



2009-2010

# WISCONSIN

## CATALOG & STUDENT HANDBOOK

### Wisconsin Campus Locations

- Green Bay
- Wausau

#### Additional Campus Locations:

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

### Inside This Catalog

- ▶ Programs of Study
- ▶ Course Descriptions
- ▶ College Policies
- ▶ Administration
- ▶ Faculty & Staff

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

## MISSION

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

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

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

## PURPOSE

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

- 1 Educational Excellence:** Rasmussen College creates a teaching/learning community that is challenging, stimulating, and student-focused. This is accomplished through an integrated system of accessible resources, interactive classes, and a rigorous curriculum.
- 2 Learning Environment:** Rasmussen College provides learning opportunities in an environment of mutual respect in an unbiased atmosphere that prepares students for challenging careers and lifelong learning.
- 3 Professional Development:** The institutional culture of Rasmussen College provides and supports ongoing opportunities for professional growth for students and employees, preparing well-rounded individuals who contribute to our global community.
- 4 Modern Technology:** Rasmussen College supports the use of modern technology as a tool to enhance student learning and enrich the classroom environment, as well as empower students to adapt in an ever-changing workforce. The College is committed to student development through the implementation of virtual classrooms utilizing the online learning modality.
- 5 Service to Communities:** Rasmussen College creates and maintains a collaborative community where students, employees, business, industry, professional associations/communities, and other institutions of higher learning benefit from shared knowledge and experience.
- 6 Assessment and Planning:** Rasmussen College students, both residential and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists the College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the institution.

## Board of Directors

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## Enrollment Procedures

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

Our admissions professionals can now help you explore the various options that best meet your goals, interests, educational needs, and work or activities schedule.

Your team will help you find the learning program, location, and coursework that are right for you.

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

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

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

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

## Picking a Start Date

### 2009-2010 Academic Calendar

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

### College Holidays

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

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

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

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

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

### Tuition Rates

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

	<i>Program</i>	<i>Type of Award</i>	<i>Amount Per Year</i>	<i>Application</i>
<b>Gift Aid</b>	<i>Federal Pell Grant Program</i>	Grant based on financial need.	\$609 - \$5,350	Free Application for Federal Student Aid (FAFSA)
	<i>Federal Supplemental Educational Opportunity Grant (SEOG)</i>	Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.	\$100 - \$4,000, based on availability	Free Application for Federal Student Aid – Awarded by the College
	<i>Academic Competitiveness Grant (ACG)</i>	Award based on Pell Grant eligibility and academic rigor requirements of state high school coursework eligibility.	\$750 for first year; \$1300 for second year	Free Application for Federal Student Aid
<b>Employment</b>	<i>Federal Work Study</i>	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 Loan Programs</b>	<i>Federal Subsidized Stafford Loan Program</i>	Long-term, variable interest rate loan with a 8.25% cap. Payment deferred until six months after student leaves college or attends less than half-time. Need-based calculation.	1st Year - \$3,500 2nd Year - \$4,500 3rd Year+ - \$5,500	Free Application for Federal Student Aid and Promissory Note
	<i>Federal Unsubsidized Stafford Loan Program</i>	Long-term variable interest rate loan with an 8.25% cap. Principal and interest may be deferred until after student leaves college or attends less than half-time.	Same as subsidized limits with additional \$2,000 for Dependent. Independent: 1st & 2nd Year \$6000 3rd Year & above \$7000.	Free Application for Federal Student Aid and Promissory Note
	<i>Federal Parent Loan for Undergraduate Students (PLUS)</i>	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
<b>Veterans' Benefits</b>	<i>Veterans' Benefits</i>	Veterans and dependents of veterans, including Guard and Reserve Components.	Monthly benefit based on service contributions	Veterans Administration or Veterans Service Officer

## Scholarship and Grant Programs

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

### Grade Point Achievement Scholarships

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

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

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

- Eligible students must be current-year graduating high school seniors.
- Students must apply for and begin classes during the summer quarter, early fall quarter or fall quarter immediately following their graduation from high school.
- Award amounts are determined upon receipt of the student's official final transcript from high school.
- All recipients will be notified of the award in writing and all funds are paid directly to the College. Award amounts for Associate Degree students are divided equally among the student's first 5 quarters of attendance. Award amounts for Bachelor Degree students are divided equally among the student's first 10 quarters of attendance.

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

- Awards are forfeited if attendance is discontinued or interrupted for Associate Degree seeking students. Bachelor's Degree seeking students may interrupt attendance a maximum of 2 instances, with each instance no more than one quarter and not more than once in any one calendar year. (Students who interrupt attendance under the Medical Leave or Involuntary Medical Withdrawal policy are exempt from this limit.)

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

### Early Start Program

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

### 10% Military Discount

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

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

### Corporate Discount

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

### On-Time Graduation Scholarship and Accelerated Graduation Scholarship

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

### Restrictions

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

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

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

SCHOOL OF ALLIED HEALTH

**OBJECTIVE**

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

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

**HEALTH INFORMATION TECHNICIAN AAS DEGREE\*\***

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

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

**Foundation Courses**

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

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

**General Education Courses**

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

**Major and Core Courses**

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
G150	Structure and Function of the Human Body	4
M120	Medical Terminology	4
M140	Basic ICD-9-CM Coding	4
M140A	Intermediate ICD-9-CM Coding	3
M141	Ambulatory Care Coding	3
M208	Introduction to Health Information Management	4
M209	Medical Insurance and Billing	3
M211	Quality Analysis and Management	4
M218	Management of Health Information Services	4
M223	Pathology I	4
M224	Pathology II	4
M229	Healthcare Information Technologies	4
M230	Medical Law and Ethics	4
M251	Medical Coding Practicum	1
M252	Health Information Practicum	2

**Total Degree Credits 93\***

**This Degree Program is also offered online.**

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

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

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

## SCHOOL OF ALLIED HEALTH

## OBJECTIVE

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

## OBJECTIVE

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

## MASSAGE THERAPY AAS DEGREE

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

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

## Foundation Courses

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

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

## General Education Courses

Number	Course	Credits
<b>English Composition</b> (Required course)		
G124	English Composition	4
<b>Communication</b> (Select 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
<b>Math</b> (Select 1 course)		
G221	Introduction to Statistics	4
G233	College Algebra	4
<b>Natural Sciences</b> (Required course)		
G215	Introduction to Human Biology	4
<b>Social Sciences</b> (Select 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

## Major and Core Courses

Number	Course	Credits
B136	Introduction to Business	4
E242	Career Development	2
M230	Medical Law and Ethics	4
MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5
MT101	Introduction to Massage Therapy	3
MT105	Deep Tissue Massage	3
MT120	Techniques for Special Clients	3
MT140	Pathology for Massage Therapy	4
MT215	Sports Massage	3
MT220	Myofascial Release	3
MT225	Alternative Modalities	3
MT230	Trigger Point Therapy	3
MT237	Clinic I	2
MT238	Clinic II	4
MT245	Kinesiology	4
MT246	Kinesiology II	4
MT250	Business and Wellness	3

**Total Degree Credits** **94\***

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

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

## MEDICAL ADMINISTRATION AAS DEGREE

**Standard Length of Program** • 7 Quarters **Full-Time** • 10 Quarters **Part-Time**

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

## Foundation Courses

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

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

## General Education Courses

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

## Major and Core Courses

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
G150	Structure and Function of the Human Body	4
M120	Medical Terminology	4
M140	Basic ICD-9-CM Coding	4
M140A	Intermediate ICD-9-CM Coding	3
M141	Ambulatory Care Coding	3
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M206	Medical Transcription II	3
M209	Medical Insurance and Billing	3
M223	Pathology I	4
M224	Pathology II	4
M230	Medical Law and Ethics	4
M251	Medical Coding Practicum	1
M290	Medical Administration Capstone	1
S115	Keyboarding I	3
S120	Word for Windows	3

**Total Degree Credits** **92\***

**This Degree Program is also offered online.**

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

OFFICE MANAGEMENT  
AAS DEGREE  
Medical Specialization

• See School of Business on Page 14

SCHOOL OF ALLIED HEALTH

**OBJECTIVE**

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

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

**MEDICAL ASSISTING AAS DEGREE\*\***

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

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

**Foundation Courses**

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

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

**General Education Courses**

Number	Course	Credits
<b>English Composition</b> (Required course)		
G124	English Composition	4
<b>Communication</b> (Required course)		
G141	Introduction to Communication	4
<b>Humanities</b> (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
<b>Math</b> (Select 1 course)		
G221	Introduction to Statistics	4
G233	College Algebra	4
<b>Natural Sciences</b> (Required course)		
G215	Introduction to Human Biology	4
<b>Social Sciences</b> (Select 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

**Major and Core Courses**

Number	Course	Credits
D111	Computer Information Systems	3
E242	Career Development	2
G137	Introduction to Psychology	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M223	Pathology I	4
M224	Pathology II	4
M230	Medical Law and Ethics	4
MA110	Clinical Skills I	4
MA135	Pharmacology for the Allied Health Professional	4
MA145	Clinical Skills II	4
MA225	Laboratory Skills for Medical Assisting	4
MA230	Medical Assistant Externship	6
MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5

**Total Degree Credits 93\***

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

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

**OBJECTIVE**

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

**MEDICAL LABORATORY TECHNICIAN AAS DEGREE**

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

**Career Opportunities** • Medical Laboratory Technician

**General Education Courses**

Number	Course	Credits
<b>English Composition</b> (Required course)		
G124	English Composition	4
<b>Communication</b> (Select 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
<b>Math</b> (Required course)		
G233	College Algebra	4
<b>Natural Sciences</b> (Required course)		
G215	Introduction to Human Biology	4
<b>Social Sciences</b> (Select 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

**Major and Core Courses**

Number	Course	Credits
D111	Computer Information Systems	3
E242	Career Development	2
M120	Medical Terminology	4
MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5
ML100	Introduction to Clinical Laboratory Science	3
ML150	Clinical Chemistry I	3
ML151	Hematology I	3
ML152	Urinalysis	3
ML153	Clinical Microbiology I	3
ML201	Clinical Chemistry II	4
ML202	Hematology II	4
ML203	Immunology	3
ML205	Immunohematology	3
ML206	Clinical Microbiology II	4
ML291	Clinical Practicum I	12
ML292	Clinical Practicum II	12
PB105	Phlebotomy	3

**Total Degree Credits 111**

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

## SCHOOL OF ALLIED HEALTH



## OBJECTIVE

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

## MEDICAL TRANSCRIPTIONIST AAS DEGREE

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

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

## Foundation Courses

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

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

## General Education Courses

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

## Major and Core Courses

Number	Course	Credits
B271	Professional Communication	4
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
G150	Structure and Function of the Human Body	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
M223	Pathology I	4
M224	Pathology II	4
M230	Medical Law and Ethics	4
M280	Medical Transcription Capstone	3
S115	Keyboarding I	3
S116	Keyboarding II	3
S120	Word for Windows	3

**Total Degree Credits** **90\***

**This Degree Program is also offered online.**

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

## OBJECTIVE

Graduates of this program know medical terminology, medical law and ethics, and pharmacy math. They understand the theory of pharmacy practice. Graduates can receive, interpret, input, and fill prescriptions, and can use software programs to complete these tasks. They can perform pharmacy tasks in retail and hospital pharmacy settings. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, honesty and integrity, compassion for patients, and patient confidentiality.

## PHARMACY TECHNICIAN AAS DEGREE

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

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

## Foundation Courses

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

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

## General Education Courses

Number	Course	Credits
<b>English Composition</b> (Required course)		
G124	English Composition	4
<b>Communication</b> (Select 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
<b>Math</b> (Required course)		
G233	College Algebra	4
<b>Natural Sciences</b> (Required course)		
G215	Introduction to Human Biology	4
<b>Social Sciences</b> (Select 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

## Major and Core Courses

Number	Course	Credits
B119	Customer Service	4
B271	Professional Communication	4
D111	Computer Information Systems	3
E242	Career Development	2
M120	Medical Terminology	4
M230	Medical Law and Ethics	4
MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5
PT105	Introduction to Pharmacy	4
PT110	Pharmacology	4
PT120	Pharmacy Math and Dosages	4
PT125	Pharmacy Software/Automation/Insurance Billing	3
PT230	Unit Dose/IV Lab	3
PT235	Pharmacy Technician Practicum I—Outpatient/Retail	3
PT236	Pharmacy Technician Practicum II—Unit Dose/IV	3
PT280	Pharmacy Technician Capstone	2
S115	Keyboarding I	3

**Total Degree Credits** **92\***

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

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

SCHOOL OF ALLIED HEALTH

**OBJECTIVE**

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

**MASSAGE THERAPY DIPLOMA**

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

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

**Foundation Courses**

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

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

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

**Major and Core Courses**

Number	Course	Credits
E242	Career Development	2
G124	English Composition	4
G141	Introduction to Communication	4
G215	Introduction to Human Biology	4
G233	College Algebra	4
M230	Medical Law and Ethics	4
MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5
MT101	Introduction to Massage Therapy	3
MT105	Deep Tissue Massage	3
MT120	Techniques for Special Clients	3
MT140	Pathology for Massage Therapy	4
MT215	Sports Massage	3
MT220	Myofascial Release	3
MT225	Alternative Modalities	3
MT230	Trigger Point Therapy	3
MT237	Clinic I	2
MT238	Clinic II	4
MT245	Kinesiology	4
MT246	Kinesiology II	4
MT250	Business and Wellness	3

**Total Diploma Credits 74\***

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

**OBJECTIVE**

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

**MEDICAL TRANSCRIPTIONIST DIPLOMA**

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

**Career Opportunities** • Medical Transcriptionist • Medical Document Editor

**Foundation Courses**

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

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

**Major and Core Courses**

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
G124	English Composition	4
G141	Introduction to Communication	4
G150	Structure and Function of the Human Body	4
G233	College Algebra	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
M223	Pathology I	4
M224	Pathology II	4
M280	Medical Transcription Capstone	3
S115	Keyboarding I	3
S116	Keyboarding II	3
S120	Word for Windows	3

**Total Diploma Credits 62\***

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

## SCHOOL OF BUSINESS



## OBJECTIVE

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

**ACCOUNTING AAS DEGREE****Banking • Financial Accounting • Financial Investigation****Standard Length of Program • 6 Quarters Full-Time • 9 Quarters Part-Time****Career Opportunities • Accounting Clerk • Financial Planner • Auditor • Bookkeeper • Loan Officer • Financial Analyst • Bank Teller • Accounts Management Trainee****Foundation Courses**

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

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

**General Education Courses**

Number	Course	Credits
<b>English Composition</b> (Required course)		
G124	English Composition	4

**Communication** (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

**Humanities** (Select 2 courses)

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

**Math** (Select 1 course)

G221	Introduction to Statistics	4
G233	College Algebra	4

**Natural Sciences** (Select 1 course)

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

**Social Sciences** (1 required course,\*\* and select 1 elective)

G122	World Geography	4
G123	Principles of Economics**	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

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

**Major and Core Courses**

Number	Course	Credits
A151	Accounting I	4
A152	Accounting II	4
A153	Accounting III	4
A269	Income Tax	4
A280	Accounting Capstone	2
B136	Introduction to Business	4
B271	Professional Communication	4
D111	Computer Information Systems	3
D181	Excel	3
D279	Computer Focused Principles	3
E150	Success Strategies	4
E242	Career Development	2

**Banking Specialization**

Number	Course	Credits
B232	Principles of Marketing	4
F111	Introduction to Banking	4
F212	Fundamentals of Consumer Lending	4
F213	Introduction to Mortgage Lending	4
F215	Principles of Banking Law	4

**Total Degree Credits 93\*****This Degree Program is also offered Online.****Financial Accounting Specialization**

Number	Course	Credits
A177	Payroll Accounting	4
A272	Intermediate Accounting I	4
A274	Intermediate Accounting II	4
B234	Business Law	4
B293	Business Ethics	4

**Total Degree Credits 93\*****This Degree Program is also offered Online.****Financial Investigation Specialization**

Number	Course	Credits
A272	Intermediate Accounting I	4
A274	Intermediate Accounting II	4
A276	Financial Investigation	4
J100	Introduction to Criminal Justice	4
J125	Criminal Law and Procedures	4

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

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

## SCHOOL OF BUSINESS

## OBJECTIVE

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

**BUSINESS MANAGEMENT AAS DEGREE**

**Business Administration • Call Center Management • Child Development Entrepreneurship • Human Resource • Internet Marketing • Marketing and Sales**

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

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

**Foundation Courses**

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

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

**General Education Courses**

Number	Course	Credits
<b>English Composition</b> (Required course)		
G124	English Composition	4

**Communication** (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

**Humanities** (Select 2 courses)

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

**Math** (Select 1 course)

G221	Introduction to Statistics	4
G233	College Algebra	4

**Natural Sciences** (Select 1 course)

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

**Social Sciences** (1 required\*\*; select 1 course)

G122	World Geography	4
G123	Principles of Economics**	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

**Major and Core Courses**

Number	Course	Credits
A151	Accounting I	4
B136	Introduction to Business	4
B230	Principles of Finance	4
B233	Principles of Management	4
B234	Business Law	4
B271	Professional Communication	4
B280	Business Capstone	2
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2

**Business Administration Specialization**

Number	Course	Credits
A152	Accounting II	4
A177	Payroll Accounting	4
B119	Customer Service	4
B165	Introduction to Human Resource Management	4
B293	Business Ethics	4
D181	Excel	3
D279	Computer Focused Principles	3

**Total Degree Credits 93\***

**This Degree Program is also offered online.**

**Call Center Management Specialization**

Number	Course	Credits
B242	Multicultural Communications for Business	4
B270	Introduction to Global Business	4
B272	Call Center Strategic Leadership	4
B275	Call Center Customer Service Representative Skills	4
B276	Call Center Labor Force Management	4
B278	Call Center Operations Management	4
B293	Business Ethics	4

**Total Degree Credits 95\***

**This Degree Program is only offered online.**

**Child Development Specialization**

Number	Course	Credits
CC151A	Foundations of Child Development	4
CC152	Early Childhood Education Curriculum and Instruction	4
CC153A	Health, Safety, and Nutrition	4
CC258A	Infant and Toddler Development	4
CC259	Dynamics of the Family	4
CC260A	The Exceptional Child	4
CC261A	Emerging Literacy Through Children's Literature	4

**Total Degree Credits 95\***

**This Degree Program is also offered online.**

**Entrepreneurship Specialization**

Number	Course	Credits
B146	Introduction to Entrepreneurship	4
B240	Entrepreneurial Product and Service Planning	4
B243	Entrepreneurial Marketing	4
B244	Entrepreneurial Finance: Capitalization for the Entrepreneur	4
B247	Entrepreneurial Internship	4
B293	Business Ethics	4

**Total Degree Credits 91\***

**This Degree Program is only offered online.**

**Human Resource Specialization**

Number	Course	Credits
B119	Customer Service	4
B165	Introduction to Human Resource Management	4
B249	Risk Management and Insurance	4
B250	Training and Development	4
B267	Employment Law	4
B268	Compensation and Benefits Management	4
B293	Business Ethics	4

**Total Degree Credits 95\***

**This Degree Program is only offered online.**

**Internet Marketing Specialization**

Number	Course	Credits
B218	E-Commerce	4
B223	Internet Consumer Behavior	4
B224	Marketing Ethics	4
B228	Search Engine Marketing	4
B229	Target/Audience Messaging	4
B231	Web Media Marketing	4

**Total Degree Credits 91\***

**This Degree Program is only offered online.**

**Marketing and Sales Specialization**

Number	Course	Credits
B119	Customer Service	4
B140	Sales Techniques	4
B218	E-Commerce	4
B224	Marketing Ethics	4
B232	Principles of Marketing	4
B263	Principles of Advertising	4
R200	Principles of Retailing	4

**Total Degree Credits 95\***

**This Degree Program is also offered online.**

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

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

## SCHOOL OF BUSINESS

## OBJECTIVE

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

**OFFICE MANAGEMENT AAS DEGREE**

**Corporate Management • Government • Legal/Criminal Justice  
Medical • Small Business Management**

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

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

**Foundation Courses**

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

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

**General Education Courses**

Number	Course	Credits
<b>English Composition</b> (Required course)		
G124	English Composition	4

**Communication** (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

**Humanities** (Select 2 courses)

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

**Math** (Select 1 course)

G221	Introduction to Statistics	4
G233	College Algebra	4

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

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

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

G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government**	4
G250	History of the United States in the World	4

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

**Major and Core Courses**

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

**Corporate Management Specialization**

Number	Course	Credits
B136	Introduction to Business	4
B165	Introduction to Human Resource Management	4
B220	Project Planning and Documentation	4
B233	Principles of Management	4
D283	Access	3
S201	Office Procedures	4

**Total Degree Credits 91\***

**This Degree Program is also offered online.**

**Government Specialization\*\***

Number	Course	Credits
B180	Meeting Management	4
D283	Access	3
G243	Contemporary U.S. Government**	4
LA125	Law I	4
LA130	State and Local Government	4
S150	Legal Office Procedures	4
S219	Legal Document Processing and Transcription	3

**Total Degree Credits 94\***

**This Degree Program is also offered online.**

**Legal/Criminal Justice Specialization**

Number	Course	Credits
D283	Access	3
J100	Introduction to Criminal Justice	4
LA125	Law I	4
LA225	Law II	4
S150	Legal Office Procedures	4
S172	Legal Terminology	4
S219	Legal Document Processing and Transcription	3

**Total Degree Credits 94\***

**This Degree Program is also offered online.**

**Medical Specialization\*\***

Number	Course	Credits
G150	Structure and Function of the Human Body**	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M209	Medical Insurance and Billing	3
M223	Pathology I	4
M230	Medical Law and Ethics	4

**Total Degree Credits 94\***

**This Degree Program is also offered online.**

**Small Business Management Specialization**

Number	Course	Credits
A152	Accounting II	4
A177	Payroll Accounting	4
B180	Meeting Management	4
B233	Principles of Management	4
D279	Computer Focused Principles	3
D283	Access	3
S201	Office Procedures	4

**Total Degree Credits 94\***

**This Degree Program is also offered online.**

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

SCHOOL OF EDUCATION



**OBJECTIVE**

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

**EARLY CHILDHOOD EDUCATION AAS DEGREE**

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

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

**Foundation Courses**

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

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

**General Education Courses**

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

**Major and Core Courses**

Number	Course	Credits
CC151A	Foundations of Child Development	4
CC152	Early Childhood Education Curriculum and Instruction	4
CC153A	Health, Safety, and Nutrition	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
CC258A	Infant and Toddler Development	4
CC259	Dynamics of the Family	4
CC260A	The Exceptional Child	4
CC261A	Emerging Literacy through Children's Literature	4
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2

**Total Degree Credits 97\***  
**This Degree Program is also offered online.**

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

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

**OBJECTIVE**

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

**EARLY CHILDHOOD EDUCATION CERTIFICATE**

**Standard Length of Program** • 3 Quarters **Full-Time** • 3 Quarters **Part-Time**

**Career Opportunities** • **Early Childhood Instructor** • **Infant/Toddler Instructor** • **Preschool Assistant**  
• **Nanny** • **Child Care Administrator** • **Lead Teacher**

**Foundation Courses**

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

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

**Major and Core Courses**

Number	Course	Credits
CC151A	Foundations of Child Development	4
CC152	Early Childhood Education Curriculum and Instruction	4
CC153A	Health, Safety, and Nutrition	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 Certificate Credits 44\***

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

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

**BUSINESS MANAGEMENT AAS DEGREE**

**Child Development** • See School of Business on Page 13

## SCHOOL OF JUSTICE STUDIES



## OBJECTIVE

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

## CRIMINAL JUSTICE AAS DEGREE

**Corrections • Crime Scene Evidence • Homeland Security • Law Enforcement**

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

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

## Foundation Courses

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

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

## General Education Courses

Number	Course	Credits
<b>English Composition</b> (Required course)		
G124	English Composition	4

**Communication** (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

**Humanities** (Select 2 courses)

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

**Math** (Select 1 course)

G221	Introduction to Statistics	4
G233	College Algebra	4

**Natural Sciences** (Select 1 course)

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

**Social Sciences** (2 required courses)

G137	Introduction to Psychology	4
G142	Introduction to Sociology	4

## Major and Core Courses

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

## Corrections Specialization

Number	Course	Credits
J116	Case Management	4
J211	Counseling Clients	4
J212	Legal Principles in Corrections	4

**Total Degree Credits 93\***

**This Degree Program is also offered online.**

## Crime Scene Evidence Specialization

Number	Course	Credits
J160	Introduction to Forensic Science	4
J260	Introduction to Investigations	4
J261	Crime Scene Analysis	4

**Total Degree Credits 93\***

**This Degree Program is also offered online.**

## Homeland Security Specialization

Number	Course	Credits
J130	Introduction to Homeland Security	4
J230	Terrorism	4
J245	Security Challenges	4

**Total Degree Credits 93\***

**This Degree Program is also offered online.**

## Law Enforcement Specialization

Number	Course	Credits
J122	Crime Scene to Conviction: Critical Skills in Documentation	4
J222	Practical Psychology for Law Enforcement	4
J226	Legal Code for Law Enforcement	4

**Total Degree Credits 93\***

**This Degree Program is also offered online.**

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

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

SCHOOL OF JUSTICE STUDIES



**OBJECTIVE**

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

**PARALEGAL AAS DEGREE**

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

**Foundation Courses**

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

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

**General Education Courses**

Number	Course	Credits
<b>English Composition</b> (Required course)		
G124	English Composition	4

**Communication** (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

**Humanities** (Select 2 courses)

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

**Math** (Select 1 course)

G221	Introduction to Statistics	4
G233	College Algebra	4

**Natural Sciences** (Select 1 course)

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

**Social Sciences** (2 required courses)

G137	Introduction to Psychology	4
G142	Introduction to Sociology	4

**Major and Core Courses**

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
PL100	Introduction to Law and the Legal System	4
PL110	Introduction to Legal Research	4
PL121	Civil Litigation and Procedure I	4
PL122	Civil Litigation and Procedure II	4
PL140	Contracts	4
PL211	Legal Research and Writing I	4
PL212	Legal Research and Writing II	4
PL215	Real Estate Law	4
PL216	Corporate Law	4
PL219	Law Office Technology	4
PL225	Torts	4
PL230	Family Law	4
PL290	Paralegal Internship	5

**Total Degree Credits** **94\***  
**This Degree Program is also offered online.**

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

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

**OBJECTIVE**

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

**PARALEGAL CERTIFICATE**

**Standard Length of Program** • 4 Quarters **Full-Time** • 8 Quarters **Part-Time**  
**Career Opportunities** • Paralegal • Legal Assistant • Legal 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 demonstrate mastery of the subject matter in Foundation Courses either through a STEP placement exam or by successful completion of B097, B098, and/or B099.

**Paralegal Certificate Program Requirements**

Admissions into the Paralegal Certificate program requires candidates to have earned an associate's degree which includes general-education courses equivalent to those required in Rasmussen College's Paralegal AAS, or a bachelor's degree or higher. Entering students are also required to interview with admissions representative to complete a Rasmussen College placement test as part of the admissions process.

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

**Major and Core Courses**

Number	Course	Credits
G124	English Composition	4
G233	College Algebra	4
General Education elective**		4
PL100	Introduction to Law and the Legal System	4
PL110	Introduction to Legal Research	4
PL121	Civil Litigation and Procedure I	4
PL122	Civil Litigation and Procedure II	4
PL140	Contracts	4
PL211	Legal Research and Writing I	4
PL212	Legal Research and Writing II	4
PL219	Law Office Technology	4
PL225	Torts	4
PL230	Family Law	4
PL290	Paralegal Internship	5

**Electives** (choose 1, for 4 credits)

Number	Course	Credits
PL215	Real Estate Law	4
PL216	Corporate Law	4

**Total Certificate Credits** **61\***  
**This Program is also offered online.**

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

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



## SCHOOL OF TECHNOLOGY AND DESIGN

## OBJECTIVE

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

## Foundation Courses

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

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

## INFORMATION SYSTEMS MANAGEMENT AAS DEGREE

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

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

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

## General Education Courses

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

## Major and Core Courses

Number	Course	Credits
B119	Customer Service	4
B136	Introduction to Business	4
B271	Professional Communication	4
B293	Business Ethics	4
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2

## Network Administration Specialization

Number	Course	Credits
B220	Project Planning and Documentation	4
N112	PC Hardware and Software I (A+)	3
N113	PC Hardware and Software II (A+)	3
N127	Microsoft Windows Workstations	3
N133	Networking Fundamentals	3
N141	Networking Security Fundamentals	3
N208	Linux Administration	3
N226	Windows Active Directory	3
N228	Microsoft Windows Server	3
N234	Microsoft Exchange Server	3
N235	Cisco Networking Fundamentals and Routing	3
N290	Information Technology Capstone	2
W122	Introduction to Visual Basic 2005	3
<b>Total Degree Credits</b>		<b>96*</b>



## Web Programming Specialization

Number	Course	Credits
NM272	Multimedia Technologies	3
W110	JavaScript	3
W112	Database Design & SQL	3
W114	Fundamentals of Programming	3
W116	Introduction to Web Design Software	3
W118	Introduction to HTML	3
W122	Introduction to Visual Basic 2005	3
W210	Java I	3
W215	PERL/CGI	3
W216	PHP/MYSQL	3
W222	Visual Basic 2005 Advanced	3
W290	Web Programming Capstone	2
<b>Total Degree Credits</b>		<b>92*</b>

**This Degree Program is also offered online.**

## Computer Information Technology Specialization

Number	Course	Credits
B218	E-Commerce	4
D181	Excel	3
D187	Professional Presentations	3
D283	Access	3
N127	Microsoft Windows Workstations	3
N133	Networking Fundamentals	3
N290	Information Technology Capstone	2
S120	Word for Windows	3
W108	Introduction to Website Design	3

## Elective Courses for Computer Information Technology

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

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

**Total Degree Credits 93\***

## Group II - Multimedia Web Elective Group

NM111	Introduction to Computer Graphics	3
NM272	Multimedia Technologies	3
W208	Advanced Website Design	3

**Total Degree Credits 93\***

**This Degree Program is also offered online.**



## Database Administration Specialization

Number	Course	Credits
B220	Project Planning and Documentation	4
D283	Access	3
N127	Microsoft Windows Workstations	3
N228	Microsoft Windows Server	3
N270	Oracle Database Administration	3
N271	SQL Server 2005 Administration	3
N272	SQL Server 2005 Development	3
N273	Business Intelligence Reporting	3
N290	Information Technology Capstone	2
W112	Database Design & SQL	3
W114	Fundamentals of Programming	3
W122	Introduction to Visual Basic 2005	3
<b>Total Degree Credits</b>		<b>93*</b>

**This Degree Program is also offered online.**



## IP Telephony Specialization

Number	Course	Credits
B220	Project Planning and Documentation	4
N112	PC Hardware and Software I (A+)	3
N113	PC Hardware and Software II (A+)	3
N127	Microsoft Windows Workstations	3
N133	Networking Fundamentals	3
N164	Voice Over IP Fundamentals	3
N228	Microsoft Windows Server	3
N235	Cisco Networking Fundamentals and Routing	3
N264	IP Telephony	3
N265	Quality of Service (QoS)	3
N290	Information Technology Capstone	2
<b>Total Degree Credits</b>		<b>90*</b>

## Networking Security and Forensics Specialization

Number	Course	Credits
B220	Project Planning and Documentation	4
N112	PC Hardware and Software I (A+)	3
N113	PC Hardware and Software II (A+)	3
N127	Microsoft Windows Workstations	3
N133	Networking Fundamentals	3
N141	Networking Security Fundamentals	3
N228	Microsoft Windows Server	3
N235	Cisco Networking Fundamentals and Routing	3
N251	Introduction to Computer Forensics	3
N252	Networking Security Advanced	3
N253	Managing Information Security	3
N290	Information Technology Capstone	2
<b>Total Degree Credits</b>		<b>93*</b>

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

SCHOOL OF TECHNOLOGY AND DESIGN

**OBJECTIVE**

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

**MULTIMEDIA TECHNOLOGIES AAS DEGREE**

**Digital Design and Animation • Web Design**

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

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

**Foundation Courses**

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

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

**General Education Courses**

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

**Major and Core Courses**

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

**Digital Design and Animation Specialization**

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

**Web Design Specialization**

Number	Course	Credits
NM115	Networking and Internet Technologies	3
NM250	Dynamic Content Management	3
NM260	Server Side Scripting	3
<b>Total Degree Credits</b>		<b>95*</b>

**This Degree Program is also offered online.**

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



## COURSE DESCRIPTIONS

Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in the theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates, tests, or practices for reinforcement skills previously acquired through lecture or outside reading. An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory have the credit equivalency of one hour of lecture. Internship (also externship or practicum) is program-related work experience with indirect instructor supervision and employer assessment, usually coupled with lecture sessions in which the workplace experience is discussed. Three hours of internship have the credit equivalency of one hour of lecture. The individual student's ability to attain the necessary competencies may influence the number of clock hours necessary to complete an individual course. Prerequisites may be waived in unusual circumstances, but only with the consent of the instructor and approval of the Academic Dean or Campus Director.

**Online-Only Courses**

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

**Credit Definition**

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

**Clock Hour** - Equal to 50 minutes of instruction.

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

**How to read course descriptions**

Course description numbers that fall below 100 are considered developmental courses. Course description numbers that range from 100-199 are considered entry level courses. Course description numbers that range from 200-299 are considered to be more advanced courses and may function as second-year courses or capstone courses.

A	- Accounting
B	- Business
CC	- Early Childhood Education
D	- Computers
F	- Banking and Finance
G	- General Education
J	- Criminal Justice
LA	- Law
M	- Medical/Allied Health
MA	- Medical Assisting
ML	- Medical Laboratory Technician
MT	- Massage Therapy
N	- Network
NM	- Multimedia
PB	- Phlebotomy
PL	- Paralegal
PT	- Pharmacy Technician
R	- Retail/Sales
S	- Secretarial/Office Administration
W	- Web Programming

**A151 Accounting I  
40 hours, 4 credits**

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

Prerequisite: none

**A152 Accounting II  
40 hours, 4 credits**

This course is a continuation of Accounting I with additional concern with financial statement analysis for partnerships and corporations. The course will emphasize valuing assets including: property plant equipment, inventory and accounts receivable and will address the classification of accounts, notes, payroll liabilities, and monthly adjustments.

Prerequisite: Accounting I

**A153 Accounting III  
40 hours, 4 credits**

This course is a further continuation of Accounting II and will emphasize corporate accounting, corporate issuing and investing in debt and equity securities, financial and cash-flow analysis, and decision-making. The course will include manufacturing accounting methods used for budgeting and forecasting

Prerequisite: Accounting II

**A177 Payroll Accounting  
40 hours, 4 credits**

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

Prerequisite: Accounting I

**A269 Income Tax  
40 hours, 4 credits**

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

Prerequisite: Accounting II

**A272 Intermediate Accounting I  
40 hours, 4 credits**

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

Prerequisite: Accounting III

**A274 Intermediate Accounting II  
40 hours, 4 credits**

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

Prerequisite: Intermediate Accounting I

**A276 Financial Investigation  
40 hours, 4 credits**

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

Prerequisite: Intermediate Accounting I

**A280 Accounting Capstone\*  
20 hours, 2 credits**

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

Prerequisite: Offered last or second-to-last quarter for Associate's Degree Students.

**B097 Foundations of English I  
40 hours, 4 credits**

This course emphasizes grammar usage, basic punctuation, and sentence structure.

Prerequisite: Placement determined by placement test score.

**B098 Foundations of English II  
40 hours, 4 credits**

This course emphasizes mastery of grammar and punctuation usage, paragraph structure, and strategy.

Prerequisite: Placement determined by placement test score.

**B099 Foundations of Math  
40 hours, 4 credits**

This course is a study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages.

Prerequisite: Placement determined by placement test score.

**B119 Customer Service  
40 hours, 4 credits**

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

Prerequisite: none

**B136 Introduction to Business  
40 hours, 4 credits**

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

Prerequisite: none

**B140 Sales Techniques  
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

**B146 Introduction to Entrepreneurship  
40 hours, 4 credits**

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

Prerequisite: Introduction to Business

**B165 Introduction to Human Resource Management  
40 hours, 4 credits**

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

Prerequisite: none

**B180 Meeting Management  
40 hours, 4 credits**

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

Prerequisite: none

**B218 E-Commerce  
40 hours, 4 credits**

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

Prerequisite: none

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

## COURSE DESCRIPTIONS

**B220 Project Planning and Documentation\***  
**40 hours, 4 credits**

This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is set with pre-defined scenarios to assist with the definition of project roles and phases. The students work through related issues and produce a resolution in a well written format.

Prerequisites: Intended for student's last quarter.

**B223 Internet Consumer Behavior\***  
**40 hours, 4 credits**

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

Prerequisite: E-Commerce

**B224 Marketing Ethics\***  
**40 hours, 4 credits**

Using current case-studies, this course is designed to provide students the opportunity to discuss and debate the difference between ethical and unethical business conduct. Students will then use this information to understand how today's ideals and principles are applied to the practice of ethical reasoning, marketing decision making and accurate reporting with the purpose of understanding guidelines designed to protect and inform today's consumers.

Prerequisite: E-Commerce

**B228 Search Engine Marketing\***  
**40 hours, 4 credits**

This course combines a unique mix of business, writing, and technical skills as students develop an understanding of the basics of search marketing, a search marketing program, and the steps involved in the execution and tracking of success. This course will assist students in understanding the complexities and similarities of online marketing vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating a quality marketing mix.

Prerequisite: E-Commerce

**B229 Target/Audience Messaging\***  
**40 hours, 4 credits**

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

Prerequisite: E-Commerce

**B230 Principles of Finance**  
**40 hours, 4 credits**

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

Prerequisite: Accounting I

**B231 Web Media Marketing\***  
**40 hours, 4 credits**

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

Prerequisite: E-Commerce

**B232 Principles of Marketing**  
**40 hours, 4 credits**

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

Prerequisite: none

**B233 Principles of Management**  
**40 hours, 4 credits**

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

Prerequisite: none

**B234 Business Law**  
**40 hours, 4 credits**

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

Prerequisite: none

**B240 Entrepreneurial Product and Service Planning**  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Entrepreneurship

**B242 Multicultural Communications for Business\***  
**40 hours, 4 credits**

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

Prerequisite: none

**B243 Entrepreneurial Marketing**  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Entrepreneurship

**B244 Entrepreneurial Finance: Capitalization for the Entrepreneur**  
**40 hours, 4 credits**

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

Prerequisite: Principles of Finance

**B247 Entrepreneurial Internship**  
**120 hours, 4 credits**

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

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

**B249 Risk Management and Insurance\***  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Human Resource Management

**B250 Training and Development\***  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Human Resource Management

**B263 Principles of Advertising**  
**40 hours, 4 credits**

Theory, principles and functions of advertising, its role and its social and economic structure. Newspapers, magazines, radio and television area reviewed as advertising media

Prerequisite: Principles of Marketing

**B267 Employment Law\***  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Human Resource Management

**B268 Compensation and Benefits Management\***  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Human Resource Management

**B270 Introduction to Global Business\***  
**40 hours, 4 credits**

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

Prerequisite: none

**B271 Professional Communication**  
**40 hours, 4 credits**

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

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

**B272 Call Center Strategic Leadership\***  
**40 hours, 4 credits**

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

Prerequisite: none

**B275 Call Center Customer Service Representative Skills\***  
**40 hours, 4 credits**

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

Prerequisite: none

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

## COURSE DESCRIPTIONS

**B276 Call Center Labor Force Management\***  
**40 hours, 4 credits**

This course provides an introduction to determining the staffing requirements which balance customer requests and satisfaction and while meeting budget margins critical to the overall success of the business. As such, this course will focus on the forecasting of labor force needs, staffing requests, understanding of daily service management requirements, and the benefits and barriers to the incorporation of automated software tools to assist in this process.

Prerequisite: none

**B278 Call Center Operations Management\***  
**40 hours, 4 credits**

This course provides an introduction to technologies and tools available for call centers and their applications. Starting with the importance of site selection, facility design and management, this course will progress systematically through the process of developing a call center from inception to execution.

Prerequisite: none

**B280 Business Capstone\***  
**20 hours, 2 credits**

This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate Degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via completion of a Capstone project.

Prerequisite: Students must be enrolled in the Business Associate's Degree program and in their last or second-to-last quarter.

**B293 Business Ethics**  
**40 hours, 4 credits**

This course presents an examination of current moral and ethical issues that arise in the world of business, as well as an analysis of the main theories of moral obligation, right and wrong action, and good and bad values.

Prerequisite: none

**CC151A Foundations of Child Development**  
**40 hours, 4 credits**

This course will explore characteristics of children at different ages, children's developmental needs, and the foundation of early-childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family, and the cultural, social, class, and ethnic variations in the family as a social system.

Prerequisite: none

**CC152 Early Childhood Education Curriculum and Instruction**  
**40 hours, 4 credits**

This course promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized.

Prerequisite: none

**CC153A Health, Safety, and Nutrition**  
**40 hours, 4 credits**

This course examines the role of early-childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children's special health concerns. Students will carry out a 2-hour observation in the field of education.

Prerequisite: none

**CC154A Observing and Promoting Development in the Early Childhood Classroom**  
**240 hours, 8 credits**

Under externship supervision, the student will observe and implement developmentally appropriate practice techniques while interacting with children and family.

Prerequisite: none

**CC155 Creating a Learning Environment**  
**300 hours, 10 credits**

Continuation of Observing and Promoting Development in the Early Childhood Classroom. The focus is on developmentally appropriate practices and leadership.

Prerequisite: Observing and Promoting Development in the Early Childhood Classroom

**CC156 Implementing Curriculum in the Early Childhood Classroom**  
**300 hours, 10 credits**

This course is a continuation of Observing and Promoting Development in the Early Childhood Classroom. The focus is on developmentally appropriate practices and leadership.

Prerequisite: Creating a Learning Environment

**CC258A Infant and Toddler Development**  
**40 hours, 4 credits**

This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical, and cognitive development.

Prerequisite: none

**CC259 Dynamics of the Family**  
**40 hours, 4 credits**

This course will focus on the dynamics of the family and the family's influence on the growth and development of children. The history of family systems, child rearing, and parenting styles will be discussed. The course will explore issues that families of today face.

Prerequisite: none

**CC260A The Exceptional Child**  
**40 hours, 4 credits**

This course is designed to explore the benefits of inclusion in the early-childhood setting. Students will develop an understanding of exceptional development. Students will identify the parties relevant to exceptional development and their roles as resources in support of the child and their families.

Prerequisite: none

**CC261A Emerging Literacy through Children's Literature**  
**40 hours, 4 credits**

This course covers the history, selection, and integration of literature and language in the early-childhood curriculum. Topics include developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, puppetry, and flannel-board use will also be emphasized.

Prerequisite: none

**D111 Computer Information Systems**  
**40 hours, 3 credits**

This course is an introductory course designed to teach students fundamental computer concepts as well as serve as an introduction to the Microsoft Office suite. The focus of this course will include Word, Excel, PowerPoint and Access. This course will briefly cover email, Internet and Windows file management, as the course prepares students for a computerized work place.

Prerequisite: none

**D181 Excel**  
**40 hours, 3 credits**

This course is designed to investigate the advanced applications and concepts available in Microsoft Office Excel. Students will be introduced to electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.

Prerequisite: Computer Information Systems

**D187 Professional Presentations**  
**40 hours, 3 credits**

This course is designed to incorporate two Microsoft Office presentation programs into a single, powerful tool that can be used to create Professional Presentations. Students will learn to use PowerPoint and Publisher as partners in creating multidimensional presentations.

Prerequisite: Computer Information Systems

**D279 Computer Focused Principles**  
**40 hours, 3 credits**

This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.

Prerequisite: Accounting I

**D283 Access**  
**40 hours, 3 credits**

This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.

Prerequisite: Computer Information Systems

**E150 Success Strategies**  
**40 hours, 4 credits**

This course will enable students to develop positive skills that ensure success in the college setting and workplace. Specific topics in learning and study strategies will lead students to develop and utilize appropriate study techniques, ensuring academic success. Topics in life skills will lead to a better understanding of self and others in our diverse world, and encourage the development and utilization of strategies to promote positive relationships, self-management, and professionalism.

Prerequisite: none

**E242 Career Development**  
**20 hours, 2 credits**

The course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview.

Prerequisite: none

**F111 Introduction to Banking\***  
**40 hours, 4 credits**

This course is the standard introduction to the banking profession. It touches on nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.

Prerequisite: none

**F212 Fundamentals of Consumer Lending\***  
**40 hours, 4 credits**

This course provides the basic knowledge about consumer credit. It will cover terminology, basic categories of consumer credit, determining credit worthiness, and the application process. It includes the origin of regulations protecting consumer credit transactions, and reviews specific regulations that apply to consumer credit.

Prerequisite: Introduction to Banking

**F213 Introduction to Mortgage Lending\***  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Banking

**F215 Principles of Banking Law\***  
**40 hours, 4 credits**

This course will guide students through the legal and regulatory issues. Every 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 to Banking

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

## COURSE DESCRIPTIONS

**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

**G123 Principles of Economics**  
40 hours, 4 credits

This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This course introduces microeconomic and macroeconomic concepts.

Prerequisite: none

**G124 English Composition**  
40 hours, 4 credits

This course is intended to help students develop their ability to write and express ideas in an organized, unified, coherent manner that reflects an appropriate awareness of purpose and audience. Through writing, reading, and discussion, students will learn to synthesize their thoughts as they communicate more effectively. Course concepts are applied to essays, research projects, and specialized writing. Regular writing and revision will improve students' grammar, punctuation and usage skills.

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

**G125 Humanities**  
40 hours, 4 credits

This course investigates human creative achievement. It is designed to increase the student's understanding and appreciation of cultural literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.

Prerequisite: none

**G137 Introduction to Psychology**  
40 hours, 4 credits

This course will introduce students to the scientific study of human behavior. Course topics will include the following: heredity and environment, development of the individual, motivation, emotion, perception, personality and abnormal behavior.

Prerequisite: none

**G138 Introduction to Film**  
40 hours, 4 credits

This course is an introduction to the main types of film, to expressiveness of film techniques, and to ways in which we can better understand and appreciate both individual films and the medium as a whole. The goals are to introduce students to a diverse group of important American as well as international films and to teach them the necessary criteria for closely examining the characteristics of the film medium. As a result of this process, students will become more sophisticated and satisfied viewers. We will look at how films exemplify particular genres and analyze the film's contexts as well as the ways in which viewers formulate meanings. We will concern ourselves with the aesthetic qualities of given films and genres; we will, moreover, investigate the cultural significance of these works.

Prerequisite: none

**G141 Introduction to Communication**  
40 hours, 4 credits

The course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social and professional contexts. Specific topics will include perception, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings.

Prerequisite: none

**G142 Introduction to Sociology**  
40 hours, 4 credits

This course is designed to enable students to recognize their own culture-based values, feelings, and attitudes while developing a better understanding of cultural values that may differ from their own. It will cover basic sociological topics such as socialization, gender, race, social organization, and social change. Through the course students should achieve a better understanding of themselves and society.

Prerequisite: none

**G150 Structure and Function of the Human Body**  
40 hours, 4 credits

This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.

Prerequisite: none

**G201 Creative Writing**  
40 hours, 4 credits

This course will develop the student's talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays and non-fiction. Works by students and others will be critiqued. Students will also develop editorial skills so that each writer may revise and improve his/her work. Students will compose a minimum of 6000 words over the course of the program.

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

**G215 Introduction to Human Biology**  
50 hours, 4 credits

Students will explore fundamental concepts of human biology. They will examine cell structure and function, body systems, and biochemistry. They will also learn basic concepts of genetics and evolution. Students will explore the relationship of human populations and the ecosystem.

Prerequisites: none

**G221 Introduction to Statistics**  
50 hours, 4 credits

In this course students will learn to use various measures of location and variability to describe data. Concepts such as graphical and numerical descriptive measures, probability, conditional probability laws, discrete random variable, binomial and normal random variables, sampling distributions, central limit theorem, large and small sample confidence intervals for parameters associated with a single population and for comparison of two populations will be discussed. Hypothesis testing for large and small samples will be illustrated.

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

**G226 Speech**  
40 hours, 4 credits

This course is designed to teach the student how to research and plan, arrange and compose, and deliver informative, persuasive, expressive, impromptu, and extemporaneous speeches for various audiences. Students will also analyze and evaluate the arguments and rhetorical methods used in public communication to help them develop the ability to speak clearly and effectively, and to think logically. Students will also explore techniques for overcoming speech anxiety.

Prerequisite: none

**G230 Introduction to Literature**  
40 hours, 4 credits

This course offers an introduction to the most common literary genres: Fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts.

Prerequisite: none  
[English Comp. recommended]

**G233 College Algebra**  
40 hours, 4 credits

This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.

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

**G239 Introduction to Astronomy**  
40 hours, 4 credits

A study of the solar system, the Milky Way and other galaxies, and the universe. Topics include the structure of the celestial bodies, recognizing them, and understanding the influence they have on each other.

Prerequisite: none

**G243 Contemporary US Government**  
40 hours, 4 credits

This course provides an introduction to the US system of government, including its parts, institutions, and evolution, and will help students understand how the government works on the national, state and local level. To explore how the US government affects its citizens and how citizens participate in their government, students will address current problems and issues grounded in legal history, theory, and ethics.

Prerequisite: none

**G245 Introduction to Geology**  
40 hours, 4 credits

This course provides an introductory look at the physical processes that shape the earth. Topics include the origin, structure, and systems of the earth, minerals, rock formation, plate tectonics, and volcanoes and earthquakes. Geologic time, global change, and human-environment interaction will also be explored. Students will complete a research paper on a contemporary issue in geology.

Prerequisite: none

**G250 History of the United States in the World**  
40 hours, 4 credits

This course will explore the ways in which the United States emerged as a leader in the world in the 20th century and beyond. To expose students to various viewpoints, a theme of the course will be the interconnection of events in the United States during this period with those occurring simultaneously throughout the world. The political, social, and economic aspects of the history of the United States in this time will be explored amid a diversity of human cultures, values, and perspectives within the country and the world.

Prerequisite: none

**J100 Introduction to Criminal Justice**  
40 hours, 4 credits

An introductory course designed to familiarize students with the facets of the criminal justice system, the sub-systems and how they interrelate. Students are introduced to various legal concepts especially the structure and operation of America's court systems.

Co-requisite: Criminology

**J102 Criminology**  
40 hours, 4 credits

This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals.

Co-requisite: Introduction to Criminal Justice

**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

**J116 Case Management\***  
40 hours, 4 credits

Students will learn how to manage caseloads of clients, document casework, and use strategies for clients' rehabilitation. They will learn how to write effective court reports, case entries, recommendations and violation summaries. Students will explore client-interview skills and motivation techniques. Examination of special populations of diverse clients, such as substance abusers and the mentally ill are reviewed.

Prerequisite: Introduction to Criminal Justice

**J120 Policing in America**  
40 hours, 4 credits

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

Prerequisite: Introduction to Criminal Justice (or co-requisite)

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

## COURSE DESCRIPTIONS

**J122 Crime Scene to Conviction: Critical Skills in Documentation\***  
**40 hours, 4 credits**

Students will master the skills of both oral and written communication. They will examine grammar and the mechanics of writing. They will also explore special communication issues, such as communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.

Prerequisite: Introduction to Criminal Justice

**J125 Criminal Law and Procedures**  
**40 hours, 4 credits**

This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are examined.

Prerequisite: Introduction to Criminal Justice.

**J130 Introduction to Homeland Security\***  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Criminal Justice

**J160 Introduction to Forensic Science\***  
**40 hours, 4 credits**

A course designed to familiarize students with the application of science to criminal and civil laws. Students are introduced to the five basic services that a crime laboratory supports; examine the analysis of evidence and the collection and preservation of all types of evidence.

Prerequisite: Introduction to Criminal Justice

**J200 Domestic Violence**  
**40 hours, 4 credits**

This course examines violence in the family; social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responses; the role of the police; when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide.

Prerequisite: Introduction to Criminal Justice

**J205 Juvenile Justice**  
**40 hours, 4 credits**

An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.

Prerequisite: Introduction to Criminal Justice

**J211 Counseling Clients\***  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Criminal Justice

**J212 Legal Principles in Corrections\***  
**40 hours, 4 credits**

Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders' rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.

Prerequisite: Criminal Law and Procedures

**J222 Practical Psychology for Law Enforcement\***  
**40 hours, 4 credits**

Students will examine how principles of psychology relate to law-enforcement work. They will explore fundamental concepts from a policing perspective, focusing on the real-world effects these principles produce on peace officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim- and witness-interviewing strategies, offender behavior-modification approaches, and officer coping methods. They will review the short- and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.

Prerequisites: Introduction to Criminal Justice

**J226 Legal Code for Law Enforcement\***  
**40 hours, 4 credits**

Students will use states' criminal and traffic codes to become familiar with law and statutes. They will review penal statutes covering issues from homicide to misconduct, and will examine legislation and statutes that govern law-enforcement duties and responsibilities. Students will also examine laws and procedures that apply to specific populations like juveniles and domestic-violence victims.

Prerequisite: Criminal Law and Procedures

**J230 Terrorism\***  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Criminal Justice

**J245 Security Challenges\***  
**40 hours, 4 credits**

This course is an examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.

Prerequisite: Introduction to Criminal Justice

**J250 Drugs and Crime**  
**40 hours, 4 credits**

The course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as "club drugs," inhalants, herbal stimulants, and designer drugs will also be discussed.

Prerequisite: Introduction to Criminal Justice

**J255 Ethics in Criminal Justice**  
**40 hours, 4 credits**

This course provides a strong theoretical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in criminal justice, but also of how sound moral decisions are made in response to them.

Prerequisite: Introduction to Criminal Justice

**J260 Introduction to Investigations\***  
**40 hours, 4 credits**

Students will become familiar with the fundamentals of criminal investigation, including the process and responsibilities of investigations. They will examine property and person-to-person crimes, with a special focus on writing skills and the management of an investigation.

Prerequisite: Criminal Law and Procedures

**J261 Crime Scene Analysis\***  
**40 hours, 4 credits**

Students will learn the process and function of securing and working a crime scene. They will become familiar with different types of evidence, including trace, biological, and impression evidence. They will examine the proper collection and documentation of evidence from a crime scene.

Prerequisite: Introduction to Forensic Science

**J280 Contemporary Issues in Criminal Justice Capstone\***  
**40 hours, 4 credits**

The capstone class examines the future of the criminal justice system. The current cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected. This course includes ten hours of field experience.

Prerequisite: Introduction to Criminal Justice. Students must be enrolled in the Criminal Justice program and in their last or second to last quarter.

**LA125 Law I**  
**40 hours, 4 credits**

This course is a study of the fundamentals of law. This includes study of the American legal system, forms of conflict resolution, torts, contracts, and criminal law.

Prerequisite: none

**LA130 State and Local Government**  
**40 hours, 4 credits**

This course will introduce the constitutional interrelationship of national, state, and local governments. Special emphasis will be placed on the powers and functions of the various branches of state and local governments.

Prerequisite: none

**LA225 Law II**  
**40 hours, 4 credits**

This course is a continuation of the study of fundamentals of law. This includes study of the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, contracts, and other areas of business law.

Prerequisite: Law I

**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

**M140 Basic ICD-9-CM Coding**  
**40 hours, 4 credits**

This course provides in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in coding in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.

Prerequisite: Medical Terminology, Pathology I (prerequisite or corequisite)

**M140A Intermediate ICD-9-CM Coding**  
**40 hours, 3 credits**

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

Prerequisite: Basic ICD-9-CM Coding

**M141 Ambulatory Care Coding**  
**40 hours, 3 credits**

The emphasis in this course is medical coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT.

Prerequisite: Intermediate ICD-9-CM Coding

**M200 Medical Office Procedures**  
**40 hours, 4 credits**

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

Prerequisite: Medical Terminology

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

## COURSE DESCRIPTIONS

**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, Keyboarding I

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

A continuation of Medical Transcription I, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, 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

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

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

Prerequisite: Medical Transcription II.

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

This course introduces the student to the history of the profession of 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

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

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

Prerequisite: Medical Terminology

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

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

Prerequisite: Introduction to Health Information Management

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

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

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

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

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

Prerequisite: Human Anatomy and Physiology I, or Structure and Function of the Human Body

**M224 Pathology II**  
**40 hours, 4 credits**

Continuation of studies of the basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology, and treatment and prevention of common diseases of selected human body systems.

Prerequisite: Pathology I

**M229 Healthcare Information Technologies**  
**40 hours, 4 credits**

This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.

Prerequisites: Introduction to Health Information Management, Computer Information Systems

**M230 Medical Law and Ethics**  
**40 hours, 4 credits**

A study of the United States legal system and court process with emphasis on legal and ethical issues within the health care environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student's program of study.

Prerequisite: none

**M251 Medical Coding Practicum\***  
**30 hours, 1 credit**

This course offers supervised practical experience in a simulated campus or online setting, or a health care facility arranged by the student, with a minimum of 30 hours of practical experience in medical coding under the direction of a college HIT/Coding instructor or practicing medical coding professional. The practicum offers the student experience as a medical coder using actual or simulated medical documentation, and is essential to training.

Prerequisite: Ambulatory Care Coding

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

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

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

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

A supervised experience in medical transcription work settings, simulated lab, and student 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

**M290 Medical Administration Capstone\***  
**10 hours, 1 credit**

This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills.

Prerequisite: Medical Administration student in last or second-to-last quarter.

**MA110 Clinical Skills I**  
**60 hours, 4 credits**

In this course students will begin their study of the essential and basic core of back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, office procedures, medical law and ethics, records management, bookkeeping and billing, health insurance and coding, infection control, and patient assessment. They will follow applied-learning approaches to all skill-development and performance objectives.

Prerequisites: Medical Terminology, Human Anatomy and Physiology I

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

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

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

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

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

Prerequisite: Clinical Skills I

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

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

Prerequisites: Clinical Skills II (or co-requisite)

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

Students will engage in an 11-week on-the-job training experience in a physician's office/clinic in their field of study or medical-specialty interest. The extern will perform medical-assisting job duties in both the front-office administrative area and the back-office clinical area, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked. In the lecture portion of the course, students will learn job-search techniques and skills for entry-level medical assistants.

Prerequisites: Laboratory Skills for Medical Assisting; approval of Medical Assisting Program Coordinator

**MA241 Human Anatomy and Physiology I**  
**80 hours, 5 credits**

In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology is emphasized. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.

Prerequisite: Introduction to Human Biology

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

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

Prerequisite: Human Anatomy and Physiology I

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

## COURSE DESCRIPTIONS

**ML100 Introduction to Clinical Laboratory Science**  
**40 hours, 3 credits**

An introduction to laboratory medicine and the profession of clinical laboratory science. This course will emphasize professionalism, laboratory safety, and routine laboratory procedures including quality control and lab math.

Prerequisites: Program admission.

**ML150 Clinical Chemistry I**  
**40 hours, 3 credits**

An introduction to analytical techniques, instrumentation, and basic principles of clinical chemistry methods. Presents the theory and application of biochemical analytes, including clinical significance and normal reference ranges.

Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

Co-requisite: College Algebra

**ML151 Hematology I**  
**40 hours, 3 credits**

Introduction to the theory and practical application of routine and special hematology procedures. Presents red-blood-cell function, hematopeoiesis, and associated diseases. The student laboratory focuses on identifying normal and abnormal red-blood-cell morphology and the evaluation of stained blood smears.

Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

**ML152 Urinalysis**  
**40 hours, 3 credits**

An introduction to urinalysis and body-fluid analysis. Includes anatomy and physiology of the kidney, and physical, chemical, and microscopic analysis of urine, cerebral spinal fluid, and other body fluids.

Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

**ML153 Clinical Microbiology I**  
**40 hours, 3 credits**

This course will include basic concepts of microbiology. Emphasis will be placed on cell structure and function of human, pathogenic microorganisms. Disease, resistance and immune system function will be included. Methods of microbe control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.

Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

**ML201 Clinical Chemistry II**  
**60 hours, 4 credits**

Expanding upon concepts learned in Clinical Chemistry I, this course further examines the principles and procedures of various tests performed in Clinical Chemistry. Integral to this course is continued explanation of the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values.

Prerequisite: Clinical Chemistry I

**ML202 Hematology II**  
**60 hours, 4 credits**

Expanding upon concepts learned in Hematology I, this course further examines the theory and practical application of routine and special hematology procedures. Presents white blood cell function, hematopeoiesis and associated diseases. The student laboratory focuses on identifying normal and abnormal white blood cell morphology and the evaluation of stained blood smears. Coagulation principles and techniques will be included.

Prerequisite: Hematology I

**ML203 Immunology**  
**40 hours, 3 credits**

Basic immunology and serology concepts will be presented with an emphasis on selected infectious diseases and autoimmune disorders. The theory of immunologic and serologic procedures will also be presented.

Prerequisite: Human Anatomy and Physiology I

**ML205 Immunohematology**  
**40 hours, 3 credits**

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

Prerequisites: Hematology I, Immunology

**ML206 Clinical Microbiology II**  
**60 hours, 4 credits**

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

Prerequisite: Clinical Microbiology I

**ML291 Clinical Practicum I**  
**360 hours, 12 credits**

Students will perform in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate.

Prerequisite: Approval by campus coordinator; completion of all coursework required by clinical affiliate

**ML292 Clinical Practicum II**  
**360 hours, 12 credits**

Students will continue in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate.

Prerequisite: Clinical Practicum I

**MT101 Introduction to Massage Therapy**  
**40 hours, 3 credits**

This course introduces basic massage therapy skills and knowledge necessary to becoming a massage therapist. Students will acquire the knowledge to develop a self care strategy by identifying body awareness and movement habits.

Prerequisite: none

**MT105 Deep Tissue Massage**  
**40 hours, 3 credits**

This course will incorporate and expand on the techniques learned from Swedish massage. An emphasis will be on other methods of addressing soft tissue dysfunction. Students will have the knowledge to integrate deep tissue massage into their practice as a massage therapist. An emphasis will be upon developing communication and documentation skills for insurance billing.

Prerequisites: Introduction to Massage Therapy, Kinesiology

**MT120 Techniques for Special Clients**  
**40 hours, 3 credits**

This is a basic course focusing on clients who have individualized needs. The emphasis in this course is on pregnancy, infant, pediatric, and geriatric massage. Students will also gain an understanding of how to incorporate a massage environment that best serves individuals that have a physical and/or developmental challenge.

Prerequisites: Introduction to Massage Therapy, Kinesiology

**MT140 Pathology for Massage Therapy**  
**40 hours, 4 credits**

This course, which is intended as a general one-quarter overview of pathology for Massage Therapy and allied health students, will cover the most basic concepts and terminology of health and disease. Students will acquire the knowledge of different disorders. Focus is on the structure, nature, causes, diagnostic procedures, and treatment of the most common diseases of selected human body systems.

Prerequisite: none

**MT215 Sports Massage**  
**40 hours, 3 credits**

This course provides students with the knowledge of how to apply pre-event, immediate, post-event, and restorative massage. Students will have the knowledge of various injuries and the physiological effects that the body endures in athletic events. Students will have an understanding of different stretching applications to a client.

Prerequisites: Introduction to Massage Therapy, Kinesiology

**MT220 Myofascial Release**  
**40 hours, 3 credits**

The purpose of this course is to provide knowledge of Myofascial release. The student is introduced to working on fascia in the body. An emphasis will be on the emotional releases from the client and how to handle these situations in a session.

Prerequisites: Introduction to Massage Therapy, Pathology for Massage Therapy, Human Anatomy and Physiology II, Kinesiology II

**MT225 Alternative Modalities**  
**40 hours, 3 credits**

This course introduces the basic knowledge of Shiatsu, Reflexology, and Aromatherapy. Students will have an understanding of the five element theory, meridians and chakras. The students will be able to incorporate principles of reflexology and aromatherapy into a massage session.

Prerequisites: Introduction to Massage Therapy, Kinesiology

**MT230 Trigger Point Therapy**  
**40 hours, 3 credits**

This course is an introduction to Trigger Point Therapy. Students will have the facts of scientific data of a Trigger Point. Students will have the knowledge of the physiological symptoms of a Trigger Point. An emphasis will be on the significance of musculoskeletal disorders and how to manage these with Trigger Point Therapy.

Prerequisite: Deep Tissue Massage

**MT237 Clinic I**  
**40 hours, 2 credits**

In this course the student will perform a minimum of 40 hours in the Massage Clinic, performing at least 15 full body massage treatments. A supervisor will be present to evaluate and guide the student's performance. Students are evaluated on hands-on skills and SOAP Charting.

Prerequisites: Human Anatomy and Physiology II, Kinesiology II, Deep Tissue Massage

**MT238 Clinic II**  
**80 hours, 4 credits**

In this course the student will perform a minimum of 80 hours in the Massage Clinic performing at least 30 full body massage treatments. A supervisor will be present to evaluate and guide the student's performance. Students are evaluated on hands-on skills and SOAP Charting.

Prerequisite: Clinic I.

This course is recommended for a student's last quarter.

**MT245 Kinesiology**  
**40 hours, 4 credits**

This course is an introduction to the skeletal and muscular system. An emphasis is on the fascial system and movement of the body. The students will have a basic knowledge of kinesiology.

Prerequisite: Human Anatomy and Physiology I

**MT246 Kinesiology II**  
**50 hours, 4 credits**

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

Prerequisite: Kinesiology

**MT250 Business and Wellness**  
**40 hours, 3 credits**

This course introduces the student to recognize an emergency and how to respond to specific injuries. The student will acquire First Aid and Cardiopulmonary Resuscitation (CPR) certification through a nationally recognized provider. A general introduction of nutrition and wellness with an emphasis on health promotion will be taught. Students will have the knowledge to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

Prerequisites: Deep Tissue Massage, Sports Massage. This course is recommended for the last quarter.

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

## COURSE DESCRIPTIONS

**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, 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.

Prerequisite: none

**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 student will learn about the conduct and responsibilities of being a professional PC technician. To reinforce the materials 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.

Prerequisite: PC Hardware and Software I (A+)

**N127 Microsoft Windows Workstations\***  
**40 hours, 3 credits**

This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist Exam.

Prerequisite: none

**N133 Networking Fundamentals\***  
**40 hours, 3 credits**

This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks on how communications is accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Prerequisite: Microsoft Windows Workstations or adviser/faculty approval

**N141 Networking Security Fundamentals\***  
**40 hours, 3 credits**

This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials.

Prerequisite: Networking Fundamentals

**N164 Voice Over IP Fundamentals**  
**40 hours, 3 credits**

The goal of this course is to introduce students to Voice over IP (VoIP) communications and the different features and benefits inherent in deploying communications in this way. Students will learn the differences inherent between Public Switched Telephone Networks (PSTN) and VoIP systems. They will discover the signaling that is done with VoIP and learn about the configuration issues when switching over a system to VoIP.

Prerequisite: Networking Fundamentals

**N208 Linux Administration\***  
**40 hours, 3 credits**

This course is designed for introduction of the Linux operating system. The students will learn to installation, configure, maintain, administration, and use programming features of Linux operating system. Students will learn how download and install source application from the Internet, running Windows emulation, and the role of Linux in the enterprise network environment. This courses uses a combination of reading, lecture, Internet based research, and lab work to reinforce the course materials.

Prerequisite: Microsoft Windows Workstations

**N226 Windows Active Directory\***  
**40 hours, 3 credits**

The course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, setup, configure, utilize, maintain and trouble shoot Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Further this course helps prepare students to take the Microsoft Certification Exam #70-294

Prerequisite: Microsoft Windows Server

**N228 Microsoft Windows Server\***  
**40 hours, 3 credits**

This course provides students with the knowledge and skills necessary to install and configure Windows server and perform post-installation and day-to-day administrative tasks. The course gives the student the background needed to provide technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the material covered. Further, the course helps prepare students to take the Microsoft Professional Certification exam.

Prerequisite: Microsoft Windows Workstations

**N234 Microsoft Exchange Server\***  
**40 hours, 3 credits**

In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance.

It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real-world examples of networking and messaging issues. 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 #70-236.

Prerequisite: Microsoft Windows Server

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

In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course 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: Networking Fundamentals

**N251 Introduction to Computer Forensics**  
**40 hours, 3 credits**

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

Prerequisite: Microsoft Windows Server

**N252 Networking Security Advanced**  
**40 hours, 3 credits**

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

Prerequisite: Cisco Networking Fundamentals and Routing

**N253 Managing Information Security**  
**30 hours, 3 credits**

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

Prerequisite: Networking Security Advanced

**N264 IP Telephony**  
**40 hours, 3 credits**

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

Prerequisite: Voice Over IP Fundamentals

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

This course will look at how Quality of Service can affect not only IP-based applications running on a network but also general network performance. Various tools and procedures are introduced in this course for dealing with congestion, traffic policing and shaping, and utilizing drop policies where appropriate. In addition, there will be attention paid to the topic of QoS on the LAN, and why it is an important topic to consider and review for overall network performance.

Prerequisite: IP Telephony

**N270 Oracle Database Administration**  
**40 hours, 3 credits**

The goal of this course is to prepare individuals to work with and administer Oracle databases. Students will learn the various tools available to set up the database, query, configure performance monitoring, and enhance security for the Oracle database. The course will emphasize the skills needed for day-to-day maintenance of the database.

Prerequisite: Database Design and SQL

**N271 SQL Server 2005 Administration**  
**40 hours, 3 credits**

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

Prerequisite: Database Design and SQL

**N272 SQL Server 2005 Development**  
**40 hours, 3 credits**

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

Prerequisite: SQL Server 2005 Administration

**N273 Business Intelligence Reporting**  
**40 hours, 3 credits**

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

Prerequisite: SQL Server 2005 Administration

**N290 Information Technology Capstone\***  
**20 hours, 2 credits**

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

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

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

## COURSE DESCRIPTIONS

**NM110 Drawing Design and Art Theory**  
40 hours, 3 credits

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

Prerequisite: none

**NM111 Introduction to Computer Graphics**  
40 hours, 3 credits

This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting.

Prerequisite: none

**NM113 Introduction to Multimedia and Computer Graphic Arts**  
40 hours, 3 credits

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

Prerequisite: Introduction to Computer Graphics

**NM115 Networking and Internet Technologies**  
40 hours, 3 credits

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

Prerequisite: Introduction to Computer Graphics

**NM121 Typography**  
40 hours, 3 credits

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

Prerequisite: Introduction to Computer Graphics

**NM122 Digital Publishing**  
40 hours, 3 credits

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

Prerequisite: Introduction to Computer Graphics

**NM124 Color Theory and Techniques**  
40 hours, 3 credits

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

Prerequisite: Introduction to Computer Graphics

**NM130 Audio/Video Editing**  
40 hours, 3 credits

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

Prerequisite: Introduction to Computer Graphics

**NM131 Introduction to 3D Arts and Animation**  
40 hours, 3 credits

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

Prerequisite: Introduction to Computer Graphics

**NM141 Digital Media Production**  
40 hours, 3 credits

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

Prerequisite: Introduction to Computer Graphics

**NM240 3-Dimensional Animation**  
40 hours, 3 credits

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

Prerequisite: Introduction to 3D Arts and Animation

**NM250 Dynamic Content Management**  
40 hours, 3 credits

This course introduces students to the standards for designing relational databases. The course focuses on record creation, modification, and deletion as well as report generation and database design. In addition, Structured Query Language is utilized to obtain dynamic information for multimedia authoring.

Prerequisite: Introduction to Computer Graphics

**NM252 Fundamentals of Web Authoring and Design**  
40 hours, 3 credits

This course focuses on the students' basic authoring skills by focusing on the demands, details, and subtleties of creating web pages. HTML and supplemental client side scripting are the primary focus of the course. In addition, processes of graphic and multimedia creation – adding interactivity, color use, file management and formats, testing, publishing, and publicizing are addressed. Students use interactivity and multimedia elements to enhance their site design.

Prerequisite: Introduction to Computer Graphics

**NM260 Server Side Scripting**  
40 hours, 3 credits

This course focuses on dynamic interactive web sites from a multimedia perspective. Emphasis is on data driven pages, interactivity through client side scripting, dynamic web content and database access through server side scripting.

Prerequisites: Dynamic Content Management, Fundamentals of Web Authoring and Design

**NM262 Digital Media Assembly**  
40 hours, 3 credits

In this course, students will develop and apply scripts to control sprites, video, sound, and interactivity for informational and entertainment animations using authoring software. The project produced in this class will be available for use on CD-ROM.

Prerequisite: Digital Media Production

**NM272 Multimedia Technologies**  
40 hours, 3 credits

In this course students will learn aspects of advanced programming languages that allow for scripting of complex interactive applications for Internet delivery. Students will also explore the newest technologies and their impact on multimedia and visual design.

Prerequisite: Introduction to Computer Graphics or Fundamentals of Programming

**NM280 Multimedia Portfolio Development\***  
20 hours, 2 credits

In this course, students select a primary and secondary track to create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/demo tape using a consistent theme related to their identity package.

Prerequisite: Multimedia Technologies student in last or second-to-last quarter.

**PB105 Phlebotomy**  
40 hours, 4 credits

Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin punctures, butterfly needles, blood cultures and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Utilizes a student laboratory for experiences in basic phlebotomy procedures.

Prerequisite: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

**PL100 Introduction to Law and the Legal System**  
40 hours, 4 credits

Students will examine the American legal system from a variety of perspectives. They will survey topics including essential history, the working structure of government, issues of court procedure, and specific legal concepts. In addition, they will investigate the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. Paralegal students will gain a foundation for further paralegal study, and students from other disciplines will gain an appreciation of the legal system's impact on their disciplines. Students will prepare a resume as part of this course.

Prerequisite: none

**PL110 Introduction to Legal Research**  
40 hours, 4 credits

Students will explore the legal research and writing process for paralegals. They will receive an overview of legal source materials and how and when to incorporate those materials into the legal research process. They will learn practices of case document management in law offices and the legal system. In addition, students will create proper reports and documents required in the legal process.

Prerequisite: Introduction to Law and the Legal System

**PL121 Civil Litigation and Procedure I**  
40 hours, 4 credits

Students will examine the lawyers and paralegals' roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.

Prerequisite: Introduction to Law and the Legal System

**PL122 Civil Litigation and Procedure II**  
40 hours, 4 credits

Students will continue to develop and refine litigation skills. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.

Prerequisite: Civil Litigation and Procedure I

**PL140 Contracts**  
40 hours, 4 credits

This course will provide students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.

Prerequisite: Introduction to Law and the Legal System

**PL211 Legal Research and Writing I**  
40 hours, 4 credits

After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions and will complete three significant writing projects.

Prerequisites: Introduction to Legal Research, English Composition

**PL212 Legal Research and Writing II**  
40 hours, 4 credits

Students will continue to develop their writing and researching skills. Students will use the results of their research in connection with at least three (3) significant writing projects, including memoranda of law.

Prerequisite: Legal Research and Writing I

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

## COURSE DESCRIPTIONS

**PL215 Real Estate Law**  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Law and the Legal System

**PL216 Corporate Law**  
**40 hours, 4 credits**

This course will provide students an overview of the formation, operation, and dissolution of the corporate entity. Stockholders rights and remedies as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.

Prerequisite: Introduction to Law and the Legal System

**PL219 Law Office Technology**  
**40 hours, 4 credits**

This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and docket management and computer based legal research and document movement.

Prerequisites: Introduction to Law and the Legal System, Computer Information Systems

**PL225 Torts**  
**40 hours, 4 credits**

This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of causes of actions in torts and their relevancy to the paralegal.

Prerequisite: Introduction to Law and the Legal System

**PL230 Family Law**  
**40 hours, 4 credits**

This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including ante nuptial and property settlement agreements.

Prerequisite: Introduction to Law and the Legal System

**PL290 Paralegal Internship**  
**130 hours, 5 credits**

This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.

Prerequisite: Final-quarter status and consent of program coordinator.

**PT105 Introduction to Pharmacy**  
**40 hours, 4 credits**

An introduction to the technician's role in pharmacy practice. The student will gain a basic knowledge of chemistry and become knowledgeable in correct use of CPR. Emphasis will be on patient profiles, receiving and interpreting drug orders, routes of administration, dosage forms, and brand versus generic drugs. The importance of accuracy will be addressed along with methods of avoiding medication errors.

Prerequisite: none

**PT110 Pharmacology**  
**40 hours, 4 credits**

The student will identify commonly used drugs, dosages, and drug categories. Included is a discussion of pharmacokinetics, major disease states, and drug toxicology. A basic knowledge of herbal medication will be developed.

Prerequisites: Introduction to Pharmacy, Human Anatomy and Physiology I

**PT120 Pharmacy Math and Dosages**  
**40 hours, 4 credits**

This course will provide the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice.

Prerequisites: Introduction to Pharmacy (or co-requisite); College Algebra

**PT125 Pharmacy Software/  
Automation/Insurance Billing**  
**40 hours, 3 credits**

Hands-on experience using pharmacy software will be gained via entering patient profiles and prescriptions. The student will learn how to process prescriptions, understand common insurance rejection codes, and gain knowledge of how to solve rejections. Automated ordering, receiving, and maintenance of inventory will be addressed. Student will gain understanding of the various payment methods received by retail pharmacies. The student will explore various automation machines used within pharmacy settings.

Prerequisite: Pharmacy Math and Dosages

**PT230 Unit Dose/IV Lab**  
**40 hours, 3 credits**

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

Prerequisites: Introduction to Pharmacy, Pharmacy Math and Dosages

**PT235 Pharmacy Technician  
Practicum I – Outpatient/Retail**  
**90 hours, 3 credits**

This course offers supervised practical experience in outpatient settings with a minimum of 90 hours of externship experience in the unit-dose area of a pharmacy. The practicum will be under the direction of practicing pharmacists and pharmacy technicians. This practicum will allow the student to gain experience as a pharmacy technician in an actual pharmacy setting and is essential to training.

Prerequisites: Pharmacology; Pharmacy Software/Automation/Insurance Billing

**PT236 Pharmacy Technician  
Practicum II – Unit Dosage/IV**  
**90 hours, 3 credits**

This course offers supervised practical experience in pharmacy settings with a minimum of 90 hours of internship experience in the particular area of pharmacy designated by the practicum. The internships will be under the direction of practicing pharmacists and pharmacy technicians. The practicum course allows the student to gain experience as a pharmacy technician in actual pharmacy settings and is essential to training.

Prerequisite: Unit Dose/IV Lab

**PT280 Pharmacy Technician Capstone\***  
**20 hours, 2 credits**

This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.

Prerequisites: Pharmacy Technician student in last or second-to-last quarter.

**R200 Principles of Retailing**  
**40 hours, 4 credits**

This course is an overview of retail management, including organization, merchandising, retail sales, customer service, personnel management, and operations.

Prerequisite: none

**S115 Keyboarding I\***  
**40 hours, 3 credits**

This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with 5 or fewer errors is the course goal.

Prerequisite: none

**S116 Keyboarding II\***  
**40 hours, 3 credits**

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

Prerequisite: Keyboarding I

**S120 Word for Windows\***  
**40 hours, 3 credits**

This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam.

Prerequisite: Computer Information Systems

**S150 Legal Office Procedures**  
**40 hours, 4 credits**

This course is a study of the structure and functions of the law office. Included will be the theoretical and practical aspects of the practice of law. Students will study the legal office profession, communication and legal recordkeeping.

Prerequisite: Office program student in last or second-to-last quarter.

**S172 Legal Terminology\***  
**40 hours, 4 credits**

This course serves as a study of terms used in the legal profession. The course emphasizes spelling, pronunciation, definition, research and usage of legal terms that will be required for law office support personnel.

Prerequisite: none

**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 how an office is managed and how to ensure it is operating efficiently.

Prerequisite: Office program student in last or second-to-last quarter.

**S219 Legal Document Processing  
and Transcription\***  
**40 hours, 3 credits**

Students will transcribe correspondence, legal papers, and court documents representative of those prepared in a law office using templates and transcription equipment. Legal specialties will include litigation, family law, negligence, wills and estates and real estate

Prerequisite: Keyboarding I

**W108 Introduction to Website Design**  
**40 hours, 3 credits**

Intended for beginning- to intermediate-level web authors, this course provides an overview of the World Wide Web and an introduction to HTML, JavaScript, and webpage design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation.

Prerequisite: Computer Information Systems

**W110 JavaScript**  
**40 hours, 3 credits**

In this course students learn how to effectively create webpages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing webpages created with this language.

This course builds upon HTML principles.

Prerequisite: Introduction to HTML

**W112 Database Design and SQL**  
**40 hours, 3 credits**

This course covers relational databases and their efficient design. The course will include the definition of tables and indexes, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized.

Prerequisite: none

**W114 Fundamentals of Programming**  
**40 hours, 3 credits**

This course is an introduction to computer concepts, logic, and programming. It includes designing, coding, debugging, testing, and documenting programs using a high-level programming language. The course provides the beginning programmer with a guide to developing structured program logic.

Prerequisite: none

**W116 Introduction to  
Web Design Software**  
**40 hours, 3 credits**

This course will introduce beginners to the tools and knowledge needed in creating interesting, usable, and well designed websites.

Prerequisite: none

**W118 Introduction to HTML**  
**40 hours, 3 credits**

This course will introduce students to the basics of HTML. Students will learn the latest in HTML, conforming to XML and XHTML coding standards. The course is a step-by-step approach for learning how to create, format, and enhance a webpage using HTML.

Prerequisite: none

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

## COURSE DESCRIPTIONS

**W122 Introduction to Visual Basic 2005**  
40 hours, 3 credits

The students who take this course will learn to create basic applications using Visual Basic .NET. It covers language basics and program structure. Topics include graphical interface design and development, control properties, event-driven procedures, variables, scope, expressions, operators, functions, decision-making structures, looping structures, and database access files.

Prerequisite: none

**W208 Advanced Website Design**  
40 hours, 3 credits

Students learn how to use web publishing tools used most often by professional designers. Topics include advanced techniques for the design, layout, and authoring of webpages.

Prerequisite: Introduction to Website Design

**W210 Java I**  
40 hours, 3 credits

The focus is on the development of client-server applications and advanced GUI. Topics include Java features (such as enums, autoboxing, and generic types), multithreading, collections, files, advanced multimedia and GUIs, internationalization, and web programming (including database use, networking, security, servlets, JavaServer Pages, JavaBeans, and Remote Method Invocation).

Prerequisite: JavaScript

**W215 PERL/CGI**  
40 hours, 3 credits

This course will cover the PERL scripting language, the development of PERL code for web applications, and client/server socket programming using PERL.

Prerequisite: Java I

**W216 PHP/MYSQL**  
40 hours, 3 credits

This course covers the use of PHP scripting language and the MYSQL database to create dynamic webpages. Topics include PHP scripting fundamentals; creating, accessing, and manipulating data with the MYSQL database within a PHP program; creating HTML forms; and writing secure PHP programs.

Prerequisite: Java I

**W222 Visual Basic 2005 Advanced**  
40 hours, 3 credits

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

Prerequisite: Introduction to Visual Basic 2005

**W290 Web Programming Capstone\***  
20 hours, 2 credits

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

Prerequisites: Java I and PERL/CGI.

This course is intended to be completed in the student's last quarter.

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

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Student Definition**

The word "student" means the student himself or herself if he/she is the party to the contract, or his/her parents or guardian or another person, if the parent, guardian, or other person is 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 12 students.

**Class Standing**

Rasmussen College determines class standing by the number of credit hours a student has completed. The College assigns class standings according to the following criteria:

Freshman	0-36 credits completed
Sophomore	37-72 credits completed
Junior	73-129 credits completed
Senior	130 or more credits completed

**Entrance Assessment**

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

Subject	Score
Writing	0-16 items correct
Writing	17-24 items correct
Writing	25-35 items correct
Math	0-16 items correct
Math	17-35 items correct

**Assessment**

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

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

**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
- An attestation of high school graduation or equivalency. If the attestation is found to be untrue, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.
- Completed Placement Examinations (taken at Rasmussen College).
- For selected programs, applicants must also pass a background check. See additional information below.

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

**Course Placement**

B097, Foundations of English I  
B098, Foundations of English II  
G124, English Composition  
B099, Foundations of Math  
Lower-division Math coursework

The College has an academic assessment plan which is essential for evaluating and improving the quality of learning and instruction. The academic assessment plan evaluates incoming student skills through a placement test to ensure that all students have basic literacy and numeracy skills, in an ongoing fashion in individual courses, and at the end of programs through the Graduate Achievement Portfolio (GAP) and program outcomes assessment. Submission of a Graduate Achievement Portfolio, in which students demonstrate their communication, critical thinking, and information literacy skills, is a graduation requirement which students fulfill in E242 Career Development or in an appropriate capstone course for their program.

**Applying for the Medical Laboratory Technician Program**

- Applicants must achieve an acceptable score on the STEP entrance/placement exam above that requiring a remedial course as detailed in the current Rasmussen College Catalog. Applicants must be able to qualify for College Algebra and English Composition even if plans are to transfer credits from a previously attended program. Applicants with lower than admissible scores may choose to repeat the application process once an English Composition and/or College Algebra course have been successfully completed. **Applicants should understand that admission to the program is based on several factors with entrance-test scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition and/or College Algebra course will guarantee admission into the program.** Former or current students that have taken the STEP and have scored above that requiring a remedial course are not required to repeat the STEP test.
- Once it has been determined that an applicant has scored sufficiently on the STEP, the Evolve A2 exam will then be scheduled. The Evolve A2 is a computerized exam designed to determine the ability of the applicant to be successful in the program. The applicant must pay a \$65.00 non-refundable testing fee at time of scheduling. This fee includes the exam and study guide which is to be issued by the Program Manager/Director or may be mailed to the address of the applicant by the Health Science Admissions Coordinator. The A2 will be proctored twice monthly following the predetermined testing dates. The computerized A2 test usually takes approximately three to four hours to complete and will be offered at the local campus. Applicants must score 80% or higher in the areas of Math, Vocabulary, Reading, and Grammar. The Biology, Chemistry, and Anatomy and Physiology portions of the exam will be used for placement purposes. Applicants must also score 80% or higher on the exam as a whole. Actual test scores will only be furnished to students upon written request and must be accompanied by a self-addressed stamped envelope. All requests must be made to the RCI Health Science Admissions Coordinator at the Orlando office. Applicants should allow 3 to 5 weeks for mailed results.

All requests must be made to the RCI Health Science Admissions Coordinator at the Orlando office. Applicants should allow 3 to 5 weeks for mailed results.

- Applicants that achieve the required score of 80% in the required categories will be contacted by their Admissions Coordinator or Representative to complete the following:
  - Application
  - Application Fee (if deemed necessary)
  - Health Physical (must be completed annually)
  - BLS-CPR with Defibrillator Training (must remain current throughout enrollment)
  - Provide Official High School and College Transcripts
  - Hepatitis B Vaccination
  - TB test or chest x-ray (must be completed annually)
  - Background Screening/Fingerprinting
  - Any additional program specific requirements as specified at the time of enrollment
- If candidates wish to repeat the Evolve A2 to increase their score, they may do so by submitting a \$25.00 re-test fee. Only two attempts will be granted during a six-month period. Applicants who do not achieve a score of at least 80% in the required areas, or on the Evolve A2 as a whole, will not be able to repeat the entrance process for 6 months after the date of the second exam. After this period applicants must repeat the entire entrance process before acceptance can be granted. Former program students who have not been enrolled for more than 12 months must successfully repeat the Evolve A2 to be deemed eligible for reenrollment into their previous program of study. Current students wishing to transfer into another course of study requiring admissions standards will be required to take or retake the Evolve A2.
- Applicants who fail to achieve a score of 80% in the specified areas of the Evolve A2, or on the exam as a whole, may appeal this requirement. In order to appeal, applicants must submit a written request to the evaluating committee.
- Once the applicant file is complete, the Admissions Coordinator/Representative will schedule a face-to-face interview between the applicant and Program Coordinator/Director.
- After the expiration of the application process, completed files will be reviewed by the acceptance committee consisting of the Program Coordinator/Director, the Academic Dean, and one other member of the management team.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

*Applying for the Medical Laboratory Technician Program Continued*

- A letter of acceptance will be sent via Registered Mail, to the number of applicants needed to fill the approved cohort.
- Two additional applicants may be chosen as alternates in the event an applicant is deemed ineligible or decides not to begin class. These two alternates should complete all the necessary steps for admissions. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they remain eligible for admission.
- Applicants **must** attend programmatic orientation as well as general orientation or risk being dismissed as an applicant.

**Background Checks**

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

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

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

If the background check reveals a potential problem, Rasmussen College will review the applicant's background to determine whether the applicant is eligible to start the program. The College will send either a possible issue letter, or a pre-adverse action letter to all applicants whose background check reveals a potential problem.

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

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

**Individual Progress**

Students may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. To be considered for admission, individual progress students must complete the application form and attestation of high school graduation. The STEP test is not required for IP students. Individual progress coursework is assessed at the full cost per credit for each course.

Individual progress students remain enrolled at Rasmussen College as long as they continue to select coursework and meet all additional requirements. Upon successful completion of their courses, individual progress students will receive a letter grade and be awarded credits. To enroll in a program at Rasmussen College, students must complete all remaining programmatic application requirements (including the STEP test). Eligible individual progress courses will be applied to their degree program, and count as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).

**Immunization Requirements**

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

**Rasmussen College Admissions Nondiscrimination Policy**

Rasmussen College is committed to the principle of equal opportunity in education. Rasmussen College admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at Rasmussen College.

Rasmussen College does not discriminate against individuals on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status, in the administration of its educational policies, admissions policies, scholarship and loan programs, and other Rasmussen College administered programs and activities. Otherwise qualified persons are not subject to discrimination on the basis of disability.

**Developmental Education**

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

These credits are not counted toward graduation, and each must be passed with a grade of 'SX' in order to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the foundation courses. Students who test at remediation level, and who wish to transfer courses that have foundations courses as prerequisites, must first complete the foundations courses. Students enrolled in foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program.

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

**Accommodations Policy**

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

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

**STEP Retest Policy**

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

On occasion, however, a retest may be allowed prior to the start of a quarter. Such retests are only granted if extenuating circumstances exist that lead the enrolling student to feel that the STEP test results do not accurately reflect his or her true abilities. Only one such retest may be allowed, at the discretion of the Academic Dean.

**Foundation Courses Timeframe**

To help ensure student success, and that Rasmussen College is using the STEP placement test to its fullest potential, students who need foundation courses must complete all of those courses in their first three quarters. These students must, at a minimum, complete a foundation course in their first quarter of enrollment, except for students starting during a mid-term start who may complete the course within their first two quarters. If for some reason students fail to do this, they cannot continue their education at Rasmussen College.

**Equipment**

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

**Educational Records Definition**

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

**Grading System Percentage Scale**

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

**Point Scale**

## 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
CW	NA	Course Waiver
I/IN	NA	See "Incomplete Policy"
S/SA	NA	Satisfactory
SX	NA	Satisfactory Foundations
TO	NA	Test-Out
TR	NA	Transfer In Credit
U/UN	NA	Unsatisfactory or failure to meet speed requirement
UX	NA	Unsatisfactory Foundations
W/WD	NA	Withdrawal
WX	NA	Withdraw Passing
ZF	NA	Failure to complete non-credit course requirement
ZP	NA	Successful completion of non-credit course

**Lab-Intensive Allied Health Programs****Grade Scale**

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

Letter Grade	Percentage Range
A	100 to 93 %
A-	92 to 90%
B+	89 to 87%
B	86 to 83%
B-	82 to 80%
C+	79 to 77%
C	76 to 73%
F	Below 73%

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 purpose of maximum time frame and percentage of course completion, and may have an effect on achieving satisfactory progress. See "Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines.

**Foundations Course Grading**

1. All Foundations courses are satisfactory/unsatisfactory (SX/UX) courses. In each of these courses, the final exam comprises 40% of the final grade. The remaining 60% of the final grade is determined by other coursework.
2. Students automatically pass B097 Foundations of English I if they achieve a score of 17 or more (out of 35 items) on the final exam/end of quarter post-test in this class. Students in B097 Foundations of English I who earn a score of 25 or more (out of 35) on the post-test have achieved the necessary basic literacy skills and will not be required to take B098 Foundations of English II.
3. Students automatically pass B098 Foundations of English II if they achieve a score of 25 or more (out of 35 items) on the final exam/end of quarter post-test in this class.
4. Students automatically pass B099 Foundations of Math if they achieve a score of 17 or more (out of 35 items) on the final exam/end of quarter post-test in this class.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Foundations Course Grading Continued**

5. Students that do not achieve the scores listed above on their final exams may still pass these courses. In such cases, the final exam counts as 40% of their overall grade, with their weekly work comprising the remaining 60%. The following grading scale is then used to determine if students have passed the courses:

**Foundations Course Grading Scale**

Foundations of English I			
SX 60% or more	UX	Below 60%	
Foundations of English II			
SX 70% or more	UX	Below 70%	
Foundations of Math			
SX 60% or more	UX	Below 70%	

**Repeating Failed Courses**

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

Students who fail a required course twice may be able to switch to another program that does not include the course as a required part of the program curriculum. Students who fail a course twice, and who cannot switch to another program, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere and transfer it back into Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of credit transfer, the "TR" replaces the "F/FA" for purposes of GPA calculation. However, all of the course credits, both failed and transferred, count in the student's Cumulative Completion Rate (CCR).

**Late Assignment Submission Policy**

Students may submit assigned work after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late; an additional 10% is assessed for each additional day the work is late. In some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty.

Instructors may decide in the case of legitimately extenuating circumstances to waive the late penalty; if not, though, the penalty must be enforced as described.

In some cases in the residential classroom, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities.

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

**Incomplete Grade Policy**

An 'I/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:

- An incomplete form is completed which identifies:
  - the work to be completed,
  - qualifications for acceptable work,
  - the deadline for completing the work (within two weeks of the last day of class),
  - the grade to be entered should the student not complete the work by the deadline (the calculated grade).
- Instructors will have one week for grading, recalculation of grades and processing of all documents required.
- An incomplete form is not valid without written confirmation from both the instructor and the student prior to the date the final grades are due. If either the student or the instructor does not provide written confirmation, the calculated grade is to be entered as a final grade. Incomplete forms will be maintained by the respective campus for approval and resolution. Students must request an incomplete prior to the last day of the term.
- The Academic Dean 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:

- The work to be completed must be regularly assigned work, identified in the course syllabus.
- The student can reasonably be expected to complete the work by the deadline.
- The student's grade will be substantially improved.
- The student has demonstrated a commitment to completing work in a timely fashion.
- Granting the incomplete is truly in the best interest of the student.
- By completing the work, one of the following will apply:
  - The student will learn substantive information by completing the work.
  - The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
- 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.
- 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.
- 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.
- All incompletes, unless approved by the Dean, will be finalized by the 3rd week of the subsequent term.

**Incomplete Policy for Practicums**

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

**Policy for Change of Grade**

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

Students must contact their instructors within two weeks of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the end of the third week of the subsequent quarter. Grade disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean. 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.
- If the original instructor is no longer available to submit a grade change (for example, an adjunct instructor no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.
- The Dean may authorize grade changes in order to settle academic grievances.

**Independent Study Policy**

Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a 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:

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

- Completion of the course is necessary for on-time graduation.
- 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.
- 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.
- The Academic Dean approves the plan for completing the course work.
- 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.
- 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:

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

**Credit by Examination**

Enrolled students may request credit by examination for 100-level and 200-level courses in which they have been scheduled if an exam has been developed. Credit by examination is not offered for 300-level or 400-level courses, or for Success Strategies, Career Development, practicums, or capstones or designated capstones. In order to request credit by examination for N, NM, and W courses, students must provide documentation of at least one year of relevant work experience. For D, N, NM, and W courses, and for some B and PL courses, industry certification may be considered for credit in lieu of the examination.

Program-specific Massage Therapy, Medical Assisting and Medical Laboratory Technician courses, and 200-level Pharmacy Technician courses are not available for credit by examination. In addition, the Healthcare Information Technologies and Pharmacy Software/Automation/Insurance Billing courses are not available for credit by examination.

Students must request credit by examination from the Academic Dean, Director of Campus Operations, or Associate Campus Director prior to the start of the quarter. An examination score of 83% or higher is required to receive credit by examination. The examination grade will be reflect as "TO" (test-out) on the transcript, and will not count in the student's grade-point average. These credits will not count as credits for financial-aid purposes.

A credit by examination may only be taken once for each course. If a student has already attempted the course, as indicated by a posted W/WD or F/FA grade, no test-out attempt will be allowed. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting and Medical Laboratory Technician programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Course Waivers**

Students who have earned at least 24 semester or 36 quarter credits at an accredited institution of higher education, regardless of program of study, with a minimum cumulative GPA of 2.0, may request a waiver from Success Strategies if they wish. Students with a two-year degree or higher from an accredited institution of higher education, with a minimum cumulative GPA of 2.0, may also request a course waiver from Success Strategies. The Academic Dean will review the student academic transcript, and if the criteria are met, will waive the Success Strategies course requirement, and the grade will be posted in The Rasmussen College student record as a "CW."

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

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

**Course Withdrawals**

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

**Transfer Credit Policy**

1. Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
2. Students must request that official transcripts containing coursework to be reviewed for transfer of credit be sent directly to Rasmussen College.
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 defined below.
5. E242 Career Development is a course designed to facilitate lifelong career-placement services and the collection of the Graduate Achievement Portfolio. Therefore, although transfer credits may be considered for the E242 Career Development course, it is not available for credit by examination. Further, if previous college credits are accepted in transfer for this course, students will be required to communicate with College placement representatives to review their employment status and to submit their Graduate Achievement Portfolio (which is a requirement for graduation). E150 Success Strategies is not available for credit by examination because its completion is deemed vital to student success. However, E150 will be considered for transfer if a similar course with appropriate credits has been completed with a grade of C or higher at an accredited institution of higher education.

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

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

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

- a. Transfer credits from accredited colleges, other than Rasmussen College, will be evaluated on course content. Most courses that are comparable in content from other colleges will be accepted. Students must have received a C or higher to transfer a course to a Rasmussen College program.
- b. Courses which have been transferred will be listed on the student's transcript with a TR designation. However, grade points from institutions other than Rasmussen College will not be 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 General Education categories listed in the Rasmussen College catalog.
- d. Transfer credits from within the Rasmussen College system will be transferred directly from one Rasmussen College campus to another. Grade-point averages and grades from courses taken at any of the Rasmussen College campuses will be computed in the student's final grade-point average.
- e. When courses are not accepted for transfer, a student may file an appeal through the following process:
  - i. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
  - ii. The information will be reviewed by the Academic Dean, Campus Director, or Director of Campus Operations/ Associate Campus Director, along with appropriate faculty.
  - iii. The student will receive written notice of the decision.
- f. Students who enter Rasmussen College are required to take the STEP placement exam. If a student tests at a level of remediation in English or Math, the College will not accept transfer of courses with prerequisites that require completion of the Foundations courses or passing the STEP exam. Once the student successfully completes the necessary Foundations courses and passes the placement exams, the College may reconsider transfer of credit for those courses.
- g. For courses that are not part of a conferred degree to be considered for transfer, credits for major/core courses completed at other institutions must have been earned within the previous ten years of the transfer request date. Credits in information technology or computer science/computer applications must have been earned within the previous five years of the transfer request date. General education credits may be considered for transfer regardless of completion date. General education courses that are included as part of a program major/core are to be considered as general education credits for the purposes of transfer. General education courses that are included as part of a program major/core are to be considered as general education credits for purposes of transfer.

**College Equivalency Credits**

The College recognizes the following college-equivalency credits:

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

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

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

**Prerequisites**

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

**General Education Philosophy**

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

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

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

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

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

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

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

**General Education Requirements for Rasmussen College Credentials**

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

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

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

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

**Allied Health Externships, Practicums, and Clinicals**

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

In order to successfully complete a practicum experience, students must complete the required number of practicum hours for the course. Students who do not complete all required practicum hours during the quarter in which the course is scheduled will fail the course.

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

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

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Graduation Requirements**

Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting and Medical Laboratory Technician programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each area. Completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length.

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

**Student Records Retention**

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

**Transcripts**

Transcripts of credits will be given to students when all tuition obligations have been met. A fee of \$5.00 is charged for each transcript. This fee is charged to all students requesting an academic transcript with exception to graduates and completers.

The institution reserves the right to withhold official 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 acceptance of transfer credits is at the discretion of the receiving institution. However, many academic credits earned at Rasmussen College are acceptable in transfer by various institutions. Please see the Dean with questions about transfer to other colleges.

**Attendance**

A basic requirement for employment in any business is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Business etiquette also requires a call be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent or tardy. It is the responsibility of the student to contact the instructor and to get the assignments and information missed. Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards), and attendance is not used as a method of evaluation for course grades. Faculty are required to keep accurate attendance records which are submitted to the Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid. If a student has not been in attendance within 21 days of their last date of attendance he or she may be withdrawn from the College. Upon withdrawal a student's financial aid eligibility will be adjusted according to the Institution's refund policy as described in the College catalog and will be assigned grades according to the Rasmussen College Drop Class Policy.

**Consortium Agreement**

Rasmussen College has signed consortium agreements among all Rasmussen College campuses.

Course requirements for programs may be completed at any of the campus locations, as the schools have common ownership and common courses, students will have the flexibility to take courses from all locations as they choose. Students who attend a class at a location other than their home campus (primary attendance location) will have their total tuition and fees charged by their home campus. All financial aid will be awarded and dispersed from the home campus. The home campus monitors satisfactory progress.

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

**Academic Misconduct Policy**

Rasmussen College's academic misconduct policy is as follows:

**First Offense:** Any student caught cheating will receive no credit on whatever he/she is caught cheating on and will not be allowed to redo the work.

**Second Offense:** The student will be expelled from the course, and the final grade assigned for the course will be an 'F/FA'.

The administration reserves the right to expel a student from the College if there are more than two offenses. These offenses can be from two different courses, or from the same course in the same quarter. The administration reserves the right to expel a student from the College if there are more than two offenses. Aiding and abetting in cheating is considered as grave as initiating the cheating, and will be treated in the same manner.

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

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

**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.

**Anti-Hazing Policy**

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

**Dress Code**

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

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

**Drop/Add Class Policy**

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

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

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

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student's transcript and tuition will not be charged.
2. Following the first week of the quarter and on or before the sixth Friday of the quarter, students will receive a W/WD on their transcript. The student's grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the sixth week of the quarter, students will receive an F/FA for any classes dropped. The student's grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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

**Mid-quarter drop/add period:** Students may add courses through the second day of the mid-quarter term and may drop a course through the first Friday of the mid-quarter term, which is the close of the drop/add period.

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

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student's transcript and tuition will not be charged.
2. Following the first week of the mid-quarter and on or before the third Friday of the quarter, students will receive a W/WD on their transcript. The student's grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the third week of the mid-quarter, students will receive an F/FA for any classes dropped. The student's grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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

**Rasmussen College Early Start Program**

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

Early Start coursework is available to high school juniors and seniors on-campus or online with enrollment in the program dependent upon space availability. Students must meet the following criteria and expectations to participate in the Rasmussen College Early Start Program:

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

# ACADEMIC INFORMATION AND COLLEGE POLICIES

### Limitations

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

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

Pharmacy Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy Technician students convicted of drug- or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam.

Criminal Justice, Paralegal, and Law coursework is not intended to prepare graduates for any police or peace officer certification examinations.

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, process, 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.

### Online Courses

Students may be required to take online courses in order to complete a degree. Online course activities and assignments at Rasmussen College are conducted via chat, email, message boards, and interactive websites.

Tuition and fees for online courses are assessed at the same rate as for residential courses unless otherwise indicated. Online instructors receive training and support while operating in the online environment. Computer hardware and software requirements for online courses are provided to students upon enrollment. Textbooks and other resources required for online courses are available at the Rasmussen College bookstore.

There are no additional admissions or testing requirements for taking an online course. However, B097 Foundations of English I is not offered online. Students who place at the level of Foundations of English I after taking the placement examination are not eligible to enroll in fully online programs until the successful completion of B097.

### Student Senate

The Student Senate assists the College in providing a successful, positive, and rewarding atmosphere by organizing campus events.

Student Senate is open to all students, however student groups vary from campus to campus. Therefore, students should see their Campus Director for information regarding student groups.

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

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. Changes in regulations, programs, and faculty may occur without notice. The College will provide notice at least thirty (30) days prior to the effective date of the change in tuition charges, interest charges, fees, and book prices.

### Exit Interviews

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

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

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

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

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

- Students who withdraw from the College in any term should give written notice to the College. Date of withdrawal is the last day of recorded attendance. Students who have not attended classes for ten (10) consecutive days without giving the College an explanation about the absences, before or during the period of absence, may be regarded as having withdrawn from the College.
- Students who have been accepted and who give written notice of cancellation before the fifth business day after the day of their acceptance, or prior to the end of the drop/add period, whichever is later, shall have all tuition, fees and other charges refunded to them. Books are to be included as part of the tuition and to be provided by the College. As such, students will be charged \$100 per course for books, if any, that are not returned to the College in a condition that would allow them to be returned to the supplier.
- If students give notice of cancellation following the end of the drop/add period but before completion of 60% of the period of instruction for which they have been charged ("Period of Instruction"), the amount for tuition, fees and all other charges for the completed portion of the Period of Instruction charged shall not exceed the prorated portion of the total charges for tuition, fees and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. Additionally, students will be charged a \$100 book fee per class. The books received by a student from the College are the student's property. After completion of 60% of the Period of Instruction, no refunds will be made.

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

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

- The refund policy is not linked to compliance with the College's regulations or rules of conduct. A refund will be made in accordance to this policy regardless of whether students terminate their enrollment or the College terminates their enrollment.

- 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 Academic Dean, Campus Director, or Associate Campus Director/Director of Campus Operations determines that extenuating circumstances exist.

### Medical Laboratory Technician Program

Students who wish to re-enter the Medical Laboratory Technician program must complete a programmatic assessment in order to determine an appropriate level of re-entry. These students will be allowed to re-enter at the appropriate level if a space in the program becomes available.

### Return of Title IV Funds Policy

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

Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew on or before completing 60% of the quarter.

The percentage of Title IV aid to be returned is determined 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 45 days of the school's determination that the student withdrew. In addition, loan post-withdrawal disbursements must be done within 180 days of the school's determination that the student withdrew. Rasmussen College credits the student's account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, an offer 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.

### Tuition Structure

Tuition rates are as follows:

#### New starts and re-entering students as of October 1, 2009

All courses except CC, ML, N, NM, PB, or W courses	\$365 per credit
CC courses	\$295 per credit
ML, N, and PB courses	\$410 per credit
NM and W courses	\$450 per credit

- Books and classroom resources are included in tuition as determined and distributed by the College.
- Students taking 16 or more credits shall only be charged for 16 credits.
- Students who maintain four courses per quarter through the entire program will not be subject to tuition increases.
- Students not enrolled in an eligible program who elect to take courses without earning college credit are charged 60% of the total cost of the course, plus the cost of books and other fees effective October 1, 2009. This non-credit option is NOT available for courses beginning with CC, ML, N, NM, PB, or W. 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 by paying the remaining 40% of the cost of the course.
- Rasmussen College offers scholarship programs to some students based on credits enrolled per quarter. Please see On-Time Graduation Scholarship and Accelerated Graduation Scholarship under Scholarship and Grant Programs for details.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Return of Title IV Funds Policy Continued**

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

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this mandate by refunding monies in the following sequence: Unsubsidized Stafford Loans, Subsidized Stafford Loans, and 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.

**Military Leave and Refund**

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

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

Students in good standing who withdraw under this policy may be readmitted and re-enroll under the catalog that is current at the time of re-enrollment, without penalty or redetermination of admission eligibility, within one year following their release from active military service. Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of re-enrollment.

**Medical Leave of Absence and Medical Withdrawal Policy**

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

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

**Medical Withdrawals may be one of the following:**

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

**Applying for a leave or withdrawal:** To apply for a Medical Leave or Medical Withdrawal the student must obtain the application form from the Campus Accommodations Officer, have it signed by the appropriate person(s) and return the completed form to the Campus Accommodations Officer.

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

To return from Medical Leave the student, no later than 30 days prior to the first day of classes, must contact the Campus Accommodations Officer to complete a re-admission application. Additionally, the Campus Accommodations Officer must receive a letter from the student's professional therapist and/or physician stating the student's medical situation and that the professional therapist/physician believes the student is able to return Rasmussen College.

Students must be cleared by all of the following once the re-admission application is received: Dean of Student Learning, Financial Aid Office and Campus Director.

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

1. If the student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/add period the course(s) will be dropped without being recorded on the student's transcript and tuition will not be charged.
2. A grade of "W/WD" will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter. Under certain circumstances, such as a family catastrophe or substantiated medical problems, a grade of "WX" may be recorded following the end of the first week of the quarter at the discretion of the Campus Director.
3. For Medical Leave Only: An Incomplete ("I/IN") may be given when the student has completed a percentage of the course but, for reasons beyond his or her control, has to take a Medical Leave. See Incomplete Grade Policy section of this Catalog for rules regarding receiving the grade of Incomplete.

**NOTE: Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been met.**

The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply to any academic work done by the student while on Medical Leave or while on Medical Withdrawal from the College.

All academic probation, warnings and dismissals take precedence over any Medical Leaves or Medical Withdrawals. If a student is already on probation or is placed on probation while on leave, the conditions of his or her probation are continued to the quarter in which he or she returns to the College.

**Involuntary Medical Withdrawal Appeal Process**

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

**When a Student Wants to Return After an Involuntary Medical Withdrawal**

Re-enrollment will require a completed re-admission application from the student along with a letter from the student's professional therapist and/or physician stating the student's medical situation and that the professional therapist/physician believes the student is able to return Rasmussen College.

Students must be cleared by all of the following once the re-admission application is received: Dean of Student Learning, Financial Aid Office and Campus Director.

**Federal Distribution of Funds Policy**

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

- All refund monies shall first be applied to reduce the student's Federal Direct 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.

**Library Fine Policy**

Rasmussen College Library System reserves the right to collect late fees for Rasmussen Library materials that are kept out past the due date without renewal. The current late fee is as follows: for all circulating books, videos, audiotapes, and CD-ROMs there is a 5 day grace period; after the grace period the charge is \$0.25 a day for 10 days; the maximum late fine is \$2.50. For reference books and reserve materials there is a 10 hour grace period beyond the 24 hour check-out period; after the grace period the charge is \$2.00 per hour for 5 hours; the maximum late fine is \$10.00.

After the materials are kept out past the maximum late period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge the cost of replacing the item plus a \$5.00 processing fee. In the event that nonreplaceable items are lost or damaged, the library will charge up to \$100.00.

Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late. For unpaid fines on materials checked out on Rasmussen ID cards the College receives bills. The patrons incurring these bills should be held accountable for their payment so that the College does not have to cover fees. The College may ensure that students pay their fines at Rasmussen College library or other libraries by 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.

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

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

**Anti - Harassment and Sexual Violence Policy**

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

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

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

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

**Informal and Formal Complaints**

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

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Informal Resolution Continued**

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

A Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem.

During the informal inquiry process, all information will be kept confidential to as great a degree as legally possible.

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

Incidents should be reported within 30 days.

At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director.

**Resolutions and Informal Complaints**

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

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

While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College's obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

2. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wishes to attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.

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.

**Definitions**

**Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute 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 or academic environment.

This policy prohibits behavior such as, but not limited to:

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual's body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements; and
7. Physical conduct, such as: touching, assault, or impeding or blocking movements.

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. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that is acceptable to and welcomed by both parties, are not considered to be harassment, including sexual harassment.

There are basically two types of sexual harassment:

1. "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions.

Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

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

Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

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 a superior/subordinate relationship.

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

Having a previous relationship of any nature, including prior sexual contact with the victim/survivor is not an accepted defense for sexual assault. The victim/survivor does not need to prove that 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 state laws on Criminal Sexual Conduct and under the Crime Victims Bill of Rights.

**Formal Complaints by Students and Employees**

a. A formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint.

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

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

1. The person who is first contacted, after initial discussions with the complainant, will inform the College specifying the individuals involved. Rasmussen will decide whether the circumstances reported in the complaint warrant a formal investigation or an informal inquiry.
  2. If the circumstances warrant an investigation, Rasmussen will inform the person complained against of the name of the person making the complaint as well as 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.
  3. The College's first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.
  4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.
  5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.
  6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.
- c. After an investigation of the complaint the College will:
1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President; or
  2. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or
  3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Formal Complaints by Students and Employees Continued**

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

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

**Complaint Process.** If a party to a complaint does not agree with its resolution, that party may appeal to Corporate Counsel.

**Recommended Corrective Action**

The purpose of any recommended corrective action to resolve a complaint will be to correct or to remedy the injury, if any, to the complainant and to prevent further harassment. Recommended action may include counseling; a written or verbal reprimand of the harasser; suspension, dismissal, demotion, or transfer of the harasser; 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, Regional Vice President, Executive Vice President, President, or the Chief Executive Officer.

**False Charges**

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

**Sexual Violence**

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

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

Sexual assault is an act of aggression and coercion, not an expression of sexual intimacy. We will do whatever possible to offer safety, privacy, and support to the victim/survivor of sexual assault. Helping the victim/survivor look at options for reporting the assault and taking care of herself/himself is the immediate concern of the College. The College will assist the victim/survivor in contacting an appropriate agency if such assistance is desired. If the assault takes place at any Rasmussen Campus or facility, the victim/survivor should immediately contact the Campus Director, Associate Campus Director/Director of Campus Operations, Regional Vice President, Executive Vice President or President. 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 Campus or other Rasmussen facility, the victim/survivor should immediately contact, or have a friend contact, the local law enforcement and sexual assault center. Following the incident the victim/survivor should notify the Campus Director or Associate Campus Director/Director of Campus Operations of the assault for support and assistance.

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

1. It is helpful to have a written summary of what happened while the memory is still clear.
2. No attempt should be made to bathe, change clothes, or otherwise clean up prior to 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 Rasmussen the following additional policy applies:

1. The victim is aware that criminal charges can be made with local law enforcement officials;
2. The prompt assistance of campus administration, or Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident;
3. A sexual assault victim's participation in and the presence of the victim's attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;
5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;
7. The assistance of campus and/or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim's request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes; and
8. Further information can be obtained from the following source:  
Wisconsin Office of Crime Victims Services  
<http://www.doj.state.wi.us/cvs/>  
800-446-6564 or 608-264-9497  
Nothing in this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state or federal agencies or the courts.

**Drug Abuse Policy**

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

Consistent with this commitment, Rasmussen College strictly prohibits:

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

Rasmussen College has the right to:

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

**Drug-Free School and Workplace**

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, 34 CFR Part 86, this institution is hereby declared a drug- and alcohol-free college and workplace. For more information visit The U. S. Department of Education's Higher Education Center for Alcohol and Other Drug Prevention website at [www.edc.org/hec](http://www.edc.org/hec).

Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the College including grounds, parking areas, anywhere within the building(s), or while participating in College-related activities. Students and Employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

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

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such employee, up to and including expulsion or termination of employment.
3. Requiring such employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

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

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

The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the authority to evict residents found to be involved in drug related crimes on or near the public housing premises. Businesses with federal contracts are subject to a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with drugs could lose their eligibility for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

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

Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be impaired as well. Some examples of this are a hangover, or a feeling of being "burnt out," being preoccupied with plans for the next drink, or "high" or slowed reflexes that can be especially dangerous while driving. Alcohol related driving deaths are the top killer of 15 to 24 year olds.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

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

We recommend that any person observing any of the above changes in any student or employee of Rasmussen College immediately notify their Campus Director, Associate Campus Director/Director of Campus Operations or the Human Resources Department.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**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 Campus Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of 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 court 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 of 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 Academic Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
  - b. Students who feel they have an appropriate non-academic grievance should see the Associate Campus Director/Director of Campus Operations for their campus. The Associate Campus Director/Director of Campus Operations will investigate the grievance, attempt to resolve it, and issue a decision to the student.
  - c. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

Students or other interested parties may also contact:

- State of Wisconsin Educational Approval Board  
30 West Mifflin Street  
Madison, WI 53708-8696  
(608) 266-1996
- The Higher Learning Commission (www.ncahlc.org), a commission of the North Central Association of Colleges and Schools, 30 North La Salle Street, Suite 2400, Chicago, IL 60602-2504 (312) 263-0456.

**Appeal Procedure**

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

If individuals wish to appeal a decision or request a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Assistant Vice President of Academic Affairs and/or the Vice President of Operations within 15 calendar days of the issue in question. Response will be given within 30 days.

**Disclosure Policy**

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

**Statement of Ownership**

Rasmussen College – Green Bay is owned by Ras – Mankato, Inc., a wholly owned subsidiary of Rasmussen College, Inc.

**Corporate Officers:**

- J. Michael Locke, President, Secretary
- Kristi A. Waite, Executive Vice President,
- Susan Falotico, Executive Vice President, Assistant Secretary

**Accreditation, Licensing & Approvals****Accreditation:**

30 N. La Salle Street, Suite 2400,  
Chicago, IL 60602-2504,  
(800) 621-7440 or (312) 263-0456

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

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

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

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

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

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

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

Programs or campuses not listed above are not programmatically accredited.

**Licensing:**

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

- State of Wisconsin Educational Approval Board  
30 West Mifflin Street  
Madison, WI 53708-8696  
(608) 266-1996

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Standards of Satisfactory Progress For Institutional and Financial Aid Guidelines**

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

**Credit Information**

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

**Definition of an Academic Year is a Minimum Of:**

36 Quarter Credits  
30 Weeks

**Standards of Academic Progress**

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

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

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

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

## 3. Cumulative Completion Rate (CCR)

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

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

The table below lists the minimum CCR:

Percentage of credits attempted toward maximum credit time frame	Minimum credits successfully completed of total credits attempted
• Up to 25%	• 25%
• Greater than 25%, up to 50%	• 50%
• Greater than 50%	• 67%

The following will not be considered as credits successfully completed or earned: F/FA, U/UN, W/WD, I/IN. In addition, Foundations courses are not included in the maximum number of credits attempted or successfully completed toward completion of the degree when assessing satisfactory progress.

Students who fail a class are allowed to repeat the class one time. The credits are counted in the financial aid award. Students who wish to repeat a course, and have earned above a failing grade, are responsible for paying for the class out of pocket in this instance. These credits cannot be included in the student's financial aid award. Failed course credits count as credits attempted that are not earned. If a student repeats a failed course, the failing grade will be removed and replaced with the grade from the course when repeated and the student's CGPA will be recalculated to reflect the new letter grade.

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

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

A student who does not meet the 2.00 CGPA, CCR, or duration of eligibility requirements at the end of the academic warning period will be placed on academic probation. Students who are placed on academic probation do not receive financial aid. At the end of the academic probation period a student must meet the 2.0 CGPA and required percentage of attempted / earned credits, or duration of eligibility. Students who fail to meet the terms of probation will be terminated from the college.

**Mitigating Circumstances:** Academic Probation and Termination from college, due to probationary status may be appealed to the Academic Review Committee. This committee is composed of the Academic Dean and two instructors who will determine if mitigating circumstances apply. All appeals must be made in writing addressing the nature of the circumstances that warrant exception to the policy stated above. All appeals are reviewed and ruled on within five business days. Students will be notified in writing regarding the outcome of the appeal. The ruling of the committee is final and cannot be appealed. Should a student choose to transfer from one program to another, only the grades and credits that apply to the new program will be calculated in the student's CGPA and CCR. Students who withdraw from the institution and later re-enter the College in the same program will continue at the same satisfactory progress and evaluation points in effect at the time of withdrawal. Satisfactory Progress calculations for re-entering students who change programs will include only the grades and credits attempted and earned for courses that are part of the student's new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter.

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

## FACULTY AND STAFF

**Central Office****Kristi A. Waite**

President, Rasmussen College  
B.A., Concordia University

**John Woods**

Vice President of Academic Affairs  
Ph.D., Bowling Green State University  
M.A., B.A., Carleton University – Canada

**Patrick Branham**

Chief Financial Officer  
M.B.A., University of Chicago  
CPA, B.S., Illinois State University

**Lauren Cahill**

Vice President of Region 1  
J.D., B.A., Loyola University Chicago

**Tawnie L. Cortez**

Vice President of Operations  
B.A., Montana State University

**Greta Ferkel**

Vice President of EdVantage  
M.M.Ed., University of North Texas  
B.M.E., University of Hartford

**George Fogel**

Vice President of Compliance and Financial Services  
M.B.A., University of Chicago  
B.A., DePauw University

**Susan M. Hammerstrom**

Vice President of Student Recruitment  
B.S., St. Cloud State University

**Bob King, Jr.**

Vice President of Marketing  
M.B.A., Northwestern University  
B.A., DePauw University

**Eric Rasmussen**

Vice President of Region 4  
M.Ed., B.S., University of Minnesota

**Larry A. Waite**

Vice President of Real Estate  
M.A., University of St. Thomas  
B.S., Metropolitan State University

**Shawn Walden**

Vice President of Region 3  
B.S., Emporia State University

**Greg Witte**

Vice President of Region 2  
B.M.E., Central Missouri State University

**Academic Administration****John Woods**, Vice President of Academic Affairs

Ph.D., Bowling Green State University  
M.A., B.A., Carleton University – Canada

Twin Cities

**Matthew Segard**, Assistant Vice President of Academic Affairs

Ph.D., University of Minnesota  
M.A., Ohio University  
M.A., B.A., Bowling Green State University

Twin Cities

**Tina Sorrentino**, Academic Dean

M.S., Southern Illinois University  
B.A., National Louis University  
A.A.S., Harper College

Aurora

**Naomi Mogard**, Dean of Faculty

M.S., St. Cloud State University  
B.A., Concordia College

Brooklyn Park

**Shawn Schulte**, Manager of Student Learning

M.S., B.S., University of Minnesota – Twin Cities

Brooklyn Park

**Elizabeth Hurlley-Felling**, Dean of Faculty

M.S., Capella University  
M.A., St. Mary's University  
B.A., University of St. Thomas  
A.A.S., El Central College

Eagan

**Meghana Shroff**, Manager of Student Learning

B.A., Illinois School of Professional Psychology

Eagan

**Brooks Doherty**, Dean of Faculty

M.A., University College London  
B.A., University of Minnesota

Eden Prairie

**Pam Josifek**, Academic Dean

M.B.A., University of Wisconsin – Oshkosh  
B.S., University of Wisconsin – Madison

Green Bay

**Sara Hjelle**, Dean of Faculty

M.A., College of St. Scholastica  
B.S., University of North Dakota

Lake Elmo

**Christina Salmon**, Manager of Student Learning

M.A., St. Mary's University  
B.S., University of Wisconsin – River Falls

Lake Elmo

**Donna Wenkel**, Dean of Faculty

M.S., Minnesota State University - Mankato  
B.S., Mankato State University

Mankato

**Angela Moran**, Manager of Student Learning

M.Ed., B.S., University of Minnesota

Mankato

**Claudia Fortney**, Assistant to the Dean

B.S., A.A., Minnesota State University - Mankato

Mankato

**Matt Gargano**, Dean of Student Learning

M.B.A., Alfred University  
B.S., SUNY Institute of Technology  
A.S., Greater New Haven State Technical College

Rockford

**Ryan Brovold**, Dean of Faculty

M.S., University of North Dakota  
M.S., B.A., Bemidji State University

St. Cloud

**Mary Swingle**, Dean of Student Learning

M.S., University of Wisconsin – La Crosse  
B.S., University of Wisconsin – Superior

St. Cloud

**Ann Morgan**, Dean of Faculty

M.A., University of Minnesota – Twin Cities  
B.A., University of Wisconsin – Eau Claire

Online

**Carrie Daninhirsch**, Dean of Student Learning

M.S., Lesley College  
B.S., Northeastern University

Online

## FACULTY AND STAFF

**Campus Administration**

<b>Cathy Wogen</b> , Director of Campus Operations <i>B.S., St. Cloud State University</i>	Twin Cities
<b>Douglas Gardner</b> , Bench Campus Director <i>B.A., Buena Vista College</i>	Twin Cities
<b>Susan Cheney</b> , Campus Director <i>B.S., University of Illinois at Urbana-Champaign</i>	Aurora
<b>Dwayne Bertotto</b> , Campus Director <i>B.S., University of Wisconsin – Superior</i>	Brooklyn Park
<b>Erin Green</b> , Director of Campus Operations <i>B.S., University of Minnesota</i>	Brooklyn Park
<b>Tammy Jackson</b> , Campus Director <i>B.S., Southwest State University</i>	Eagan
<b>Lamont Allen</b> , Director of Campus Operations <i>B.A., University of Wisconsin - Madison</i>	Eagan
<b>Patty Sagert</b> , Campus Director <i>B.A., Metropolitan State University</i>	Eden Prairie
<b>Tara Carr</b> , Director of Campus Operations <i>M.B.A., Saginaw Valley State University</i> <i>B.S., Bowling Green State University</i>	Eden Prairie
<b>Scott Borley</b> , Campus Director <i>M.A., M.S.W., University of Wisconsin – Milwaukee</i> <i>B.S., University of Wisconsin – Green Bay</i>	Green Bay
<b>Phillip Kagol</b> , Campus Director <i>B.S., St. Cloud State University</i>	Lake Elmo
<b>Jodi Black</b> , Director of Campus Operations <i>M.Ed., Ohio University</i> <i>B.S., University of Wisconsin</i>	Lake Elmo
<b>John Pappas</b> , Campus Director <i>M.B.A., B.S., Indiana University</i>	Mankato
<b>Dean Fredericks</b> , Associate Campus Director <i>A.A.S., Rasmussen College</i>	Mankato
<b>Scott Vukoder</b> , Campus Director <i>B.A., Ohio University</i>	Rockford
<b>Chad Wick</b> , Director of Campus Operations <i>M.B.A., B.S., Southern Illinois University – Carbondale</i>	Rockford
<b>Amy King</b> , Campus Director <i>B.S., Northern Illinois University</i>	Romeoville
<b>Liz Rian</b> , Campus Director <i>B.A., Northwestern College</i> <i>Certificate, St. Cloud Business College</i>	St. Cloud
<b>Robin Robotceck</b> , Associate Campus Director <i>B.A., Concordia University</i>	St. Cloud
<b>Donald J. Devito</b> , Campus Director <i>B.S., Excelsior College</i>	Online
<b>Jon P. Peterson</b> , Campus Director <i>B.A., University of St. Thomas</i>	Online
<b>Seth Grimes</b> , Director of Campus Operations <i>M.B.A., Benedictine University</i> <i>B.S., University of Alabama</i>	Online

**Administrative Support**

<b>Jamie Delgado</b> , Administrative Assistant <i>B.A., Illinois Benedictine University</i>	Aurora
<b>Maggie MacCarron</b> , Administrative Assistant <i>M.A., B.S., University of Illinois</i>	Aurora
<b>Jean Duerr</b> , Registrar <i>Diploma, Yakima Business College</i>	Brooklyn Park
<b>Susan Roberts</b> , Receptionist <i>B.S., Illinois State University</i>	Brooklyn Park
<b>Emily Strande</b> , Administrative Assistant	Brooklyn Park
<b>Luke Zakariasen</b> , Administrative Assistant <i>B.A., University of Minnesota – Twin Cities</i>	Brooklyn Park
<b>Deborah Glaser</b> , Registrar	Eagan
<b>Katie Loasching</b> , Administrative Assistant <i>B.A., University of Minnesota</i>	Eagan
<b>Erin Money Penny</b> , Administrative Assistant <i>B.S., Art Institute International</i> <i>A.A.S., Minnesota Community and Technical College</i>	Eagan
<b>Lisa Rymer</b> , Schedule Coordinator	Eagan
<b>Devin Tkachuck</b> , Administrative Assistant	Eagan

<b>Barbara Bryant</b> , Administrative Assistant	Eden Prairie
<b>Liza Flinton</b> , Administrative Assistant	Eden Prairie
<b>Kevin McDermott</b> , Scheduling Coordinator <i>B.A., University of Minnesota - Twin Cities</i>	Eden Prairie
<b>Michele Miller</b> , Administrative Assistant	Eden Prairie
<b>Kathy Collins</b> , Administrative Assistant	Green Bay
<b>Tammy Deppe</b> , Administrative Assistant <i>B.A., St. Norbert College</i>	Green Bay
<b>Paul Sheedy</b> , Administrative Assistant <i>B.S., University of Wisconsin – Whitewater</i>	Green Bay
<b>Beth Boegel</b> , Registrar <i>B.A., College of St. Catherine</i>	Lake Elmo
<b>Lynette Butler</b> , Schedule Coordinator <i>B.B.A., Berkeley College</i>	Lake Elmo
<b>Daniel Hanson</b> , Administrative Assistant <i>B.S., Northwestern College</i>	Lake Elmo
<b>Marianne Michelson</b> , Administrative Assistant <i>Certificate, Dakota County Technical College</i>	Lake Elmo
<b>Vickie Miller</b> , Administrative Assistant <i>A.A.S., Rasmussen College</i>	Mankato
<b>Shae Penkert</b> , Administrative Assistant <i>A.A.S., Rasmussen College</i>	Mankato
<b>Dawn Sellner</b> , Administrative Assistant <i>A.A.S., Rasmussen College</i>	Mankato
<b>Lisa Taylor</b> , Administrative Assistant <i>A.A.S., Rasmussen College</i>	Mankato
<b>Margarita Greenberg</b> , Administrative Assistant <i>B.A., Rockford College</i>	Rockford
<b>Kelly Midtsem</b> , Administrative Assistant <i>B.A., Judson University</i>	Rockford
<b>John Schwartz</b> , Scheduling Coordinator <i>M.A., Northern Illinois University</i> <i>B.A., University of Missouri</i> <i>A.A., A.S., Highland Community College</i>	Rockford
<b>Linda Claude</b> , Administrative Assistant	St. Cloud
<b>Jean Dehler</b> , Registrar <i>B.A., College of St. Benedict</i>	St. Cloud
<b>Stacy LaVigne</b> , Schedule Coordinator <i>B.S., Southwest State University</i>	St. Cloud
<b>Cindy Ramler</b> , Administrative Assistant	St. Cloud
<b>Kate Weber</b> , Administrative Assistant	St. Cloud
<b>Linda Hoffman</b> , Administrative Assistant <i>A.A., Normandale Community College</i>	Online
<b>Joanne M. Larson</b> , Administrative Assistant	Online
<b>Rachel Ruch</b> , Registrar <i>B.A., Dickinson College</i>	Online
<b>Juliane Arnold</b> , Administrative Assistant <i>A.A., Daytona Beach Community College</i>	Online
<b>Kim Hymes</b> , Administrative Assistant	Online
<b>Lydia Reed</b> , Administrative Assistant <i>B.B.A., Viterbo University</i>	Online

## FACULTY AND STAFF

**School of Allied Health**

<b>Lorrie Laurin</b> , Director, School of Allied Health <i>B.A., Carthage College</i>	Twin Cities	<b>Brenda Carlson</b> , MT (ASCP) Medical Laboratory Technician Program Coordinator <i>B.S., University of Wisconsin – La Crosse</i>	Lake Elmo
<b>Cynthia Glewwe</b> , RHIA, Health Science Curriculum Coordinator <i>M.Ed., Capella University B.A., College of St. Scholastica</i>	Twin Cities	<b>Greg DeNunzio</b> <i>D.C., Northwestern Health Sciences University B.S., Pennsylvania State University</i>	Lake Elmo
<b>Tammy Renner</b> , Medical Laboratory Technician Program Director <i>M.S., University of North Dakota B.S., Minot State University</i>	Twin Cities	<b>Breanne Larson</b> , MT (ASCP) <i>B.S., University of Minnesota</i>	Lake Elmo
<b>Rizwana Ashfaq</b> <i>D.C., B.S., National College of Chiropractic</i>	Aurora	<b>Angela Mason</b> , CMA, Medical Assisting Program Coordinator <i>Diploma, Century College</i>	Lake Elmo
<b>Melissa Edwards</b> , RHIA <i>B.S., University of Illinois – Chicago B.S., St. Xavier University</i>	Aurora	<b>Laurie Bjerklie</b> , MT (ASCP) Medical Laboratory Technician Program Coordinator <i>B.S., University of North Dakota</i>	Mankato
<b>Jennifer Habada</b> <i>A.S., Joliet Junior College</i>	Aurora	<b>Kathy Carson</b> , RHIA <i>A.A.S., Western Wisconsin Tech College</i>	Mankato
<b>Carla Offhaus</b> <i>D.C., National College of Chiropractic M.B.A., American Intercontinental University Certificate, Waubesa Community College</i>	Aurora	<b>Darla Hiller Kellner</b> <i>M.S., Minnesota State University – Mankato B.A.S., University of Minnesota – Duluth</i>	Mankato
<b>Jeremy Barthels</b> <i>D.O.C., Northwestern Chiropractic College B.S., University of Wisconsin – La Crosse</i>	Brooklyn Park	<b>Crysten Olinger</b> , CMA, Medical Assisting Program Coordinator <i>A.A.S., Dakota County Technical College</i>	Mankato
<b>Nadine Bengs</b> , CST, Surgical Technologist Program Coordinator <i>A.A.S., Bismarck State College Diploma, St. Cloud Technical College</i>	Brooklyn Park	<b>Mary Tilley</b> , CMT <i>Certificate, Sister Rosalind Grefe School of Massage</i>	Mankato
<b>Phil Gore</b> <i>Certificate, Brian Utting School of Massage</i>	Brooklyn Park	<b>Cassie Woodward</b> , CMT <i>A.A.S., Riverland Community College Certificate, Sister Rosalind Grefe School of Massage</i>	Mankato
<b>Amanda Jackson</b> , CMA, Medical Assisting Program Coordinator <i>A.A.S., High-Tech Institute</i>	Brooklyn Park	<b>Kelly Cavanaugh</b> <i>B.S., Northern Illinois University A.A., A.S., Joliet Junior College</i>	Rockford
<b>Morgan Meyer</b> , CST, Surgical Technologist Clinical Coordinator <i>Diploma, Kirkwood Community College</i>	Brooklyn Park	<b>JoAnn Davis</b> , MD <i>M.D., University of Illinois College of Medicine, Peoria B.S., University of Illinois College of Medicine, Champaign</i>	Rockford
<b>Aaron Mullally</b> , EPC <i>M.A., College of St. Scholastica B.S., University of Wisconsin – Superior Certificate, American College of Sports Medicine</i>	Brooklyn Park	<b>Sarah Rodarte</b> <i>A.A.S., McHenry County College</i>	Rockford
<b>Georgina Sampson</b> , RHIA <i>B.S., Viterbo University</i>	Brooklyn Park	<b>Denise Van Fleet</b> , RHIA Health Information Technician Program Coordinator <i>M.S., Cardinal Stritch University B.S., Illinois State University</i>	Rockford
<b>Colleen Flaherty</b> <i>A.A.S., Century College A.S., Normandale Community College</i>	Eagan	<b>Christian Wright</b> , DC <i>D.C., B.S., National University of Health Sciences</i>	Rockford
<b>Deborah Honstad</b> , RHIA <i>B.A., College of St. Scholastica</i>	Eagan	<b>Kevin Babcock</b> <i>M.S., B.A., St. Cloud State University</i>	St. Cloud
<b>Beth Salo</b> <i>M.S., Capella University B.A., College of St. Scholastica</i>	Eagan	<b>Lori Groinus</b> , Surgical Technologist Program Coordinator <i>B.S., St. Cloud State University Surgical Technology Diploma, St. Cloud Technical College</i>	St. Cloud
<b>Lynn Skafte</b> , CMA, Medical Assisting Program Coordinator <i>B.A., College of St. Scholastica A.A.S., Duluth Business University</i>	Eagan	<b>Katherine Hogenson</b> , RHIT <i>A.A.S., Rasmussen College A.S., Winona State University</i>	St. Cloud
<b>Wiloe Traver</b> , CMT <i>M.Ac., Northwestern Health Sciences University B.A., Metropolitan State University</i>	Eagan	<b>Lisa Ludescher</b> , CMA, Medical Assisting Program Coordinator <i>A.A.S., Anoka Technical College</i>	St. Cloud
<b>Terry Clements</b> , CMT <i>M.A., Georgia State University B.A., St. Olaf College Certificate, Atlanta School of Massage</i>	Eden Prairie	<b>Janice Smith</b> , CMT <i>Diploma, Touch of Life School of Massage Diploma, St. Cloud Technical College</i>	St. Cloud
<b>David Farrar</b> <i>B.A., Augsburg College</i>	Eden Prairie	<b>Elizabeth Sobiech</b> , MT (ASCP) Medical Laboratory Technician Program Coordinator <i>B.S., University of Cincinnati A.A.S., Alexandria Technical College</i>	St. Cloud
<b>Amanda Steinhoff</b> , CMA, Medical Assisting Program Coordinator <i>A.A.S., Minnesota West Community and Technical College</i>	Eden Prairie	<b>Danika Brinda</b> <i>M.S., B.A., College of St. Scholastica</i>	Online
<b>Susan Johnson</b> , RHIA, CCS Health Information Technician Program Coordinator <i>B.A., College of St. Scholastica</i>	Green Bay	<b>Tina Reynoso</b> , RHIA, CHPS Health Information Technician Program Coordinator <i>B.A., Metropolitan State University A.A.S., Moorhead State University</i>	Online
<b>Julie Rasmussen</b> , CMA <i>Diploma, Northeast Wisconsin Technical College</i>	Green Bay	<b>Marilyn Tramontin</b> <i>B.S., University of Minnesota</i>	Online
<b>Kym Selig</b> , RN, CMA, Medical Assisting Program Coordinator <i>M.A., B.S., Silver Lake College A.A.S., Fox Valley Technical College Diploma, Lakeshore Technical College</i>	Green Bay	<b>Brenda Wood</b> , CCS-P, CCS, CPhT <i>B.S., University of Minnesota</i>	Online
<b>Rebecca Smith</b> , MT (ASCP) Medical Laboratory Technician Program Coordinator <i>M.B.A., Cardinal Stritch University B.S., University of Wisconsin – Stevens Point</i>	Green Bay		

## FACULTY AND STAFF

**School of Business**

<b>Kathy Heldman</b> , Director, School of Business <i>J.D., M.S., Syracuse University</i> <i>B.A., University of Michigan</i>	Chicago
<b>Drew Dresden</b> <i>M.A.F.M., DeVry University</i> <i>B.S., Sauk Valley Community College</i>	Aurora
<b>Colleen Johnson</b> <i>M.S., Roosevelt University</i> <i>B.A., Loyola University</i>	Aurora
<b>Richard Mitchell</b> <i>M.B.A., Santa Clara University</i> <i>B.S., San Diego State University</i>	Aurora
<b>Soma Jurgensen</b> <i>M.B.A., St. Thomas University</i> <i>B.A., University of Minnesota</i>	Brooklyn Park
<b>Michelle Laumb</b> <i>M.B.A., University of St. Thomas</i> <i>B.S., St. Cloud State University</i>	Brooklyn Park
<b>Kari Grittner</b> , CPA <i>B.S., University of Wisconsin - Stout</i>	Eagan
<b>Barbara Hentges</b> <i>B.S., University of Minnesota</i>	Eagan
<b>Antar Salim</b> <i>M.B.A., Southern Illinois University</i> <i>B.S., University of Michigan</i>	Eagan
<b>Melonie Sebring</b> <i>M.A., St. Mary's University</i> <i>B.S., Kansas State University</i>	Eagan
<b>Jason Cussler</b> <i>M.B.A., University of Minnesota</i> <i>B.A., Middleburg College</i>	Eden Prairie
<b>Tom Hakko</b> <i>M.B.A., B.S., Cardinal Stritch University</i>	Lake Elmo
<b>Daniel Deschaine</b> <i>M.B.A., Minnesota State University - Mankato</i> <i>B.S., Michigan Technological University</i>	Mankato
<b>Claudia Fortney</b> <i>B.S., A.A., Minnesota State University - Mankato</i>	Mankato
<b>Jackie Lemke</b> <i>M.S., B.S., Minnesota State University - Mankato</i>	Mankato
<b>Gabriel Stenzel</b> <i>B.A., St. John's University</i>	Mankato
<b>Margaret Stenzel</b> <i>M.B.A., Minnesota State University - Mankato</i> <i>B.A., College of St. Benedict</i>	Mankato
<b>Elisa Fredericks</b> <i>Ph.D., University of Illinois - Chicago</i> <i>M.B.A., B.S., New York University</i>	Rockford
<b>Linda Beuning</b> <i>B.S., St. Cloud State University</i>	St. Cloud
<b>Karen Krych</b> <i>B.S., St. Cloud State University</i>	St. Cloud
<b>Tom LeNeau</b> , CPA (Inactive) <i>M.B.A., Arizona State University</i> <i>B.Ac., University of Minnesota - Duluth</i> <i>M.E.D., University of Minnesota</i> <i>B.S., St. Cloud State University</i>	St. Cloud
<b>Gregor Rolek</b> <i>B.A., Loras College</i>	St. Cloud
<b>Peggy Sullivan</b> <i>B.S., University of Wisconsin - Superior</i>	St. Cloud
<b>Marty Toole</b> <i>Ph.D., Capella University</i> <i>M.S., Chapman University</i> <i>B.S., Wayland Baptist University</i>	St. Cloud

<b>Randy Bauman</b> <i>M.S., University of Phoenix</i> <i>B.A., University of Pittsburgh</i>	Online
<b>Amy Chantry</b> <i>J.D., Valparaiso University</i> <i>B.A., Concordia College - Moorhead</i>	Online
<b>Sherry Kamrowski</b> <i>B.S., Winona State University</i>	Online
<b>Jason Meldrum</b> <i>M.A., St. Mary's University</i> <i>B.A., Brigham Young University</i>	Online
<b>Nicole Runyon</b> <i>M.S., Central Michigan University</i> <i>B.A., Ohio State University</i>	Online
<b>Andy Thraen</b> <i>M.B.A., Metropolitan State University</i> <i>B.A., University of Minnesota</i>	Online
<b>Melany Wynn</b> , Business Program Coordinator <i>M.B.A., Augsburg College</i> <i>B.S., Northwestern College</i>	Online

**School of Education**

<b>Cecelia Westby</b> , Director, Early Childhood Education <i>Ed.D., University of Minnesota</i> <i>M.S., Concordia University</i> <i>B.S., University of Minnesota</i>	Twin Cities
<b>Tracy Tepley</b> , Early Childhood Education Program Coordinator <i>B.S., North Dakota State University</i>	Brooklyn Park
<b>Regina Jackson</b> <i>M.A., B.A., Concordia University</i>	Eagan
<b>Tammy Hopps</b> <i>B.A., University of Minnesota</i>	Eden Prairie
<b>Michelle Beedle</b> <i>M.A., Concordia University</i> <i>B.A., Marquette University</i>	Lake Elmo

**School of Justice Studies**

<b>Carie Ann Potenza</b> , Director, School of Justice Studies <i>M.A., Rutgers University</i> <i>B.A., University of Albany</i>	Eden Prairie
<b>Carlo Carlotta</b> <i>M.A., B.S., Western Illinois University</i>	Aurora
<b>Daniel Smith</b> <i>M.S., B.A., Lewis University</i>	Aurora
<b>Leslie Palmer</b> <i>M.S., Capella University</i> <i>B.A., St. Cloud State University</i>	Brooklyn Park
<b>Gabe Berntson</b> , Paralegal Program Coordinator <i>J.D., Hamline University</i> <i>B.A., University of St. Thomas</i>	Eagan
<b>Matthew Petz</b> , Law Enforcement POST Coordinator <i>M.A., St. Mary's University</i> <i>B.E.S., St. Cloud State University</i>	Eagan
<b>Robert Sutter</b> <i>M.S., B.S., Minnesota State University - Mankato</i>	Mankato
<b>Heather Bradshaw-Arne</b> <i>J.D., Thomas M. Cooley Law School</i> <i>B.A., Northern Illinois University</i>	Rockford
<b>Ron Harper</b> <i>M.S., B.A., DePaul University</i>	Rockford
<b>Rose Pogatshnik</b> <i>M.S., B.S., St. Cloud State University</i>	St. Cloud
<b>Katharine Hatch</b> <i>M.J.D., University of Minnesota</i> <i>B.A., Mount Holyoke College</i>	Online
<b>Monica Mauri</b> <i>M.A., Liberty University</i> <i>B.A., Florida International University</i>	Online
<b>Kirk Olson</b> <i>J.D., B.A., University of Minnesota</i>	Online

## FACULTY AND STAFF

**School of Nursing**

<b>Bradley Moore</b> , RN, Director, School of Nursing <i>B.S.N., University of South Alabama</i>	Orlando
<b>Cheryl Pratt</b> , RN, Regional Dean of Nursing <i>M.A., Nursing College of St. Scholastica - Duluth</i> <i>B.S.N., Winona State University</i>	Mankato
<b>Jodi Zastrow</b> , Dean of Nursing <i>M.S.N., Walden University</i> <i>B.S.N., Mankato State University</i>	Brooklyn Park
<b>Cate Christensen</b> , NP <i>M.S.N., University of Illinois</i> <i>B.S., Northern Illinois University</i> <i>A.A.S., Kishwaukee College</i>	Brooklyn Park
<b>John Menez</b> <i>M.S.N., Walden University</i> <i>M.A., University of the City of Manila</i> <i>B.S., Institute of Nursing – Philippines</i>	Brooklyn Park
<b>Dana Feld</b> , RN, Dean of Nursing <i>M.S., University of Minnesota</i> <i>B.E.S., St. Cloud State University</i>	Brooklyn Park
<b>Laurette Hendrickson</b> , RN, Dean of Nursing <i>B.S., Minnesota State University – Mankato</i> <i>A.A., Rochester Community College</i>	Mankato
<b>Ruth Furan</b> , RN <i>B.S.N., B.S., Minnesota State University – Mankato</i>	Mankato
<b>Jan Weber</b> <i>A.A., Rochester Community and Technical College</i>	Mankato
<b>Lori Steffen</b> , Dean of Nursing <i>M.S.N., Walden University</i> <i>B.S.N., South Dakota State University</i>	St. Cloud
<b>Jennifer Peterson</b> <i>B.S., College of St. Benedict</i>	St. Cloud
<b>Pamela Stellmach</b> , RN, <i>B.S., St. Cloud State University</i>	St. Cloud
<b>School of Technology and Design</b>	
<b>Hap Aziz</b> , Director, School of Technology and Design <i>M.S., Nova Southeastern University</i> <i>B.A., Rollins College</i>	Orlando
<b>Duane A. Johnson</b> <i>M.B.A., Roosevelt University</i> <i>M.S., Illinois Institute of Technology</i> <i>B.S., Western Illinois University</i> <i>A.A., Southeastern Community College</i>	Aurora
<b>Stacy Kvernmo</b> <i>B.F.A., Northern Illinois University</i>	Aurora
<b>Brent Puls</b> <i>B.A., University of Illinois – Chicago</i>	Aurora
<b>Joseph Wolz</b> <i>M.A., B.A., Southern Illinois University</i>	Aurora
<b>John Mindiola</b> <i>B.F.A., University of Wisconsin – Stout</i>	Brooklyn Park
<b>Todd Jerde</b> <i>A.A.S., School of Communication Arts</i>	Eagan
<b>Brad Copeland</b> <i>B.A., Augsburg College</i>	Eden Prairie
<b>Martin Lagrow</b> , MCP, MDST, MCSA, MCTS, SCA, CompTIA A+, CTOv3 <i>B.S., Martin Luther College</i>	Green Bay
<b>Eric Melhorn</b> <i>B.A., Concordia University</i> <i>A.A., Minnesota State University – Mankato</i>	Mankato
<b>Keith Feggestad</b> <i>B.S., Northern Illinois University</i> <i>A.A.S., Rock Valley College</i>	Rockford
<b>Robert Reavan</b> <i>B.A., International Academy of Design and Technology</i>	Rockford

<b>James Alberts</b> <i>B.S., St. Cloud State University</i>	St. Cloud
<b>Anita Hendrickx</b> <i>B.S., St. Cloud State University</i>	St. Cloud
<b>Mark Kroska</b> , MCP	St. Cloud
<b>Kristy Mize</b> <i>B.F.A., California State University at Fullerton</i>	St. Cloud
<b>Tom Wieber</b> <i>B.A., College of St. Scholastica</i>	St. Cloud
<b>Charlene Weatherford</b> <i>M.S., Nova Southeastern University</i> <i>B.A., Newberry College</i>	Online

**Library and Learning Center**

<b>Emily O'Connor</b> , Director of Library and Learning Resources <i>M.S., Florida State University</i> <i>B.A., West Virginia Wesleyan College</i>	Twin Cities
<b>Mary DiMaggio</b> , Reference Librarian <i>M.L.I.S., University of Illinois</i> <i>M.A., University of Chicago</i> <i>B.A., Illinois State University</i>	Aurora
<b>Jen Fong</b> , Learning Center Coordinator <i>M.A., Northern Michigan University</i> <i>B.A., Central Michigan University</i>	Aurora
<b>Dan Reeves</b> , Reference Librarian <i>M.L.S., Dominican University</i> <i>B.A., Metropolitan State University</i>	Brooklyn Park
<b>Brooke Easton</b> , Learning Center Coordinator <i>B.A., William Jewell College</i>	Brooklyn Park
<b>Amy Springer</b> , Reference Librarian <i>M.L.I.S., Dominican University</i> <i>B.A., Gustavus Adolphus College</i>	Eagan
<b>Valerie Barbaro</b> , Learning Center Coordinator <i>M.F.A., Emerson College</i> <i>B.A., University of Minnesota</i>	Eagan
<b>Katherine Bessey</b> , Reference Librarian <i>M.L.I.S., University of Wisconsin - Milwaukee</i> <i>B.A., University of Wisconsin - Green Bay</i>	Eden Prairie
<b>Wendy Roberts</b> , Learning Center Coordinator <i>M.S., University of Wisconsin – Stout</i> <i>B.A.A., University of Minnesota - Duluth</i>	Eden Prairie
<b>Dennis Johnson</b> , Reference Librarian <i>M.A., Dominican University</i> <i>B.A., Winona State University</i>	Lake Elmo
<b>Nicole Wilebski</b> , Learning Center Coordinator <i>M.Ed., B.S., B.S., University of Minnesota</i> <i>A.A., Inver Hills Community College</i>	Lake Elmo
<b>Lisa Spieker</b> , Reference Librarian <i>M.S., B.S., Minnesota State University</i>	Mankato
<b>Mary Englar</b> , Library Assistant <i>M.F.A., Mankato State University</i>	Mankato
<b>Stephanie Krucher</b> , Learning Center Coordinator <i>M.A., Minnesota State University – Mankato</i> <i>B.A., Nyack College</i>	Mankato
<b>Pat Grelson</b> , Reference Librarian <i>B.A., St. Cloud State University</i>	St. Cloud
<b>Sara Stueve</b> , Reference Librarian <i>M.L.S., University of North Texas</i> <i>B.A., St. Cloud State University</i>	St. Cloud
<b>Kailyn Helget</b> , Learning Center Coordinator <i>M.S., B.S., St. Cloud State University</i>	St. Cloud
<b>Jennifer Stoker</b> , Learning Center Coordinator	Online

## FACULTY AND STAFF

**General Education & Developmental Education**

<b>Kevin Avery</b> <i>M.A., Northern Michigan University</i> <i>B.A., Plymouth State University</i>	Aurora	<b>Kevin Langton</b> , Campus General Education Coordinator <i>M.F.A., B.A., Minnesota State University - Mankato</i>	Mankato
<b>Jen Fong</b> <i>M.A., Northern Michigan University</i> <i>B.A., Central Michigan University</i>	Aurora	<b>Laura Bartolo</b> <i>M.F.A., Minnesota State University - Mankato</i> <i>B.A., South Dakota State University</i>	Mankato
<b>Jude Geiger</b> <i>J.D., Yale University</i> <i>B.A., Illinois State University</i>	Aurora	<b>Jeanne Gaffney</b> <i>B.S., Minnesota State University - Mankato</i> <i>A.A.S., Austin Community College</i>	Mankato
<b>Jennifer Gimmell</b> <i>Ph.D., M.A., University of Rochester</i> <i>B.A., Hiram College</i>	Aurora	<b>Barb Anderson</b> <i>M.A., B.S., Rockford College</i> <i>B.S., Alabama A &amp; M University</i>	Rockford
<b>Marlys Moon</b> <i>B.A., North Central College</i>	Aurora	<b>Lori Beach</b> <i>B.S., Illinois State University</i> <i>A.A., Rock Valley College</i>	Rockford
<b>Bonnie Reiss</b> <i>M.S., B.A., Long Island University</i>	Aurora	<b>Steve Honeywell</b> <i>M.A., B.A., Northern Illinois University</i>	Rockford
<b>George Alland</b> <i>M.A., Boston College</i> <i>M.S., Simmons College</i> <i>B.S., Hunter College</i>	Brooklyn Park	<b>Harold May</b> <i>B.S., Bradley University</i>	Rockford
<b>Anastasia Martin</b> <i>M.S., B.A., B.A., North Dakota State</i>	Brooklyn Park	<b>Susan May</b> <i>B.A., University of Northern Iowa</i>	Rockford
<b>Sabine Meyer</b> , Campus General Education Coordinator <i>Ph.D., University of Minnesota</i> <i>M.A., University of Kassel</i>	Eagan	<b>Ian Provo</b> , L.C.S.W. <i>M.S.W., University of Illinois - Champaign/Urbana</i> <i>B.S.W., Arizona State University</i>	Rockford
<b>Virginia Knox</b> <i>M.Ed., Capella University</i> <i>B.S., Alcorn State University</i>	Eagan	<b>Luis Rodriguez</b> <i>Psy.D., California Coast University</i> <i>B.S., Bethany Bible College</i>	Rockford
<b>Amy Harms Hoad</b> <i>M.A., Capella University</i> <i>B.A., University of South Dakota</i>	Eagan	<b>Gary Schwartz</b> <i>Ph.D., University of Illinois at Urbana-Champaign</i> <i>M.A., B.A., The George Washington University</i>	Rockford
<b>Kathleen Messerli</b> <i>M.A., University of Iowa</i> <i>B.A., Iowa State University</i>	Eagan	<b>Erin Werthman</b> <i>B.A., University of Illinois at Urbana-Champaign</i>	Rockford
<b>Elizabeth Otto</b> <i>M.A., Northern Illinois University</i> <i>B.A., Bradley University</i>	Eagan	<b>Tim Whitham</b> <i>J.D., John Marshall Law School</i> <i>B.A., Moody Bible Institute</i> <i>A.A., College of DuPage</i>	Rockford
<b>Doug VanBuskirk</b> <i>Ph.D., M.S., B.S., University of Minnesota</i>	Eagan	<b>Debra Bohlman</b> <i>M.A., St. Cloud State University</i> <i>B.A., University of Minnesota</i>	St. Cloud
<b>Seth Berg</b> , General Education Coordinator <i>M.F.A., Bowling Green State University</i> <i>B.A., University of Toledo</i>	Eden Prairie	<b>Luke Seifert</b> <i>J.D., William Mitchell College of Law</i> <i>B.A., Creighton University</i>	St. Cloud
<b>Jason Loewen</b> <i>M.A., Arizona State University</i> <i>B.A., St. Johns University</i>	Eden Prairie/Lake Elmo	<b>Geradine Ball</b> <i>M.A., B.S., Kansas State University</i>	Online
<b>Mayura Sharma</b> <i>M.S., Southern Illinois University</i> <i>B.Arch., L.S. Raheja School of Architecture</i>	Eden Prairie	<b>Lisa Campeau</b> <i>M.A., Instituto Cultural de Costa Rica</i> <i>B.A., King Alfred's College</i>	Online
<b>Anne Flesch</b> , Student Success Coordinator <i>M.S.Ed., University of Wisconsin - Oshkosh</i> <i>B.S., University of Wisconsin - Madison</i>	Green Bay	<b>Teresa Kelly</b> <i>M.A., B.A., Agnes Scott College</i>	Online
<b>Sabrina Vogland</b> , Campus General Education Coordinator <i>M.A., Bethel University</i> <i>B.S., University of Wisconsin - River Falls</i>	Lake Elmo	<b>Audra Sherwood</b> <i>M.S., B.S., University of Wyoming</i>	Online
<b>Erik Ritter</b> <i>M.F.A., San Francisco Art Institute</i> <i>B.A., South Dakota State University</i>	Lake Elmo	<b>Jennifer Worley</b> <i>M.A., University of Cincinnati</i> <i>B.A., Ohio State University</i>	Online

## FACULTY AND STAFF

**Career Services**

<b>Tami Hanson</b> , National Director of Career Services <i>B.A., St. Norbert College</i>	Twin Cities
<b>Amy Rice</b> , Career Services Advisor <i>B.A., St. Norbert College</i>	Brooklyn Park
<b>Tina Thompson</b> , Career Services Advisor <i>B.S., University of Minnesota</i>	Eagan
<b>Kelsey Kennedy</b> , Career Services Advisor <i>B.S., Northern Michigan University</i>	Eden Prairie
<b>Caroline Clayton</b> , Career Services Advisor <i>M.S., University of Wisconsin – Milwaukee</i> <i>B.S., University of Wisconsin – Green Bay</i>	Green Bay
<b>Christina Forsythe</b> , Career Services Advisor <i>B.S., Minnesota State University</i>	Lake Elmo
<b>Amy Ites</b> , Career Services Advisor <i>Certificate, Rasmussen College</i>	Mankato
<b>Katie Mons</b> , Career Services Advisor <i>B.S., Minnesota State University - Mankato</i>	Mankato
<b>Jamie Hintz</b> , Career Services Advisor <i>B.S., University of Illinois – Chicago</i>	Rockford
<b>Summer Elgin</b> , Career Services Advisor <i>B.S., Mount Mercy College</i>	St. Cloud

**Admissions**

<b>Jeff Hagy</b> , National Director of High School Recruitment <i>B.A., St. Cloud State University</i>	Twin Cities
<b>Paul Kramer</b> , Director of Training and Development <i>M.A., University of St. Thomas</i> <i>B.A., University of Wisconsin</i>	Twin Cities
<b>Britt Sundberg</b> , Director of Student Recruitment <i>B.S., Montana State University</i>	Twin Cities
<b>Wesley Escondo</b> , Director of Admissions <i>B.F.A., Western Illinois University</i>	Aurora
<b>Tony Perez</b> , Director of Admissions <i>M.B.A., B.A., Aurora University</i> <i>A.A., Waubesa Community College</i>	Aurora
<b>Lori Kaiser</b> , Director of Admissions <i>B.S., Northern State University</i>	Brooklyn Park
<b>Randy Rodin</b> , Director of Admissions <i>B.A., St. Cloud State University</i>	Brooklyn Park
<b>Mollie Bower</b> , Director of Admissions <i>B.A., University of Wisconsin – Eau Claire</i>	Eagan
<b>Hank Marotske</b> , Director of Admissions <i>B.S.W., University of St. Thomas</i>	Eagan
<b>Jeff Brosz</b> , Director of Admissions <i>B.S., University of Wisconsin – La Crosse</i>	Eden Prairie
<b>Juliana Klocek</b> , Director of Admissions <i>M.B.A., West Virginia Wesleyan College</i> <i>B.A., John Carroll University</i>	Green Bay
<b>David Tan</b> , Director of Admissions <i>B.S., University of Minnesota</i>	Lake Elmo
<b>Jay Buchholz</b> , Director of Admissions <i>B.A., University of Iowa</i>	Mankato
<b>Kathy Clifford</b> , Director of Admissions <i>B.A., Minnesota State University - Mankato</i>	Mankato
<b>Michael Plocinski</b> , Director of Admissions <i>B.S., Illinois State University</i>	Rockford
<b>Lisa Fetzer</b> , Director of Admissions <i>B.S., DeVry Institute of Technology</i>	Romeoville
<b>Robert Ruprecht</b> , Director of Admissions <i>B.A., St. Cloud State University</i>	St. Cloud
<b>Dan Buesgens</b> , Director of Admissions <i>B.A., University of St. Thomas</i>	Online
<b>Jolene Harding Martin</b> , Director of Admissions <i>B.A., St. Cloud State University</i>	Online
<b>Kathy Mills</b> , Director of Admissions <i>B.A., University of South Florida</i>	Online
<b>Sharon Richardson</b> , Director of Admissions <i>M.S., Troy State University</i> <i>B.S., University of Louisville</i>	Online
<b>Paul Smith</b> , Director of Admissions <i>B.S., Barat College</i> <i>A.S., Truman College</i>	Online

**Helpdesk**

<b>James M. Michael</b> , Regional Systems Administrator	St. Cloud
<b>Brian Lutgen</b> , Regional Systems Administrator <i>A.A.S., Rasmussen College</i>	Eden Prairie
<b>Jacob Sorem</b> , IT Support Specialist <i>A.A.S., Rasmussen College</i>	Brooklyn Park
<b>Michael Dennie</b> , IT Support Specialist <i>A.A.S., Rasmussen College</i>	Eagan
<b>David Flinton</b> , IT Support Specialist	Eden Prairie
<b>Cory Guethling</b> , IT Support Specialist <i>B.S., Concordia University</i> <i>A.A.S., Rasmussen College</i>	Lake Elmo
<b>Aaron Hartwell</b> , IT Support Specialist	Mankato
<b>Edward Peterson</b> , IT Support Specialist <i>M.I.T., American Intercontinental University</i> <i>B.A., Judson University</i> <i>A.A.S., Rockford Business College</i>	Rockford
<b>Eric Christensen</b> , Helpdesk Assistant	St. Cloud

**Student Services**

<b>Stella Coker</b> , Online Bookstore Manager <i>A.A.S., Rasmussen College</i>	Orlando
<b>Jay Gustafson</b> , Scheduler and Academic Advisor <i>B.A., University of South Dakota</i>	Brooklyn Park
<b>Jamie Hoag</b> , Student Services Advisor <i>M.A., B.B.A., University of North Dakota</i>	Brooklyn Park
<b>Andy LaMere</b> , Scheduler and Academic Advisor <i>B.S., University of Wisconsin – River Falls</i>	Brooklyn Park
<b>Shona Ramchandani</b> , Diversity Advisor <i>B.A., Hamline University</i>	Brooklyn Park
<b>Angela Craig</b> , Student Services Advisor <i>B.A., Fort Lewis College</i>	Eden Prairie
<b>Jamie Hauer</b> , Student Scheduler <i>M.S., Argosy University</i> <i>B.A., Carroll College</i>	Eden Prairie
<b>Marius Massie</b> , Student Services Advisor <i>B.A., University of Minnesota</i>	Eden Prairie
<b>Jennifer Carroll</b> , Student Services Advisor <i>B.A., Hamline University</i>	Lake Elmo
<b>Bridget Spencer</b> , Student Services Coordinator <i>B.S., Northern State University</i>	Mankato
<b>Tarina Lister</b> , Student Services Advisor <i>M.S.M., Cardinal Stritch University</i> <i>B.S., National Louis University</i>	Rockford
<b>Elizabeth Vos</b> , Student Services Coordinator <i>A.A.S., Rasmussen College</i>	St. Cloud
<b>Carrie Daninhirsch</b> , Dean of Students <i>M.S., Lesley College</i> <i>B.S., Northeastern University</i>	Online
<b>Chris Camolilla</b> , Student Services Coordinator <i>B.A., Salisbury University</i>	Online
<b>Jeff Laing</b> , Student Services Coordinator <i>A.S., Full Sail Real World Education</i>	Online

## FACULTY AND STAFF

**Student Financial Services**

<b>Debra Murray</b> , National Director of Student Financial Services <i>B.A., University of North Dakota</i>	Twin Cities	<b>Kate Lee</b> , Financial Aid Officer <i>B.A., Concordia University</i>	Lake Elmo
<b>Angie Franke</b> , Manager of Student Financial Services – Region 2 <i>A.A.S., Rasmussen College</i>	Twin Cities	<b>Cassie Pershern</b> , Financial Planning Coordinator	Lake Elmo
<b>Travann Hayes</b> , Director of Student Financial Services <i>B.A., University of Wisconsin – Madison</i>	Aurora	<b>Jason Rudenick</b> , Financial Planning Coordinator <i>A.A.S., Rasmussen College</i>	Lake Elmo
<b>Danielle Haas</b> , Financial Planning Coordinator <i>B.S., Northern Illinois University</i>	Aurora	<b>Carrie Thell</b> , Director of Financial Aid <i>B.A., University of Minnesota - Twin Cities</i>	Mankato
<b>Steve Yang</b> , Director of Student Financial Services <i>B.A., University of Wisconsin</i>	Brooklyn Park	<b>Kim Bruender</b> , Student Accounts Manager <i>A.A.S., Rasmussen College</i>	Mankato
<b>Andrea Ebert</b> , Financial Aid Officer <i>B.S., Concordia University</i>	Brooklyn Park	<b>Nichole Engeswick</b> , Financial Planning Coordinator <i>M.B.A., St. Cloud State University</i> <i>B.S., Minnesota State University</i>	Mankato
<b>Tammy Hoff</b> , Financial Planning Coordinator <i>B.S., Rasmussen College</i>	Brooklyn Park	<b>BrieAnna Lewis</b> , Financial Aid Officer <i>A.A.S., Rasmussen College</i>	Mankato
<b>Kyle Ingebritson</b> , Financial Planning Coordinator <i>B.S., University of Minnesota – Duluth</i>	Brooklyn Park	<b>Nicholl Lien</b> , Financial Planning Coordinator <i>A.A.S., Rasmussen College</i>	Mankato
<b>Tina Luke</b> , Financial Planning Coordinator <i>Diploma, Alexandria Technical College</i>	Brooklyn Park	<b>Michael Manderfield</b> , Financial Planning Coordinator <i>B.S., Minnesota State University – Mankato</i>	Mankato
<b>Meena Moua</b> , Student Accounts Manager <i>B.S., California State University - Chico</i>	Brooklyn Park	<b>Kristen Ransom</b> , Director of Student Financial Services <i>B.A., Carthage College</i>	Rockford
<b>Tammy Nowacki</b> , Financial Planning Coordinator	Brooklyn Park	<b>Tammy Greig</b> , Student Accounts Manager	Rockford
<b>Kristen Peterik</b> , Financial Aid Officer <i>B.S., University of Missouri</i>	Brooklyn Park	<b>Thomas Gunia</b> , Financial Planning Coordinator <i>B.S., Illinois State University</i>	Rockford
<b>Amanda Suchanek</b> , Financial Planning Coordinator <i>B.S., Concordia University</i>	Brooklyn Park	<b>Robert Hill</b> , Financial Planning Coordinator <i>B.A., Mount Mercy College</i>	Rockford
<b>Jennifer Thorud</b> , Financial Planning Coordinator	Brooklyn Park	<b>Lekeisha Murry</b> , Financial Planning Coordinator <i>M.S., Cardinal Stritch University</i> <i>B.S., University of Wisconsin – Whitewater</i>	Rockford
<b>Lindsay Adams</b> , Director of Student Financial Services <i>B.S., Minnesota State University - Mankato</i>	Eagan	<b>Carole Inderrieden</b> , Director of Student Financial Services <i>St. Cloud Technical College</i>	St. Cloud
<b>Shoua Chao</b> , Student Accounts Manager <i>B.S., Florida Metropolitan University</i>	Eagan	<b>Tina Anderson</b> , Financial Planning Coordinator	St. Cloud
<b>Jothsna Harris</b> , Financial Aid Officer <i>B.A., University of St. Thomas</i>	Eagan	<b>Jay Comstock</b> , Financial Aid Officer <i>B.A., Concordia College - Moorhead</i>	St. Cloud
<b>Chaylean Marquis</b> , Financial Aid Officer	Eagan	<b>Carol Dockendorf</b> , Financial Aid Officer <i>Rasmussen College</i>	St. Cloud
<b>Shaid Marley</b> , Financial Aid Officer	Eagan	<b>Kathy Krebs</b> , Student Accounts Manager <i>Rasmussen College</i>	St. Cloud
<b>Grace Munyakazi-Umutoni</b> , Financial Planning Coordinator <i>B.A., St. Olaf College</i>	Eagan	<b>Amy Kuechle</b> , Student Accounts Manager	St. Cloud
<b>Ann Quade</b> , Financial Aid Officer <i>B.A., Hamline University</i>	Eagan	<b>Kate Lauer</b> , Financial Planning Coordinator <i>A.A.S., Rasmussen College</i>	St. Cloud
<b>Kimberly Wagner</b> , Financial Planning Coordinator <i>B.A., University of Minnesota – Duluth</i>	Eagan	<b>Amy Wentland</b> , Student Accounts Manager	St. Cloud
<b>Alan Grueneich</b> , Director of Student Financial Services <i>B.S., Minnesota State University – Moorhead</i>	Eden Prairie	<b>Jessica Crotty</b> , Director of Student Financial Services <i>B.S., University of Wisconsin - River Falls</i>	Online
<b>Lisa Knox</b> , Financial Aid Officer <i>B.S., Minnesota State University - Mankato</i>	Eden Prairie	<b>Janda Brittain</b> , Student Accounts Manager <i>B.A., University of Northern Iowa</i>	Online
<b>Aleigha Nystuen</b> , Financial Planning Coordinator <i>B.A., Bethany Lutheran College</i>	Eden Prairie	<b>Ashley Croley</b> , Financial Planning Coordinator <i>B.A., B.S., Stetson University</i>	Online
<b>Jaime Radcliff</b> , Financial Planner <i>A.A.S., Winona State University</i>	Eden Prairie	<b>Amy Davis</b> , Financial Aid Officer <i>B.A., Purdue University</i>	Online
<b>Tara Scott</b> , Student Accounts Manager <i>B.S., Minnesota State University - Mankato</i>	Eden Prairie	<b>Jennifer Duholm</b> , Financial Aid Officer <i>B.S., Minnesota State University - Mankato</i>	Online
<b>Kristine Witt</b> , Financial Aid Officer <i>B.A., College of St. Benedict</i>	Eden Prairie	<b>Robert Graham</b> , Financial Aid Officer <i>B.S., North Dakota State University</i>	Online
<b>Lue Vang</b> , Director of Student Financial Services <i>B.S., University of Wisconsin – Madison</i>	Green Bay	<b>Jennifer Grapentine</b> , Student Accounts Manager	Online
<b>Kathryn Buchan</b> , Financial Aid Officer <i>B.A., St. Norbert College</i>	Green Bay	<b>Amber Gullickson</b> , Financial Planning Coordinator <i>B.A., Concordia University</i>	Online
<b>Jamie Lortiz</b> , Financial Aid Officer <i>B.A., Concordia University</i> <i>A.A.S., Northeast Wisconsin Technical College</i>	Green Bay	<b>Wade Kesteloot</b> , Financial Planning Coordinator <i>B.S., Minnesota State University – Mankato</i>	Online
<b>Jackie Rule</b> , Student Accounts Manager <i>B.A., College of St. Theresa</i>	Green Bay	<b>Camille Rosa</b> , Financial Planning Coordinator <i>B.S., University of Phoenix</i>	Online
<b>Matthew Wotruba</b> , Financial Aid Officer <i>B.B.A., University of Wisconsin - Whitewater</i>	Green Bay	<b>Gabrielle Sellas</b> , Financial Planning Coordinator <i>B.A., University of Central Florida</i>	Online
<b>Joshua Tilander</b> , Director of Student Financial Services <i>A.A.S., Brown College</i> <i>A.A., Inver Hills Community College</i>	Lake Elmo	<b>Nate Umhoefer</b> , Financial Planning Coordinator <i>B.S., University of Wisconsin – Oshkosh</i>	Online
<b>Kelly Bothwell</b> , Financial Planning Coordinator <i>B.S., University of Wisconsin – La Crosse</i>	Lake Elmo	<b>Lucie Van Horn</b> , Financial Aid Planner <i>A.A., Kaufmaennische Berufsschule-Germany</i>	Online
<b>Connie Kling</b> , Student Accounts Manager <i>B.S., National American University</i> <i>A.S., Minneapolis Business College</i>	Lake Elmo	<b>John Wiberg</b> , Financial Aid Officer <i>B.A., Northwestern College</i>	Online
		<b>Oana Zayic</b> , Financial Aid Officer <i>Ph.D., M.A., Lucian Blaga University</i> <i>B.A., Vasile Goldis Western University</i>	Online

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#### FLORIDA LOCATIONS

##### **Fort Myers Campus**

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

##### **Ocala Campus**

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

##### **Pasco County Campus**

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

#### ILLINOIS LOCATIONS

##### **Aurora Campus**

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

##### **Rockford Campus**

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

##### **Romeoville/Joliet Campus**

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

#### RASMUSSEN ONLINE

[www.rasmussen.edu](http://www.rasmussen.edu)  
888-5-RASMUSSEN

#### MINNESOTA LOCATIONS

##### **Brooklyn Park Campus**

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

##### **Eagan Campus**

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

##### **Eden Prairie Campus**

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

##### **Lake Elmo/Woodbury Campus**

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

##### **Mankato Campus**

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

##### **St. Cloud Campus**

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

#### NORTH DAKOTA LOCATIONS

##### **Bismarck Campus**

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

##### **Fargo/Moorhead Campus**

###### **Fargo Site**

4012 19th Avenue SW  
Fargo, ND 58103-7196  
701-277-3889

###### **Moorhead Site**

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

#### WISCONSIN LOCATION

##### **Green Bay Campus**

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

##### **Wausau Campus**

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