 20 hours, 2 credits
This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through samples 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 part of the banking process, from taking deposits and making loans to operating safe deposit boxes and offering trust services, is governed by laws for the purpose of providing consumers or maintaining the safety and soundness of the bank.
Prerequisite: Introduction to Banking
Courses designated with an asterisk (*) are generally offered only as online classes.
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 documentation. 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 sufficiency, standards of proof and due process are explored. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are examined.
Prerequisite: Introduction to Criminal Justice.

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

J160 Introduction to Forensic Science* 40 hours, 4 credits
A course designed to familiarize students with the application of science to the evaluation of 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

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

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

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

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

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

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

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

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

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

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

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

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

J415 Basic ICD-9-CM Coding 40 hours, 4 credits
This course is a study of the fundamentals of law. This includes study of the American legal system, forms of conflict resolution, torts, contracts, and criminal law.
Prerequisite: none

J425 LA125 State and Local Government 40 hours, 4 credits
This course will introduce the constitutional interrelationship of national, state, and local government. Special emphasis will be placed on the powers and functions of the various branches of state and local governments.
Prerequisite: none

J425 LA225 Law II 40 hours, 4 credits
This course is a continuation of the study of fundamentals of law. This includes study of the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, contracts, and other areas of business law.
Prerequisite: Law I

M110 Medical Terminology* 40 hours, 4 credits
This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek roots, and anatomic roots denoting body structures. All body systems will be covered with a focus on terms most likely to be found in word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.
Prerequisite: none

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

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

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

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

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

### M205 Medical Transcription I*
**40 hours, 3 credits**

The student will transcribe medical histories, physical examination findings, and medical terminology. They will also review and transcribe reports from transcription tapes and will apply knowledge of medical terminology, anatomy, and physiology to the transcription process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms.

Prerequisites: Medical Terminology, Keyboarding I

### M206 Medical Transcription II*
**40 hours, 3 credits**

A continuation of Medical Transcription I, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, gastroenterology, orthopedics, general pathology, and selected specialty options. The course includes transcription from tapes of health care professionals who are non-native speakers of English.

Prerequisite: Medical Transcription I

### M207 Medical Transcription III*
**40 hours, 3 credits**

A continuation of Medical Transcription II, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, gastroenterology, orthopedics, general pathology, and selected specialty options. The course includes transcription from CDs of health care professionals who are non-native speakers of English and operate with a different language.

Prerequisite: Medical Transcription II

### M208 Introduction to Health Information Management
**40 hours, 4 credits**

This course introduces the student to the history of the profession of health information technician and the management of health information. Students learn about the organization of health care facilities, the members of the health care team, how to contribute to and use health information, and trends in the management of health care records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.

Prerequisite: None

### M209 Medical Insurance and Billing
**40 hours, 3 credits**

In this course students will receive an introduction to common 3rd party payers, insurance terminology, and medical billing. They will learn skills including claim forms preparation and processing, and electronic claim submission, and will review introductory medical coding. They will also exam plan options, payer requirements, state and federal regulations, and abstracting of source documents.

Prerequisite: Medical Terminology

### M211 Quality Analysis and Management
**40 hours, 4 credits**

This course covers quality improvement methodologies used in acute and long-term care, and the quality issues of health information services. This course includes data collection and compilation of health care statistics.

Prerequisite: Introduction to Health Information Management

### M218 Management of Health Information Services
**40 hours, 4 credits**

The study of management, supervision, and human resource principles with application to health information service departments in various health care settings. Students will learn how to manage and measure productivity of HIM staff and explore the HIM management role in relation to other hospital departments.

Prerequisite: Introduction to Health Information Management (or co-requisite)

### M223 Pathology I
**40 hours, 4 credits**

Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology, and treatment and prevention of common diseases of 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 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

### 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 EMR 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 health care facility arranged by the student, with a minimum of 30 hours of practical experience in medical coding under the direction of a college HIT/Coding instructor or practicing medical coding professional. The practicum offers students the chance to be evaluated by the instructor on transcription accuracy, productivity, and professional/ethical conduct. The Capstone is intended to integrate course learning through practical experience in a workplace or simulated setting.

Prerequisite: Medical Transcription II

### M252 Health Information Practicum*
**60 hours, 2 credits**

A simulated practical experience exploring a virtual hospital setting and using software and practical simulation assignments to experience real-world situations within HIM and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.

Prerequisites: Quality Analysis and Management, Healthcare Information Technologies, Medical Law and Ethics

### M280 Medical Transcription Capstone*
**50 hours, 3 credits**

A supervised experience in medical transcription work settings, simulated lab, and student assessment and presentation that demonstrate competency and understanding of the medical transcription field. Student-planned field trips will be required. Students will transcribe actual medical dictation and be evaluated by the instructor on transcription accuracy, productivity, and professional/ethical conduct. The Capstone is designed to allow students to integrate the information and skills learned in the Medical Administration program.

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 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 develop knowledge and skills including communication and technology, office procedures, medical law and ethics, records management, bookkeeping and billing, health insurance and coding, infection control, and patient assessment. They will follow applied-learning approaches to all skill-development and performance objectives.

Prerequisites: Medical Terminology, Human Anatomy and Physiology I

### MA135 Pharmacoay for the Allied Health Professional
**40 hours, 4 credits**

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

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

### MA145 Clinical Skills II
**60 hours, 4 credits**

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

Prerequisite: Clinical Skills I

### MA225 Laboratory Skills for Medical Assisting
**60 hours, 4 credits**

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

Prerequisites: Clinical Skills II (or co-requisite)

### MA230 Medical Assistant Externship
**180 hours, 6 credits**

Students will engage in an 11-week on-the-job training, minor in a physician’s office or clinic in their field of study or medical-specialty interest. The extern will perform medical-assisting job duties in both the front-office administrative area and the back-office clinical area, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked. In the 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 the anatomy and physiology of each system, including muscular, nervous, and endocrine systems of the body, and will learn the fundamental terminology of each system. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.

Prerequisite: Introduction to Human Biology

### MA242 Human Anatomy and Physiology II
**80 hours, 5 credits**

In this course, students will continue their study of human anatomy and physiology 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
An introduction to laboratory medicine and the profession of clinical laboratory science. This course will emphasize professionalism, laboratory safety, and routine laboratory procedures including quality control and lab math.
Prerequisites: Program admission.

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

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

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

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

ML201 Clinical Chemistry II 60 hours, 4 credits
Expanding upon concepts learned in Clinical Chemistry I, this course further examines the role of the laboratory technician in the clinical chemistry, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate.
Prerequisite: Approval by campus coordinator; completion of all coursework required by clinical affiliate.

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

ML203 Immunology 40 hours, 3 credits
Basic immunology and serology concepts will be presented with an emphasis on selected infectious diseases and autoimmune disorders. The student will have an understanding of immunologic and serologic procedures that will be presented.
Prerequisite: Human Anatomy and Physiology I

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

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

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

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

MT101 Introduction to Massage Therapy 40 hours, 3 credits
This course introduces basic massage therapy skills and knowledge necessary to becoming a massage therapist. Students will acquire the knowledge to develop a self care routine 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 gain the knowledge to integrate deep tissue massage into their practice as a massage therapist. An emphasis will be upon developing communication and documentation skills for insurance billing.
Prerequisites: Introduction to Massage Therapy, Kinesiology

MT120 Techniques for Special Clients 40 hours, 3 credits
This is a basic course focusing on clients who have individualized needs. The emphasis in this course is on pregnancy, infant, pediatric, and geriatric massage. Students will also gain an understanding of how to incorporate massage environment that best serves individuals that have a physical and/or developmental challenge.
Prerequisites: Introduction to Massage Therapy, Kinesiology

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

MT215 Sports Massage 40 hours, 3 credits
This course provides students with the knowledge of how to apply pre-event, immediate, post-event, and restorative massage. Students will have the knowledge of various injuries and the physiological effects that the body endures in athletic events. Students will have an understanding of different stretching applications to a client.
Prerequisites: Introduction to Massage Therapy, Kinesiology

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

MT225 Alternative Modalities 40 hours, 3 credits
This course introduces the basic knowledge of Shiatsu, Reflexology, and Aromatherapy. Students will have an understanding of the five element theory, meridians and chakras. The students will be able to incorporate principles of reflexology and aromatherapy into a massage session.
Prerequisites: Introduction to Massage Therapy, Kinesiology

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

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

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

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

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

MT250 Business and Wellness 40 hours, 3 credits
This course introduces the student to recognize an emergency and how to respond to specific injuries. The student will acquire First Aid and Cardiopulmonary Resuscitation (CPR) certification through a nationally recognized provider. A general introduction of nutrition and wellness with an emphasis on health promotion will be taught. Students will have the knowledge to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).
Prerequisites: Deep Tissue Massage, Sports Massage. This course is recommended for the last quarter.
N112 PC Hardware and Software (1A+1B) 40 hours, 3 credits
This course is a continuation of PC Hardware and Software I. The topics covered include review of previously covered topics, telecommunications, networking, the Internet, and printing. Additional topics in this course are virus protection, disaster recovery and maintenance planning. Finally, the student will learn about the conduct and responsibilities of being a professional PC technician. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting.
Further, this course in addition to the first course helps prepare students to take the As- certification Core and DOS/Windows Exam.
Prerequisites: PC Hardware and Software I (A+), PC Hardware and Software Workstations* 40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support as a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course material. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist Exam.
Prerequisites: none
N133 Networking Fundamentals* 40 hours, 3 credits
This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks on how communication is accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the designating networks both cable and wireless. Students will learn basic troubleshooting of a network and how to maintain, detect and configure Windows server to perform post-installation and day-to-day administrative tasks. The course gives the student the background needed to provide technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course material. Further, the course helps prepare students to take the Microsoft Professional Certification exam.
Prerequisites: Microsoft Windows Workstations* and adviser/faculty approval
N141 Networking Security Fundamentals* 40 hours, 3 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, dial-up and file transfer protocols. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course material.
Prerequisite: Networking Fundamentals
Courses designated with an asterisk (*) are generally offered only as online classes.
N164 Voice Over IP Fundamentals 40 hours, 3 credits
The goal of this course is to introduce students to Voice over IP (VoIP) concepts, and the different features and benefits inherent to deploying communications in this way. Students will learn the differences inherent between Public Switched Telephone Networks (PSTN) and VoIP systems. They will discover the signaling that is done with VoIP and learn about the configuration issues when switching over to a system to VoIP.
Prerequisite: Networking Fundamentals
N208 Linux Administration* 40 hours, 3 credits
This course is designed for introduction of the Linux operating system. The students will learn to install, configure, maintain, administration, and use programming features of Linux operating system. Students will learn how to download and install source application from the Internet, running Windows emulation, and the role of Linux in the enterprise network environment. This course uses a combination of reading, lecture, Internet based research, and lab work to reinforce the course material.
Prerequisite: Microsoft Windows Workstations
N226 Windows Active Directory* 40 hours, 3 credits
This course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, setup, configure, utilize, maintain and trouble shoot Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands-on projects on to be performed in a lab setting. Further, this course helps prepare students for the Microsoft Certification Exam #70-294
Prerequisite: Microsoft Windows Server
N228 Microsoft Windows Server* 40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure Windows server and perform post-installation and day-to-day administrative tasks. The course gives the student the background needed to provide technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course material. Further, the course helps prepare students to take the Microsoft Professional Certification exam. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take Microsoft’s MCSE exams on Voice over IP (VoIP) and Voice over LANs.
Prerequisite: Microsoft Windows Workstations
N234 Microsoft Exchange Server* 40 hours, 3 credits
In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance.
It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real-world examples of networking and messaging issues. The course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take Microsoft’s MCSA Exam on Voice over IP (VoIP) and Voice over LANs.
Prerequisite: Microsoft Windows Server
N235 Cisco Networking Fundamentals and Routing* 40 hours, 3 credits
In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course will cover different topics starting with a review of the basic building blocks of networks through advanced Cisco networking topics such as access list, VLAN connectivity, and virtual LANs. The lab assignments included in this course give students hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, laboratory, and about theory as well as practical learning. Further, this course helps prepare students to take Cisco CCNA Exam.
Prerequisite: Networking Fundamentals
N251 Introduction to Computer Forensics 40 hours, 3 credits
This course provides students with a comprehensive understanding of computer forensics and investigation tools and techniques. They learn what computer forensics and investigation is as a profession and gain an understanding of the overall investigative process. All major personal computer operating system architectures and disk structures are discussed. The student learns how to set up an investigator’s office and laboratory, what computer forensic hardware and software tools are available, the importance of digital evidence controls and how to process crime and incident scenes. Finally, they learn the details of data acquisition, computer forensic analysis, e-mail investigations, image file recovery, investigation reporting, and expert witness requirements. The course provides a range of laboratory and hands-on assignments that teach computer forensics and investigation tools effective in creating backups, promoting security, and to enhance availability and performance of the database.
Prerequisite: Database Design and SQL
N271 SQL Server 2005 Administration 40 hours, 3 credits
The goal of this course is to prepare individuals to work with and administer Oracle databases. Students will learn the various tools available to set up and maintain databases, perform performance monitoring, and enhance security for the Oracle database. The course will emphasize the tools needed for day-to-day maintenance of the database.
Prerequisites: Database Design and SQL.
N272 SQL Server 2005 Development 40 hours, 3 credits
This course is designed to prepare the students for programming in the SQL Server 2005 environment. Students will learn how to manipulate and work with database objects through SQL Server Management Studio as well as learn table schemas as needed. In addition, students taking this class will learn to modify queries, work with constraints, and deal with normalization issues as they learn to program in this environment.
Prerequisite: SQL Server 2005 Administration
N273 Business Intelligence Reporting 40 hours, 3 credits
This course is designed to prepare the students for programming in the SQL Server 2005 environment. Students will learn how to manipulate and work with database objects through SQL Server Management Studio as well as learn table schemas 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
N290 Information Technology Capstone* 20 hours, 2 credits
This course focuses on key learning throughout the student’s program. Students apply what they’ve learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.
Prerequisite: This course is intended to be completed in the student’s last quarter.
NM110 Drawing Design and Art Theory
40 hours, 3 credits
Prerequisite: none
This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of drawing assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.

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

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

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

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

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

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

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

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

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

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

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

NM272 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

NM278 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.

NM279 Professional Practice
40 hours, 3 credits
This course focuses on the professional practice of multimedia design, including traditional and emerging multimedia technologies. Students will explore the roles of collaboration and conflict in teams, and the importance of technological literacy.
Prerequisite: Professional Practice

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

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

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

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

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

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

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

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

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

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

PL230 Family Law
40 hours, 4 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and guardianship. Students will draft pleadings and documents including ante-nuptial and property settlement agreements.
Prerequisite: 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 instructor describing his/her experiences during the internship. The student is evaluated by his/her 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 basic 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: Introduction to Pharmacy (or co-requisite), College Algebra

PT125 Pharmacy Software/ Automation/Insurance Billing
40 hours, 3 credits
Hands-on experience using pharmacy software will be gained via entering patient profiles and prescriptions. The student will learn how to process prescriptions, understand common insurance rejection codes, and gain knowledge of how to solve rejections. Automated ordering, receiving, and maintenance of inventory will be addressed. Student will gain understanding of the various payment methods received by retail pharmacies. The student will become familiar with how to operate automation machines used within pharmacy settings.
Prerequisite: Pharmacy Math and Dosages

PT230 Unit Dose IV Lab
40 hours, 3 credits
In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications within an institutional setting. Emphasis is on correctly filling orders with correct drug, dosage, and frequency. The IV lab will stress aseptic techniques and the maintenance of sterile conditions. The student will learn to read an IV label, select appropriate additives and base solutions, and properly prepare the prescribed IV compound.
Prerequisites: Introduction to Pharmacy, Pharmacy Math and Dosages

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

PT236 Pharmacy Technician Practicum II – Unit Dosage/IV
90 hours, 3 credits
This course offers supervised practical experience in pharmacy settings with a minimum of 90 hours of internship experience in the particular area of pharmacy designated by the practicum. The internships will be under the direction of practicing pharmacists and pharmacy technicians. The practicum course allows the student to gain experience as a pharmacy technician in actual pharmacy settings and is essential to training.
Prerequisite: Unit Dose/IV Lab

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

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

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

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

S120 Word for Windows* 40 hours, 4 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam.
Prerequisite: Computer Information Systems

S150 Legal Office Procedures 40 hours, 4 credits
This course builds upon HTML principles. In this course students learn how to effectively create webpages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing webpages created with this language.
Prerequisite: Introduction to HTML

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

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

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

W118 Introduction to HTML 40 hours, 3 credits
This course will introduce students to the basics of HTML. Students will learn the latest in HTML, including to XML and XHTML coding standards. The course is a step-by-step approach for learning how to create, format, and enhance webpages using HTML.
Prerequisite: none
W122 Introduction to Visual Basic 2005
40 hours, 3 credits
The students who take this course will learn to create basic applications using Visual Basic.NET. It covers language basics and program structure. Topics include graphical interface design and development, control properties, event-driven procedures, variables, scope, expressions, operators, functions, decision-making structures, looping structures, and database access files.
Prerequisite: none

W208 Advanced Website Design
40 hours, 3 credits
Students learn how to use web publishing tools used most often by professional designers. Topics include advanced techniques for the design, layout, and authoring of webpages.
Prerequisite: Introduction to Website Design

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W210 Java I
40 hours, 3 credits
The focus is on the development of client-server applications and advanced GUI. Topics include Java features (such as enums, autoboxing, and generic types), multithreading, collections, files, advanced graphics, and GUIs, internationalization, and web programming (including database use, networking, security, services, JavaServer Pages, JavaBeans, and Remote Method Invocation).
Prerequisite: none

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

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

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

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

ACADEMIC INFORMATION AND COLLEGE POLICIES

Student Definition
The word “student” means the student himself or herself or if he/she is the party to the contract, or his/her parents or guardian or other person, if the parent, guardian, or other person is party to the contract on behalf of the student.

Class Content
The College reserves the right at any time to make changes to improve the quality or content of the programs of study offered.

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

Entrance Assessment
The STEP (Student Testing for Educational Placement) exam is used for entrance assessment.

Assessment
Rasmussen College has developed an institutional culture wherein assessment is at the heart of the College’s daily functions. The Rasmussen College Comprehensive Assessment Plan (CAP) is the primary measurement for the institution’s mission.

The CAP is organized around the Mission Statement and the six Purposes that support the mission. For each purpose, several 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.

Applying for the Medical Laboratory Technician Program
- Applicants must achieve an acceptable score on the STEP entrance/placement test and achieve a score above the required score on the Evolve A2 test.
- Applicants must be able to qualify for College Algebra and English Composition.

Admissions Coordinator/Representative will schedule a face-to-face interview between the applicant and Program Coordinator/Director.

WISCONSIN
Academic Information and College Policies

Applying for the Medical Laboratory Technician Program Continued

A letter of acceptance will be sent via Registered Mail. To the number of applicants needed to fill the approved cohort.

Two additional applicants may be chosen as alternates in the event an applicant is deemed ineligible or does not begin to class. These two alternates should complete all the necessary requirements for admissions. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they remain eligible for admission.

Applicants must attend programmatic orientation. As well as a programmatic orientation or risk being dismissed as an applicant.

Background Checks

For some programs, Rasmussen College requires applicants to pass a background check before admission. The background check is designed to alert students to issues that may impair their ability to complete practicum activities or obtain employment upon graduation.

The programmatic background check for admission are the following:

- Health Information Technician AAS
- Massage Therapy AAS / Diploma
- Medical Assisting AAS
- Medical Laboratory Technician AAS
- Pharmacy Technician AAS
- Early Childhood Education AAS
- Early Childhood Education Certificate
- Criminal Justice AAS
- Paralegal / Con. Med. A

A student enrolling in any of the designated programs must complete a Background Release Form, as well as a Background Check Authorization. Campuses will be notified directly of applicants whose background check results are clear.

If the background check reveals a potential problem, Rasmussen College will allow the student and the student’s background to determine whether they are eligible to start the program. The College will send either a possible issue letter, or a pre-adverse action letter to all applicants whose background check reveals a potential problem.

A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing practicum activities and/or finding employment after graduation. Applicants receiving a possible issue letter may acknowledge the issue and make an informed decision to continue with the program, or they may choose to change programs.

A pre-adverse action letter informs the student that the College either will not allow the applicant to enroll in a certain program, or will remove a student from a certain program, based on the background check. The student may contact the background check firm to dispute the information contained in the background check. The College must be informed within seven days of sending the pre-adverse action letter that the student is disputing the information. If this does not occur, the College will send the student an adverse action letter indicating that the student is barred from graduation. Applicants receiving an adverse action letter may appeal the College's decision by notifying the Director of Admissions. The College will review the appeal and issue a final decision.

Individual Progress

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

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

Immunization Requirements

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

Rasmussen College Admissions Nondiscrimination Policy

Rasmussen College is committed to the principle of equal opportunity in education. Rasmussen College admits students without regard to their race, color, sex, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status as to all admissions, 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 entitled to discrimination on the basis of disability.

Developmental Education

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students and to providing educational opportunities to those who enroll. All new students who enroll in a degree, diploma, or certificate program are required to take the STEP test reading, writing, and math placement tests. Returning students who did not take the STEP test in their last COmpass test but who have successfully completed the courses at Rasmussen College for which Foundations courses are prerequisites, or their equivalent, do not need to take the STEP test. Returning students who have not successfully completed the Foundations courses, their equivalents, or the courses for which Foundations courses are prerequisites must take the STEP test. Coursework in math or English that is numbered below 100 is considered developmental. STEP scores are used to appropriately place students in English and math courses according to skill level.

See Entrance Assessment Table for placement scores.

These credits are not counted toward graduation, and each must be passed with a grade of ‘SIC’ in order to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the foundation courses.

Students who test at remediation level, and who wish to transfer courses that have been completed as prerequisites, must first complete the foundation courses. Students enrolled in foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program.

B097 Foundations of English I is not offered online. Students who place at the level of Foundations of English I after taking the placement examination are not eligible to enroll in fully online programs until the successful completion of B097.

Accommodations Policy

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

Students with disabilities do not have to self-disclose or register with the Campus Accommodations Officer, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Office to request such services. Students who are unsure who to contact should check with their Academic Dean.

STEP Retest Policy

The STEP entrance exam may not be retaken for initial placement purposes after the start of the term. On occasion, however, a retest may be allowed for initial placement purposes after the start of the term. On occasion, however, a retest may be allowed for initial placement purposes after the start of the term.

Students who enroll in a degree, diploma, or the courses for which Foundations courses reflect the commitment Rasmussen College has to ensuring the success of all students and to providing educational opportunities to those who enroll. All new students who enroll in a degree, diploma, or certificate program are required to take the STEP test reading, writing, and math placement tests. Returning students who did not take the STEP test in their last COmpass test but who have successfully completed the courses at Rasmussen College for which Foundations courses are prerequisites, or their equivalent, do not need to take the STEP test. Returning students who have not successfully completed the Foundations courses, their equivalents, or the courses for which Foundations courses are prerequisites must take the STEP test. Coursework in math or English that is numbered below 100 is considered developmental. STEP scores are used to appropriately place students in English and math courses according to skill level.

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Points Scale

Alphabetical Grade System

| Grade | Description
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>A+</td>
<td>3.75</td>
</tr>
<tr>
<td>A-</td>
<td>3.50</td>
</tr>
<tr>
<td>B+</td>
<td>3.00</td>
</tr>
<tr>
<td>B</td>
<td>2.75</td>
</tr>
<tr>
<td>B-</td>
<td>2.50</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D+</td>
<td>1.50</td>
</tr>
<tr>
<td>D</td>
<td>1.00 Below Average</td>
</tr>
<tr>
<td>F/FA</td>
<td>0.00 Failure</td>
</tr>
<tr>
<td>CW</td>
<td>NA Course Waiver</td>
</tr>
<tr>
<td>I/IN</td>
<td>NA See “Incomplete Policy”</td>
</tr>
<tr>
<td>SSA</td>
<td>NA Satisfactory</td>
</tr>
<tr>
<td>SX</td>
<td>NA Satisfactory Foundations</td>
</tr>
<tr>
<td>TO</td>
<td>NA Test-Out</td>
</tr>
<tr>
<td>TR</td>
<td>NA Transfer In Credit</td>
</tr>
<tr>
<td>U/UN</td>
<td>NA Unsatisfactory or Enquiry</td>
</tr>
</tbody>
</table>

Finance Aid Guidelines

Lab-Intensive Allied Health Programs

The following grade scale applies to MA, ML, MT, PB, and PT coursework.

Letter Grade |
------------|
A+ 100 to 93 |
A   92 to 90 |
A-  90 to 89 |
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 65 |
D-  62 to 60 |
F   Below 60 |

Financial Aid Guidelines

Foundations Course Grading

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

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

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

4. Students automatically pass B099 Foundations of Math if they achieve a score of 17 or more (out of 35 items) on the final exam/end of quarter post-test in this class.
Foundations Course Grading Continued

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

The following grading scale was then used to determine if students have passed the courses:

Foundations Course Grading Scale

- Foundations of English I: 60% or more
- Foundations of Math I: 60% or more
- Foundations of Science: 60% or more
- Foundations of Psychology: 60% or more

Repeating Failed Courses

Failed courses may be repeated, but only at regular tuition rates. Students repeating a course may count the credits for that course in a financial aid award calculation. 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 are not included in the financial aid award calculation, thereby making the student responsible for payment out-of-pocket at regular tuition rates. The credits for all repeated courses will be included in credits attempted for the purposes of determining the satisfactory progress evaluation checkpoint, along with the credits from the course the student took the course. 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. Those students cannot return to the College until they successfully complete an equivalent course elsewhere and transfer it back to Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of transfer credit, the “TR” replaces the “F/FA,” for purposes of GPA calculation. However, all of the course credits, both failed and transferred, course in the student’s Cumulative Completion Rate (CCR).

Late Assignment Submission Policy

Students may submit assigned work after the stated deadline. (1%) no grade will be assigned for work up to twenty-four hours late; an additional (1%) is assessed for each additional day the work is late. In some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty.

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

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

Incomplete Grade Policy

An “I” indicates an incomplete grade, and is a temporary grade for a course where a student is unable to complete due to extenuating circumstances. An incomplete may be granted to a student at the end of a quarter at the discretion of the instructor under the following conditions:

1. An incomplete form is completed which identifies:
   a. the work to be completed,
   b. qualifications for acceptable work
   c. the deadline for completing the work (within two weeks of the last day of class),
   d. the grade to be entered should the student not complete the work by the deadline (the calculated grade),
   e. Instructors will have one week for grading, recalculation of grades and processing of all documents required.
2. An incomplete form is not valid without written confirmation from both the instructor and the student prior to the date the final grades are due. If either the student or the instructor does not provide written confirmation, the calculated grade is to be entered as a final grade. 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 incompletes granted, and must sign the form as well.

Incompletes will be granted and instructors will take the following into consideration when granting an incomplete:

1. The work to be completed must be suitably assigned work, identified in the course syllabus.
2. The student can reasonably be expected to complete the work by the deadline.
3. The student’s grade will be substantially improved.
4. The student has demonstrated a commitment to completing work in a timely fashion.
5. Granting the incomplete is truly in the best interest of the student.
6. By completing the work, one of the following will apply:
   a. The student will learn substantive information by completing the work.
   b. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
7. Allowing the student extra time compensates for events or conditions not within the student’s control (i.e., illness, emergencies, etc.) as opposed to compensating for poor planning, poor attendance, or failure to take assignments seriously.
8. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up “extra credit” work.
9. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of class. An incomplete grade not completed by the deadline will be changed to an “F” (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.
10. All incompletes, unless approved by the Dean, will be finalized by the 3rd week of the subsequent term.

Incomplete Policy for Practicums

In order to successfully complete a practicum experience, students must complete a required number of practicum hours for the course. Students who do not complete all required practicum hours during the quarter in which the course is scheduled will receive a grade of Incomplete in the practicum course. If the student does not complete the required number of practicum hours during the subsequent quarter, the student will receive a grade of F. Students will grade at the end of the quarter in which they successfully complete all required practicum hours and other program requirements.

Policy for Change of Grade

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

- Emergencies 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.
- Miscalculation of the final grade by the instructor.
- Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
- Accommodation for special circumstances such as short-term disability or family leave.

Grade changes must be consistent with course policies as outlined on the syllabus. In situations involving stated policies regarding the acceptance of late work and how points are apportioned must be followed.

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

- Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified.
- If the original instructor is no longer available to submit a grade change (for example, an adjunct instructor no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.
- The Dean may authorize grade changes in order to settle academic grievances.

Independent Study Policy

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

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

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for the quarter in question does not arise from the student’s decision to withdraw from the course in an earlier quarter, nor does it arise from the student failing 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 criteria for that class.
5. The Academic Dean approves the plan for completing the course work.
6. The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.
7. At least twice and at regular intervals during the quarter, the Dean will evaluate the student’s progress by reviewing work completed.

Independent studies must meet the following guidelines:

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

- What work they will meet each week.
- Weekly objectives for work to be completed based upon the same weekly objectives defined by the syllabus for an on-site course.
- Progress checks to be reviewed by the Dean.
- Standards of academic quality for the work to be completed.
- Deadline for all work to be completed at the end of the quarter.

Credit by Examination

Enrolled students may request credit by examination for 100-level and 200-level courses in which they have been scheduled if an exam has been developed. Credit by examination is not offered for 300-level or 400-level courses, or for Success Strategies, Career Development, practicums, or capstones or designated capstones. In order to request credit by examination for N, NM, and W courses, students must provide documentation of at least one year of relevant work experience. For D, N, NM, and W courses, and for some B and PL courses, industry certification may be considered for credit in lieu of the examination. Program-specific Massage Therapy, Medical Assisting and Medical Laboratory Technician courses, and 200-level Pharmacy Technician courses are not available for credit by examination. In addition, the Healthcare Information Technologies and Pharmacy Software/ Automation curricula are not available for credit by examination. Students must request credit by examination from the Academic Dean, Director of Campus Operations, or Associate Campus Director prior to the start of the quarter. An examination score of 85% or higher is required to receive credit by examination. The examination grade will be reflected as "TO" (test-out) on the transcript, and will not count in the student’s grade-point average. These credits will not count as credits for financial-aid purposes.

A credit by examination may only be taken once for each course. If a student has already attempted the course, as indicated by a posted W/D/F or F/FA grade, no test-out attempt will be allowed. Students must complete 35% of their program requirements at Rasmussen College, and students who are 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Nursing and Medical Laboratory Technician programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.
Course Waivers

Students who have earned at least 24 semester or 36 quarter credits at a regionally accredited institution of higher education, regardless of program of study, with a cumulative minimum GPA of 2.0, may request a waiver from Success Strategies if they wish. Students with a two-year degree or higher from an accredited institution of higher education, with a minimum cumulative GPA of 2.0, may request a course waiver from Success Strategies. The Academic Dean will review the student academic transcript, and if the criteria are met, will work with the student to determine if they are awarded a “CW.”

Cumulative GPA of 3.0, in their program major courses may request a waiver for any scheduled M or PT practical coursework if they wish. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum for it to be waived.

Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required. The Program Coordinator/ Director will inform the Academic Dean of the result of the evaluation, and if the waiver is granted the grade posted in the Rasmussen College student record will be a “CW.”

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

Course Withdrawals

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

Transfer Credit Policy

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

2. Students must request that official transcripts containing coursework to be reviewed for transfer credit be sent directly to Rasmussen College.

3. As part of the acceptance process, official transcripts will be evaluated for transfer of credits. Students interested in transfer credits are encouraged to contact Rasmussen College regarding courses which transferred and the Rasmussen College courses they will replace. This information is also noted on the Rasmussen College transcript.

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

5. E424 Career Development is a course designed to facilitate lifelong career-placement services and the collection of the Graduates of the College. The course, although transfer credits may be considered for the E424 Career Development course, it is not accepted as a general education course. Further, if previous college credits are accepted in transfer for this course, students will be required to communicate with Career Placement representatives to review their employment status and to submit their Graduate Achievement Portfolio (which is a requirement for graduation). E1500 from Success Strategies is not available for credit by examination because its completion is deemed necessary for graduation. However, E150 will be considered for transfer of a similar course with appropriate credits that has been completed with a grade of C or higher at an accredited institution of higher education.

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

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

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

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

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

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

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

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

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

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

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

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

g. For courses that are not part of a confered degree to be considered for transfer, credits for core courses completed at other institutions must have been earned within the previous ten years of the transfer request date. Credits in information technology or computer applications must have been earned within the previous five years of the transfer request date. General education courses may be considered for transfer regardless of completion date. General education courses that are included as part of a program major/core are to be considered as general education credits for the purposes of transfer. General education courses that are included as part of a program major/core are to be considered as general education credits for purposes of transfer.

college Equivalency Credits

The College recognizes the following college-equivalency courses for credit:

- Advanced Placement (AP) examinations and courses based upon the College Board’s AP Central for Educators 5-point grade value
- College-Level Examination Program (CLEP) examinations administered by the College Board.

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

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

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

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

- Effectively communicate, orally and in writing, in the workplace, in the community, and interpersonally.
- Analyze, evaluate, and solve problems that arise in employment and in life.
- Locate, evaluate, and effectively use information from a variety of sources, print and electronic, meeting common standards for intellectual and academic integrity.

In addition to these cross-curricular general education concepts and skills, the general education coursework that is part of degree and diploma programs is organized into categories, each of which emphasizes a set of general knowledge and content areas.

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

In the area of Humanities, students will demonstrate understanding of different forms of art; the difference between creative and critical thinking; the elements associated with various art forms; and/or the function of creative processes and expression in society.

In the area of Math and Natural Sciences, students will demonstrate understanding of the notation and terminology used in mathematics; the effect that such calculations accomplish; the difference between the valid and invalid use of data and statistics; the fundamental scientific processes, theories, facts, concepts, and principles; the difference between facts and opinions; and/or the steps of the scientific method.

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

General Education Requirements for Rasmussen College Credentials

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

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

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

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

Allied Health Externships, Practicums, and Clinicals

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

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

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

All student activities associated with the curriculum, especially while the student is completing his or her clinical rotations, will be educational in nature. The student will not receive any monetary remuneration during this educational experience, and will not be substituted for hired staff personnel within the clinical institution.

Often, students will be offered a position towards the end of their rotation. It must be understood by both parties that such compensation occur for time associated with the practicum requirement, the student may be dismissed from the program and forfeit any accumulated hours.
Graduation Requirements

Degrees, diplomas, and certificates are awarded solely on the merit of completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete: 30 credits of the program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Associate in Applied Science and Medical Laboratory Technician programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. Clock hours listed in the synopses of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each area. Completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length.

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

Student Records Retention

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

Transcripts

Transcripts of credits will be given to students when all tuition obligations have been met. A fee of $5.00 is charged for each transcript. This fee is charged to all students requesting an academic transcript with exception to graduates and completers. The institution reserves the right to withhold official transcripts of credits if the student is in default on any obligations under certain circumstances such as having an outstanding financial obligation to the College.

Transfer to Other Colleges

Graduates or students who are considering transfer from Rasmussen College to other institutions recognize that acceptance of transfer credits is at the discretion of the receiving institution. Furthermore, many academic credits earned at Rasmussen College are acceptable in transfer by various institutions. Please see the Dean with questions about transfer to other colleges.

Attendance

A basic requirement for employment in any business is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Business etiquette also requires a call be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent or tardy. It is the responsibility of the student to contact the instructor and to get the assignments and information missed. Rasmussen College uses a standard grading scale for its 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 all employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid. If a student is not in attendance within 21 days of their last date of attendance or by the end of the term, the student will be withdrawn from all classes.

Consortium Agreement

Rasmussen College has signed consortium agreements among all Rasmussen College campuses. Course requirements for programs may be completed at any of the campus locations, as the schools have common ownership and common courses, students will have the flexibility to take courses from all locations at the same time. 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/FA." The administration reserves the right to expel a student from the College if there are more than two offenses. These offenses can be from two different courses, or from the same course in the same quarter. The administration reserves the right to expel a student from the College if there are more than two offenses. Admitting and or admitting in cheating is considered as grave as initiating the cheating, and will be treated in the same manner.

Definition of Academic Honesty: Any test or assignment which has been given to an individual to be completed independently, is completed independently without assistance from another student or 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. Students are attempting to pass off someone else’s words as your own.

Conduct/Dismissal

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

• By students, faculty, or staff that is detrimental within the classroom environment.
• That interferes with the well-being of the fellow students and/or faculty and staff members.
• That causes damage to the appearance or structure of the College facility and/or its equipment.
• By students who copy or otherwise plagiarize the assignments/projects of other students or property provided.
• By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Anti-Hazing Policy

It shall be the policy of the College to strictly prohibit and vigorously enforce a policy of not recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or orientation into a student organization or affiliation with any organization operating under the sanction of the College. This policy applies to any student or other person who may associate with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The Campus Director of the College shall be responsible for the administration of this policy.

Dress Code

The College encourages students to dress as if they were going to work and to start acquiring a wardrobe suitable for employment after graduation.

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

Drop/Add Class Policy

Cooperation practices ensure that the College is able to provide quality instruction through obtaining a minimum class size of 12 credits per course.

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

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

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

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

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

Rasmussen College Early Start Program

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

Early Start coursework is available to high school students. Students must meet the following requirements and expectations to participate in the Rasmussen College Early Start Program:

• Students must have prior approval from a parent/guardian and a high school official to be admitted to the program as evidenced by a signed Early Start Application and Approval Form.
• Students must complete an Application for Admission to Rasmussen College. Early Start students are not required to submit the application fee.
• Students must have a minimum cumulative high school grade point average of 2.00 out of a possible 4.00 and achieve a minimum score of 17 on the writing portion of the SAT assessment.
• Students may take up to 8 credits per quarter without a tuition charge with a maximum of 24 credits per student earned through the Early Start Program.
• Students must cover the cost of textbooks and supplies for each course. Most technology costs and software are available to students on campus; Early Start students electing to complete these courses online will need to secure access to required hardware and software. The college can provide information about course specifics including textbooks prices and technology requirements.
• Applicants will be accepted on a space available basis for each selected course.
• Early Start students must meet all course prerequisites as listed in the catalog.
• Students registered with M, MA, ML, MT, PB, or PT are not available to Early Start students.
• To continue enrollment in the Early Start Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.25 out of 4.00.
• The application deadline is four weeks prior to the start of the intended quarter of enrollment.
• Students will receive college credit toward a Bachelor’s or Associate’s Degree at Rasmussen College for all successfully completed courses. Students must elect to pursue their education at another academic institution before their high school graduation will have any courses for which they received a C or higher added to their new enrollment record. If students choose to pursue their program of study, Grades lower than a C will not be added to their college transcript.

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ACADEMIC INFORMATION AND COLLEGE POLICIES

CATALOG & STUDENT HANDBOOK  |  2009-2010

34
Re-Enter Policy

Any student who withdraws from classes after the first 30% of the quarter of attendance and then elects to return on a subsequent quarter is defined as a re-enter. Re-entering students are treated as new students for the purpose of tuition, fees, financial aid programs, curriculums, course offerings, and campus policies. Re-entering students are required to continue paying tuition and fees.
Return of Title IV Funds Policy

Continued

The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision. If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen Colleges mandates this by refunding monies in the following sequence: Unsubsidized Stafford Loans, Subsidized Stafford Loans, and PLUS Loans, Pell Grant, SEOG, and then other Title IV programs.

Military Leave and Refund

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

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

Students in good standing who withdraw during the drop/add period will have it signed by the appropriate person(s). A medical leave of absence must have it signed by the appropriate person(s) and the student is able to return Rasmussen College.

Military leave will require a completed Medical Withdrawal Form on or before the close of the drop/add period the course(s) will be dropped without being recorded on the student’s transcript and tuition will not be charged.

Procedures for Students Withdrawn for a Medical Leave of Absence

1. If the student takes Medical Leave or a Military Withdrawal on or before the close of the drop/add period, the course(s) will be dropped without being recorded on the student’s transcript and tuition will not be charged.

2. A grade of “W/DW” will be recorded for the course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter. Under certain circumstances, such as a family catastrophe or substantiated mental health problems, a grade of “W” may be recorded following the end of the first week of the quarter at the discretion of the Campus Director.

3. A Federal Medical Leave Only: An Incomplete (“I/N”) may be given when the student has completed a percentage of the course but, for reasons beyond his or her control, has to take a Medical Leave. See Incomplete Grade Policy section of this Catalog for rules regarding receiving the grade of Incomplete.

Library Fine Policy

Rasmussen College Library System reserves the right to collect late fees for Rasmussen Library materials that are kept out past the due date without renewal. The current late fee is as follows: for all circulating books, all audiotapes, and CD-ROMs there is a 5 day grace period; after the grace period the charge is $2.50 per day for 10 days; after 10 days the late fine is $2.50. For reference books and reserve materials there is a 10 hour grace period prior to the 24 hour check-out period; after the grace period the charge is $2.00 per hour for 5 hours; the maximum late fine is $10.00. After the materials are kept past the maximum late period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge the cost of replacing the item plus a $5.00 processing fee. In the event that nonreplaceable items are lost or damaged, the library will charge up to $100.00. Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late. For unpaid fines on materials checked out on Rasmussen ID cards the College receives bills. The patrons incurring these bills should be held accountable for their payment so that the College does not have to cover fees. The College may ensure that students pay their fines at Rasmussen College library or other libraries by adding the student’s grade report, transcript, diploma, or certificate.

There are many instances when campus libraries must check our materials for patrons from other libraries with an institutional card. The College believes that this is an extension of its services and that it benefits the busy patron who is unable to navigate a variety of different library databases. When fines are incurred in these instances and the librarian is unable to get the other library to dismiss the fines, Rasmussen College will pay the fine or the patron will be notified of the amount of the fine and how this may be held accountable by the College.

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

Rasmussen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act Policies. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses on or near the campus of Rasmussen.

As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

Non-Discrimination Policy

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

Rasmussen employment practices conform both with the letter and spirit of federal, state, and local laws and regulations regarding non- discrimination in employment, compensation, and benefits.

Anti – Harassment and Sexual Violence Policy

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

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

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

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

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, Department Chair, Executive, Vice President or President. Whether or not a person consults with a school official, he/she has the option of making an informal or formal complaint according to the procedures outlined below.

Any retaliation actions may be taken against any person because he/she makes such a complaint or against any member of the College community who serves as an advisor or advocate for any party in any such complaint.

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

Informal Resolution

Early resolution of a 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 the campus police/violence information center or discuss the matter with a friend.

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

5. Any employee, faculty member, staff member, or student in the Rasmussen community 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 as great a degree as legally possible.

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

Incidents should be reported within 30 days. At any time during the procedures, both the person bringing a complaint and any person against whom the complaint is made may have a representative present in discussions with the Campus Director.

Resolutions and Informal Complaints

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

1. If the person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the 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, the College will be as protective as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

2. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wishes to attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant) and will investigate the complaint and present the findings and the resolution to an Executive Vice President or President.

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

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

5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make a formal complaint decision within 60 days of the date from which the formal investigation is initiated.

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

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

- 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;

- Report any findings to appropriate recommendations for corrective action to an Executive Vice President or President; or

- Report any findings or recommendations to the Board of Trustees and/or the Board President if in the opinion of the College it is insufficient evidence to support the complaint.
Formal Complaints by Students and Employees Continued

If the assault takes place outside the College Campus or other Rasmussen facility, the victim/survivor should contact, 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.

Drug Abuse Policy
Rasmussen College is committed to providing a safe, drug-free environment for its students, 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 strictly prohibits:

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

Rasmussen College has the right to:

1. Discipline employees, including dismissal, for drug convictions regarding illegal use, possession or trafficking of drugs.
2. Take disciplinary action against employees who violate this policy. Employees may also face suspended or pending outcome of an investigation regarding compliance with this policy.

Drug-Free School and Workplace
In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, 34 CFR Part 86, this institution is hereby declared a drug- and alcohol-free college and workplace. For more information visit The U.S. Department of Education’s Higher Education Center for Alcohol and Other Drug Prevention website at www.edu.org/hec. Students and Employees who violate this policy will be subject to discipline action up to and including expulsion or termination of employment.

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

1. Reporting the violation to law enforcement 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.

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

Fact sheets associated with unlawful use, possession or distribution of illicit drugs and alcohol may be obtained from the Campus Director, Associate Campus Director/Director of Campus Operations, or the Human Resources Department. Rasmussen College considers these fact sheets an integral part of the Drug-Free College and Workplace Policy.

The Federal Government has taken a number of legal steps to curb drug abuse 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 or state contracts 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, 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.

Drugs and alcohol are highly addictive and injurious to the person and can cause harmful effects to virtually every aspect of a person’s life, including relationships, family, work, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, anxious, or experience sexual indifference, loss of physical coordination and appetite, go into a coma, experience seizures, or die.

Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be impaired as well. Some examples of this are a hangover, or a feeling of being “burnt out,” being preoccupied with plans for the next drink, or “high” that reflects that can be especially dangerous while driving. Alcohol related driving deaths are the top killer of 15 to 24 year olds. There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

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

We recommend that any person observing any of the above changes in any student or employee of Rasmussen College immediately notify their Campus Director, Associate Campus Director/Director of Campus Operations or the Human Resources Department.
3. The right to consent to disclosures of the student’s educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the Campus Director, clearly identify the part of the record they want to amend, state the reason they believe it is inaccurate or misleading.

If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff; a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to inspect and review the student’s education record and the right to request the correction of the student’s education record in order to make the student or other individuals. “Imminent danger of student or others must be present.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

Directory Information

Directory Information is information which is not considered educationally related and is generally not limited to the student’s name, addresses (street, city, state, and zip); telephone numbers (home, work, and mobile); dates of attendance (full-time, part-time); and dates of (the period of time a student attends or attended Rasmussen College not to include specific daily records of attendance). Students may restrict the release of Directory Information except to school officials with legitimate educational interests in the student’s education records as outlined above. To do so, a student must make the request in writing to the Business Office. Once filed this becomes 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 request school-related complaints through grievance procedures. The College will attempt to resolve promptly all grievances that are appropriate for handling under this policy. An appropriate grievance is defined as a student’s expressed feeling of dissatisfaction regarding any interpretation or application of school-related policies or the College’s personnel. Students should notify the College in a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy the terms “promptly,” “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 the appropriate steps:

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

b. Students who feel they have an appropriate non-academic grievance should see the Associate Campus Director/Director or 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 North La Salle Street, Suite 2400, Chicago, IL 60602-2504
(800) 621-7440 or (312) 623-0456

The Health Information Technology associate’s degree offered at the Brooklyn Park, Eagan, Eden Prairie, Lake Elmo, Mankato, Rockford, and St. Cloud campuses is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The Health Information Technology associate’s degree offered at the Green Bay campus is in Candidate Status for accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM). Commission on Accreditation for Health Informatics and Information Management Education

•  State of Wisconsin Licensing:
BEC (800) 621-7440 or (312) 623-0456

The Medical Assisting program at the Brooklyn Park, Eagan, Eden Prairie, Mankato, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (CAHEDP).

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

The Surgical Technologist AAS program at the Brooklyn Park and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (CAHHEP).

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

Programs or campuses not listed above are not programatically accredited.

Licensing:

Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board. License 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.

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

39
Standards of Satisfactory Progress For Institutional and Financial Aid Guidelines

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

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

Definition of an Academic Year is a Minimum Of: 36 Quarter Credits 30 Weeks

Standards of Academic Progress
Mid-quarter and final grade reports are available to all students. Cumulative grade point averages and successful course completion of credits attempted are monitored quarterly. All grades relate to credits successfully completed with the exception of the "W/WD" and "U/UN" which is counted as an attempted course for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress.

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

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

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

   Duration of eligibility, or maximum time frame for program completion, is a period equal to 1.5 times the number of credits required for program completion. Total credits are indicated by each program listing in the catalog. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted and earned, and as part of the total credits required, for purposes of determining the maximum program time frame and duration of eligibility. A student cannot exceed 1.5 times the maximum time frame.

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

   The table below lists the minimum CCR:

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

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

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

If a student’s CGPA falls below a 2.00, or they fail to meet the CCR (the necessary percentage of attempted/earned credits), or duration of eligibility requirements, the student is placed on academic 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.
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<th>Name</th>
<th>Degree(s) and Institutions</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Cheryl Pratt</td>
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<tr>
<td>Jodi Zastrow</td>
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<tr>
<td>Cate Christensen, NP</td>
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<td>John Menez</td>
<td>M.S.N., Walden University B.S., University of the City of Manila B.S., Institute of Nursing – Philippines</td>
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<td>Dana Feld</td>
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<td>Jan Weber</td>
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<tr>
<td>Jennifer Peterson</td>
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<tr>
<td>Pamela Stellmach, RN</td>
<td>B.S., St. Cloud State University</td>
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#### School of Technology and Design

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<tr>
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<tr>
<td>Hap Aziz</td>
<td>M.S., Nova Southeastern University A.A., Rollins College</td>
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<tr>
<td>Duane A. Johnson</td>
<td>M.B.A., Roosevelt University M.S., Illinois Institute of Technology B.S., Western Illinois University A.A., Southeastern Community College</td>
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<tr>
<td>Stacy Kvernmo</td>
<td>B.F.A., Northern Illinois University</td>
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<tr>
<td>Brent Puls</td>
<td>B.A., University of Illinois – Chicago</td>
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<tr>
<td>Joseph Wolz</td>
<td>M.A., B.A., Southern Illinois University</td>
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<tr>
<td>John Mindiola</td>
<td>B.F.A., University of Wisconsin – Stout</td>
</tr>
<tr>
<td>Todd Jerde</td>
<td>A.A.S., School of Communication Arts</td>
</tr>
<tr>
<td>Brad Copeland</td>
<td>B.A., Augsburg College</td>
</tr>
<tr>
<td>Martin Lagrow</td>
<td>MCP, MDST, MCSA, MCTS, SCA, CompTIA A+, CTOv3 B.S., Martin Luther College</td>
</tr>
<tr>
<td>Eric Melhorn</td>
<td>B.A., Concordia University A.A., Minnesota State University – Mankato</td>
</tr>
<tr>
<td>Keith Feggstad</td>
<td>B.S., Northern Illinois University A.A.S., Rock Valley College</td>
</tr>
<tr>
<td>Robert Reavan</td>
<td>B.A., International Academy of Design and Technology</td>
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#### Library and Learning Center

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<tr>
<th>Name</th>
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<tr>
<td>Emily O’Connor</td>
<td>M.S., Florida State University</td>
</tr>
<tr>
<td>Mary DiMaggio</td>
<td>M.L.I.S., University of Illinois M.A., University of Chicago B.A., Illinois State University</td>
</tr>
<tr>
<td>Jen Fong</td>
<td>M.A., Northern Michigan University B.A., Central Michigan University</td>
</tr>
<tr>
<td>Dan Reeves</td>
<td>M.L.S., Dominican University B.A., Metropolitan State University</td>
</tr>
<tr>
<td>Brooke Easton</td>
<td>B.A., William Jewell College</td>
</tr>
<tr>
<td>Amy Springer</td>
<td>M.L.I.S., Dominican University B.A., Gustavus Adolphus College</td>
</tr>
<tr>
<td>Valerie Barbaro</td>
<td>M.F.A., Emeron College</td>
</tr>
<tr>
<td>Katherine Bessey</td>
<td>M.L.I.S., University of Wisconsin - Milwaukee B.A., University of Wisconsin - Green Bay</td>
</tr>
<tr>
<td>Wendy Roberts</td>
<td>M.S., University of Wisconsin – Stout B.A., University of Minnesota</td>
</tr>
<tr>
<td>Dennis Johnson</td>
<td>M.A., Dominican University B.A., Winona State University</td>
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<tr>
<td>Nicole Wilebski</td>
<td>M.Ed., B.S., University of Minnesota A.A., Javer Hill Community College</td>
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<tr>
<td>Lisa Spicker</td>
<td>M.S., B.S., Minnesota State University</td>
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<tr>
<td>Mary Englar</td>
<td>M.F.A., Mankato State University</td>
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<tr>
<td>Stephanie Krucher</td>
<td>M.A., Minnesota State University – Mankato B.A., Nyack College</td>
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<tr>
<td>Pat Greelson</td>
<td>B.A., St. Cloud State University</td>
</tr>
<tr>
<td>Sara Stueve</td>
<td>M.L.S., University of North Texas B.A., St. Cloud State University</td>
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<tr>
<td>Kaitlin Helger</td>
<td>M.S., B.S., St. Cloud State University</td>
</tr>
<tr>
<td>Jennifer Stoker</td>
<td>M.S., Nova Southeastern University M.A., Nova Southeastern University</td>
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#### Other Faculty and Staff

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<thead>
<tr>
<th>Name</th>
<th>Degree(s) and Institutions</th>
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<tbody>
<tr>
<td>James Alberts</td>
<td>B.S., St. Cloud State University</td>
</tr>
<tr>
<td>Anita Hendricks</td>
<td>B.S., St. Cloud State University</td>
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<tr>
<td>Mark Kroska</td>
<td>B.S., St. Cloud State University</td>
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<tr>
<td>Kristy Mize</td>
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<tr>
<td>Tom Wieber</td>
<td>B.A., College of St. Scholastica</td>
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<tr>
<td>Charlene Weatherford</td>
<td>M.S., Nova Southeastern University B.A., Newberry College</td>
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#### Faculties and Staff by Campus

<table>
<thead>
<tr>
<th>Campus</th>
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<tbody>
<tr>
<td>Orlando</td>
<td>Dennis Johnson, Reference Librarian M.S., St. Cloud State University A.A., Southeastern Community College</td>
</tr>
<tr>
<td>Mankato</td>
<td>Ruth Furan, RN B.S., B.S., Minnesota State University – Mankato Amanda Johnson, Learning Center Coordinator M.S., St. Cloud State University A.A., Rochester Community College</td>
</tr>
<tr>
<td>Brooklyn Park</td>
<td>John Menez, Brooklyn Park M.A., Institute of Nursing – Philippines Amanda Johnson, Learning Center Coordinator M.S., St. Cloud State University A.A., Rochester Community College</td>
</tr>
<tr>
<td>St. Cloud</td>
<td>Dana Feld, RN Dean of Nursing M.S., University of Minnesota Lori Steffen, RN B.S., St. Cloud State University</td>
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## FACULTY AND STAFF

### General Education & Developmental Education

<table>
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<tr>
<th>Name</th>
<th>Degree(s)</th>
<th>University/College</th>
<th>Location</th>
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<tbody>
<tr>
<td>Kevin Avery</td>
<td>M.A., Northern Michigan University</td>
<td>Aurora</td>
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<tr>
<td>Jen Fong</td>
<td>M.A., Northern Michigan University</td>
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</tr>
<tr>
<td>Jude Geiger</td>
<td>J.D., Yale University</td>
<td>Aurora</td>
<td>Aurora</td>
</tr>
<tr>
<td>Jennifer Gimmell</td>
<td>Ph.D., M.A., University of Rochester</td>
<td>Aurora</td>
<td>Aurora</td>
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<tr>
<td>Marlys Moon</td>
<td>B.A., North Central College</td>
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<td>Aurora</td>
</tr>
<tr>
<td>Bonnie Reiss</td>
<td>M.S., B.A., Long Island University</td>
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<tr>
<td>George Alland</td>
<td>M.A., Boston College, M.S., Simmons College, B.S., Hunter College</td>
<td>Brooklyn Park</td>
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<tr>
<td>Anastasia Martin</td>
<td>M.S., B.A., North Dakota State</td>
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<tr>
<td>Sabine Meyer</td>
<td>Ph.D., University of Minnesota</td>
<td>Eagan</td>
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<tr>
<td>Virginia Knox</td>
<td>M.Ed., Capella University, B.S., Alcorn State University</td>
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<tr>
<td>Amy Harms Hoad</td>
<td>M.A., Capella University, B.A., University of South Dakota</td>
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<tr>
<td>Kathleen Messerli</td>
<td>M.A., University of Iowa, B.A., Iowa State University</td>
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<tr>
<td>Elizabeth Otto</td>
<td>M.A., Northern Illinois University, B.A., Bradley University</td>
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<tr>
<td>Doug VanBuskirk</td>
<td>Ph.D., M.S., B.S., University of Minnesota</td>
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<tr>
<td>Seth Berg</td>
<td>M.F.A., Bowling Green State University, B.A., University of Toledo</td>
<td>Eden Prairie</td>
<td>Eden Prairie</td>
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<tr>
<td>Jason Loewen</td>
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<td>Eden Prairie/Lake Elmo</td>
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<tr>
<td>Mayura Sharma</td>
<td>M.S., Southern Illinois University, B.Arch., L.S. Rabega School of Architecture</td>
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<tr>
<td>Anne Flesch</td>
<td>M.S.Ed., University of Wisconsin – Oshkosh</td>
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<td>Sabrina Vogland</td>
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<tr>
<td>Erik Ritter</td>
<td>M.F.A., San Francisco Art Institute, B.A., South Dakota State University</td>
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**Faculty and Staff**

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<tr>
<td>Kevin Langton</td>
<td>Campus General Education Coordinator</td>
<td>Mankato</td>
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<tr>
<td>Laura Bartolo</td>
<td>M.F.A., B.A., Minnesota State University - Mankato</td>
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<tr>
<td>Jeanne Gaffney</td>
<td>B.S., Minnesota State University - Mankato</td>
<td>A.A.S., Austin Community College</td>
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<tr>
<td>Barb Anderson</td>
<td>M.A., B.S., Rockford College</td>
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<td>Lori Beach</td>
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<td>AA., Rock Valley College</td>
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<td>Steve Honeywell</td>
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<td>Harold May</td>
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<td>Susan May</td>
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<tr>
<td>Ian Provo</td>
<td>M.S.W., University of Illinois - Champaign/Urbana</td>
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<td>Luis Rodriguez</td>
<td>Psy.D., California Coast University</td>
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</table>
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Career Services
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Lake Elmo
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Certificate, Rasmussen College
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B.A., University of Wisconsin
Twin Cities
Britt Sundberg, Director of Student Recruitment
B.S., Montana State University
Twin Cities
Wesley Escondo, Director of Admissions
B.F.A., Western Illinois University
Aurora
Tony Perez, Director of Admissions
M.B.A., B.A., Aurora University
A.A., Waubonsee Community College
Aurora
Lori Kaiser, Director of Admissions
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Brooklyn Park
Randy Rodin, Director of Admissions
B.A., St. Cloud State University
Brooklyn Park
Mollie Bower, Director of Admissions
B.A., University of Wisconsin – Eau Claire
Eagan
Hank Marotzke, Director of Admissions
B.S.W., University of St. Thomas
Eagan
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Eden Prairie
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Kathy Clifford, Director of Admissions
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B.S., Illinois State University
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B.A., University of South Florida
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M.S., Troy State University
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M.S., American Intercontinental University
B.A., Judson University
B.A.S., Rockford Business College
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B.A., Hamline University
B.A., Carroll College
B.S., University of North Dakota
B.A., University of Wisconsin – River Falls
B.A., Hamline University
M.B.A., American Intercontinental University
B.A., National Louis University
B.S., Cardinal Stritch University
B.S., National Louis University
M.S., Lesley College
B.S., Northeastern University
B.S., Rasmussen College
M.S., John Carroll University
M.S., Lesley College
B.A., Salisbury University
A.S., Full Sail Real World Education
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<tr>
<th>Name</th>
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<th>Location</th>
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<tbody>
<tr>
<td>Travann Hayes,</td>
<td>Director of Student Services</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Angie Frank,</td>
<td>Manager of Student Financial Services - Region 2</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Danielle Haas,</td>
<td>Financial Planning Coordinator</td>
<td>Aurora</td>
</tr>
<tr>
<td>Steve Yang,</td>
<td>Director of Student Financial Services</td>
<td>Brooklyn Park</td>
</tr>
<tr>
<td>Andrea Ebert,</td>
<td>Financial Aid Officer</td>
<td>Brooklyn Park</td>
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<tr>
<td>Tammy Hoff,</td>
<td>Financial Planning Coordinator</td>
<td>Brooklyn Park</td>
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<tr>
<td>Kyle Ingebritgson,</td>
<td>Financial Planning Coordinator</td>
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<tr>
<td>Meena Moua,</td>
<td>Student Accounts Manager</td>
<td>Brooklyn Park</td>
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<tr>
<td>Tammy Nowacki,</td>
<td>Financial Planning Coordinator</td>
<td>Brooklyn Park</td>
</tr>
<tr>
<td>Kristen Peterik,</td>
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</table>
FLORIDA LOCATIONS

Fort Myers Campus
9160 Forum Corporate Parkway, Suite 100
Fort Myers, FL 33905-7805
239-477-2100

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

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

ILLINOIS LOCATIONS

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

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

Romeoville/Joliet Campus
400 West Normantown Road
Romeoville, IL 60446
866-967-7045

MINNESOTA LOCATIONS

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

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

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

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

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

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

NORTH DAKOTA LOCATIONS

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

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

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

WISCONSIN LOCATION

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

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