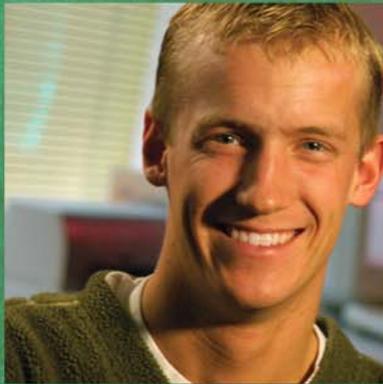


2004 • 2005 COURSE OFFERINGS



CHANGING LIVES.



EAGAN • MANKATO • MINNETONKA • ST. CLOUD

*Over a Century of Leadership and Innovation — Founded 1900*

Welcome to Rasmussen College.

Congratulations on taking the first step to a better future. As you begin your educational journey to success you can be assured the faculty, staff, and administration of Rasmussen College stand prepared to guide, encourage, and assist you. We're here to help you succeed.

You have unique goals, experiences, and needs to consider when selecting a college. Your voyage will be unlike that of anyone else. At Rasmussen College we focus on helping you make the best choice for your future. Call us today to schedule a campus visit. Spend an hour with one of our knowledgeable admission team members, share your dreams and expectations with them, and then work together to make the right choice for your future.

Exploring your education options and investigating your career choices can be an enjoyable and enriching experience. People with the right information make the best decisions; we're here to help you find that information. Take advantage of our experience and knowledge – we'll provide the right map for your journey.

What you'll find in the following pages is a preview of the type of college we are; learning centered, career focused, technology driven, user friendly, and most important of all, committed to student success. We've been a distinguished source of high quality career education and training for over 100 years. Join the tradition of excellence and achievement by becoming a Rasmussen College graduate.

On behalf of the people of Rasmussen College, I wish you success and happiness in your future education and career accomplishments.

Sincerely,

A handwritten signature in green ink that reads "Kristi Waite". The signature is fluid and cursive, with a small dot above the 'i' in Waite.

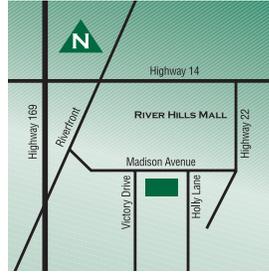
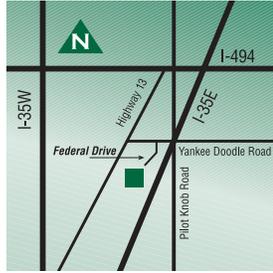
Kristi A. Waite  
President



## CAMPUS LOCATIONS

### EAGAN CAMPUS

Serving the Southern Metro, Southeastern Minnesota, and Western Wisconsin.  
**Rasmussen College** • 3500 Federal Drive  
 Eagan, MN 55122-1346  
 651-687-9000 / 800-852-6367



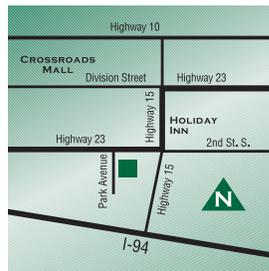
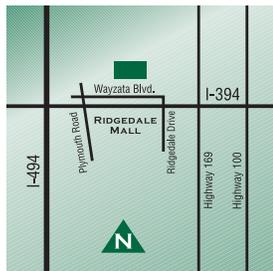
### MANKATO CAMPUS

Serving students in Southern Minnesota, Northern Iowa, and Eastern South Dakota.  
**Rasmussen College** • 501 Holly Lane  
 Mankato, MN 56001-6803  
 507-625-6556 / 800-657-6767



### MINNETONKA CAMPUS

Serving students in the Northern Metro and Central Minnesota.  
**Rasmussen College** • 12450 Wayzata Blvd.  
 Minnetonka, MN 55305-1928  
 952-545-2000 / 800-852-0929



### ST. CLOUD CAMPUS

Serving students in Central and Northern Minnesota.  
**Rasmussen College** • 226 Park Ave. South  
 St. Cloud, MN 56301-3713  
 320-251-5600 / 800-852-0460



[www.rasmussen.edu](http://www.rasmussen.edu)

Rasmussen College  
**Eagan**

3500 Federal Drive  
Eagan, MN 55122-1346  
651/687-9000  
1-800/852-6367  
FAX: 651/687-0507

Rasmussen College  
**Mankato**

501 Holly Lane  
Mankato, MN 56001-6803  
507/625-6556  
1-800/657-6767  
FAX: 507/625-6557

Rasmussen College  
**Minnetonka**

12450 Wayzata Blvd., #315  
Minnetonka, MN 55305-1928  
952/545-2000  
1-800/852-0929  
FAX: 952/545-7038

Rasmussen College  
**St. Cloud**

226 Park Avenue South  
St. Cloud, MN 56301-3713  
320/251-5600  
1-800/852-0460  
FAX: 320/251-3702





2004-2005 • Volume 1

**Rasmussen College • Eagan Campus**

3500 Federal Drive  
Eagan, Minnesota 55122-1346  
(651) 687-9000 (800) 852-6367

**Rasmussen College • Mankato Campus**

501 Holly Lane  
Mankato, Minnesota 56001-6803  
(507) 625-6556 (800) 657-6767

**Rasmussen College • Minnetonka Campus**

12450 Wayzata Boulevard, Suite 315  
Minnetonka, Minnesota 55305-1928  
(952) 545-2000 (800) 852-0929

**Rasmussen College • St. Cloud Campus**

226 Park Avenue South  
St. Cloud, Minnesota 56301-3713  
(320) 251-5600 (800) 852-0460

*A private college incorporated under the laws of the State of Minnesota.  
Rasmussen Aakers, Inc.,  
1700 West Highway 36 Suite 830, Roseville, MN 55113  
dba Rasmussen College – Eagan, Rasmussen College – Mankato,  
Rasmussen College - Minnetonka, and Rasmussen College – St. Cloud*

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[www.rasmussen.edu](http://www.rasmussen.edu)

*Effective July 1, 2004 - revised edition replaces previous editions.*

**1900**

Rasmussen College is founded by Walter Rasmussen in downtown St. Paul, Minnesota. Classes begin in September of 1900.

**1902**

Grove Lake Academy becomes the St. Cloud Business College in St. Cloud, Minnesota.

**1945**

Walter Nemitz, an instructor at Rasmussen, purchases Rasmussen College from Walter Rasmussen.

**1961**

Wilbur C. Nemitz and Robert W. Nemitz, both instructors at Rasmussen College and sons of Walter Nemitz, purchase the College.

**1963**

Northern Technical School of Business founded in Minneapolis.

**1974**

St. Cloud Business College becomes a part of the Rasmussen College System.

**1979**

Northern Technical School of Business becomes a part of the Rasmussen College System as the Minnetonka Campus.

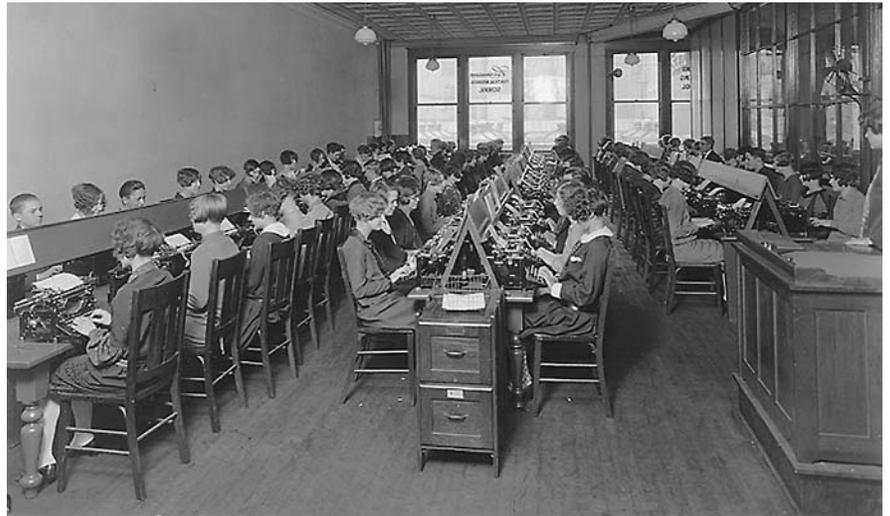
Rasmussen College was founded in 1900 to meet the needs of the budding business environment at the turn of the century. While the words of the Mission



**Walter Rasmussen**

Statement have changed over the past century, the philosophy of Rasmussen

College has stayed the same: Provide students with the education necessary to gain the knowledge and professional confidence to become tomorrow's leaders.



Walter Rasmussen, the founder of Rasmussen College, identified a need for career-focused education in downtown St. Paul. Business owners required skilled office professionals with secretarial and accounting proficiency, and they needed them quickly.

**1983**

Rasmussen College Mankato Campus is founded to meet the needs of career students in southern Minnesota and northern Iowa.

**1986**

Rasmussen College is the first proprietary two-year college in Minnesota authorized to award Associate in Applied Science Degrees.

**1989**

The St. Paul Campus moves to Eagan upon completion of a 20,000 square foot facility in Eagan, Minnesota.

**1994**

To more accurately reflect the scope and mission of the College the name officially changes from Rasmussen Business College to Rasmussen College.

**1997**

A spacious new facility is completed in St. Cloud for the St. Cloud Campus of Rasmussen College.

**2000**

Rasmussen College celebrates a century of leadership and innovation in career education.

**2002**

Rasmussen College is awarded regional accreditation by the Higher Learning Commission and is a member of the North Central Association.

The College expands its instructional options to include online course offerings.

**2004**

Rasmussen College joins Deltak edu, Inc., to become a part of the Deltak College Network. This partnership provides Rasmussen College with industry-leading expertise in online education and new program development.



**Walter Nemitz**

With little delay, Rasmussen graduates were available to step into the professional world and provide the support and expertise business desired. Over the next century the College expanded to four locations to serve the business needs of the entire state of Minnesota.

Today Rasmussen College is a leader in higher education in Minnesota and surrounding states. Graduates of Rasmussen College have practical career skills combined with the communication, problem solving, and information skills that employers are looking for. Students receive individualized attention in a variety of learning environments ranging from the traditional classroom to online and collaborative settings.

## Mission

---

*Rasmussen College is an institution of higher education dedicated to the **empowerment of its students and employees.***

*The College community **embraces the breadth of knowledge which comes from general education.***

*Rasmussen College students, while attending class and preparing for the demands of a satisfying career, will achieve the skills and knowledge needed for a life of **continuous learning and ethical problem solving in a culture of constant change and increasing diversity.***

## Purposes

---

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

- 1 Educational Excellence:** *Rasmussen College creates a teaching/learning community that is challenging, stimulating, and student-focused. This is accomplished through an integrated system of accessible resources, interactive classes, and rigorous curriculum.*
- 2 Learning Environment:** *Rasmussen College provides learning opportunities in an environment of mutual respect in an unbiased atmosphere which prepares students for challenging careers and life-long learning.*
- 3 Professional Development:** *The institutional culture of Rasmussen College provides and supports on-going 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.*
- 5 Relevant Collaboration:** *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 and employees 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 students and employees.*

## Your Checklist for Getting Started

- Schedule a Campus Visit.** Call the Rasmussen College campus of your choice to schedule a personal campus visit. We encourage you to bring any family members or friends who are helping you plan your future.
- Explore your career and education options.** When you visit the College you'll get a chance to meet personally with one of our professional admission team members to discuss your goals, interests, and educational needs. You'll also see first-hand what it's like to be a Rasmussen College student. We'll work with you to find just the right program and mix of courses whether you plan to attend during the day, evening, online, or a combination of all three.
- Apply for Admission.** To become a student at Rasmussen College, you'll need the following:
  - A completed Application Form, which is found in the back of this Catalog. It's best if you apply for admission as far in advance of your starting date as possible. Some courses have limited enrollment opportunities and may fill up quickly. Also, some scholarship and grant programs have enrollment deadlines.
  - Submit a \$60 application fee for a program or \$20 for an individual course.
  - Official High School Transcript verifying graduation or GED Certificate.\*
  - Official Transcripts from all prior colleges you attended.
  - Complete Placement Exams at the College.
  - Additionally, foreign students must present credentials necessary to satisfy US Immigration before an I-20 Form is issued, submit a minimum TOEFL test score of 500 paper-based or 173 computer-based and make a tuition deposit equal to the first quarter's tuition.
  - Upon submission of the listed information, the College will notify you in writing of your acceptance or rejection as a student. All money paid to the College will be refunded if the student is not accepted.
- Attend Orientation.** A week or two prior to the start of classes all new students will attend an orientation session. This required session is a great opportunity to find out about college policies and course scheduling, purchase textbooks and supplies, and meet fellow students.
- Begin Classes.** You've taken the most important steps to a better future, the first ones. Now you're ready to start classes and prepare yourself for a better career and a better life.

### 2004 – 2005 Academic Calendar

- ▼ 2004 Summer Quarter  
*July 5 through September 16*
- ▼ 2004 Fall Quarter  
*October 4 through December 23*
- ▼ 2005 Winter Quarter  
*January 3 through March 17*
- ▼ 2005 Spring Quarter  
*April 4 through June 16*
- ▼ 2005 Summer Quarter  
*July 6 through September 20*
- ▼ 2005 Early Fall Quarter  
*August 15 through September 20*
- ▼ 2005 Fall Quarter  
*October 5 through December 15*

### College Holidays

- ▼ New Year's Day
- ▼ Martin Luther King Jr. Day
- ▼ Memorial Day
- ▼ Independence Day
- ▼ Friday prior to Labor Day  
*(Rasmussen College Employee Appreciation Day)*
- ▼ Labor Day
- ▼ Veterans Day
- ▼ Thanksgiving Day and the following Friday
- ▼ Christmas Day

\* See page 24

## Your Checklist for Learning

### **Bring with you to class:**

- **Curiosity.** Learn about the world around you and your place in it. Think in ways that are new to you. Look at yourself and others in a different way.
- **Attention.** Focus on your goals. Draw from all your current knowledge and apply it to learning new concepts, information, and ideas.
- **Questions.** Learning is an active process that requires you to participate. Be inquisitive, ask about what you don't understand and find the skills to find the answers.

### **Be ready for:**

- **Hands-on Learning and Experience.** At Rasmussen College we provide the opportunity for you to learn and do. Classroom lecture and discussion is supported by research projects, lab activity, group presentations, and in some programs internship opportunities are available. You'll not just know what it takes to succeed in your field; you'll have done it.
- **Individualized Attention.** You'll be more than a number at Rasmussen College. Most of our classes have between 15 and 25 students in them and are led by dedicated and talented faculty members. This is a great environment to ask questions, discuss information, and get to know your instructors and fellow students. When you're part of a community you'll learn more.
- **Industry Current Curriculum.** It's important you learn the skills and information today's employers are looking for. We know what that is, we asked, and then we designed our programs to meet those goals.

- **Up-to-Date Technology.** You'll work on the most requested business and professional software programs in the classroom and have access on campus.

### **Graduate With:**

- **Skills and Smarts for a Fulfilling Career.** You'll know what you need to know to get that first great job. Not only that, you'll have the confidence and professional preparation to make you a prime candidate for promotion and advancement.
- **Critical Thinking Skills for Work and for Life.** Learning at Rasmussen College prepares you for great professional opportunities, but it also does something more. You'll learn about the world around you, you'll be challenged to think beyond the ordinary, and you'll develop skills to make informed and critical decisions. Your world will become larger and so will your passion for life-long learning.
- **The Respect of Others.** Your family and friends will be proud of your accomplishments and see you as a role model for success. Your co-workers will value your knowledge and skills. Your talent, leadership ability, and professional presence will impress your employer. You've changed, your life has improved, and the world holds many more opportunities for you.

## Your Checklist for Career Success

**Career Skills Course.** In the final stage of your education at Rasmussen College you'll complete a hands-on interactive class geared to helping you find the ideal career. You'll learn, under the instruction of a Career Services Director, about creating a professional resume, conducting a successful interview, and how to best showcase your unique skills and talents.

**Network with Employers.** Rasmussen College graduates have an advantage over other job seekers. As a graduate you'll have the advice and guidance of a trained professional helping you. We've developed long-term relationships with many of the area's leading and desirable employers. This relationship means employers contact us with their job openings, and we contact our graduates to make the right match.

**A Lifetime Commitment.** We're always here for our graduates. When you're ready to explore new career opportunities, call us. Whether you've been out of college for a year or 20 years, we're here to help you update your resume and put you in contact with proper hiring professionals. As a graduate of Rasmussen College, you always have us in your corner.



Each campus has a professionally staffed financial aid department designed to help you apply for Federal, State, and private assistance.

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

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

- ▼ Various State and Federal student loan programs.
- ▼ Gift Aid, also known as grants, is assistance you do not have to pay back and is usually based upon financial need.
- ▼ Employment may be obtained through the Career Services office to help cover living expenses.

# 8 PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY

	<b>Program</b>	<b>Type of Award</b>	<b>Amount Per Year</b>	<b>Application</b>
<b>Gift Aid</b>	<b>Federal Pell Grant Program</b>	Grant based on financial need.	\$400 - \$4050	Free Application for Federal Student Aid (FAFSA)
	<b>MN State Grant</b>	Grant based on financial need and the student's individual tuition and fees. Must be an undergraduate student with MN residency. Student is notified by the College regarding eligibility.	\$100 - \$6652* (The maximum award for Pell + State combined is \$6652.)	Free Application for Federal Student Aid * Estimated amount pending legislative appropriation.
	<b>Federal Supplemental Educational Opportunity Grant (SEOG)</b>	Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.	\$100 - \$900	Free Application for Federal Student Aid – Awarded by the College
<b>Employment</b>	<b>MN State Work Study</b>	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
	<b>Federal Work Study</b>	Same as State Work Study.	Varies	Free Application for Federal Student Aid – Awarded by the College
<b>William D. Ford Federal Direct Loan Programs</b>	<b>Federal Direct Stafford/Ford Loan Program</b>	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.	Up to \$2625 per year for a first year student Up to \$3500 per year for a second year student	Free Application for Federal Student Aid and Promissory Note processed through College and Federal Government
	<b>Federal Direct Unsubsidized Stafford/Ford Loan Program</b>	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.	Up to \$2625 including the Federal Direct Stafford/Ford Loan for Dependent and Independent first year students and an additional \$4000 for first and second year independent students (or dependent students whose parents are not eligible for PLUS loans).	Free Application for Federal Student Aid and Promissory Note processed through College and Federal Government
	<b>Federal Direct Parent Loan for Undergraduate Students (PLUS)</b>	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 processed through College and Federal Government
<b>Minnesota State Loan Programs</b>	<b>Student Educational Loan Fund (SELF)</b>	Supplemental, variable interest rate loan, allows deferment of principal while in college, requires credit-worthy co-signer.	Up to \$4500	SELF application processed through College and the Higher Education Services Office
<b>Veterans' Benefits</b>	<b>Veterans' Benefits</b>	Veterans and dependents of veterans including Guard and Reserve Component.	Monthly benefit based on service contributions	Veterans Administration or Veterans Service Officer

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

## For Graduating High School Seniors

A student who applies for admission to Rasmussen College prior to November 30th or February 28th of his or her senior year, may qualify for the following award amounts:

If your cumulative grade point average upon graduation is	You will receive the following scholarship or grant	If you apply for admission prior to November 30th	If you apply for admission between December 1 and February 28th
2.00 – 2.74	Early Enrollment Grant	\$500	\$300
2.75 – 2.99	Tuition Merit Grant	\$750	\$500
3.00 – 3.24	Tuition Merit Grant	\$1,000	\$750
3.25 – 3.49	Early Enrollment Scholarship	\$1,250	\$1,000
3.50 – 3.74	Early Enrollment Scholarship	\$1,500	\$1,250
3.75 – 3.99	Director’s Scholarship	\$2,000	\$1,500
4.00	President’s Scholarship	\$2,500	\$2,000

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 Early Enrollment Grant, Tuition Merit Grant, Early Enrollment Scholarship, Director’s Scholarship, and President’s Scholarship are as follows:

- Eligible students must be current year graduating 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 designated for tuition only and are divided among the student’s first four quarters of attendance. 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.
- Students must carry a minimum of 9 credits per quarter, 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.

### Special Scholarships at Rasmussen College St. Cloud Campus

Rasmussen College St. Cloud Campus, in cooperation with the St. Cloud Area Chamber of Commerce, sponsors one annual scholarship for each area high school. Contact the Admissions Department for the list of qualifying high schools and information on the scholarships.

### Dollars for Scholars

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

## Credential Information

**Certificate Programs** are designed to meet specific career requirements. The primary focus is on skill development in the desired employment field to meet employment demands.

**Diploma Programs** combine specific career requirements with a substantial amount of business, professional, and technical knowledge. General education concepts and coursework are included to develop leadership and decision-making skills.

**Degree Programs** offer an ideal mix of career education, broad-based business and professional coursework, and a breadth of general education courses and concepts. This combination of coursework helps students develop leadership and decision-making skills, fosters an appreciation and awareness of the world in which we live, and prepares students for career success and advancement.

## Accounting

### Accounting Certificate

Graduates of this certificate program learn to manage accounts receivable, accounts payable and payroll. Additionally, students learn to prepare tax returns and use bookkeeping skills. They know double entry accounting systems. Students value precision in details, proofs, and checks and balances of documentation, and the appropriate maintenance of documents.

### Accounting AAS Degree

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

## Administrative Professions

### Administrative Specialist Diploma

Graduates of this diploma program learn to proficiently use word processing, spreadsheet, database, presentation and calendar software. Students learn to create a variety of office documents, to use appropriate references in the creation of documents, and to communicate effectively and professionally in situations related to the office. They know fundamentals of accounting and bookkeeping. Students value appropriate and ethical decisions related to office procedure, and life-long learning.

### Legal Office Certificate

Graduates of this certificate program learn to use software proficiently, to create a variety of legal documents, and to communicate effectively and professionally in situations related to the law office. They know legal terminology commonly used in legal settings. Students value appropriate and ethical decisions related to office procedures, and life-long learning.

## Business

### Business Administration Certificate

Graduates of this certificate program learn to implement and carry out the goals and *Management by Business Objectives* plans of their organizations, to read and interpret financial statements, and to build databases. Students use interpersonal skills effectively to interact with individuals and groups, and to promote high standards of customer service. They know key terminology of management and accounting, and basic computer functions and their importance to the business world. Students value honesty, creativity, ethical behavior, and respect for and appreciation of co-workers.

### Sales and Marketing Administration Certificate

Graduates of this certificate program learn to implement and carry out the goals and *Management by Business Objectives* plans of their organizations, to read and interpret financial statements, and to build databases. Students use interpersonal skills effectively to interact with individuals and groups, and to promote high standards of customer service. They know key terminology of management, marketing and accounting, and basic computer functions and their importance to the business world. Students value honesty, creativity, ethical behavior, and respect for and appreciation of co-workers.

### Business Management AAS Degree

Graduates of this degree program learn to write *Management by Business Objectives* plans and to create and develop personal and organizational goals. They know budgeting processes and the principles of planning, organizing, leading, and controlling as these factors relate to entry-level positions. Additionally, students learn the effective uses of technology to promote productivity, and the combination of elements that make up the marketing mix for the satisfaction of a target audience. Students value honesty, creativity, ethical behaviors, and respect for and appreciation of co-workers.

## Child Care

### Child Care Certificate

Graduates of this certificate program learn to plan and implement curricula, and can perform First Aid and CPR. Students know developmentally appropriate practices, behavior guidance and classroom management techniques, and the rules governing Child Care Centers in Minnesota. Students value skilled and focused child care programs, professionalism in the workplace and the application of their classroom course work.

### Child Development AAS Degree

Graduates of this degree program practice management and supervisory skills in the childcare field, learn to plan and implement curricula, and can perform First Aid and CPR. They know principles of marketing and customer service, developmentally appropriate practices, and behavior guidance and classroom management techniques. Students know the rules governing Child Care Centers in Minnesota, and marketing strategies for the childcare field. Students value professionalism in the workplace and the application of their classroom course work.

## **Criminal Justice**

### **Criminal Justice AAS Degree**

Graduates of this degree program learn to examine how the legal process works from law enforcement, to the courts, and through the corrections system. They know the history and development of the criminal justice system and its effect on society. Students value the ability to think critically about the issues related to the future of criminal justice including juvenile justice, corrections, and security.

## **Medical/Allied Health Programs**

### **Health Information Technician AAS Degree**

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

### **Health Unit Coordinator AAS Degree**

Graduates of this degree program learn to independently perform a variety of office tasks that support the success of a health care facility. Students learn to assist nursing staff with non-clinical clerical duties, organize and prioritize nursing unit workloads, and effectively communicate through various media with clients, visitors, and facility staff. Students will value the confidentiality of patient information, and will demonstrate professional ethical standards in relating to members of the facility and the community as a whole.

### **Health Unit Coordinator Diploma**

Graduates of this diploma program learn to perform a variety of office tasks that support the success of a health care facility. Students will manage clerical office procedures, operate health care appropriate software programs, and comprehend medical terminology for document processing. Students will value attention to detail, clerical organization, and confidentiality as relates to the medical profession.

### **Massage Therapy AAS Degree**

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

### **Massage Therapy Certificate**

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

### **Medical Administrative Specialist Diploma**

Graduates of this diploma program learn to transcribe and produce medical office documents, operate office equipment, perform a variety of medical office duties, and give support to and communicate effectively with the health care team. They know the correct use of medical language and efficient use of various computer software packages. Students value customer service, ethical and professional behavior in the workplace, and the confidentiality of patient information.

### **Medical Coding Certificate**

Graduates of this certificate program learn to code health care data using ICD and CPT coding principals, and they learn how these skills contribute to other areas in the health care facility. Students know how to navigate a health record and abstract information necessary to correctly code the medical information. They know the correct use of medical language and terminology and the effective use of software packages available. Students value ethical and professional behavior in the workplace and the confidentiality of patient information.

### **Medical Transcriptionist AAS Degree**

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

### **Medical Transcriptionist Diploma**

Graduates of this diploma program learn to transcribe a wide variety of medical documents, to adapt to varying medical report formats, to use transcription equipment effectively, and to give support to and communicate effectively with the health care team. They know the correct use of medical language and terminology and the effective use of available software packages. Students value ethical and professional behavior in the workplace and the confidentiality of patient information.

### **Pharmacy Technician AAS Degree**

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

## **Information Technology Programs**

### **Network Support Technician Certificate**

Graduates of this certificate program learn to install, manage, and monitor computer networks using popular network operating systems. Students also build, configure and troubleshoot computer hardware. They know fundamental networking and computer concepts as applicable to information technology. Students value life-long learning, and honesty and integrity in applying their networking skills to support users and businesses.

### **Information Systems Management AAS Degree**

In addition to the above technology skills, graduates who complete this degree program learn to apply critical thinking skills to the resolution of technologic issues that face businesses. They know the business perspective and its importance in the ISM industry. Students value the business and professional skills that will be required in their futures.

## ACCOUNTING AAS Degree

**Total Credits for AAS Degree**

**Financial Accounting 96\***  
**Human Resource Accounting 93\***

**Standard Length of Program**

• 6 Quarters Day College • 9 Quarters Evening College

**Employment Goals**

- Accountant
- Office Manager
- Benefits Manager
- Accounting Manager
- Small Business Manager

### Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

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

### General Education Courses\*\*

**English Composition** (Required Course)

G124	English Composition	4
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**Communication** (Select a minimum of 1 course)

G126	Speech	4
G141	Introduction to Communication	4

**Humanities** (Select a minimum of 2 courses)

G125	Humanities	4
G135	Survey of American Literature	4
G138	Introduction to Film	4

**Math/Natural Sciences** (Select a minimum of 2 courses)

G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G139	Introduction to Astronomy	4

**Social Sciences** (Select a minimum of 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G136	History of Popular Culture & Social Change in America	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G143	Contemporary US Government	4

### Major and Core Courses

A151	Accounting I	4
A152	Accounting II	4
A153	Accounting III	4
A169	Income Tax	4
A177	Payroll Accounting	4
A280	Accounting Capstone	2
B136	Introduction to Business	4
B171	Professional Communication	4
D177	Computer Accounting Applications	3
D181	Excel	3
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4

### SELECT ONE EMPHASIS AREA

#### Financial Accounting Emphasis

A170	Cost Accounting I	4
A172	Intermediate Accounting I	4
B193	Business Ethics	4
B219	Customer Service	4
D183	Access	3

**Total Degree Credits 96\***

#### Human Resource Emphasis

B148	Human Resource Management	4
B149	Risk Management and Insurance	4
B167	Employment Law	4
B168	Compensation and Benefits Management	4

**Total Degree Credits 93\***

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

## ACCOUNTING Certificate

**Total Credits**

**Accounting Certificate 43\***

**Standard Length of Program**

• 3 Quarters Day College • 4 Quarters Evening College

**Employment Goals**

- Accounting Clerk
- Bookkeeper
- Bank Account Representative
- Payroll Clerk
- Accounting Assistant

### Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

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

### Major and Core Courses

A151	Accounting I	4
A152	Accounting II	4
A153	Accounting III	4
A169	Income Tax	4
A177	Payroll Accounting	4
B171	Professional Communication	4
B219	Customer Service	4
D177	Computer Accounting Applications	3
D181	Excel	3
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4

**Total Accounting Certificate 43\***

\* 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.

**ADMINISTRATIVE PROFESSIONS Diploma**

**Total Credits**  
**Administrative Specialist Diploma 79\***

**Standard Length of Program**  
 • 4 Quarters **Day** College • 8 Quarters **Evening** College

**Employment Goals**  
 • Office Manager • Executive Assistant  
 • Senior Secretary

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4
Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097, B098, and/or B099.		
A151	Accounting I	4
A177	Payroll Accounting	4
B136	Introduction to Business	4
B148	Human Resource Management	4
B171	Professional Communication	4
B219	Customer Service	4
D181	Excel	3
D182	PowerPoint	3
D183	Access	3
D184	Microcomputers	3
E141	Career Skills	2
E143	Desktop Publishing	3
E150	Success Strategies	4
G124	English Composition	4
G134	Introduction to College Algebra	4
Gxxx	General Education Elective	4
S101	Keyboarding	1
S201	Office Procedures	4
S204	Machine Transcription I	3
S220	Word for Windows	3
S222	Business Document Processing I	3
S223	Business Document Processing II	3
S224	Business Document Processing III	3
S226	Speed Building I	1
S227	Speed Building II	1
<b>Total Administrative Specialist Diploma</b>		<b>79*</b>

\* 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.



**ADMINISTRATIVE PROFESSIONS Certificate**

**Total Credits**  
**Legal Office Certificate 42\***

**Standard Length of Program**  
 • 3 Quarters **Day** College • 4 Quarters **Evening** College

**Employment Goals**  
 • Legal Secretary • Secretary

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4
Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097, B098, and/or B099.		
B171	Professional Communication	4
B193	Business Ethics	4
D184	Microcomputers	3
E141	Career Skills	2
S101	Keyboarding	1
S172	Legal Terminology	4
S178	Legal Machine Transcription	3
S201	Office Procedures	4
S218	Legal Document Processing	3
S220	Word for Windows	3
S222	Business Document Processing I	3
S223	Business Document Processing II	3
S224	Business Document Processing III	3
S226	Speed Building I	1
S227	Speed Building II	1
<b>Total Legal Office Certificate</b>		<b>42*</b>

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

## BUSINESS MANAGEMENT AAS Degree

### Total Credits for AAS Degree

<b>Office Administration</b>	<b>97*</b>
<b>Legal Administrative</b>	<b>95*</b>
<b>Medical Administrative</b>	<b>94*</b>
<b>Child Care (Option A or B)</b>	<b>100/102*</b>
<b>Accounting</b>	<b>96*</b>
<b>Sales and Marketing</b>	<b>94*</b>
<b>Business Administration</b>	<b>95*</b>
<b>Human Resource</b>	<b>94*</b>
<b>Banking and Finance</b>	<b>97*</b>

### Standard Length of Program

• 6 Quarters **Day** College • 9 Quarters **Evening** College

### Employment Goals

- Management Trainee
- Small Business Manager
- Sales Representative
- Legal Secretary
- Accounting Clerk
- Office Administrator
- Medical Office Supervisor
- Administrative Assistant
- Marketing Assistant

### Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

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

### Major and Core Courses

A151	Accounting I	4
B136	Introduction to Business	4
B138	Management and Supervision	4
B171	Professional Communication	4
B193	Business Ethics	4
B280	Business Capstone	2
D182	PowerPoint	3
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4

### General Education Courses\*\*

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G126	Speech	4
G141	Introduction to Communication	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G135	Survey of American Literature	4
G138	Introduction to Film	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G139	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G136	History of Popular Culture & Social Change in America	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G143	Contemporary US Government	4

\* 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.

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits

### BUSINESS MANAGEMENT AAS DEGREE EMPHASIS AREAS

#### Accounting Emphasis

A152	Accounting II	4
A153	Accounting III	4
A169	Income Tax	4
A172	Intermediate Accounting I	4
A177	Payroll Accounting	4
B230	Principles of Finance	4
D177	Computer Accounting Applications	3
D181	Excel	3
<b>Total Degree Credits</b>		<b>96*</b>

#### Banking and Finance Emphasis

B139	Marketing	4
B230	Principles of Finance	4
D181	Excel	3
F111	Introduction to Banking	4
F112	Fundamentals of Consumer Lending	4
F113	Introduction to Mortgage Lending	4
F114	Marketing of Financial Products	4
F115	Principles of Banking Law	4
<b>Total Degree Credits</b>		<b>97*</b>

#### Sales & Marketing Emphasis

B139	Marketing	4
B140	Sales Techniques	4
B141	Sales Applications	4
B163	Principles of Advertising	4
B219	Customer Service	4
R100	Principles of Retailing	4
R104	Entrepreneurship	4
<b>Total Degree Credits</b>		<b>94*</b>

#### Business Administration Emphasis

A152	Accounting II	4
A177	Payroll Accounting	4
B148	Human Resource Management	4
B219	Customer Service	4
B230	Principles of Finance	4
D177	Computer Accounting Applications	3
D181	Excel	3
S220	Word for Windows	3
<b>Total Degree Credits</b>		<b>95*</b>

#### Human Resource Management Emphasis

B148	Human Resource Management	4
B149	Risk Management and Insurance	4
B150	Training and Development	4
B167	Employment Law	4
B168	Compensation and Benefits Management	4
B169	Occupational Safety, Health, & Security	4
B219	Customer Service	4
<b>Total Degree Credits</b>		<b>94*</b>

#### Medical Administrative Emphasis

D181	Excel	3
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M208	Introduction to Health Information Management	4
M209	Medical Insurance Billing	3
S101	Keyboarding	1
S220	Word for Windows	3
S222	Business Document Processing I	3
<b>Total Degree Credits</b>		<b>94*</b>

**BUSINESS MANAGEMENT AAS DEGREE EMPHASIS AREAS**

**Office Administration Emphasis**

D181	Excel	3
D183	Access	3
E143	Desktop Publishing	3
S101	Keyboarding	1
S201	Office Procedures	4
S204	Machine Transcription I	3
S220	Word for Windows	3
S222	Business Document Processing I	3
S223	Business Document Processing II	3
S224	Business Document Processing III	3
S226	Speed Building I	1
S227	Speed Building II	1
<b>Total Degree Credits</b>		<b>97*</b>

**Legal Administrative Emphasis**

D183	Access	3
S101	Keyboarding	1
S172	Legal Terminology	4
S178	Legal Machine Transcription	3
S201	Office Procedures	4
S218	Legal Document Processing	3
S220	Word for Windows	3
S222	Business Document Processing I	3
S223	Business Document Processing II	3
S226	Speed Building I	1
S227	Speed Building II	1
<b>Total Degree Credits</b>		<b>95*</b>

**Child Care Emphasis (Option A)**

CC151	Guiding Children's Development	4
CC152	Early Childhood Educational Curriculum & Instruction	4
CC153	Creating a Developmentally Appropriate Environment	4
CC154A	Observing and Promoting Development in the Early Childhood Classroom	8
CC158	Infant and Toddler Curriculum	4
CC159	Dynamics of the Family	4
CC160	Children with Special Needs	4
CC161	Appreciation of Children's Literature	4
<b>Total Degree Credits</b>		<b>102*</b>

**Child Care Emphasis (Option B)**

CC151	Guiding Children's Development	4
CC152	Early Childhood Educational Curriculum	4
CC153	Creating a Developmentally Appropriate Environment	4
CC154A	Observing and Promoting Development in the Early Childhood Classroom	8
CC155	Creating a Learning Environment	10
<b>Select one of the following:</b>		
CC158	Infant and Toddler Curriculum	4
CC159	Dynamics of the Family	4
CC160	Children with Special Needs	4
CC161	Appreciation of Children's Literature	4
<b>Total Degree Credits</b>		<b>100*</b>

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

**BUSINESS ADMINISTRATION Certificate**

**Total Credits**  
**Business Administration Certificate 43\***

**Standard Length of Program**  
 • 3 Quarters Day College • 4 Quarters Evening College

**Employment Goals**  
 • Management Trainee • Assistant Manager

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

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

A151	Accounting I	4
B136	Introduction to Business	4
B138	Management and Supervision	4
B148	Human Resource Management	4
B171	Professional Communication	4
B193	Business Ethics	4
B230	Principles of Finance	4
D181	Excel	3
D183	Access	3
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
<b>Total Business Administration Certificate</b>		<b>43*</b>

\* 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.

**SALES & MARKETING ADMINISTRATION Certificate**

**Total Credits**  
**Sales & Marketing Administration Certificate 44\***

**Standard Length of Program**  
 • 3 Quarters Day College • 4 Quarters Evening College

**Employment Goals**  
 • Customer Service Representative  
 • Sales Representative • Management Trainee

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

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

B136	Introduction to Business	4
B138	Management and Supervision	4
B139	Marketing	4
B140	Sales Techniques	4
B141	Sales Applications	4
B163	Principles of Advertising	4
B171	Professional Communication	4
B219	Customer Service	4
D182	PowerPoint	3
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
<b>Total Sales and Marketing Administration Certificate</b>		<b>44*</b>

\* 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.

**CHILD CARE AAS Degree****Total Credits for AAS Degree****Child Development 97\*****Standard Length of Program**

• 8 Quarters Day College • 8 Quarters Evening College

**Employment Goals**

- Early Childhood Instructor
- Early Childhood Para-Professional
- Child Care Center Director • Child Care Administrator

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

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

**Major and Core Courses**

CC151	Guiding Children's Development	4
CC152	Early Childhood Education Curriculum and Instruction	4
CC153	Creating a Developmentally Appropriate Environment	4
CC154A	Observing and Promoting Development in the Early Childhood Classroom	8
CC155	Creating a Learning Environment	10
CC156	Implementing Curriculum in the Early Childhood Classroom	10
CC158	Infant and Toddler Curriculum	4
CC159	Dynamics of the Family	4
CC160	Children with Special Needs	4
CC161	Appreciation of Children's Literature	4
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4

**General Education Courses\*\*****English Composition (Required Course)**

G124	English Composition	4
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**Communication (Select a minimum of 1 course)**

G126	Speech	4
G141	Introduction to Communication	4

**Humanities (Select a minimum of 2 courses)**

G125	Humanities	4
G135	Survey of American Literature	4
G138	Introduction to Film	4

**Math/Natural Sciences (Select a minimum of 2 courses)**

G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G139	Introduction to Astronomy	4

**Social Sciences (Select a minimum of 2 courses)**

G122	World Geography	4
G123	Principles of Economics	4
G136	History of Popular Culture & Social Change in America	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G143	Contemporary US Government	4

\* 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.

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

**CHILD CARE Certificate****Total Credits****Child Care Specialist Certificate 44\*****Standard Length of Program**

• 3 Quarters Day College • 3 Quarters Evening College

**Employment Goals**

- Early Childhood Teacher
- Infant or Toddler Teacher
- Preschool Teacher
- Nanny
- Child Care Administrator
- Lead Teacher

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

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

CC151	Guiding Children's Development	4
CC152	Early Childhood Education Curriculum and Instruction	4
CC153	Creating a Developmentally Appropriate Environment	4
CC154A	Observing and Promoting Development in the Early Childhood Classroom	8
CC155	Creating a Learning Environment	10
CC156	Implementing Curriculum in the Early Childhood Classroom	10
E150	Success Strategies	4

**Total Child Care Specialist Certificate 44\***

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





## CRIMINAL JUSTICE AAS Degree

**Total Credits for AAS Degree**  
**Criminal Justice 97\***

**Standard Length of Program**  
 • 6 Quarters Day College • 8 Quarters Evening College

**Employment Goals**

- Corrections Officer
- Court Clerk
- Juvenile Specialist
- Probation Support Specialist
- Security Professional

### Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

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

### Major and Core Courses

B171	Professional Communication	4
B219	Customer Service	4
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G137	Introduction to Psychology	4
J100	Introduction to Criminal Justice	4
J105	Criminal Law	4
J110	Criminal Procedures	4
J115	Introduction to Corrections	4
J120	Policing in America	4
J200	Domestic Violence	4
J205	Juvenile Justice	4
J210	Private Security	4
J215	Ethics in Criminal Justice	4
J220	Contemporary Issues in Criminal Justice	4
S172	Legal Terminology	4

### General Education Courses\*\*

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G126	Speech	4
G141	Introduction to Communication	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G135	Survey of American Literature	4
G138	Introduction to Film	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G139	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G136	History of Popular Culture & Social Change in America	4
G142	Introduction to Sociology	4
G143	Contemporary US Government	4

\* 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.

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

**MEDICAL•ALLIED HEALTH AAS Degree**

**Total Credits for AAS Degree**  
**Health Information Technician 94\***

**Standard Length of Program**  
 • 6 Quarters **Day** College • 9 Quarters **Evening** College

**Employment Goals**

- Health Information Technician
- Health Records Manager
- Patient Information Coordinator
- Medical Record Abstractor
- Medical Coder
- Data Quality Manager

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

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

**Major and Core Courses**

B171	Professional Communication	4
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G133	Anatomy and Physiology	4
M120	Medical Terminology	4
M140	Basic ICD-9-CM Coding	4
M141	Ambulatory Care Coding	3
M208	Introduction to Health Information Management	4
M211	Quality Analysis and Management	4
M218	Management of Health Information Services	4
M223	Pathology I	4
M224	Pathology II	4
M226B	Medical Coding Practicum B	1
M226C	Health Information Practicum	2
M228	Medical Legal and Ethical Issues	4
M229	Healthcare Information Technologies	4
M237A	Advanced Coding and Reimbursement Issues	3

**General Education Courses\*\***

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G126	Speech	4
G141	Introduction to Communication	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G135	Survey of American Literature	4
G138	Introduction to Film	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G134	Introduction to College Algebra	4
G139	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G136	History of Popular Culture & Social Change in America	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G143	Contemporary US Government	4

\* 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.

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits

**MEDICAL•ALLIED HEALTH AAS Degree**

**Total Credits for AAS Degree**  
**Pharmacy Technician 92\***

**Standard Length of Program**  
 • 6 Quarters **Day** College • 8 Quarters **Evening** College

**Employment Goals**

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

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

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

**Major and Core Courses**

B171	Professional Communication	4
B219	Customer Service	4
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G133	Anatomy and Physiology	4
M120	Medical Terminology	4
PT105	Introduction to Pharmacy	4
PT110	Pharmacology	4
PT115	Pharmacy Law and Ethics	4
PT120	Pharmacy Math and Dosages	4
PT125	Pharmacy Software/Automation/Insurance Billing	3
PT130	Unit Dose/IV Lab	3
PT135	Pharmacy Technician Practicum I	3
PT136	Pharmacy Technician Practicum II	3
PT137	Pharmacy Technician Practicum III	3
S101	Keyboarding	1
S222	Business Document Processing I	3

**General Education Courses\*\***

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G126	Speech	4
G141	Introduction to Communication	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G135	Survey of American Literature	4
G138	Introduction to Film	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G134	Introduction to College Algebra	4
G139	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G136	History of Popular Culture & Social Change in America	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G143	Contemporary US Government	4

\* 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.

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits

**MEDICAL • ALLIED HEALTH AAS Degree**

**Total Credits for AAS Degree**  
**Health Unit Coordinator 92\***

**Standard Length of Program**  
 • 6 Quarters **Day** College • 8 Quarters **Evening** College

- Employment Goals**
- Health Unit Coordinator
  - Health Unit Supervisor
  - Ward Supervisor
  - Ward Clerk

**MEDICAL • ALLIED HEALTH Diploma**

**Total Credits**  
**Health Unit Coordinator Diploma 62\***

**Standard Length of Program**  
 • 4 Quarters **Day** College • 7 Quarters **Evening** College

- Employment Goals**
- Health Unit Coordinator
  - Ward Supervisor
  - Ward Clerk

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

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

**Major and Core Courses**

D181	Excel	3
D183	Access	3
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G133	Anatomy and Physiology	4
H110	Health Unit Coordinator Fundamentals	4
H111	Health Unit Coordinator Lab	2
H112	Health Unit Coordinator Practicum	3
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M208	Introduction to Health Information Management	4
M211	Quality Analysis and Management	4
M223	Pathology I	4
M224	Pathology II	4
M228	Medical Legal and Ethical Issues	4
S101	Keyboarding	1
S222	Business Document Processing I	3

**General Education Courses\*\***

<b>English Composition (Required Course)</b>		
G124	English Composition	4
<b>Communication (Select a minimum of 1 course)</b>		
G126	Speech	4
G141	Introduction to Communication	4
<b>Humanities (Select a minimum of 2 courses)</b>		
G125	Humanities	4
G135	Survey of American Literature	4
G138	Introduction to Film	4
<b>Math/Natural Sciences (Select a minimum of 2 courses)</b>		
G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G134	Introduction to College Algebra	4
G139	Introduction to Astronomy	4
<b>Social Sciences (Select a minimum of 2 courses)</b>		
G122	World Geography	4
G123	Principles of Economics	4
G136	History of Popular Culture & Social Change in America	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G143	Contemporary US Government	4

\* 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.

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4
Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097, B098, and/or B099.		
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G124	English Composition	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
H110	Health Unit Coordinator Fundamentals	4
H111	Health Unit Coordinator Lab	2
H112	Health Unit Coordinator Practicum	3
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M208	Introduction to Health Information Management	4
M211	Quality Analysis and Management	4
M223	Pathology I	4
M224	Pathology II	4
M228	Medical Legal and Ethical Issues	4
S101	Keyboarding	1
S222	Business Document Processing I	3
<b>Total Health Unit Coordinator Diploma</b>		<b>62*</b>

\* 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•ALLIED HEALTH AAS Degree**

**Total Credits for AAS Degree**  
**Massage Therapy 90\***

**Standard Length of Program**  
 • 6 Quarters Day College • 8 Quarters Evening College

**Employment Goals**

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

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

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

**Major and Core Courses**

Number	Course	Credits
B136	Introduction to Business	4
B139	Marketing	4
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G133	Anatomy and Physiology	4
M120	Medical Terminology	4
M223	Pathology I	4
MT100	Introduction to Massage Therapy	3
MT105	Deep Tissue Massage	3
MT110	Human Movement and Physical Structure	4
MT115	Sports Massage	3
MT120	Techniques for Special Clients	3
MT125	Alternative Modalities	3
MT130	Trigger Point Therapy	3
MT135	Clinical I	2
MT136	Clinical II	2
MT280	Wellness Education	3

**General Education Courses\*\***

Number	Course	Credits
<b>English Composition (Required Course)</b>		
G124	English Composition	4
<b>Communication (Select a minimum of 1 course)</b>		
G126	Speech	4
G141	Introduction to Communication	4
<b>Humanities (Select a minimum of 2 courses)</b>		
G125	Humanities	4
G135	Survey of American Literature	4
G138	Introduction to Film	4
<b>Math/Natural Sciences (Select a minimum of 2 courses)</b>		
G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G134	Introduction to College Algebra	4
G139	Introduction to Astronomy	4
<b>Social Sciences (Select a minimum of 2 courses)</b>		
G122	World Geography	4
G123	Principles of Economics	4
G136	History of Popular Culture & Social Change in America	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G143	Contemporary US Government	4

\* 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.

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits

**MEDICAL•ALLIED HEALTH Certificate**

**Total Credits**  
**Massage Therapy Certificate 43\***

**Standard Length of Program**  
 • 5 Quarters Day College • 5 Quarters Evening College

**Employment Goals**

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

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

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

Number	Course	Credits
E141	Career Skills	2
G133	Anatomy and Physiology	4
M120	Medical Terminology	4
M223	Pathology I	4
MT100	Introduction to Massage Therapy	3
MT105	Deep Tissue Massage	3
MT110	Human Movement and Physical Structure	4
MT115	Sports Massage	3
MT120	Techniques for Special Clients	3
MT125	Alternative Modalities	3
MT130	Trigger Point Therapy	3
MT135	Clinical I	2
MT136	Clinical II	2
MT280	Wellness Education	3
<b>Total Massage Therapy Certificate</b>		<b>43*</b>

\* 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 • ALLIED HEALTH AAS Degree**

**Total Credits for AAS Degree**  
**Medical Transcriptionist 90\***

**Standard Length of Program**  
 • 6 Quarters Day College • 9 Quarters Evening College

**Employment Goals**  
 • Medical Transcriptionist • Medical Secretary  
 • Owner of Transcription Service • Director of Transcription  
 • Supervisor of Medical Transcription

**MEDICAL • ALLIED HEALTH Diploma**

**Total Credits**  
**Medical Transcriptionist Diploma 62\***

**Standard Length of Program**  
 • 4 Quarters Day College • 8 Quarters Evening College

**Employment Goals**  
 • Medical Transcriptionist • Medical Secretary  
 • Supervisor/Director of Medical Transcriptionists

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

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

**Major and Core Courses**

B171	Professional Communication	4
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G133	Anatomy and Physiology	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M206	Medical Transcription II	3
M207	Medical Transcription III	3
M208	Introduction to Health Information Management	4
M223	Pathology I	4
M224	Pathology II	4
M280	Medical Transcription Capstone	3
S101	Keyboarding	1
S220	Word for Windows	3
S222	Business Document Processing I	3
S226	Speed Building I	1
S227	Speed Building II	1

**General Education Courses\*\***

<b>English Composition (Required Course)</b>		
G124	English Composition	4
<b>Communication (Select a minimum of 1 course)</b>		
G126	Speech	4
G141	Introduction to Communication	4
<b>Humanities (Select a minimum of 2 courses)</b>		
G125	Humanities	4
G135	Survey of American Literature	4
G138	Introduction to Film	4
<b>Math/Natural Sciences (Select a minimum of 2 courses)</b>		
G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G134	Introduction to College Algebra	4
G139	Introduction to Astronomy	4
<b>Social Sciences (Select a minimum of 2 courses)</b>		
G122	World Geography	4
G123	Principles of Economics	4
G136	History of Popular Culture & Social Change in America	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G143	Contemporary US Government	4

\* 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.

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

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

D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G124	English Composition	4
G133	Anatomy and Physiology	4
Gxxx	General Education Elective	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M206	Medical Transcription II	3
M207	Medical Transcription III	3
M208	Introduction to Health Information Management	4
M223	Pathology I	4
M224	Pathology II	4
M280	Medical Transcription Capstone	3
S101	Keyboarding	1
S220	Word for Windows	3
S222	Business Document Processing I	3
S226	Speed Building I	1
S227	Speed Building II	1

**Total Medical Transcriptionist Diploma 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.

**MEDICAL•ALLIED HEALTH Diploma****Total Credits****Medical Administrative Specialist Diploma 61\*****Standard Length of Program**• 4 Quarters **Day** College • 7 Quarters **Evening** College**Employment Goals**

- Ward Clerk
- Medical Receptionist/Secretary
- Station Secretary

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4
<small>Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097, B098, and/or B099.</small>		
A151	Accounting I	4
D183	Access	3
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G124	English Composition	4
G134	Introduction to College Algebra	4
Gxxx	General Education Elective	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M206	Medical Transcription II	3
M208	Introduction to Health Information Management	4
M209	Medical Insurance Billing	3
M225	Medical Office Internship	3
S101	Keyboarding	1
S220	Word for Windows	3
S222	Business Document Processing I	3
S226	Speed Building I	1
S227	Speed Building II	1
<b>Total Medical Administrative Specialist Diploma 61*</b>		

**MEDICAL•ALLIED HEALTH Certificate****Total Credits****Medical Coding Specialist Certificate 44\*****Standard Length of Program**• 4 Quarters **Day** College • 4 Quarters **Evening** College**Employment Goals**

- Medical Coder

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4
<small>Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097, B098, and/or B099.</small>		
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G133	Anatomy and Physiology	4
M120	Medical Terminology	4
M140	Basic ICD-9-CM Coding	4
M141	Ambulatory Care Coding	3
M208	Introduction to Health Information Management	4
M223	Pathology I	4
M224	Pathology II	4
M226A	Medical Coding Practicum A	1
M228	Medical Legal and Ethical Issues	4
M237A	Advanced Coding and Reimbursement	3
<b>Total Medical Coding Specialist Certificate 44*</b>		

**INFORMATION SYSTEMS AAS Degree**

**Total Credits for AAS Degree**  
**Network Support Specialist 91\***

**Standard Length of Program**  
 • 6 Quarters Day College • 9 Quarters Evening College

- Employment Goals**
- Network Support Specialist
  - Helpdesk Technician
  - Internet Application Technician
  - Cisco Network Technician
  - Network Control Operator
  - Wide Area Networking Specialist

**General Education Courses\*\***

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G126	Speech	4
G141	Introduction to Communication	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G135	Survey of American Literature	4
G138	Introduction to Film	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G139	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G136	History of Popular Culture & Social Change in America	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G143	Contemporary US Government	4

\* 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.

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits

**INFORMATION SYSTEMS MANAGEMENT  
 AAS DEGREE EMPHASIS AREAS  
 Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

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

**Major and Core Courses**

B136	Introduction to Business	4
B171	Professional Communication	4
B193	Business Ethics	4
B219	Customer Service	4
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4

**Network Support Specialist Emphasis**

B220	Project Planning and Documentation	4
N108	Linux Administration	3
N112	PC Hardware and Software I (A+)	3
N113	PC Hardware and Software II (A+)**	3
N122	Network Topologies and Infrastructure ***	3
N123	Windows Networking Infrastructure ***	3
N126	Windows Active Directory ***	3
N127	Microsoft Windows Workstations ***	3
N128	Microsoft Windows Servers ***	3
N134	Microsoft Exchange Server ***	3
N135	CISCO Networking Fundamentals and Routing	3

**Total Degree Credits 91\***

\*\*\* These courses help prepare students to take the Microsoft, CompTIA or Cisco Exams.

**INFORMATION SYSTEMS Certificate**

**Total Credits**  
**Network Support Technician Certificate 43\***

**Standard Length of Program**  
 • 6 Quarters Evening College

- Employment Goals**
- Network Support Specialist
  - Network Technician
  - Network Control Operator

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

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

B171	Professional Communication	4
B220	Project Planning and Documentation	4
D184	Microcomputers	3
E141	Career Skills	2
N108	Linux Administration	3
N112	PC Hardware and Software I (A+)	3
N113	PC Hardware and Software II (A+)**	3
N122	Network Topologies and Infrastructure ***	3
N123	Windows Networking Infrastructure ***	3
N126	Windows Active Directory ***	3
N127	Microsoft Windows Workstations ***	3
N128	Microsoft Windows Servers ***	3
N134	Microsoft Exchange Server ***	3
N135	Cisco Networking Fundamentals and Routing	3

**Total Network Support Technician Certificate 43\***

This catalog is an official publication of Rasmussen College. As such, it is subject to revision at any time. The College reserves the right to add, withdraw, or revise any course, program of study, provision or requirement described within the catalog as may be deemed necessary. The College will not make changes unless such changes are for the benefit of the student and the College receives prior approval from appropriate agencies.

It is advised that you read and fully understand the academic performance and personal conduct guidelines for students. Also outlined are the conditions under which students may be placed on warning, probation, notice, or suspension from the College.

#### Student Definition

Under Minnesota state law the word student means the student himself if he/she is the party to the contract, or his/her parents or guardian or another person, if the parent, guardian or other person is party to the contract on behalf of the student.

#### Class Content

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

#### College Acceptance or Rejection of Application for Admission

The College will notify each applicant in writing of acceptance or rejection based on fulfillment of the following requirements:

- Completed application form
- Application fee
- High school diploma or a GED certificate, an attestation of high school graduation or equivalency is acceptable if extenuating circumstances exist based upon approval from the Dean of Instruction, Associate Campus Director or Campus Director.
- Transcripts from all colleges previously attended
- Completed Placement Examinations (taken at Rasmussen College).

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

#### Assessment

Rasmussen College has an assessment plan which is essential for evaluating and improving the quality of learning and instruction at each campus. The assessment plan evaluates student learning through the use of the COMPASS test to ensure that all students have attained basic literacy in English and math; and through the Graduate Achievement Portfolio (GAP) in which students demonstrate their skills in communication, critical thinking, and information literacy. Submission of a Graduate Achievement Portfolio is a graduation requirement which students fulfill in E 141 Career Skills or in an appropriate capstone course for their program.

#### Entrance Assessment

The COMPASS exam is used for entrance assessment. Based on the outcomes in the areas of English and math students are placed in the following courses:

Subject	Score	Course Placement
English	0-37	B097, Foundations of English I
English	38-69	B098, Foundations of English II
English	70 and above	G124, English Composition
Math	0-49	B099, Foundations of Math
Math	50 and above	G134, Introduction to College Algebra

#### 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 insuring 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 are required to take the COMPASS reading, writing, and math placement tests. Re-entering students who have successfully completed B153 Business Communications and B160 Mathematics II are not required to take the placement exam. Coursework in math or English that is numbered below 100 is considered to be developmental. COMPASS scores are used to appropriately place students in English and math courses according to skill level. Placement is determined as follows:

COMPASS Writing score 0 to 37 places into Foundations of English I  
COMPASS Writing score 38 to 69 places into Foundations of English II

COMPASS Math score pre-algebra 0 to 49 places into Foundations of Math.

These credits are not counted toward graduation, and each must be passed with a grade of 'SA' in order to proceed to the next course in the sequence. Students enrolled in programs that do not contain English Composition or Introduction to College Algebra but who test within the range of remediation, will be required to complete the foundation courses. 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 enrolled in foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program. Accommodations may be provided to students with physical or learning disabilities upon request. Upon admission to Rasmussen College, a student must notify the College in writing and provide documentation regarding disability.

#### COMPASS Retest Policy

The COMPASS entrance exam may not be retaken for initial placement purposes after the start of the course.

#### Foundation Courses Timeframe

To guarantee student success, and to ensure that Rasmussen College is using the COMPASS placement test to its fullest potential, students who need foundation courses must complete all of those courses in their first three quarters. These students must, at a minimum, complete a Foundation course in their first quarter of enrollment. If for some reason students fail to do this, they cannot continue their education at Rasmussen College.

#### Equipment

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

#### Educational Records Definition

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

#### Grading System

Alphabetical Grading System		
Grade	Grade Points	Description
A	4.00	Excellent
A-	3.75	
B+	3.50	
B	3.00	Very Good
B-	2.75	
C+	2.50	
C	2.00	Average
C-	1.75	
D+	1.50	
D	1.00	Below Average
D-	0.75	
F/FA	0.00	Failure
I/IN	NA	See "Incomplete Policy"
S/SA	NA	Satisfactory
TO	NA	Test-Out
TR	NA	Transfer In Credit
U/UN	NA	Unsatisfactory or failure to meet speed requirement
W/WD	NA	Withdrawal
ZF	NA	Failure to complete non-credit course requirement
ZP	NA	Successful completion of non-credit course

In Speed Building, Foundations of English I, Foundations of English II, and Foundations of Math, Health Information Practicum, and Medical Transcriptionist Practicum, a letter grade of 'S/SA' or 'U/UN' is assigned upon completion.

Effective fall quarter 2001, Court Reporting students who so choose may elect to receive an assigned grade of "A" through "F/FA" for their Court Reporting Labs by signing a waiver of the "S/SA U/UN" requirement.

All grades are to be credits successfully completed with the exception of the 'W/WD' and 'U/UN' which is counted as an attempted course for the propose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress. See "Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines" on page 35.

Failed classes may be retaken, but only at regular tuition rates. Students repeating a class may count the credits for that class in a financial aid award calculation only if the original grade earned is a '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. Students may repeat a failed class only once. All grades become part of the student's permanent record, and students must maintain a 2.00 average or better to graduate in a degree, diploma, or certificate program. Students are encouraged to consult with individual instructors at any time concerning progress in class. It is the student's responsibility to make up any work missed due to absences. The credits for all repeated courses will be included in credits attempted for the purpose of determining the satisfactory progress evaluation checkpoint. A student may repeat a failed course once. If a student repeats a failed course (in which he/she received an "F/FA"), the failing grade will be removed from the student's cumulative GPA and replaced with the new course grade from the repeated class. The student's GPA should be recalculated to reflect the new letter grade.

#### Incomplete Grade Policy

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

1. An incomplete form is completed which identifies:
  - a. the work to be completed,
  - b. qualifications for acceptable work,
  - c. the deadline for completing the work (within two weeks of the last day of class),
  - d. the grade to be entered should the student not complete the work by the deadline (the calculated grade).
2. An incomplete form is not valid unless signed by both the instructor and the student prior to the date that final grades are due. If unsigned by the student or instructor, the calculated grade is to be entered as a final grade.
3. The Dean of Instructional Programs must be informed of all incompletes granted, and must sign the form as well. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
  1. The work to be completed must be regularly 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 'FA' (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.

### Policy for Change of Grade

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

Circumstances that may warrant a change of grade include:

- Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
- 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 particular, stated policies regarding the acceptance of late work and how points are apportioned must be followed.

Grade changes must be submitted in a timely manner—generally within a few weeks after the end of the term and no later than the end of the next term.

Circumstances where a grade change may be authorized by someone other than the original instructor include:

- Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified. In such cases, documentation must be sufficient to clarify any discrepancies caused by the error.
- If the original instructor is no longer available to submit a grade change (for example, adjunct instructor no longer employed at the college), the Dean of Instructional Programs may determine if a grade change is appropriate.
- The Dean may authorize grade changes in order to settle academic grievances.

### Independent Study Policy

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

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

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for the course in the quarter in question does not arise from the student's decision to withdraw from the course in an earlier quarter, the student's failure to satisfactorily complete the course in an earlier quarter, or the student's decision to change programs.
4. The student will complete work of a similar quantity and quality as required in a regularly scheduled class and will meet the standard performance objectives for the class.
5. The Dean of Instructional Programs approves the plan for completing the course work.
6. The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.
7. At least twice and at regular intervals during the quarter, the Dean will evaluate the student's progress by reviewing work completed.

Independent studies must meet the following guidelines:

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

- a. When and where they will meet each week.
- b. Weekly objectives for work to be completed based upon the same weekly objectives defined by the syllabus for an on-site class.
- c. Progress checks to be reviewed by the Dean.
- d. Standards of academic quality for the work to be completed.
- e. Deadline for all work to be completed at the end of the quarter.

### Credit by Examination

Some students have life experiences or knowledge from other sources which they feel would be duplicated by a class at Rasmussen College. Enrolled students may request credit by examination for a specific course if the request is made to the Dean of Instructional Programs or Associate Campus Director prior to the end of the first week of that course. To receive credit by examination, a grade of a "B" or higher is required. Industry certification is accepted in lieu of an examination for those eligible "N" designated courses in place of internal exams. The examination grade will be reflected as "TO" (Test-Out) on the students' transcripts and will not count in their grade point average. In addition, these credits will not count as credits

for financial aid purposes. A credit by examination may only be taken once for each course. Students must complete 60% of their program requirements at Rasmussen College, and only 40% of their program requirements may be transfer credits from other post-secondary institutions or credit by examination.

### 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. A completed application and application fee must be submitted.
2. Official transcripts must be sent directly to Rasmussen College from every institution the student has attended.
3. As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding courses which transferred and the Rasmussen College courses they will replace. This information is also noted on the Rasmussen College transcript.
4. Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines listed below.
5. Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.25 quarter credits.
6. Students may not transfer in and/or test out of more than a total of 40% of the program credit hour requirements.
7. All credit transfer is evaluated with the following guidelines:
  - A. Transfer credits from accredited colleges, other than Rasmussen College, will be evaluated on course content. Most courses that are comparable in content from other colleges will be accepted. Students must have received a "C" grade or higher to transfer a course to a Rasmussen College program.
  - B. Courses which have been transferred will be listed on the student's transcript with a "TR" designation. However, grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average.
  - C. Courses from accredited degree-granting colleges which are intended to transfer as general education requirements will be considered in the categories listed as "General Education Requirements" in the Rasmussen College catalog.
  - D. Transfer credits from within the Rasmussen College system will be transferred directly from one Rasmussen College campus to another. Grade point 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:
    1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
    2. The information will be reviewed by the Dean of Instructional Programs, Campus Director, or Associate Campus Director, along with appropriate faculty.
    3. The student will receive in writing the outcome of the decision.
  - F. Students who enter at Rasmussen College are required to take the COMPASS placement exam. Should a student test at a level of remediation in English or Math, the College will not accept transfer in Algebra or English Composition. Upon successful completion of the courses and subsequent passing of the placement exams, the College may reconsider transfer of credit in these courses.

### 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 our general education program 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 we challenge students to sharpen oral and written communication skills, to understand the breadth of disciplines that support their selected field of study, and to function responsibly and constructively in a rapidly changing world.

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

1. Effectively communicate, orally and in writing, in the workplace, in the community, and interpersonally.
2. Analyze, evaluate, and solve problems that arise in employment and in life.

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

### General Education Requirements for Rasmussen College AAS degrees

All A.A.S. degree candidates must complete the following general requirements:

- (1) A minimum of thirty (30) of the total credits in the A.A.S. degree program must be in general education coursework.
- (2) The following distribution requirements must be satisfied:
  - Group A:* English Composition - at least three (3) credits.
  - Group B:* Social and Behavioral Sciences - at least five (5) credits from such fields as Anthropology, American Studies, Economics, Geography, History, Human Relations, Law, Political Science, Psychology, Sociology.
  - Group C:* Mathematics and Natural Science - at least five (5) credits from such fields as Biology, Chemistry, Geology, Physics, Mathematics, Computer Science, Statistics.
  - Group D:* Fine Arts/Humanities - at least five (5) credits from such fields as Art, Humanities, Languages, Literature, Music, Philosophy, Religion, Speech, Theatre.
- (3) Additional general education courses selected from two of Groups B, C, or D of the above listed groups to make the total of thirty (30) credits of the coursework required for an A.A.S. degree. Courses that are primarily developmental or remedial in nature and content may not be included in the general education total.

### Satisfactory Progress Requirements

See Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines on page 36.

### Degrees, Diplomas, and Certificates

Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 60% of their program requirements at Rasmussen College, and only 40% of their program requirements may be transfer credits from other post-secondary institutions or credit by examination. Clock hours listed in the synopsis of subjects are estimated hours of classwork necessary to complete the subject. Students must achieve keyboarding speed requirements and have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each subject. Completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length. All financial obligations to the College must also be met.

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

### Transcripts

Transcripts of credits will be given to students when all tuition obligations have been met.

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

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

### Transfer to Other Colleges

Graduates or students who are considering transfer from Rasmussen College to other institutions recognize that Rasmussen College courses and programs focus on career preparation. Some of these courses are not accepted as transfer credit by other institutions. However, many academic credits earned at Rasmussen College are acceptable in transfer by various institutions. An up-to-date list of colleges with which Rasmussen College has transfer agreements is available from the Articulation and Transfer Specialist.

Agreements with other institutions are being developed, and Rasmussen College credits are regularly accepted at other institutions. Rasmussen College students interested in transferring completed programs to other institutions should contact the Articulation and Transfer Specialist for assistance.

If a student is interested in transferring credits to another institution, Rasmussen College will supply the necessary documentation or information that may aid the student in receiving credits for the completed coursework.

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

**Attendance**

A basic requirement for employment in any business is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Business etiquette also requires a call be made if an absence is necessary. Rasmussen College students are expected to call the Business Office 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.

Faculty determine the grading and attendance standards for their course, but 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. Attendance is recorded on student transcripts and Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

Rasmussen College reserves the right to withdraw any student who has excessive absences. The College may withdraw any student who is absent from a class for ten or more class hours.

**Consortium Agreement**

Course requirements for Rasmussen College 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 as they choose. Students who attend a class at a location other than their home school (primary attendance location) will have their total tuition and fees charged by their home school. All financial aid will be awarded and dispersed from the home school. The home school 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.

**Conduct/Dismisal**

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

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

**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.

**Drop Class Policy**

A class may be dropped without being recorded on a student's transcript during the first 8 hours of scheduled class time. After that time, students may drop a class and receive a 'WWD' on their transcripts through the sixth Friday of the quarter. This will not affect a student's grade point average. After that, students receive an automatic 'F/FA' for any class dropped. Failure to notify the Dean of Instructional Programs, Campus Director, or Associate Campus Director that a student wishes to withdraw from a course means that a student is still scheduled for class. Therefore, an 'F/FA' would be recorded as the final grade. 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.

**Day/Evening Transfer**

A student may transfer between day and evening programs at the start of each quarter. It is required that the student advise the Dean of Instructional Programs or Associate Campus Director of the intention to transfer one week prior to the end of the preceding quarter. It is also required that the student be in satisfactory academic and financial standing before transferring.

**Limitations**

Although this catalog was prepared on the basis of the best information available at the time, all information (including the academic calendar, admission, and graduation requirements, course offerings, course descriptions, and statements of tuition and fees) is subject to change without notice or obligation. For current calendars students should refer to a copy of the Schedule of Classes for the term in which they enroll.

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

Rasmussen College reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, processes and functions as an educational institution and business.

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

**Online Courses**

Students attending Rasmussen College have the opportunity to take courses offered on the World Wide Web utilizing a web-based platform. This mode of delivery offers the flexibility and convenience for students with busy life styles and career responsibilities that prohibit them from attending classes on campus.

Courses are delivered asynchronously according to the students' own schedules. Online activities and assignments are conducted utilizing chat, email, message boards, and interactive web sites. The online program allows students to complete their courses from the location of their choice at a time that is convenient for them.

There are no additional admissions or testing requirements for taking an online course. Students are required to attend an online orientation session upon registration for their first online course. All online students are registered at one of our residential campuses and receive the same student services available to all students.

Computers located at each campus have the appropriate system requirements for online courses. All online courses require textbooks and are available at each student's respective campus. Some online courses may require certain software packages or programs for instruction. Some courses require students to meet on campus for testing. There are no additional tuition or online library access fees when taking a course online.

**Student Senate**

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

**Changes in Regulations, Programs, Tuition, Book Prices, Faculty**

Changes in regulations, programs, tuition, book prices, and faculty are subject to change without notice. The College reserves the right to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

**Exit Interviews**

Any student contemplating the termination of his/her education at Rasmussen College must first see the Dean of Instructional Programs or Associate Campus Director and then the Financial Aid Department. Academic and financial aid files are not complete until both exit interviews have been completed.

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

The Financial Aid Department is available for your assistance for the duration of your student loan.

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

**Tuition Structure**

Tuition rates are as follows:

	<b>New starts and re-entering students as of 10-4-2004</b>
All courses except those designated "CC" or "N"	\$275 per credit
"CC" designated courses	\$175 per credit
"N" designated courses	\$370 per credit
Child Care Specialist Lab Fee	\$100 per quarter

\* Students not enrolled in an eligible program who elect to take courses without earning college credit are charged \$145 per credit effective October 4, 2004. This non-credit option is NOT available for courses designated with a "CC" or "N." Students who elect to complete courses on a non-credit basis are not guaranteed full technology access, however every effort will be made to provide technology resources.

Transcripts denote a "ZP" upon completion of the course. Students may choose to convert the "ZP" to a letter grade and earn credit for an additional cost of \$130 per credit.

\* Tuition for the quarter is based on the number of credits for which a student is enrolled at the end of the 2-week drop/add period.

\* The College charges interest @ a 9% APR on unpaid balances.

Students who are not in attendance during Summer Quarter 2004 or who have a break in enrollment at Rasmussen College prior to October 4, 2004, will move to the tuition structure as indicated in the column "New starts as of 10-4-04" upon return.

**Cancellation, Termination, Refund Policy**

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

- A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
- The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the notice of cancellation is postmarked, or in the cases where the letter is hand carried, it shall occur on the date the notice is delivered to the College.
- Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days following written acceptance by the College, all tuition and fees paid will be refunded regardless of whether the coursework has begun.
- When a student has been accepted and gives written notice of cancellation following the fifth business day after the day of acceptance but before the start of the program, all tuition, fees and other charges, except 15 percent of the total cost of the course (not to exceed \$50) shall be refunded. All prepaid tuition is refundable.
- When a student has been accepted by the College and gives written notice of cancellation or termination after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction for which the student has been charged, the amount for tuition, fees and all other charges for the completed portion of the period of instruction for which the student has been charged shall not exceed the pro rata portion of the total charges for tuition, fees and all other charges that the length of the completed portion of the period of instruction for which the student has been charged bears to its total length, plus 25 percent of the total cost of the period of instruction for which the student has been charged but not to exceed \$100. After the completion of the 75 percent of the period of instruction for which the student has been charged, no refunds will be made.
- Students possessing laptop computers at the time of cancellation must return the laptop to the College in the same condition as it was received by them.
- Student refunds are made within 30 days of the date of determination of withdrawal if the student does not officially withdraw.
- The refund policy is not linked to compliance with the College's regulations or rules of conduct.
- Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

### Re-Enter Policy

Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return on a subsequent quarter is defined as a re-enter. Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of satisfactory academic progress re-entering students are treated as continuing students and must meet progress requirements. Students are allowed to re-enter the institution only one time unless the Dean of Instruction, Campus Director or Associate Campus Director determine that extenuating circumstances exist.

### Re-enrollment Process for Graduates

Graduates who took courses no longer offered at Rasmussen College can designate these credits as "emphasis/elective" credits for the Business Management AAS Degree. The only exception would be in the technology area. Courses that have been upgraded (like Lotus) due to industry demands would have to be taken. This ensures that the students basic skills are in place for employment purposes. Microcomputers I taken prior to the 2000-01 Catalog will meet our current Microcomputers requirement. Application courses must be taken (Word, Excel, PowerPoint, and Access). Students will have the option to test out. Students who have completed Business Finance can designate these credits as "emphasis/elective" credits. Principles of Business Finance is a new course not similar to Business Finance. Students again have the option of testing out.

### Return of Title IV Funds Policy

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

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

The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew on or before completing 60% of the quarter. The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of five or more consecutive days are excluded. If funds are released to a student because of a credit balance on the student's account, the student may be required to repay some of the federal grants if they withdraw.

A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations. A post-withdrawal disbursement occurs when a student who withdraws earned more aid than had been disbursed prior to the withdrawal. Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 90 days of the school's determination that the student withdrew. Rasmussen College credits the student's account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, an offer is made to the withdrawn student in writing (letter sent to student) within 30 days of the school's determination that the student withdrew. The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision. If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this mandate by refunding monies in the following sequence: Unsubsidized Direct Stafford Loans, Subsidized Direct Stafford Loans, Direct PLUS Loans, Pell Grant, FSEOG, and then other Title IV programs. Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education to document the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

The student is also eligible to receive a refund of institutional charges from Rasmussen College up to completion of 75% of the quarter. Earned institutional charges are calculated by the day, up to the last day of recorded attendance. A \$100 Administrative Fee is assessed to students withdrawing prior to completion of 75% of the quarter. After completion of 75% of the quarter, all tuition and fees are determined to be earned by Rasmussen College. If any funds are to be returned after the return of Title IV aid, they will be used to repay state funds in proportion to the amount received from each state source.

### Federal Distribution of Funds Policy

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

- All refund monies shall first be applied to reduce the student's Federal Direct Unsubsidized Stafford, Federal Direct Subsidized Stafford, and Federal Direct Plus loans received on behalf of the student.
- Any remaining refund monies will then be applied to reduce the student's Federal Pell Grant award.
- Any remaining refund monies will then be applied to reduce the student's Federal SEOG award.
- Other Federal SFA Programs authorized by Title IV Higher Education Act.

### Non Federal Refund Distribution Policy

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

$$\begin{aligned} & \text{Amount of funds (financial aid and cash) applied to} \\ & \text{institutional charges (including post-withdrawal} \\ & \text{disbursements of Title IV aid applied to institutional charges)} \\ & \text{less:} \\ & \text{Amount of institutional charges that the school can retain} \\ & \text{per our state mandated refund policy} \\ & \text{less:} \\ & \text{Amount of Institutional Share of the Title IV Refund} \\ & = \\ & \text{Remaining refund due to the State Aid Programs(*)} \end{aligned}$$

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

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

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

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

### Veterans Refund

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

### Library Fine Policy

Rasmussen College Library/Learning Resources reserves the right to collect late fees for Rasmussen Library materials that are kept out past the due date without renewal. The current late fee is as follows: for all circulating books, videos, audiotapes, and CD-ROMs there is a 5 day grace period; after the grace period the charge is \$.50 a day for 10 days; the maximum fine is \$5.00; a bill will be sent after 25 days at the discretion of the librarian. For reference books and reserved materials there is a 10 hour grace period beyond the 24 hour check-out period; after the grace period the charge is \$1.00 per hour for 5 hours; the maximum fine is \$5.00; a bill will be sent after 5 days at the discretion of the librarian.

In the event of materials lost or damaged, the library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. In the event that nonreplaceable items are lost or damaged, the library will charge up to \$40.00.

Rasmussen College cannot override fines incurred at other libraries. 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 other libraries by withholding the student's grade report, transcript, diploma, degree, or certificate.

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

### Housing

Though the College does not own, maintain, or approve housing facilities, every effort is made to help students locate suitable accommodations. Students needing housing assistance will be provided with a listing of possible locations to tour.

### Wisconsin Residents

- The total charges (fees plus tuition) to a Wisconsin student who withdraws during the first week of classes shall not be more than \$100.
- After the passage of the three business day cancellation period, any valid notice of cancellation will be honored by the College and any amount due the Wisconsin student will be refunded within ten business days after the College receives notice of the student's cancellation.
- A Wisconsin resident who has not attended classes for ten consecutive days without giving the College an explanation about the absences, before or during the period of absence, is regarded as having withdrawn from College.

The following programs are not available to Wisconsin residents at this time: Legal Office Specialist, Medical Administrative Assistant, Business Management A.A.S., Medical Transcriptionist Programs. All other courses are available to Wisconsin residents but may be taken only at the Eagan campus.

### 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 statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

### Non-Discrimination Policy

Rasmussen College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, religion, creed, gender, marital status, pregnancy, sexual orientation, national origin, age, physical disability, or receipt of public assistance.

### Sexual Harassment/Sexual Violence

#### Statement of Policy

It is the policy of Rasmussen College to prohibit harassment of employees or students on the basis of gender. This policy is related to and is in conformity with the Equal Opportunity Policy of the College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, gender, marital status, pregnancy, sexual orientation, national origin, age, physical disability, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. The 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.

#### Definitions

**Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitutes sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, 2) submission to or rejection of such conduct by an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment, 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under the third part of the definition often consists of callous insensitivity to the experience of others.

For further information please refer to the EEOC's website at [www.eeoc.gov](http://www.eeoc.gov) or call the EEOC Publications Distribution Center at 800-669-3362 (voice), 800-800-3302 (TTY).

**Sexual orientation harassment:** Sexual harassment includes harassment based on sexual orientation. Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

**Romantic/sexual relationships between superior and subordinate:** Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties. The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, opportunities for further study, or other forms of advancement may greatly diminish the student's actual freedom of choice concerning the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee's ability to choose freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perceptions that a power differential exists between the involved parties which limits the student or employee's ability to make informed choices about the relationship.

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor, or staff who will bear the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/sexual relationship where there is superior/subordinate relationship.

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

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

#### **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, 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. No retaliatory actions may be taken against any person because he/she makes such a complaint or against any member of the College community who serves as an advisor or advocate for any party in any such complaint. No retaliatory actions may be taken against any member of the College community merely because he/she is or has been the object of such a complaint.

#### **Informal Resolution**

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

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.
2. Writing a letter to the person or talking to the person's supervisor can also be effective.
3. Go to a sexual harassment/violence information center or discuss the matter with a friend.
4. Talk to others who might also be victimized by the harasser, since harassment often involves more than one victim.
5. Any student, staff member, or faculty member is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Associate Campus Director, or President.

A Campus or the President 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. All information will be kept strictly confidential. No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, without the written permission of the person making the complaint.

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

#### **Resolutions and Informal Complaints**

Any student may discuss an informal complaint with the Campus Director, Associate Campus Director, 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 confidential record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences.
2. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wishes to attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.
3. When a number of people report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a classroom lecture) or when the College receives repeated complaints from different people that an individual has engaged in other forms of sexual harassment, the College may inform the person complained against without revealing the identity of the complainants.

#### **Formal Complaints by Students and Employees**

1. A formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the Campus Director or Associate Campus Director who will then formally investigate the complaint and present the findings and recommendations to the President. The Campus Director and/or Associate Campus Director should report any complaint immediately to the President.
2. The College will investigate formal complaints in the following manner:
  - a. The person who is first contacted, after initial discussions with the complainant and with that person's written consent will deliver the complaint to the College specifying the individuals involved. The College will decide whether the circumstances reported in the complaint warrant an investigation.
  - b. If the circumstances warrant an investigation, the College will inform the person complained against of the name of the person making the complaint as well as of the substance of the complaint. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. If it is necessary for the College to speak to any people other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.
  - c. 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.
  - d. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.
  - e. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.
  - f. If a person making a formal complaint asks not to be identified until a later date (for example, until the end of the course), the College will decide whether or not to hold the complaint without further action until the date requested.
  - g. If a formal complaint has been preceded by an informal investigation, the College will decide whether there are sufficient grounds to warrant a formal investigation.
3. After an investigation of the complaint the College will:
  - a. Resolve the complaint to the satisfaction of the complainant and the person complained against and report its findings and the resolution to the President, or
  - b. Report its findings with appropriate recommendations for corrective action to the President, or
  - c. Report to the President its finding that there is insufficient evidence to support the complaint.

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

#### **Recommended Corrective Action**

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

Any action to suspend or to dismiss a member of the staff or faculty is solely within the authority of the Campus Director and the President.

#### **False Charges**

If it is determined in any way that a complaint was made by an employee or a student with the knowledge that the facts were false, the President will be notified. The President may recommend appropriate disciplinary action.

#### **Sexual Violence**

Rasmussen College expects that all employees and students will conduct themselves in a responsible manner that shows respect for others and the community at large. The same behavioral standards apply to all individuals. As part of the larger community we are subject to, abide by, and support Minnesota statutes and local ordinances regarding criminal sexual conduct.

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

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

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

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

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

#### **Victims' Rights Under Sexual Assault Policy**

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

1. The victim is aware that criminal charges can be made with local law enforcement officials;
2. The prompt assistance of campus administration, at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident;
3. A sexual assault victim's participation in and the presence of the victim's attorney or other support person at any campus disciplinary proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any campus disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;
5. The complete and prompt assistance of campus administration, at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
6. The assistance of campus administration in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;
7. The assistance of campus personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim's request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes; and
8. Further information can be obtained from the Minnesota Department of Human Rights, 190 E 5th Street, Suite 700, St. Paul, MN 55101; 1-800-657-3704; (651)296-5663; TTY (651) 296-1283. Website questions: email [webmaster@therightsplace.net](mailto:webmaster@therightsplace.net).
9. The campus administration will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Reparations Board. For further information please refer to the Office of the Crime Victim Ombudsman website at [www.state.mn.us/branch/ocvo/homepage.htm](http://www.state.mn.us/branch/ocvo/homepage.htm) (651-642-0550) or the Crime Victims Reparations Board website at [www.dps.state.mn.us/mccvs/](http://www.dps.state.mn.us/mccvs/) (651-282-6256).

### Drug Free Campus Policy

In accordance with the Drug-Free Schools and Communities Act Public Law 101-226, Rasmussen College is declared a drug and alcohol-free college. Student use of alcohol or the unlawful manufacture, distribution, dispensing or use of a controlled substance or alcohol anywhere on Rasmussen College property or while in college-related activities is prohibited. Students who violate this policy will be subject to disciplinary action up to and including expulsion.

### Family Educational Rights and Privacy Act (FERPA) Amended 10/01 to include the USA Patriot Act

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

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Institution will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the school Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's 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 disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student's education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student's file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student's education records in order to comply with a "lawfully issued subpoena or course order in three contexts.

- a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution's response.
  - b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response. Notification requirements nor recordation requirements apply.
  - c. All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.
6. The right to disclose – without the written consent or knowledge of the student or parent – information in education records to "appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals." 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 that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Director of the school within fifteen (15) days after the student starts classes.

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

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

### Grievance Policy

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

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

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

### Grievance Procedure

In the event an applicant, student, graduate, former student, 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 Dean of Instructional Programs. 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 nonacademic grievance should see the Campus Director. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.
- Students or other interested parties may also contact:
- Minnesota Higher Education Services Office  
1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227  
(651) 642-0567
  - Accrediting Council for Independent Colleges & Schools  
750 First Street NE, Suite 980, Washington, DC 20002-4242  
(202) 336-6780
  - The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools,  
30 North La Salle Street, Suite 2400, Chicago, IL 60602-2504  
(312) 263-0456.

### Appeal Procedure

Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. When an individual feels he/she has been unjustly treated, he/she can request the Chief Academic Officer and/or President of the College hear his/her grievance.

If an individual wishes to appeal a decision or requests a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Chief Academic Officer and/or President within 15 calendar days of the issue in question. Response will be given within 30 Days.

### Arbitration

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

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

### Disclosure Policy

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

## 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 student's ability to complete their program. Rasmussen College expects students to progress through programs based on the satisfactory progression standards listed below.

### 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 distributed to all students. Cumulative grade point averages 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. All students must comply with the following elements of satisfactory progress:

A cumulative grade point average of 2.00 is required for graduation. Students must, at a minimum, achieve the following cumulative grade point averages at the listed evaluation points and complete the minimum successful course completion standards (based on the program's maximum time frame) in order to remain enrolled at Rasmussen College.

A cumulative grade point average equal to or greater than 2.00 is required for graduation. If a student cumulative grade point average falls below a 2.00, but above the minimum required grade point average, the student will be placed on academic warning for the subsequent term. In the case of academic warning, the student, after counseling, signs an agreement to the conditions of the warning period. During this warning period, eligibility for financial aid continues. If the student raises their cumulative grade point average to a 2.00 or above at the end of the term of academic warning, they would then be considered to have re-established satisfactory academic progress.

If the student does not raise their cumulative grade point average to a 2.00 after the term of academic warning, the student is not considered to be making satisfactory academic progress and would then be placed on academic probation for the following term. All financial aid is forfeited for the probationary term. Each student on probation, after counseling, signs an agreement to the conditions of academic probation and is expected to make improvements in the areas agreed upon. Students are not eligible to receive any federal, state and/or work study funds while on probation. Students who fail to meet the terms of probation are terminated from Rasmussen College.

Mitigating Circumstances: Loss of financial aid due to a probationary status may be appealed to the Academic Review Committee. This committee is composed of the Dean of Instructional Programs and 2 instructors who will determine if mitigating circumstances apply.

Required Evaluation Points	Minimum Cumulative Required GradePoint Average	Minimum Successful Course Completion of Credit Hours Attempted
Upon completion of the first term	1.50	25%
At 25% of maximum time frame	1.50	55%
At 50% of maximum time frame	1.70	67%
Upon completion of 100% maximum program length	2.00	100%

All appeals must be made in writing addressing the nature of the circumstances that warrant exception to the policy stated above. All appeals will be reviewed and ruled upon within 5 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. Students who reapply for admission to the College can return at the same academic status as when they last attended, (e.g., a student who leaves on academic probation, returns on academic probation). Acceptance includes an academic evaluation and approval from the Dean of Instructional Programs. Student's progress will be reevaluated each term. Satisfactory progress reestablished under such conditions will not carry a retroactive disbursement for forfeited payments.

The 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.

A student cannot exceed one and one-half times the standard time frame. Students who fail a class are allowed to repeat the class. The credits are counted in the financial aid award. Students who wish to repeat a course and 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 students financial aid award.

THE STANDARDS OF SATISFACTORY PROGRESS APPLY TO ALL STUDENTS, NOT JUST THOSE RECEIVING FINANCIAL AID.

## Accreditation, Licensing & Approvals

### Accredited By:

Rasmussen College is accredited by The Higher Learning Commission, and is a member of The Commission of The North Central Association of Colleges and Schools (NCA) 30 N. La Salle Street, Suite 2400, Chicago, IL 60602-2504, (800) 621-7440 or (312) 263-0456; [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

Rasmussen College is accredited by the Accrediting Council for Independent colleges and Schools, 750 First Street N.E., suite 980, Washington, DC 20002-4242, (202) 336-6780; to award certificates, diplomas, and associate degrees.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions also is recognized by the council for Higher Education Accreditation.

The Rasmussen College Health Information Technician program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the American Health Information Management Association (AHIMA) Council on Accreditation.

- American Health Information Management Association  
919 N. Michigan Ave., Suite 1400, Chicago, IL 60611  
(312) 787-2672

### Licensed By:

- Minnesota Higher Education Services Office  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108-5227  
(651) 642-0567
- State of Wisconsin Educational Approval Board  
310 Price Place, Madison, WI 53707-0567  
(608) 266-1996

### Approved For:

- Veterans' Benefits by the Minnesota State Approving Agency

## Internship/Externship Sites

### Allied Health

#### Mankato Clinic LTD

PO Box 8674  
Mankato, MN 56002-8674

#### North Ridge Family

Medicine Group  
Allina Medical Group  
1695 LorRay Drive  
North Mankato, MN 56003

#### VA Medical Center

4801 8th St. N.  
St. Cloud, MN 56303

#### CentraCare Clinic

1200 6th Ave. N.  
St. Cloud, MN 56303

#### Veterans Affairs

Medical Center  
One Veterans Drive  
Minneapolis, MN 55417

#### Minnesota Lung Center

920 E 28th Street  
Suite 700  
Minneapolis, MN 55407

#### Children's Health Care

2525 Chicago Avenue South  
Minneapolis, MN 55404

#### Family Medical Center, P.A.

811 SE 2nd Street  
Little Falls, MN 56345

#### Wilder Health Care Center

512 Humbolt Avenue  
St. Paul, MN 55107

### Practicum Sites – Twin Cities

#### Children's Health Care

D/b/a/ Children's Hospital  
and Clinics  
2525 Chicago Avenue South  
Minneapolis, MN 55404

#### Fairview Southdale Hospital

6401 France Avenue  
Edina, MN 55435

#### Fairview Ridges Hospital

201 Nicollet Boulevard  
Burnsville, MN 55337

#### Fairview Health Services

Multiple Clinic Locations

#### Hennepin County

Medical Center  
701 Park Avenue  
Minneapolis, MN 55415

#### Regions Hospital

640 North Smith Avenue  
St. Paul, MN 55102

#### VA Medical Center

One Veterans Drive  
Minneapolis, MN 55125

### Child Care

#### Care Corner

501 Holly Lane  
Mankato, MN 56001

#### Playhouse

205 N. Benton Dr.  
Sauk Rapids, MN 56379

#### M.A.C.S. Child Care

546 Grant Ave.  
North Mankato, MN 56003

#### New Horizon

Child Care Center  
10305 6th Ave. N.  
Plymouth, MN 55441

#### Kid's Haven

302 12th Avenue South  
Buffalo, MN 55313

#### Bear Necessities

5280 Main Street East  
Maple Plain, MN 55345

#### Tender Time

11221 96th Avenue North  
Maple Grove, MN 55369

#### Tutor Time

4673 White Bear Parkway  
White Bear Lake, MN 55125

#### Intergenerational

3386 Pilot Knob Road  
Eagan, MN 55124

#### Albert Lea Community

Child Care Center  
2200 Riverland Drive  
Albert Lea, MN 56007

#### Kids Corner

100 Freeman Drive  
St. Peter, MN 56082

#### Wee Pals Child Care Center

560 Dunnell Drive  
Owatonna, MN 55060

#### Elm Care Daycare

900 4th Street SW  
Waseca, MN 56093

#### Three Rivers Community

Action (Head Start)  
201 South Lyndale Avenue  
Faribault, MN 55021

#### Bright Beginnings

181 West Minnesota Street  
LeCenter, MN 56057

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 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 of 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 has the credit equivalency of one hour of lecture. Internship (also externship or practicum) is program-related work experience with indirect instructor supervision and employer assessment, usually coupled with lecture sessions in which the workplace experience is discussed. Three hours of internship has the credit equivalency of one hour of lecture. The individual student's ability to attain the necessary competencies may influence the number of clock hours necessary to complete an individual course. Prerequisites may be waived in unusual circumstances, but only with the consent of the instructor and approval of the Dean of Instructional Programs or Campus Director.

#### **Credit Definition**

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

One quarter credit is awarded for each:

- 10 clock hours of lecture
- 20 clock hours of laboratory
- 30 clock hours of internship

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

#### **How to read course descriptions**

Course description numbers that fall below 100 are considered developmental courses. Course description numbers that are above 100 are considered college level courses. Course descriptions are organized in alphabetical order by discipline. Letters indicate appropriate program areas as indicated below:

- A - Accounting
- B - Business
- CC - Child Care
- D - Computers
- G - General Education
- HUC - Health Unit Coordinator
- J - Criminal Justice
- M - Medical/Allied Health
- MT - Massage Therapy
- N - Network
- PT - Pharmacy Technician
- R - Retail/Sales
- S - Secretarial/Office Administration

#### **A151 Accounting I - 40 Hours. 4 Credits.**

This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of accounting and will be trained in the bookkeeping function of properly recording transactions in journals and posting to ledgers. The trial balance, working papers, financial statements, and closing of books are introduced. Prerequisite: None (Lecture: 100%)

#### **A152 Accounting II - 40 Hours. 4 Credits.**

This course emphasizes the classification of accounts, notes, drafts, prepayments, installments, sales, fixed assets, and monthly adjustments. The course also covers accounting of the merchandising enterprise and partnership accounting. Prerequisite: Accounting I. (Lecture: 100%)

#### **A153 Accounting III - 40 Hours. 4 Credits.**

This course emphasizes corporate accounting, corporate issuing and investing in debt and equity securities, financial and cash flow analysis, and decision-making. Manufacturing accounting is included. Prerequisite: Accounting II, or equivalent. (Lecture: 100%)

#### **A169 Income Tax - 40 Hours. 4 Credits.**

Course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business. Prerequisite: Accounting II or equivalent. (Lecture: 100%)

#### **A170 Cost Accounting I - 40 Hours. 4 Credits.**

The fundamentals of cost accounting, such as materials, labor, and overhead are studied. Included is a study of job order cost accounting. Prerequisite: Accounting II or equivalent. (Lecture: 100%)

#### **A172 Intermediate Accounting I - 40 Hours. 4 Credits.**

This course covers a review of accounting procedures, then expands to specialized treatment of financial statements, cash and temporary assets, receivables, inventories (general and estimating procedures), current liabilities, income tax procedures in accounting, and the acquisition, use, and retirement of long-term plant assets. Prerequisite: Accounting III. (Lecture: 100%)

#### **A177 Payroll Accounting - 40 Hours. 4 Credits.**

Focus is on computing and paying of wages and salaries, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records. Prerequisite or co-requisite: Accounting I. (Lecture: 100%)

#### **A280 Accounting Capstone - 20 Hours. 2 Credits.**

This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting AAS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, and inter-personal communication and class presentations. Prerequisite: Students must be enrolled in the Accounting AAS Degree program and in their last or second to last quarter. (Lecture: 100%)

#### **B097 Foundations of English I - 40 Hours. 4 Credits.**

This foundation course emphasizes grammar usage, basic punctuation, and sentence structure. Prerequisite: Placement determined by COMPASS assessment score. (Lecture: 100%)

#### **B098 Foundations of English II - 40 Hours. 4 Credits.**

This course emphasizes mastery of grammar and punctuation usage, paragraph structure, and strategy. Prerequisite: COMPASS placement score or a grade of 'SA' in Foundations of English I. (Lecture: 100%)

#### **B099 Foundations of Math - 40 Hours. 4 Credits.**

A study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages. Prerequisite: Placement determined by COMPASS assessment score. (Lecture: 100%)

#### **B136 Introduction to Business - 40 Hours. 4 Credits.**

The purpose of this course is to help the student acquire a good comprehension of how the free enterprise system works. The many aspects of business organization, production, human resources, marketing, finance, and others are studied. Prerequisite: None. (Lecture: 100%)

#### **B138 Management and Supervision - 40 Hours. 4 Credits.**

A study of the aspects of the practice of management necessary for the development of managerial skills and insight. Prerequisite: Introduction to Business. (Lecture: 100%)

#### **B139 Marketing - 40 Hours. 4 Credits.**

An introductory course in marketing as it operates in American business today. A study of the combination of elements (product, price, systems, channels of distribution, and promotion) which can be used to achieve the most effective marketing mix. Prerequisite: Introduction to Business. (Lecture: 100%)

#### **B140 Sales Techniques - 40 Hours. 4 Credits.**

An introductory course in sales emphasizing the principles and practices of a professional salesperson. Course focus is on the information, skills, and activities necessary for success in today's marketplace. Prerequisite: None. (Lecture: 100%)

#### **B141 Sales Applications - 40 Hours. 4 Credits.**

A how-to course designed to provide the opportunity to use professional methods learned in Sales Techniques, with the practical application of product knowledge and sales presentation development. Prerequisite: Sales Techniques. (Lecture: 100%)

#### **B148 Human Resource Management - 40 Hours. 4 Credits.**

Leadership and management functions such as those required to establish goals, policies, procedures, and plans are studied. Motivation, planning and control systems of organizations and behavior are studied. Prerequisite: None. (Lecture: 100%)

#### **B149 Risk Management and Insurance - 40 Hours. 4 Credits.**

A survey of the general principles of risk management and insurance and their role in business. Topics include the relationship of risk transfer, risk avoidance, and risk retention to risk management and loss control methods as used for decision making in human resources and finance. Emphasis is placed on the risk management process which includes the identification of risks, evaluation of risks, and selection of an appropriate management response, implementation, and review. Prerequisite: Human Resource Management (Lecture: 100%)

**B150 -Training and Development  
– 40 Hours. 4 Credits.**

Students will study the basics of training and learn to analyze organizations to determine both training needs and the most appropriate training methodologies, in order to solve common business problems. Learners will develop an understanding of recruiting, retention, and development as an integrated process and will focus first on the characteristics and motivations of people of different backgrounds and the match between their needs and aspirations and the relevant characteristics of the employing enterprise. Special attention will be given to effective performance review processes and its relationship to coaching and mentoring. Prerequisite: Human Resource Management (Lecture: 100%)

**B163 Principles of Advertising  
– 40 Hours. 4 Credits.**

Theory, principles, and functions of advertising, its role and its social and economic structure. Newspapers, magazines, radio, and television are reviewed as advertising media. Prerequisite: Marketing. (Lecture 100%)

**B167 -Employment Law  
– 40 Hours. 4 Credits.**

Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters. Prerequisite: Human Resource Management (Lecture: 100%)

**B168 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: Human Resource Management (Lecture: 100%)

**B169 Occupational Health, Safety and Security  
– 40 Hours. 4 Credits.**

To assure safe and healthful working conditions for working men and women; by authorizing enforcement of the standards developed under OSHA; by assisting and encouraging their employer in their efforts to assure safe and healthful working conditions; by providing for research, information, education, and training in the field of occupational safety, health and security purposes. Prerequisite: Human Resource Management (Lecture: 100%)

**B171 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: A grade of SA in Foundations of English II or placement determined by COMPASS assessment score (Lecture 100%)

**B193 Business Ethics  
– 40 Hours. 4 Credits.**

Ethics is the belief about what is good and bad in actions that affect others. This course will introduce students to philosophical theories of ethics as they relate to business. Current ethical issues in business will be studied with an emphasis on understanding ethical development and the integration of ethical values into business. Prerequisite: None. (Lecture 100%)

**B219 Customer Service  
– 40 Hours. 4 Credits.**

This course covers the basic concepts 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. (Lecture 100%)

**B220 Project Planning and Documentation  
– 40 Hours. 4 Credits.**

This course will introduce students to the processes of project planning from the early stages of brainstorming through planning including creating timetables, resource management, implementation, along with the basics of writing project proposals. Students will learn to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their fields of study. Prerequisite: None. (Lecture 100%)

**B230 Principles of Finance  
– 40 Hours. 4 Credits.**

A study of financial institutions, investment techniques, and financial management. Topics include the United States Monetary System, banks and other depository institutions, international trade and finance, savings and investment processes, structuring interest rates, stocks and bonds, and financial analysis and long-term financial planning for business applications. Prerequisite: None. (Lecture 100%)

**B280 Business Capstone  
– 20 Hours. 2 Credits.**

This course is designed for students to integrate their knowledge and skills obtained during the completion of their 2-year business management program. The purpose of the course is to help students develop a big picture view of how the courses they have completed fit together. Students analyze what they have learned in a portfolio, and apply it through completion of a team simulation project and an individual project. Prerequisite: Students must be enrolled in the Business AAS Degree program and in their last or second to last quarter. (Lecture 100%)

**CC151 Guiding Children's Development  
– 50 Hours. 4 Credits.**

This course will explore characteristics of children at different ages, their developmental needs, and the foundation of early childhood education. Students will learn techniques for building self-esteem in children and using interpersonal skills and communication within the classroom and center. Students will study the family including the function, and the cultural, social class, and ethnic variations in the family as a social system. The student will study and practice techniques for guiding children throughout the day, developing routines, and providing structure and consistency. The student will examine methods of handling problems and variations when dealing with special needs children. This course also examines the goals of Multicultural Education. Students will participate in a lab setting one Saturday a quarter. The resources developed will coincide with the course topics and the externship. Prerequisites: None. (Lecture: 75% Lab: 25%)

**CC152 Early Childhood Education  
Curriculum and Instruction  
– 50 Hours. 4 Credits.**

This course emphasizes the skills that are necessary to guide children through developmentally appropriate art, literature, dramatic play, math, science, sensory, field trips, cooking, music and movement, large and fine motor skills, and computer experiences. This course also examines criteria of planning developmentally appropriate programs for young children. It examines methods for writing behavioral objectives, establishing program and activity goals and writing lesson plans. Evaluation of curriculum, developmentally appropriate thematic ideas, and means of involving parents are demonstrated. Students will participate in a lab setting one Saturday a quarter. The resources developed will coincide with the course topics and the externship. Prerequisites: None. (Lecture: 75% Lab: 25%)

**CC153 Creating a Developmentally Appropriate Environment  
– 50 Hours. 4 Credits.**

This course exams the knowledge of working in child care; including staff qualifications, proper diapering, and hand-washing techniques, child abuse reporting, etc. by examining in depth DHS Rule 9503, governing child care programs. This course will provide guidelines for establishing safe environments including selecting equipment, room arrangement, accident prevention procedures, and sanitation guidelines. Students will examine liability issues in child care. The course will provide objectives for developing health policies, controlling disease, establishing proper nutrition, and responding to children's special health concerns. Students will participate in a lab setting one Saturday a quarter. The resources developed will coincide with the course topics and the externship. Prerequisites: None. (Lecture: 75% Lab: 25%)

**CC154A Observing and Promoting  
Development in the Early Childhood  
Classroom  
– 240 Hours. 8 Credits.**

Under the supervision of staff and child care center directors, the student will practice early childhood theory and techniques. Students will implement developmentally appropriate practices in an early childhood setting. Prerequisites: None. (Externship 100%)

**CC155 Creating a Learning Environment  
– 300 Hours. 10 Credits.**

Continuation of CC154 with emphasis on creating a learning environment and leadership in the classroom. Prerequisites: CC154A. (Externship 100%)

**CC156 Implementing Curriculum in the  
Early Childhood Classroom  
– 300 Hours. 10 Credits.**

Continuation of CC154 and CC155 with emphasis on developmentally appropriate practices and leadership in the classroom. Prerequisites: CC155. (Externship 100%)

**CC158 Infant and Toddler Curriculum  
– 40 Hours. 4 Credits.**

This course will provide the knowledge, skills and attitudes necessary to meet the fundamental needs of children from birth to three in group care settings, including brain and attachment research. Establish a foundation for a responsive, relationship-based curriculum for children birth to three who are in group care settings. Introduce the philosophy behind primary care, continuity of care, and respectful care. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical and cognitive development, promote cultural sensitivity and encourage positive parent caregiver relations. Prerequisites: None (Lecture 100%)

**CC159 Dynamics of the Family  
– 40 Hours. 4 Credits.**

This course is designed to introduce the student to the importance of the family as it pertains to the growth and development of children. It will deal with many issues that affect families today including divorce, single-parent homes, racial and ethnic issues, non-traditional families and education. Prerequisites: None (Lecture 100%)

**CC160 Children with Special Needs  
– 40 Hours. 4 Credits.**

This course is designed to introduce students to the issues of evaluating and working with children with special needs. Topics to be covered will include an overview of early childhood special education, identifying and assessing young children with special needs, and planning and organizing educational programs. Prerequisites: None (Lecture 100%)

**CC161 Appreciation of 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 the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques. Prerequisites: None (Lecture 100%)

**D177 Computer Accounting Applications  
– 40 Hours. 3 Credits.**

The student will learn to design and set up an accounting system, maintain, and record transactions of a business. The student will also be introduced to a widely-used computer software system. Prerequisites: Accounting II. (Lecture 100%)

**D181 Excel  
– 40 Hours. 3 Credits.**

Microsoft Excel will be used to provide students with experience in manipulating the electronic spreadsheet. Course topics include spreadsheet creation, design, editing, and printing. A variety of specific spreadsheet formulas will be learned including built-in functions. Other Excel features such as charts, macros, lists, integration with other Microsoft Office applications, problem-solving tools (data tables, goal seek, solver, etc.), PivotTables and PivotCharts will also be learned. Students will also analyze various techniques and use them to create business documents. This course is designed to help prepare students for the MOS certification exam. Prerequisites: Microcomputers (Lecture 50%, Lab 50%)

**D182 PowerPoint  
– 40 Hours. 3 Credits.**

This course covers the creation of business presentations with Microsoft's PowerPoint. Students will learn to create and present slide shows for speaker presentations including audience handouts and kiosk slide shows. Bulleted slides, text slides, and organizational charts will also be created. Students will learn when to appropriately add clip art, video clips, colors, and various backgrounds to presentations. This course is designed to help prepare students for the MOS certification exam. Prerequisites: Microcomputers (Lecture 50% Lab 50%)

**D183 Access  
– 40 Hours. 3 Credits.**

This course introduces students to the techniques of database creation, management, and report generation. The topics covered in this course include creating databases, database modification, viewing, organizing and locating information, defining and refining queries, analyzing data, using forms, creating sub forms, building forms for others to use, report generation, and printing. Additional topics include: building relational databases, utilizing web capability, and maintaining data integrity. Students will be assigned hands-on projects to reinforce learning of the course material. This course is designed to help prepare students for the MOS certification exam. Prerequisites: Microcomputers (Lecture 50%, Lab 50%)

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– 40 Hours. 3 Credits.**

This course introduces student to the techniques of database creation, management, and report generation. The topics covered in this course include creating databases, database modification, viewing, organizing and locating information, defining and refining queries, analyzing data, using forms, creating sub forms, building forms for others to use, report generation, and printing. Additional topics include: building relational databases, utilizing web capability, and maintaining data integrity. Students will be assigned hands-on projects to reinforce learning of the course material. This course is designed to help prepare students for the MOS certification exam. Prerequisites: Microcomputers (Lecture 50% Lab 50%)

**D184 Microcomputers  
– 40 Hours. 3 Credits.**

This course is designed to provide the student with an introductory knowledge of the Microsoft Office suite. The focus of this course includes 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. Prerequisites: None (Lecture 50%, Lab 50%)

**E141 Career Skills  
– 20 Hours. 2 Credits.**

This course is designed to study the personal strengths and professional attributes necessary for a successful career. The student will assemble a complete job-seeking portfolio including resume and references, letters of application and appreciation, application forms, documentation of work and educational history, and demonstration skills through examples of student work. The course includes an in-depth study of self-marketing, business responsibility, and job interviewing techniques, as well as participation in informational and mock interviews. Prerequisites: None. (Lecture: 100%)

**E143 Desktop Publishing  
– 40 Hours. 3 Credits.**

Desktop publishing is used in business to combine word processing and graphics to create "typeset" quality publications. Aldus PageMaker will be used to explore the extensive graphics capabilities of the microcomputer. Prerequisite: Microcomputers. (Lecture 50% Lab 50%)

**E150 Success Strategies  
– 40 Hours. 4 Credits.**

This course will enable students to develop positive skills that ensure success in the college setting and workplace. Specific topics in learning and study strategies will lead students to develop and utilize appropriate study techniques, ensuring academic success. Topics in life skills will lead to a better understanding of self and others in our diverse world, and encourage the development and utilization of strategies to promote positive relationships, self-management and professionalism. Prerequisite: None. (Lecture: 100%)

**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 (Lecture 100%)

**F112 -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 of Banking (Lecture 100%)

**F113 -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 of Banking (Lecture 100%)

**F114 -Marketing of Financial Products  
– 40 Hours. 4 Credits.**

This course examines what motivates customers to purchase financial services and demonstrates how to develop a successful marketing plan. Developing a marketing plan, promotion, delivery channels, sales and sales management, product development, research techniques, communications and public relations, and future trends are covered. Prerequisite: Introduction of Banking and Marketing (Lecture 100%)

**F115 -Principles of Banking Law  
– 40 Hours. 4 Credits.**

This course will guide students through the legal and regulatory issues. Every part of the banking process, from taking deposits and making loans to operating safe deposit boxes and offering trust services, is governed by laws for the purpose of protecting consumers or maintaining the safety and soundness of the bank. Prerequisite: Introduction of Banking (Lecture 100%)

**G121 Introduction to Statistics  
– 40 Hours. 4 Credits.**

This course is an introduction to modern statistics, emphasizing problem solving through statistical decision-making. Topics include organization and presentation of data, summary statistics, sampling, probability, distributions, correlation, regression, estimation and hypothesis testing. The course combines the use of statistics in various disciplines with the need of a consumer to understand the statistical reasoning process. Prerequisite: None. (Lecture 100%)

**G122 World Geography  
– 40 Hours. 4 Credits.**

This course provides an introduction to the nature of geographic inquiry; the where and why of people's locations and activities. The interactions of physical, political, economic, and social systems are studied. These themes are illustrated by various examples from regions, areas, and countries of the world. Prerequisite: None. (Lecture 100%)

**G123 Principles of Economics  
– 40 Hours. 4 Credits.**

This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This course introduces microeconomic and macroeconomic concepts. Prerequisite: None. (Lecture 100%)

**G124 English Composition  
– 40 Hours. 4 Credits.**

Through writing, reading and discussion, students will learn to communicate effectively. Emphasis is on the basic principles of academic writing: focus, unity development, and coherence. These principles are applied to essays, research projects, and specialized writing. Regular writing and revision will improve students' grammar, punctuation and usage skills. Students will synthesize reading, writing, and thinking. Prerequisite: A grade of "SA" in Foundations of English II or placement determined by COMPASS assessment score. (Lecture 100%)

**G125 Humanities  
– 40 Hours. 4 Credits.**

This course investigates human creative achievement. It is designed to increase the student's understanding and appreciation of cultural literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy. Prerequisite: None. (Lecture 100%)

**G126 Speech  
– 40 Hours. 4 Credits.**

This course covers the basic principles for preparing, researching, and delivering a public speech. Major topics include preparing and organizing informative, persuasive, impromptu, and extemporaneous speeches. In addition, this course will include audience analysis and suggestions for overcoming speech anxiety. Students will analyze and evaluate the arguments and rhetorical methods used in public communication. Prerequisite: None. (Lecture 100%)

**G128 Human Uses of the Environment  
– 40 Hours. 4 Credits.**

This course is a study of the fundamental concepts and principles of ecology. Topics include principles of ecology as seen in the structure and function of the ecosystem; pollution of air, soil, and water resources; population explosion and the relationship of people, disease, and food production; and environmental controls necessary for survival. Prerequisite: None. (Lecture 100%)

**G133 Anatomy and Physiology  
– 40 Hours. 4 Credits.**

This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems. Prerequisite: None. (Lecture 100%)

**G134 Introduction to College Algebra  
– 40 Hours. 4 Credits.**

This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems. Prerequisites: A grade of 'SA' in Foundations of Math or placement determined by COMPASS assessment score. (Lecture 100%)

**G135 Survey of American Literature  
(Mid-Nineteenth Century to the Present)  
– 40 Hours. 4 Credits.**

This course is a survey of American Literature from the mid-nineteenth century to the present. The goals are to introduce students to a diverse group of important American literary texts and to teach them criteria for closely examining works that will enable them to become more sophisticated and satisfied readers. We will look at how these works exemplify particular historical genres and how they represent such cultural issues as gender, race, ethnicity, class, region, the nation, the community, the construction of identity, religion and nature. We will concern ourselves with the literary and aesthetic qualities as well as the cultural significance of these works. Prerequisites: None. (Lecture 100%)

**G136 History: Popular Culture and Social  
Change in America—Post World War II  
– 40 Hours. 4 Credits.**

This course will explore the ways in which popular culture represented and mediated conflicts and tensions following World War II. Issues of gender and family relationships, as well as class and racial politics will be discussed. The role of television in the new suburban family and the role Hollywood films played in popular culture will be examined. Prerequisite: None. (100% Lecture)

**G137 - Introduction to Psychology  
– 40 Hours. 4 Credits.**

This course will introduce students to the scientific study of human behavior. Course topics will include the following: heredity and environment, development of the individual, motivation, emotion, perception, personality and abnormal behavior. Prerequisite: None (Lecture 100%)

**G138 Introduction to Film  
– 40 Hours. 4 Credits.**

This course is an introduction to the main types of film, to expressiveness of film techniques, and to ways in which students can better understand and appreciate both individual films and the medium as a whole. The goals are to introduce students to a diverse group of important American as well as international films and to teach them the necessary criteria for closely examining the characteristics of the film medium. The course will examine how films exemplify particular genres and analyze the contexts of films as well as the ways in which viewers formulate meanings. The course will explore the aesthetic qualities of given films and genres, and investigate the cultural significance of these works. Prerequisite: None (Lecture 100%)

**G139 Introduction to Astronomy  
– 40 Hours. 4 Credits.**

A study of the solar system, the Milky Way and other galaxies, and the universe. Topics include the structure of the celestial bodies, recognizing them and understanding the influence they have on each other. Prerequisite: None. (Lecture 100%)

**G141 Introduction to Communication  
– 40 Hours. 4 Credits.**

The course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social and professional contexts. Specific topics will include perception, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings. Prerequisite: None. (Lecture 100%)

**G142 Introduction to Sociology  
– 40 Hours. 4 Credits.**

This course will introduce students to the fundamental concepts and principles of sociology. Students will learn to think critically about their society by applying sociological concepts to topics including, but not limited to, the family, social interaction, social organization, religion and social change. Students will be encouraged to apply these broader sociological perspectives to their personal lives and current events. Prerequisite: None. (Lecture 100%)

**G143 Contemporary US Government  
– 40 Hours. 4 Credits.**

This course provides an introduction to the US system of government, including its parts, institutions, and evolution, and will help students understand how the government works. To explore how the US government affects its citizens and how citizens participate in their government, students will address current problems and issues grounded in legal history, theory, and ethics. Prerequisites: None (Lecture 100%)

**H110 Health Unit Coordinator Fundamentals  
– 40 Hours. 4 Credits.**

This course will introduce the student to the health care environment, plus health unit coordinator procedures. The student will become familiar with the ethical and legal standards, nursing unit references, chart forms, graphing vital signs, processing patient chart and beginning transcription procedures. Prerequisite: Completion of or concurrent enrollment in Medical Terminology (Lecture 100%)

**H111 Health Unit Coordinator Lab  
– 40 Hours. 4 Credits.**

This course is designed to give the student the skills needed in transcribing physician's orders. It will include transcribing medication and IV orders, admission orders, lab and x-ray orders, treatment orders, diet and activity orders, preoperative orders, and post-operative orders. Computer transcription will also be introduced. In addition, the student will be provided the opportunity to read many variations of hand written physicians orders. This will include reading and transcribing complex gynecology, orthopedic, diabetic, neurology, and respiratory orders. Prerequisite: Concurrent with Health Unit Coordinator Fundamentals (Lab 100%)

**H112 Health Unit Coordinator Practicum  
– 90 Hours. 3 Credits.**

This is a cooperative training program between Rasmussen College and a health care facility which allows the student to apply competencies learned in the program to an employment-like work experience. The student will be assigned to a specific nursing unit in a hospital or nursing home and will be expected to perform various HUC duties. Prerequisite: Health Unit Coordinator Fundamentals and Health Unit Coordinator Lab (Internship 100%)

**J100 Introduction to Criminal Justice  
– 40 Hours. 4 Credits.**

An introductory course designed to familiarize students with the facets of the criminal justice system, the sub-systems and how they interrelate. Students are introduced to various legal concepts especially the structure and operation of America's court systems. Prerequisite: None. (Lecture: 100%)

**J105 Criminal Law  
– 40 Hours. 4 Credits.**

An examination of substantive criminal law, definitions of crime, and principles of criminal responsibility. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility and common law principles are examined. The course will use case studies for application of general principles to the law. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

**J110 Criminal Procedures  
– 40 Hours. 4 Credits.**

An examination of the procedural requirements for the judicial processing of criminal offenders. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

**J115 Introduction to Corrections  
– 40 Hours. 4 Credits.**

A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

**J120 Policing in America  
– 40 Hours. 4 Credits.**

This course utilizes a historical perspective to examine policing from its inception to law enforcement in modern American society. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

**J200 Domestic Violence  
– 40 Hours. 4 Credits.**

This course examines violence in the family; social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responses; the role of the police; when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

**J205 Juvenile Justice  
– 40 Hours. 4 Credits.**

An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

**J210 Private Security  
– 40 Hours. 4 Credits.**

An examination of the organization and management of security in industry, business and government. A review of the methods used to protect personnel, facilities and major assets as well as loss prevention, risk analysis, physical security, safety, accident prevention, and common security problems facing administrators. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

**J215 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 the criminal justice, but also of how sound moral decisions are made in response to them. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

**J220 Contemporary Issues in Criminal Justice – 40 Hours. 4 Credits.**

The capstone class examines the future of the criminal justice system. The current cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected. Prerequisites: Introduction to Criminal Justice. Students must be enrolled in the Criminal Justice AAS Degree program and in their last or second to last quarter. (Lecture 100%)

**M120 Medical Terminology  
– 40 Hours. 4 Credits.**

This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation. Prerequisite: None (Lecture 100%)

\*This class is only offered online at the Eagan, Mankato, and Minnetonka campuses.

**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: M208 Introduction to Health Information Management, M120 Medical Terminology (Lecture: 100%)

**M141 Ambulatory Care Coding  
– 40 Hours. 3 Credits.**

The emphasis in this course is coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT. Prerequisites: Basic ICD-9-CM Coding (Lecture 50%, Lab 50%)

**M200 Medical Office Procedures  
– 40 Hours. 4 Credits.**

This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concepts covered include: preparing, filing, and maintaining medical records; knowledge of the various types of health insurance coverage, coding and reimbursement; confidentiality and guidelines for releasing health information; and effective oral and written communication skills. Prerequisite: None. (Lecture 100%)

**M205 Medical Transcription I  
– 40 Hours. 3 Credits.**

The student will transcribe medical histories, physical examination and other medical reports from transcription tapes; and will apply knowledge of medical terminology, anatomy, and physiology to the transcription process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms. Prerequisites: Medical Terminology and Keyboarding. (Lecture 50%, Lab 50%)

\*This course is only offered online at the Eagan and Minnetonka campus.

**M206 Medical Transcription II  
– 40 Hours. 3 Credits.**

A continuation of Medical Transcription I, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, gastrointestinal, orthopedics, general pathology, and selected specialty options. The course includes transcription from tapes of health care professionals who are non-native speakers of English. Prerequisite: Medical Transcription I. (Lecture 50%, Lab 50%) \*This course is only offered online at the Eagan and Minnetonka campus.

**M207 Medical Transcription III  
– 40 Hours. 3 Credits.**

This course completes the Medical Transcription sequence, integrating the student's knowledge of medical terminology, anatomy, pharmacology, disease process, surgical procedures, diagnostic studies, and laboratory tests with English language and transcription skills to produce an accurate and complete medical record. Emphasis is on career goals and the importance of professional/ethical conduct. Prerequisite: Medical Transcription II. (Lecture 50%, Lab 50%)

\*This course is only offered online at the Eagan and Minnetonka campus.

**M208 Introduction to Health Information Management  
– 40 Hours. 4 Credits.**

This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of health care facilities, the members of the health care team who contribute to and use health information, and trends in the management of health care records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information. Prerequisite: None. (Lecture 100%)

**M209 Medical Insurance Billing  
– 40 Hours. 3 Credits.**

An introduction to medical billing including claim forms preparation and processing, electronic claim submission, and introductory medical coding. It provides an overview of medical office accounting procedures, and introduces the features of a patient billing system. Software is used to simulate a medical office environment. Prerequisite: Medical Terminology (Lecture 50%, Lab 50%)

**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. Prerequisite: Introduction to Health Information Management. (Lecture 100%)

**M218 Management of Health Information Services – 40 Hours. 4 Credits.**

This course is a study of management principles with application to health information service departments in various health care settings. Students will learn how to measure and manage productivity of coding staff and quality of coded documentation. Prerequisite or Co-requisite: Quality Analysis and Management. (Lecture 100%)

**M223 Pathology I  
– 40 Hours. 4 Credits.**

Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems. Pre or Co-requisite: Medical Terminology, Anatomy and Physiology. (Lecture 100%)

**M224 Pathology II  
– 40 Hours. 4 Credits.**

This course is a continuation of the study of human anatomy and pathophysiology with a focus on structures, functions, and diseases of the remaining human body systems. Prerequisite: Pathology I. (Lecture 100%)

**M225 Medical Office Internship  
– 90 Hours. 3 Credits.**

Internship includes a minimum of 90 hours of field experience participating in office procedures under the direction of a practicing medical office specialist. The internship lets the student gain practical experience as a medical office specialist in an actual health care work setting, and is essential to training and certification. Prerequisites: Medical Terminology. (Internship 100%)

**M226A Medical Coding Practicum A  
– 30 Hours. 1 Credit.**

This course offers supervised practical experience in health care settings with a minimum of 30 hours of field experience in medical coding under the direction of a practicing medical coding management professional. The field practicum lets the student gain experience as a medical coder in an actual health care work setting, and is essential to training. Prerequisites: Medical Terminology, Basic ICD-9-CM Coding. (Practicum 100%)

**M226B Medical Coding Practicum B  
– 30 Hours. 1 Credit.**

This course offers supervised practical experience in health care settings with a minimum of 30 hours of field experience in medical coding under the direction of a practicing medical coding management professional. The field practicum lets the student gain experience as a medical coder in an actual health care work setting, and is essential to training and certification. Prerequisites: Medical Terminology, Basic ICD-9-CM Coding. (Practicum 100%)

**M226C Health Information Practicum  
– 60 Hours. 2 Credits.**

This course offers supervised practical experience in health care settings with a minimum of 60 hours of field experience in health information technology under the direction of a practicing health information management professional. The field practicum lets the student gain experience as a health information technician in an actual health care work setting, and is essential to training and certification. Prerequisites: Medical Terminology, Basic ICD-9-CM Coding. (Practicum 100%)

**M228 Medical Legal and Ethical Issues  
– 40 Hours. 4 Credits.**

A study of medical information as legal documents, and the legal principles, regulations, and policies governing health information. Prerequisite: M208 Introduction to Health Information Management (Lecture 100%)

**M229 Healthcare Information Technologies  
– 40 Hours. 4 Credits.**

This course is a study of health information systems and technologies used in various health care settings, with an emphasis on the electronic health record. Prerequisites: Introduction to Health Information Management and Microcomputers (Lecture 100%)

**M237A Advanced Coding and Reimbursement Issues  
– 40 Hours. 3 Credits.**

This course is an advanced study into ICD-9-CM and CPT-4 coding issues with an emphasis placed on case studies and coding from patient records as well as a through study into reimbursement methodologies, third party payors, the relationship between coding and billing, and the financial impact of correct coding. Coding compliance, regulations, and audits will also be discussed. Prerequisites: Medical Terminology, Basic ICD-9-CM Coding. (Lecture 50% Lab 50%)

**M280 Medical Transcription Capstone  
– 40 Hours. 3 Credits.**

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

**MT100 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 understand the pathology and its connection to contraindications to massage. An emphasis will be upon developing communication and documentation skills for insurance billing. Prerequisites: None (Lecture 50%, Lab 50%)

**MT105 Deep Tissue Massage  
– 40 Hours, 3 Credits**

This course will incorporate and expand upon the techniques learned in the introductory course. An emphasis will be on many other methods of addressing soft tissue dysfunction. Students will gain the knowledge to integrate deep tissue massage into their practice as massage therapists. Prerequisites: None (Lecture 50%, Lab 50%)

**MT110 Human Movement and Physical Structure  
– 40 Hours, 4 Credits**

This course provides students with a more detailed understanding of the skeletal and muscular system; in particular, an emphasis is on the fascial system and movement of the body. Students will acquire a basic knowledge of kinesiology. Prerequisites: MT100 Introduction to Massage Therapy and G133 Anatomy and Physiology (Lecture 100%)

**MT115 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 acquire an understanding of various injuries and the physiological effects that the body endures in athletic events. Students will have an understanding of using different stretching applications with a client. Prerequisites: MT100 Introduction to Massage Therapy and G133 Anatomy and Physiology (Lecture 50%, Lab 50%)

**MT120 Techniques for Special Clients  
– 40 Hours, 3 Credits**

This is a basic course focusing on clients who have individualized needs. The emphasis in this course is on pregnancy, infant, pediatric, and geriatric massage. Students will also gain an understanding of how to incorporate a massage environment that best serves individuals that have a physical and/or developmental challenge. Prerequisites: MT100 Introduction to Massage Therapy and G133 Anatomy and Physiology (Lecture 50%, Lab 50%)

**MT125 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. Students will be able to incorporate principles of reflexology and aromatherapy into a massage session. Prerequisites: MT100 Introduction to Massage Therapy and G133 Anatomy and Physiology (Lecture 50%, Lab 50%)

**MT130 Trigger Point Therapy  
– 40 Hours, 3 Credits**

This course provides an introduction to Trigger Point Therapy. Students will gain an appreciation and understanding for the scientific data relating to Trigger Point Therapy. Students will apply the knowledge of the physiological symptoms to a Trigger Point. An emphasis will be on the significance of musculoskeletal disorders and how to manage these with Trigger Point Therapy. Prerequisites: MT100 Introduction to Massage Therapy and G133 Anatomy and Physiology (Lecture 50%, Lab 50%)

**MT135 Clinical I  
– 40 Hours, 2 Credits**

In this course the student will perform forty full body massage treatments. A supervisor is present to evaluate and guide the student's performance. Students are evaluated on hands-on skills and SOAP Charting. Prerequisites: G133 Anatomy and Physiology, MT100 Introduction to Massage Therapy, and MT105 Deep Tissue Massage (Lab 100%)

**MT136 Clinical II  
– 40 Hours, 2 Credits**

In this course the student will perform forty full body massage treatments. A Supervisor is present to evaluate and guide the student's performance. Students are evaluated on hands-on skills and SOAP Charting. Prerequisites: MT135 Clinical I (Lab 100%)  
\*This course is recommended for a student's last quarter of study

**MT280 Wellness Education  
– 40 Hours, 3 Credits**

This course helps the student to recognize an emergency and to learn how to respond to specific injuries. The student will train to acquire First Aid and Cardiopulmonary Resuscitation (CPR) certification through the American Red Cross. A general introduction to nutrition and wellness with an emphasis on health promotion will be taught. After completing this course, students will have the knowledge to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). Prerequisites: MT100 Introduction to Massage Therapy and G133 Anatomy and Physiology (Lecture 50%, Lab 50%)

\*This course is recommended for the student's last quarter of study

**N108 Linux Administration  
– 40 Hours. 3 Credits.**

This class is designed for students that are new users of Linux. The students will learn to install, configure, maintain, administer, and use programming features of Linux operating system. In addition, students will learn about downloading and installing 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 materials. Prerequisites: Microsoft Windows Workstation or Microsoft Windows Servers. (Lecture 75% Lab 25%)

**N112 PC Hardware and Software I (A+)  
– 40 Hours, 3 Credits.**

In this course the students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. The topics covered include the relationship between computer hardware and software, the installation, support, and troubleshooting of system boards, memory, floppy and hard drives, multimedia, and input/output devices. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Each student will assemble a computer using prescribed parts and materials. Prerequisites: None. (Lecture 75%, Lab 25%)

**N113 PC Hardware and Software II (A+)  
– 40 Hours, 3 Credits.**

This course is a continuation of PC Hardware and Software I. The topics covered include: review of previously covered topics, telecommunications and networking, the Internet, and printing. Additional topics in this course are virus protection, disaster recovery and maintenance planning. Finally, the students 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 A+ Certification Core and DOS/Windows Exams. Prerequisites: PC Hardware and Software I (A+). (Lecture 75%, Lab 25%)

**N122 Network Topologies and Infrastructure  
– 40 Hours, 3 Credits**

This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. The course provides an introduction to the hardware, software, terminology, components, design, and connections of a network, as well as the topologies and protocols used for LANs. It covers LAN-user concepts and the basic functions of system administration and operation. To reinforce the course material this course uses a combination of lectures, demonstrations, discussions, and hands-on labs. This course helps prepare students to take the CompTIA Net+ Exam. Prerequisites: Microsoft Windows Workstations, and PC Hardware and Software II (A+). (Lecture 75% Lab 25%)

**N123 Windows Networking Infrastructure  
– 40 Hours, 3 Credits**

In this course students are given an overview of the history, design, functionality, implementation, and administration of TCP/IP networks. This includes: TCP/IP addressing, subnetting and routing, the design of IP networks, the implementation of DHCP (Dynamic Host Configuration Protocol,) NetBIOS and WINS (Windows Internet Name Server,) DNS (Domain Name System,) and basic concepts in the use and implementation of Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further this course helps prepare students to take the Microsoft Certification Exam #70-216. Prerequisites: Microsoft Windows Workstations. (Lecture 75% Lab 25%)

**N126 Windows Active Directory  
– 40 Hours, 3 Credits**

In this course, students study the concepts of utilizing Microsoft Windows Active Directory. They will learn to install, set-up, configure, utilize, maintain and trouble shoot the Windows Active Directory. To reinforce the material in this course, the instructor will assign direct hands on projects to be performed in a lab setting. Further, this course helps prepare students to take the Microsoft Certification Exam #70-217. Prerequisite: Microsoft Windows Servers. (Lecture 75% Lab 25%)

**N127 Microsoft Windows Workstations  
– 40 Hours, 3 Credits.**

This course introduces students to the implementation, administration and troubleshooting of Windows workstations and networking management. The topics covered are; installation, user management and permissions, file system management, and print services. Also, advanced system configuration and connection, troubleshooting, and network support are covered. To reinforce learning, each student will be assigned hands "on lab projects directly related to the course material. Further, this course helps prepare students to take the Microsoft Professional Certification Exam. Prerequisite: Microcomputers (Lecture 75%, Lab 25%)

**N128 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 using active directory services networks. In addition, this course gives the student the background needed to understand Microsoft courses that cover detailed technical support of Windows workstations and servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs. Further, the course helps prepare students to take the Microsoft Professional Certification exam. Prerequisite: Microsoft Windows Workstations (Lecture 75%, Lab 25%)

**N134 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 not only introduces a variety of concepts, but also discusses in-depth the most significant aspects of Exchange Server, such as client configuration. In addition to explaining concepts, the course uses a multitude of real world examples of networking and messaging issues from a professional's standpoint, making it a practical preparation for the real world. 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 Exam #70-224. Prerequisite: Microsoft Windows Servers (Lecture 75%, Lab 25%)

**N135 Cisco Networking Fundamentals  
and Routing  
– 40 Hours, 3 Credits**

In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco networking topic such as access control list, WAN connectivity, and virtual LANs. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further this course helps prepare students to take Cisco CCNA Exam. Prerequisite: Network Topologies and Infrastructure and Windows Networking Infrastructure (Lecture 75%, Lab 25%)

**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. Prerequisites: None (Lecture 100%)

**PT110 Pharmacology  
– 40 Hours, 4 Credits**

The student will identify commonly used drugs, dosages, and drug categories. Included is a discussion of pharmacokinetics, major disease states, and drug toxicology. A basic knowledge of herbal medication will be developed. Prerequisites: Anatomy and Physiology and Introduction to Pharmacy (Lecture 100%)

**PT115 Pharmacy Law and Ethics  
– 40 Hours, 4 Credits**

The student will gain an understanding of the laws and regulations which govern pharmacy practice. Included is an overview of the process of the drug development and approval process along with the process of drug withdrawals and recalls. OSHA requirements for blood borne pathogens will be identified. DEA and state board regulations will be emphasized. Student will obtain knowledge of proper handling and recording of controlled substances. Recent HIPAA laws and regulations will be discussed. Prerequisites: Introduction to Pharmacy (Lecture 100%)

**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 (Lecture 100%)

**PT125 Pharmacy  
Software/Automation/Insurance Billing  
– 40 Hours, 4 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 explore various automation machines used within pharmacy settings. Prerequisites: Introduction to Pharmacy and Pharmacy Math and Dosages (Lecture 100%)

**PT130 Unit Dose/IV Lab  
– 40 Hours, 4 Credits**

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 the appropriate additives, and base solutions, and properly prepare the prescribed IV compound. Prerequisites: Introduction to Pharmacy and Pharmacy Math and Dosages (Lecture 100%)

**PT135 Pharmacy Practicum - Outpatient/Retail  
– 90 Hours, 3 Credits**

This course offers supervised practical experience in outpatient settings with a minimum of 90 hours of internship experience in the unit dose area of a pharmacy. The internship 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 and Pharmacy Software/Automation/Insurance Billing (Practicum 100%)

**PT136 Pharmacy Practicum - Unit Dosage  
– 90 Hours, 3 Credits**

These courses offer supervised practical experience in pharmacy settings with a minimum of 90 hours each 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. These practicum courses allow the student to gain experience as a pharmacy technician in actual pharmacy settings and are essential to training. Prerequisites: Unit Dose/IV Lab (Practicum 100%)

**PT137 Pharmacy Practicum - IV Compounding  
– 90 Hours, 3 Credits**

These courses offer supervised practical experience in pharmacy settings with a minimum of 90 hours each 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. These practicum courses allow the student to gain experience as a pharmacy technician in actual pharmacy settings and are essential to training. Prerequisites: Unit Dose/IV Lab (Practicum 100%)

**R100 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. (Lecture 100%)

**R104 Entrepreneurship  
– 40 Hours, 4 Credits.**

Using real-life applications and examples from successful business people, this class offers competency-based instruction to guide students through the steps of developing a business plan for a new small business. Prerequisite: Principles of Retailing. (Lecture 100%)

**S101 Keyboarding  
– 20 Hours, 1 Credit**

This course will introduce students to the keyboard in order to achieve a minimum of 25 words per minute on timed writings. Prerequisites: None (Lab 100%)

\*This course is only offered online at the Eagan and Minnetonka campus.

**S172 Legal Terminology  
– 40 Hours, 4 Credits.**

A study of terms used in the legal profession, including instruction in civil and criminal law, the judicial system (discovery, trial, and appellate processes), hearings and arbitrations, and methods of researching citations. This course emphasizes spelling, pronunciation, definition, how to find and use legal and Latin terms. Prerequisite: None. (Lecture 100%)

\*This course is only offered online at the Eagan and Minnetonka campus.

**S178 Legal Machine Transcription  
– 40 Hours, 3 Credits.**

Students will transcribe correspondence, legal papers, and court documents representative of those prepared in a law office. Prerequisite: Keyboarding. (Lecture 50%, Lab 50%)

**S201 Office Procedures  
– 40 Hours, 4 Credits.**

This course is designed to familiarize students with the following office skills: human relations and ethics, mailing procedures, forms and documents commonly used in offices, bookkeeping and financial records, office machines, filing skills, and records management. Students will learn in general how an office is managed, and will also focus on special office environments related to their program. Prerequisite: Business Document Processing II. (Lecture 100%)



**S204 Machine Transcription I  
– 40 Hours, 3 Credits.**

Students will transcribe material from cassettes. Emphasis is placed on quality, mailable copy together with speed and accuracy. Prerequisite: Business Document Processing I or equivalent. (Lecture 50%, Lab 50%)

**S218 Legal Document Processing  
– 40 Hours, 3 Credits.**

Intensive training in preparing court documents and legal papers. Work is related to litigation, family law, negligence, business organizations, wills and estates, real estate and bankruptcy. Course emphasizes speed, accuracy, proofreading, and the meaning and spelling of legal terms. Prerequisite: Keyboarding. (Lecture 50%, Lab 50%)

**S220 Word for Windows  
– 40 Hours, 3 Credits.**

This course provides tools to become proficient with a variety of word processing skills. Topics in this course include the creation of new documents, use of the task pane, changing font attributes, modifying sections of texts, utilizing help, checking spelling/grammar, sectioning of a document, creation/manipulation of tables, creation/manipulation of charts, using smart tabs, and saving documents as web pages. Other Word features such as mail merge, macros, graphics, styles, templates, and document collaboration will be covered. This course is designed to help prepare students for the MOS certification exam. Prerequisites: Microcomputers (Lecture 50%, Lab 50%)

**S222 Business Document Processing I  
– 40 Hours, 3 Credits.**

This course will consist of business document production with an emphasis on formatting rules. Documents included in this course are letters, memos, e-mails, and reports. Proofreading and use of grammar will also be emphasized. Prerequisites: Keyboarding or 25 words per minute (Lecture 50% Lab 50%)

\*This course is only offered online at the Eagan and Minnetonka campus.

**S223 Business Document Processing II  
– 40 Hours, 3 Credits.**

This course is a production course with an emphasis on document composition. Students will build upon skills gained in Business Document Processing I and using higher order thinking skills. This course will require students use correct formatting in the creation of appropriate, ethical and legally correct documents. Prerequisites: Business Document Processing I (Lecture 50% Lab 50%)

\*This course is only offered online at the Eagan and Minnetonka campus.

**S224 Business Document Processing III  
– 40 Hours, 3 Credits.**

This course is designed to challenge the student with a variety of integrated projects, assignments and discussions utilizing business documents. The student, under limited direction, will develop high-quality documents building upon formatting skills gained in Business Document Processing I and composing/communication skills gained in Business Document Processing II. Prerequisites: Business Document Processing II, and Microcomputers (Lecture 50% Lab 50%)

\*This course is only offered online at the Eagan and Minnetonka campus.

**S226 Speed Building I  
– 20 Hours, 1 Credit.**

This course provides students with keyboarding experience in order to achieve a specific course speed. Students will successfully type 35 words a minute on three, "five-minute timings" with less than 5 five errors in order to pass the course. Prerequisite: Keyboarding (Lab 100%)

\*This course is only offered online at the Eagan and Minnetonka campus.

**S227 Speed Building II  
– 20 Hours, 1 Credit.**

This course provides students with keyboarding experience in order to achieve a specific course speed of 45 words per minute. Students will successfully type 45 words a minute on three, "five-minute timings" with less than five errors in order to pass the course. Prerequisite: Speed Building I (Lab 100%)

\*This course is only offered online at the Eagan and Minnetonka campus.



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Scott R. Reimer, Chief Financial Officer  
*CPA, B.S., St. John's University*

Matthew Seggaard, Chief Academic Officer  
*Ph.D., University of Minnesota; M.A., Ohio University,  
 M.A., Bowling Green State University*

Susan M. Hammerstrom,  
 Vice President of Enrollment Management  
*B.S., St. Cloud State University*

Tawnie L. Cortez, Vice President of Student Services  
*B.A., Montana State University*

Karen Cathcart Bronshteyn,  
 Director of Library/Learning Resources  
*M.L.S., University of Illinois*

Lamont Allen, Director of Career Services  
*B.A., University of Wisconsin - Madison*

Jeff Hagy, Director of Student Recruitment  
*B.A., St. Cloud State University*

Diane M. Nemitz, Coordinator of Online Education  
*B.A., University of St. Thomas,*

Ken Fruitrail, Articulation and Transfer Specialist  
*M.A., Northern Illinois University, B.A., Rowan College*

Toni Hobbs, Senior Financial Aid Manager  
*M.A.M., Bellevue University, B.A., College of St. Mary*

Wendy M. Knafla,  
 Marketing and Communications Coordinator  
*B.A., St. Cloud State University*

James M. Michael, Information Systems Administrator

Jacqueline A. Barrett, Executive Administrative Assistant  
*Rasmussen College*

Joanne M. Larson, Administrative Assistant  
*Rasmussen College*

Abbi Webber, Administrative Assistant

**Name/Position  
 Credentials**

**Campus**

**■ Campus Administration**

Kao Odukale, Campus Director <i>B.A., University of St. Thomas</i>	Eagan
Douglas Gardner, Campus Director <i>B.A., Buena Vista College</i>	Mankato
Kathy Howe, Campus Director <i>M.A., College of St. Scholastica B.A., Augsburg College</i>	Minnetonka
Cathy L. Wogen, Campus Director <i>B.S., St. Cloud State University</i>	St. Cloud
Jacinda Miller, Associate Campus Director <i>B.S., University of Arizona - Tucson</i>	Eagan
Dean Fredericks, Associate Campus Director <i>AAS Rasmussen College</i>	Mankato
Phillip Kagol, Associate Campus Director <i>B.S., St. Cloud State University</i>	Minnetonka
Christopher Zack, Associate Campus Director <i>B.S., North Dakota State University</i>	St. Cloud

**■ Academic Administration**

Karen Cathcart Bronshteyn, Director of Library/Learning Resources <i>M.L.S., University of Illinois B.A., University of Kansas</i>	Minnetonka
David Schrenkler, Dean of Instructional Programs <i>M.A., St. Mary's University B.S., Minnesota State University - Mankato</i>	Eagan
Donna Wenkel Dean of Instructional Programs <i>M.S., Minnesota State University - Mankato B.S., Mankato State University</i>	Mankato
Matt Mauch Dean of Instructional Programs <i>M.F.A., Minnesota State University – Mankato M.S., Minnesota State University – Mankato B.A., Briar Cliff University</i>	Minnetonka
Tamara Arnott, Dean of Instructional Programs <i>Ph.D., University of Southern Mississippi Ed.S., University of Southern Mississippi M.A., University of New York B.A., University of New York</i>	St. Cloud

<i>Name/Position Credentials</i>	<i>Campus</i>	<i>Name/Position Credentials</i>	<i>Campus</i>
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### ■ Associate in Applied Science Degree Programs

Matthew Seggaard, Chief Academic Officer <i>Ph.D., University of Minnesota M.A., Ohio University M.A., B.A., Bowling Green State University</i>	System	Sara Stueve, Reference Librarian, <i>M.L.S., University of North Texas B.A., St. Cloud State University</i>	St. Cloud
Karen Cathcart Bronshteyn, Director of Library/Learning Resources <i>M.L.S., University of Illinois B.A., University of Kansas</i>	Minnetonka	Allison Seiler, Occupational Coordinator, <i>B.A., Drake University</i>	Eagan
Alison Doane, Reference Librarian <i>M.L.S., Dominican University B.A., College of St Catherine</i>	Eagan	Daniel Deschaine, Occupational Coordinator <i>M.B.A., Minnesota State University - Mankato B.S., Michigan Technological University</i>	Mankato
Heather Biedermann, Library Assistant, <i>B.S., Minnesota State University</i>	Mankato	Tina Pannell-Ellis, Occupational Coordinator, <i>B.S., West Virginia State University</i>	Minnetonka
		Sarah Jensen, Occupational Coordinator <i>B.S., St. Cloud State University</i>	St. Cloud

### ■ Accounting & Business Administration Department

Thomas Zachary, Accounting Program Coordinator <i>B.A., Augsburg College</i>	Minnetonka	Ralene Kroenke <i>M.S., Minnesota State University - Mankato B.S., Minnesota State University - Mankato</i>	Mankato
Jana Schrenkler, Business Program Coordinator <i>M.A., College of St Scholastica B.A., California State University - Bakersfield</i>	Eagan	David Massaglia <i>M.B.A., University of St. Thomas B.A., Luther College</i>	Eagan
Linda Beuning <i>B.S., St. Cloud State University</i>	St. Cloud	Angela Moran <i>M.Ed., University of Minnesota B.S., University of Minnesota</i>	Mankato
Glen Carnahan, CPA <i>M.B.A., University of St. Thomas B.S., Northern Michigan University</i>	St. Cloud	Maria Murad <i>M.A., University of Minnesota B.A., University of Minnesota</i>	Eagan
Mark T. Egge <i>M.A., Concordia University B.A., Concordia University A.A.S., Rasmussen College</i>	Minnetonka	John Pederson <i>M.B.A., St. Cloud State University B.A., St. Cloud State University</i>	St. Cloud
Kari Grittner, CPA <i>B.S., University of Wisconsin – Stout Carlson School of Management</i>	Eagan	Gregor Rolek <i>B.A., Loras College</i>	St. Cloud
Jamal Haider <i>M.B.C., University of St. Thomas M.Ed., University of St. Thomas B.S., Minnesota State University - Moorhead</i>	Minnetonka	Robert Stahlmann <i>B.S., University of Minnesota</i>	Eagan
Keith Hamm <i>B.S., University of Wisconsin - Superior</i>	Mankato	Gabriel Stenzel <i>B.A., St. John's University</i>	Mankato
Barbara Hentges <i>B.S., University of Minnesota</i>	Eagan	Margaret Stenzel <i>M.B.A., Minnesota State University - Mankato B.A., College of St. Benedicts</i>	Mankato
Rahndy Jadinak <i>B.S., Minnesota State University - Mankato</i>	Mankato	Kermit Swanson <i>B.S., University of Wisconsin – River Falls</i>	Minnetonka
Charles Juntunen <i>M.S., B.S., University of North Dakota</i>	Mankato	Gerald Swarsensky <i>J.D., University of Wisconsin L.L.M., New York University Law School B.S., University of Wisconsin B.B.A., University of Wisconsin</i>	Eagan
Charlotte Klesman <i>M.A., University of Wisconsin – Superior B.A., University of Georgia</i>	St. Cloud	Marty Toole <i>M.B., Chapman University B.S., Wayland Baptist University</i>	St. Cloud

**Name/Position**  
**Credentials** **Campus**

**Name/Position**  
**Credentials** **Campus**

### Administrative Professions Department

William Hire, MCP Administrative Professions Program Coordinator <i>M.A., University of Akron</i> <i>B.A., University of Findlay</i>	Minnetonka
Claudia Fortney <i>B.S., A.A., Minnesota State University - Mankato</i>	Mankato
Sherry Kamrowski <i>B.S., Winona State University</i>	Eagan
Karen Krych <i>B.S., St. Cloud State University</i>	St. Cloud
Jackie Lemke <i>M.S., B.S., Minnesota State University - Mankato</i> <i>B.S., Southwest State University</i>	Mankato
Gina Larson <i>M.Ed., University of Minnesota</i> <i>B.S., University of South Dakota</i>	Minnetonka

Dawn Marie Oistad <i>M.S., University of Wyoming</i> <i>B.A., University of North Florida</i>	St. Cloud
Peggy Peterson <i>M.S., Arkansas State University</i> <i>B.S., Culver-Stockton College</i> <i>A.A.S., Three Rivers Community College</i>	Minnetonka
John Rostad <i>M.S., Minnesota State University - Mankato</i> <i>B.S., Minnesota State University - Moorhead</i>	St. Cloud
Peggy Sullivan <i>B.S., University of Wisconsin - Superior</i>	St. Cloud
Mary Thomson <i>M.B.E., University of Minnesota</i> <i>B.S., St. Cloud State University</i>	Minnetonka
Marilyn Tramontin <i>B.S., University of Minnesota</i>	Minnetonka

### Allied Health Department

Cynthia Glewwe, R.H.I.A. Allied Health Program Coordinator <i>B.A., College of St. Scholastica</i>	Eagan
Changel Anstine, CMT Massage Therapy Program coordinator <i>B.S., North Dakota State University</i>	System
Sandra Christensen, CPhT Pharmacy Technician Program Coordinator <i>B.A., Metropolitan State University</i>	Eagan
Heidi Riehl, RN Licensed Practical Nursing Program Coordinator <i>B.S., Ball State University</i>	Mankato
Melissa Campbell <i>A.A.S., Indian Hills Community College</i>	Mankato

Elizabeth Kraus, RN <i>M.S., College of St. Catherine</i> <i>B.A., University of Minnesota</i>	Eagan
Margaret Johnson, R.H.I.A. <i>B.S., College of St. Scholastica</i>	St. Cloud
Deborah Krasaway, HIM <i>B.A., St. Scholastica</i>	Eagan
Carmen Price <i>MBC St. Thomas University</i> <i>B.A., University of Minnesota</i>	Eagan
Beth Salo <i>M.S., Capella University</i> <i>B.A., College of St. Scholastica</i>	Eagan

### Child Care Department

Beverly Bauman, Child Care Program Coordinator <i>B.S., Moorhead State University</i>	Minnetonka
Tammy Hopps <i>B.A., University of Minnesota</i>	Minnetonka
Regina Jackson <i>B.A., Concordia College</i>	Minnetonka
Kathleen Messerli <i>M.Ed., University of Iowa</i> <i>B.A., University of Iowa</i>	Eagan

Nancy Pearson <i>M.E., University of Minnesota</i> <i>B.A., Metro State university</i>	Minnetonka
Karen Sturdevant <i>B.S., University of Minnesota</i>	Eagan
Becky Thelen <i>B.A., St. Cloud State University</i> <i>B.S., St. Cloud State University</i>	St. Cloud

<i>Name/Position Credentials</i>	<i>Campus</i>	<i>Name/Position Credentials</i>	<i>Campus</i>
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### ■ Criminal Justice Department

Carie Ann Potenza, Criminal Justice Coordinator <i>M.A., Rutgers University B.A., University of Albany</i>	Minnetonka	Rose Pogatchnick <i>M.S., St. Cloud State University B.A., St. Cloud State University</i>	St. Cloud
Elizabeth Hurley-Felling <i>M.A., St. Mary's University B.A., St. Thomas University A.A.S., El Central College</i>	Eagan	Robert Sutter <i>M.S., Minnesota State University - Mankato B.S., Minnesota State University - Mankato</i>	Mankato

### ■ Developmental Education Department

Virginia Knox, Developmental Education Program Coordinator <i>M.E., Capella University B.S., Alcorn State University</i>	Eagan	Becky Davis <i>M.F.A., Minnesota State University - Mankato M.A., St. Cloud State University</i>	Mankato
Arlene Eliason <i>M.A.T., Minot State University B.A., Concordia College</i>	Eagan	Larry Doty <i>B.S., Northwestern College</i>	Minnetonka
Debra Bohlman <i>M.A., St. Cloud State University B.A., St. Cloud State University</i>	St. Cloud	Jeanne Gaffney <i>B.S., Minnesota State University - Mankato A.A.S., Austin Community College</i>	Mankato
Colleen Burke <i>M.A., St. Cloud State University B.A., St. Cloud State University</i>	St. Cloud	Char Rheahme <i>M.S., Mankato State University B.S., Mankato State University A.S., Mankato State University</i>	Mankato
		Roseann Wolak <i>M.S., St. Cloud State University B.A., University of St. Thomas</i>	Minnetonka

### ■ General Education Department

Gretchen Long, System General Education Coordinator <i>M.A., York University H.B.A., Lakehead University</i>	Minnetonka	Dennis Davis <i>M.S., Minnesota State University - Mankato B.S., Minnesota State University - Mankato</i>	Mankato
Simone Finneman, Campus General Education Coordinator <i>M.A., Saint Cloud State University B.A., Saint Cloud State University</i>	St. Cloud	Norman Esterberg <i>M.A., St. Cloud State University B.S., University of Minnesota A.A., University of Minnesota</i>	St. Cloud
Kevin Langston, Campus General Education Coordinator <i>M.F.A., Minnesota State University - Mankato B.A., Minnesota State University - Mankato</i>	Mankato	Jerry Kopel <i>M.B.A., St. Cloud State University B.S., University of Wisconsin – River Falls</i>	Mankato
Sabine Meyer, Campus General Education Coordinator <i>Ph.D., University of Minnesota M.A., University of Kassel - Germany</i>	Eagan	Curtis Meyer <i>B.S., Wayne State College</i>	Mankato
		R.D. Zehnder <i>Ph.D., Kansas State University</i>	Mankato

**Name/Position**  
**Credentials** **Campus**

**Name/Position**  
**Credentials** **Campus**

### Information Systems Department

Steven Cody, Information Systems Program Coordinator <i>M.B.A., Minnesota State University – Mankato</i>	Mankato
Tim Corbett, MCSE	Mankato
Kari Goodson <i>B.A., College of St. Catherine</i>	Eagan
Mark Kroska, MCP	St. Cloud
Randy Moe <i>B.A., Moorhead State A.A.S., Northland Community College</i>	Eagan

Sheri Schultz <i>B.S., Minnesota State University – Mankato</i>	Eagan
Steve Thoennes, MCP <i>B.S., University of Minnesota</i>	Eagan
Patrick Van Osdel, MCSE	Mankato
Adam Whitten, MCSE <i>PhD., University of Wyoming M.S., University of Minnesota B.A., Northwestern University</i>	St. Cloud

### Library/Learning Resources Department

Karen Cathcart Bronshteyn, Director of Library/Learning Resources <i>M.L.S., University of Illinois B.A., University of Kansas</i>	Minnetonka
Alison Doane, Reference Librarian <i>M.L.S., Dominican University B.A., College of St. Catherine</i>	Eagan
Pat Grelson, Reference Librarian <i>B.A., St. Cloud State University</i>	St. Cloud
Melissa Hahn, Learning Resource Assistant <i>B.A., St. Olaf College</i>	Eagan

Heather Biedermann, Library Assistant <i>B.S., Minnesota State University</i>	Mankato
Cathy Schilifer, Reference Librarian <i>M.S., Dominican University M.A., University of Kansas B.A., University of Wisconsin - La Crosse</i>	Minnetonka
Sara Stueve, Reference Librarian <i>M.L.S., University of North Texas B.A., St. Cloud State University</i>	St. Cloud

### Academic Staff

Claudia Fortney, Assistant to the Dean <i>B.S., Minnesota State University – Mankato A.A., Minnesota State University – Mankato</i>	Mankato
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La Rita Callahan, Executive Academic Assistant <i>M.A., St. Cloud State University B.A., College of St. Teresa</i>	St. Cloud
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Name/Position Credentials	Campus
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### Administrative Support Department

Deborah Glaser, Administrative Assistant	Eagan
Tammie Wise, Administrative Assistant	Eagan
Dawn Eickhoff, Administrative Assistant <i>A.A.S., Rasmussen College</i>	Mankato
Shae Penkert, Administrative Assistant <i>A.A.S., Rasmussen College</i>	Mankato
Vickie Miller, Administrative Assistant <i>A.A.S., Rasmussen College</i>	Mankato
Jean Duerr, Administrative Assistant <i>Yakima Business College</i>	Minnetonka
Lisa Knox, Administrative Assistant <i>B.S., Minnesota State University - Mankato</i>	Minnetonka
Kari Allen, Administrative Assistant	St. Cloud
Sunny Ithivongkham, Administrative Assistant	St. Cloud
Cindy Ramler, Administrative Assistant <i>St. Cloud Technical College</i>	St. Cloud

### Admissions Department

Tim Elliot, Director of Admissions <i>M.B.A., Capella University B.A., Augsburg College</i>	Eagan
John Engquist, Admission Representative <i>B.A., Northwestern College</i>	Eagan
Lori Kaiser, Admission Representative <i>B.A., Northern State University</i>	Eagan
Tim Kerkviet, Admission Representative <i>B.S., Augsburg College</i>	Eagan
Jeanie Lindgren, Admission Representative <i>B.S., Minnesota State University - Mankato</i>	Eagan
Kathy Clifford, Director of Admissions <i>B.A., Minnesota State University - Mankato</i>	Mankato
Lisa Campbell, Admission Representative <i>A.S., Ridgewater College</i>	Mankato
Anne Johnson, Admission Representative <i>B.A., College of St. Benedicts</i>	Mankato
Gwenn Wolters, Admission Representative <i>Rasmussen College</i>	Mankato
Jennifer Anderson, Admission Representative <i>B.A., University of Minnesota - Morris</i>	Minnetonka
Beverly Erbert, Admission Representative <i>B.S., Minnesota State University - Mankato</i>	Minnetonka
Richard Pearson, Admission Representative <i>M.Ed., B.S., South Dakota State University</i>	Minnetonka
Travis Schnabel, Admission Representative <i>B.A., Augustana College</i>	Minnetonka
Andrea Peters, Director of Admissions <i>B.A., College of St. Benedicts</i>	St. Cloud
Josh Christman, Admission Representative <i>A.A.S., Rasmussen College</i>	St. Cloud
Pam McIntosh, Admission Representative <i>A.A., Minnesota State University - Mankato</i>	St. Cloud
Jasmine Wangen, Admission Representative <i>Rasmussen College</i>	St. Cloud
Shane Rubel, High School Admissions Manager <i>B.S., St. Cloud State University</i>	St. Cloud
Heath Baumgard, High School Admissions Coordinator <i>A.A.S., Rasmussen College</i>	System

Name/Position Credentials	Campus
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### Career Services Department

Allison Seiler, Career Services Director <i>B.A., Drake University</i>	Eagan
Daniel Deschaine, Career Services Director <i>M.B.A., Minnesota State University - Mankato B.S., Michigan Technological University</i>	Mankato
Tina Pannell-Ellis, Career Services Director <i>B.S., West Virginia State University</i>	Minnetonka
Sarah Jensen, Career Services Director <i>B.S., St. Cloud State University</i>	St. Cloud

### Financial Aid Department

Brian Arndt, Financial Aid Director <i>A.A.S., Rasmussen College</i>	Eagan
Jamie Nelson, Financial Planning Coordinator <i>B.A., University of Minnesota - Duluth</i>	Eagan
Sally Fischer, Financial Aid Director	Mankato
Eric Johnson, Financial Aid Assistant	Mankato
Daniel Vega, Financial Aid Officer <i>Rasmussen College</i>	Minnetonka
Stacey Aulwes, Financial Planning Coordinator <i>A.A.S., Rasmussen College</i>	Minnetonka
Carol Dockendorf, Financial Aid Director <i>Rasmussen College</i>	St. Cloud
Carole Inderrieden, Financial Aid Assistant <i>St. Cloud Technical College</i>	St. Cloud
Kate Ruis, Financial Planning Coordinator <i>A.A.S., Rasmussen College</i>	St. Cloud

### Helpdesk Department

Jodi Dohmen, Helpdesk Coordinator <i>A.A.S., Rasmussen College</i>	Eagan
Steve Hagen, MCP, Helpdesk Coordinator <i>A.A.S., Rasmussen College</i>	Minnetonka
Brian Lutgen, Helpdesk Coordinator <i>Rasmussen College</i>	St. Cloud
Eric Christensen, Helpdesk Assistant	St. Cloud

### Student Accounts Department

Laura Johnson, Student Accounts Manager <i>A.A.S., Dakota County Technical College</i>	Eagan
Steve Mitchell, Student Accounts Assistant <i>A.A.S., Rasmussen College</i>	Eagan
Kim Bruender, Student Accounts Manager <i>A.A.S., Rasmussen College</i>	Mankato
Angie Horan, Student Accounts Manager <i>A.A.S., Rasmussen College</i>	Minnetonka
Kathy Krebs, Student Accounts Manager <i>Rasmussen College</i>	St. Cloud
Amy Kuechle, Student Accounts Manager	St. Cloud

### Student Success Coordinator Department

Kelli Hollingsworth, Student Success Coordinator <i>B.A., Concordia University</i>	Eagan
Bridget Spencer, Student Success Coordinator <i>B.S., Northern State University</i>	Mankato
Lawrence Dotty, Student Success coordinator <i>B.S., Northwestern College</i>	Minnetonka
Robin Robatcek, Student Success Coordinator <i>B.A., Concordia University</i>	St. Cloud