MINNESOTA
2008-2009 CATALOG

Campus Locations
• Brooklyn Park
• Eagan
• Eden Prairie
• Lake Elmo/Woodbury
• Mankato
• St. Cloud

Additional Campus Locations
• Fort Myers, FL
• Ocala, FL
• Pasco County, FL
• Aurora, IL
• Rockford, IL
• Moorhead, MN
• Bismarck, ND
• Fargo, ND
• Green Bay, WI

Inside This Catalog
› Programs of Study
› Course Descriptions
› College Policies
› Administration
› Faculty & Staff

Effective August 11, 2008. 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.
Over a century of leadership and innovation.

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

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

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

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

Board of Directors

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

What does CHIPS mean for you, our student?

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

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

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

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

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

Do you help graduates develop a portfolio of work samples that can be used to demonstrate career competencies to potential employers?

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

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

We know it’s hard to pursue career options and still keep your personal commitments intact. We respect your values and support you with a campus environment that meets your needs.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

High Quality Education

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

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

In addition to institutional accreditation, Rasmussen College has pursued accreditation for eligible programs to ensure that graduates meet national standards for employment. The Health Information Technician program at the Brooklyn Park, Eagan, Eden Prairie, Mankato, and St. Cloud campuses is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). And the Medical Assisting program at the Brooklyn Park, 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 Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAME).

Rasmussen College is licensed by the Minnesota Office of Higher Education and the State of Wisconsin Educational Approval Board. The Practical Nursing program is state-licensed by the Minnesota Board of Nursing.

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

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

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

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

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

You’ve already taken the first big step by scheduling your campus visit and meeting your admissions 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 Practical Nursing, Surgical Technologist, and Medical Laboratory Technician programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See “Applying for the Practical Nursing, Surgical Technologist, and Medical Laboratory Technician Programs” under Academic Information.
- In addition, all Justice Studies programs and some Allied Health programs require applicants to complete a criminal background check. See the catalog pages for more information.

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

Picking a Start Date

2008-2009 Academic Calendar

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

College Holidays

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

There are three basic types of aid available to Rasmussen students:
• Various state and federal student loan programs.
• Gift Aid, also known as grants, is assistance you do not have to pay back and is usually based upon financial need.
• Employment through work study programs may provide relevant work experience and decrease the necessity of borrowing student loans for living expenses.

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$400 - $4731</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>MN State Grant</td>
<td>Grant based on financial need and the student’s individual tuition and fees. Must be an undergraduate student with MN residency. Student is notified by the College regarding eligibility.</td>
<td>Amounts calculated based on length of degree and current state legislative provisions</td>
<td>Free Application for Federal Student Aid</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid – Awarded by the College</td>
</tr>
<tr>
<td>Academic Competitiveness Grant (ACG)</td>
<td>Award based on Pell Grant eligibility and academic rigor requirements of state high school coursework eligibility.</td>
<td>$750 for first year; $1300 for second year</td>
<td>Free Application for Federal Student Aid</td>
</tr>
<tr>
<td>MN State Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid – Awarded by the College</td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>Same as State Work Study.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid – Awarded by the College</td>
</tr>
<tr>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500 2nd Year - $4,500 3rd Year+ - $5,500</td>
<td>Free Application for Federal Student Aid and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half-time.</td>
<td>Same as subsidized limits. Independent students may be eligible for additional amounts of: 1st &amp; 2nd Year - $4000 3rd Year+ - $5000.</td>
<td>Free Application for Federal Student Aid and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Student Educational Loan Fund (SELF)</td>
<td>Supplemental, variable interest rate loan, allows deferment of principal while in college, requires credit-worthy co-signer.</td>
<td>$7,500 per grade level</td>
<td>SELF application processed through College and the Higher Education Services Office</td>
</tr>
<tr>
<td>Veterans’ Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component.</td>
<td>Monthly benefit based on service contributions</td>
<td>Veterans Administration or Veterans Service Officer</td>
</tr>
</tbody>
</table>
Scholarship and Grant Programs

Grade Point Achievement Scholarships

If you are like most students, you don’t have a pile of cash lying around to pay for college. So you’ll be glad to know that based on your high school cumulative GPA, Rasmussen College offers scholarship opportunities of 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.

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

- Eligible students must be current-year graduating high school seniors.
- Student 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.

Special Scholarships at Rasmussen College

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

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

Dollars for Scholars

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

Early Start Program

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

10% Military Discount

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

Corporate Discount

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

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

HEALTH INFORMATION TECHNICIAN AAS DEGREE**

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

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

Foundation Courses

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

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

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G226</td>
<td>Speech</td>
<td>4</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities (Select 2 courses)</td>
<td>4</td>
</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra***</td>
<td>4</td>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
</tbody>
</table>

Social Sciences (Select 2 courses)

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

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

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

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

Target 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.

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

MEDICAL CODING DIPLOMA

Standard Length of Program • 6 Quarters Part-Time

Career Opportunities • Medical Coder • Medical Coder/Biller

Foundation Courses

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

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

Major and Core Courses

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

Total Diploma Credits 59*

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

 objective.

Graduates of this program understand the healthcare system and how to communicate with the healthcare team. They know basic human anatomy, medical terminology, and pathology, as well as techniques for health information management and quality improvement. Graduates can perform medical coding and billing, analyze data, use and understand scanning technology, navigate an electronic health record, manage a file room, and release medical information under appropriate circumstances. They value critical thinking, communication, ethical and professional behavior in the workplace, and the confidentiality of patient information.
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, professionalism and ethical behavior, and the appreciation of other massage therapists in the industry. This program prepares graduates to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

MASSAGE THERAPY AAS DEGREE

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

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

Foundation Courses

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

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

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Communication (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>G226</td>
<td>Speech</td>
<td>2</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities (Select 2 courses)</td>
<td>4</td>
</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>MA241</td>
<td>Human Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
<td>5</td>
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</table>

Social Sciences (Select 2 courses)

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

Math/Natural Sciences (2 required courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MA230</td>
<td>Medical Law and Ethics</td>
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</tbody>
</table>

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

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.

MASSAGE THERAPY DIPLOMA

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

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

Foundation Courses

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

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

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>E150</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Communication</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MA230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MA241</td>
<td>Human Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
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<tr>
<td>MT101</td>
<td>Introduction to Massage Therapy</td>
<td>3</td>
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<td>MT105</td>
<td>Deep Tissue Massage</td>
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<tr>
<td>MT120</td>
<td>Techniques for Special Clients</td>
<td>3</td>
</tr>
<tr>
<td>MT140</td>
<td>Pathology for Massage Therapy</td>
<td>4</td>
</tr>
<tr>
<td>MT215</td>
<td>Sports Massage</td>
<td>3</td>
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<tr>
<td>MT220</td>
<td>Myofascial Release</td>
<td>3</td>
</tr>
<tr>
<td>MT225</td>
<td>AlternativeModalities</td>
<td>3</td>
</tr>
<tr>
<td>MT230</td>
<td>Trigger Point Therapy</td>
<td>3</td>
</tr>
<tr>
<td>MT237</td>
<td>Clinic I</td>
<td>2</td>
</tr>
<tr>
<td>MT238</td>
<td>Clinic II</td>
<td>4</td>
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<tr>
<td>MT245</td>
<td>Kinesiology</td>
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<td>MT246</td>
<td>Kinesiology II</td>
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</tr>
<tr>
<td>MT250</td>
<td>Business and Wellness</td>
<td>3</td>
</tr>
</tbody>
</table>

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 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, and medical ethics. The completion of this program helps prepare the student to seek national certification as a medical assistant.

MEDICAL ADMINISTRATION AAS DEGREE

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

Career Opportunities • Medical Office Assistant • Medical Transcriptionist

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M140</td>
<td>Basic ICD-9-CM Coding</td>
<td>4</td>
</tr>
<tr>
<td>M140A</td>
<td>Intermediate ICD-9-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>M141</td>
<td>Ambulatory Care Coding</td>
<td>3</td>
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<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
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<tr>
<td>M205</td>
<td>Medical Transcription I</td>
<td>3</td>
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<tr>
<td>M206</td>
<td>Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>M208</td>
<td>Introduction to Health Information Management</td>
<td>4</td>
</tr>
<tr>
<td>M209</td>
<td>Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>M223</td>
<td>Pathology I</td>
<td>4</td>
</tr>
<tr>
<td>M224</td>
<td>Pathology II</td>
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<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
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<tr>
<td>M251</td>
<td>Medical Coding Practicum</td>
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<tr>
<td>M290</td>
<td>Medical Administration Capstone</td>
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<tr>
<td>S115</td>
<td>Keyboarding</td>
<td>3</td>
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<tr>
<td>S120</td>
<td>Word for Windows</td>
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</tr>
</tbody>
</table>

Total Degree Credits 96*

This Degree Program is also offered online.

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, and medical ethics. The completion of this program helps prepare the student to seek national certification as a medical assistant.

MEDICAL ASSISTING AAS DEGREE

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

Career Opportunities • Medical Assistant • Medical Office Administrative Assistant

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
<tr>
<td>G226</td>
<td>Speech</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra**</td>
<td>4</td>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
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<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
<tr>
<td>G122</td>
<td>World Geography</td>
<td>4</td>
</tr>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
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<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
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<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 96*

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

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

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

**MEDICAL LABORATORY TECHNICIAN AAS DEGREE**

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

**Career Opportunities** • Medical Laboratory Technician

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>3</td>
<td>G124</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td>4</td>
<td>G141</td>
<td>4</td>
</tr>
<tr>
<td>Humanities</td>
<td>4</td>
<td>G138</td>
<td>4</td>
</tr>
<tr>
<td>Math/Natural Sciences</td>
<td>2</td>
<td>MA241</td>
<td>5</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>2</td>
<td>G122</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major and Core Courses</th>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D111</td>
<td>3</td>
<td>Computer Information Systems</td>
<td></td>
</tr>
<tr>
<td>E150</td>
<td>4</td>
<td>Success Strategies</td>
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<td>E242</td>
<td>2</td>
<td>Career Development</td>
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<td>G233</td>
<td>4</td>
<td>College Algebra</td>
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<tr>
<td>M120</td>
<td>4</td>
<td>Medical Terminology</td>
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<tr>
<td>ML100</td>
<td>3</td>
<td>Introduction to Clinical Laboratory Science</td>
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<tr>
<td>ML150</td>
<td>3</td>
<td>Clinical Chemistry I</td>
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<td>ML151</td>
<td>3</td>
<td>Hematology I</td>
<td></td>
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<tr>
<td>ML152</td>
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</tr>
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<td>ML153</td>
<td>3</td>
<td>Clinical Microbiology I</td>
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</tr>
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<td>ML201</td>
<td>3</td>
<td>Clinical Chemistry II</td>
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<td>ML202</td>
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<td>Hematology II</td>
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<td>ML203</td>
<td>3</td>
<td>Immunology</td>
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<td>ML205</td>
<td>3</td>
<td>Immunohematology</td>
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</tr>
<tr>
<td>ML206</td>
<td>3</td>
<td>Clinical Microbiology II</td>
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<td>ML291</td>
<td>4</td>
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<td>ML292</td>
<td>4</td>
<td>Clinical Practicum II</td>
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<td>PB105</td>
<td>3</td>
<td>Phlebotomy</td>
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</tbody>
</table>

**Total Degree Credits**: 99

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

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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. They value critical thinking, 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

<table>
<thead>
<tr>
<th>Foundation Courses</th>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
<td>4</td>
<td>Foundations of English I</td>
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</tr>
<tr>
<td>B098</td>
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<td>Foundations of English II</td>
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<tr>
<td>B099</td>
<td>4</td>
<td>Foundations of Math</td>
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<table>
<thead>
<tr>
<th>General Education Courses</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>4</td>
<td>G124</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td>4</td>
<td>G141</td>
<td>4</td>
</tr>
<tr>
<td>Humanities</td>
<td>4</td>
<td>G138</td>
<td>4</td>
</tr>
<tr>
<td>Math/Natural Sciences</td>
<td>2</td>
<td>MA241</td>
<td>5</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>2</td>
<td>G122</td>
<td>4</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Major and Core Courses</th>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119</td>
<td>4</td>
<td>Customer Service</td>
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</tr>
<tr>
<td>B271</td>
<td>4</td>
<td>Professional Communication</td>
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<tr>
<td>B272</td>
<td>4</td>
<td>Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>E150</td>
<td>4</td>
<td>Success Strategies</td>
<td></td>
</tr>
<tr>
<td>E242</td>
<td>2</td>
<td>Career Development</td>
<td></td>
</tr>
<tr>
<td>G233</td>
<td>4</td>
<td>College Algebra</td>
<td></td>
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<tr>
<td>M120</td>
<td>4</td>
<td>Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>M230</td>
<td>4</td>
<td>Medical Law and Ethics</td>
<td></td>
</tr>
<tr>
<td>PT105</td>
<td>4</td>
<td>Introduction to Pharmacy</td>
<td></td>
</tr>
<tr>
<td>PT110</td>
<td>4</td>
<td>Pharmacology</td>
<td></td>
</tr>
<tr>
<td>PT120</td>
<td>4</td>
<td>Pharmacy Math and Dosages</td>
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<tr>
<td>PT125</td>
<td>3</td>
<td>Pharmacy Software/Automation/Insurance Billing</td>
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<tr>
<td>PT230</td>
<td>3</td>
<td>Unit Dose IV Lab</td>
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<tr>
<td>PT235</td>
<td>3</td>
<td>Pharmacy Technician Practicum I-Unit Dose/Retail</td>
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<tr>
<td>PT236</td>
<td>3</td>
<td>Pharmacy Technician Practicum II-Unit Dose/Retail</td>
<td></td>
</tr>
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<td>PT250</td>
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<td>SS115</td>
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</tr>
</tbody>
</table>

**Total Degree Credits**: 92*

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

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

### MEDICAL TRANSCRIPTIONIST AAS DEGREE

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

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

#### Foundation Courses

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

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

#### General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
</tbody>
</table>

**English Composition**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G226</td>
<td>Speech</td>
<td>4</td>
</tr>
</tbody>
</table>

**Communication**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
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</tbody>
</table>

**Humanities (Select 2 courses)**

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

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

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

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

#### Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B232</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>M205</td>
<td>Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>M206</td>
<td>Medical Transcription II</td>
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<tr>
<td>M207</td>
<td>Medical Transcription III</td>
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<tr>
<td>M223</td>
<td>Pathology I</td>
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<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>M280</td>
<td>Medical Transcription Capstone</td>
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</tr>
<tr>
<td>S115</td>
<td>Keyboarding I</td>
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<tr>
<td>S120</td>
<td>Word for Windows</td>
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</tbody>
</table>

**Total Degree Credits 90**

*This Degree Program is also offered online.*

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

**Objective.**

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

### MEDICAL TRANSCRIPTIONIST DIPLOMA

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

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

#### Foundation Courses

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

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

#### General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
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</table>

**English Composition**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
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<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G226</td>
<td>Speech</td>
<td>4</td>
</tr>
</tbody>
</table>

**Communication**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
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</table>

**Humanities (Select 2 courses)**

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

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G233</td>
<td>College Algebra**</td>
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**G233 College Algebra is required. Students must complete one additional course from the Math/Natural Sciences category.**

#### Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
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<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
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<td>M230</td>
<td>Medical Law and Ethics</td>
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<td>M280</td>
<td>Medical Transcription Capstone</td>
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<tr>
<td>S115</td>
<td>Keyboarding I</td>
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</table>

**Total Diploma Credits 62**

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.
Objective.
Graduates of this program know basic concepts of anatomy and physiology, pathology, microbiology, and pharmacology. They understand OR design, surgical equipment and instrumentation, safety standards, and asepsis and sterile techniques. Graduates can prepare, clean, and restock operating rooms, use and maintain surgical equipment, perform scrub and circulator duties in a number of surgical specialties, and contribute to pre- and post-operative patient care. They value critical thinking, communication, and patient safety and care.

SURGICAL TECHNOLOGIST AAS DEGREE

Standard Length of Program • 7 Quarters Full-Time

Career Opportunities • Hospitals • Medical Clinics • Operating Rooms • Physician Offices

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G226</td>
<td>Speech</td>
<td>4</td>
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</table>

Humanities (Select 2 courses)

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

Math/Natural Sciences (2 required courses)

<table>
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<th>Number</th>
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<tbody>
<tr>
<td>MA241</td>
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<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
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</table>

Social Sciences (Select 1 course)

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

Major and Core Courses

<table>
<thead>
<tr>
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<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<td>2</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
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<tr>
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<td>Pathology I</td>
<td>4</td>
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<tr>
<td>M224</td>
<td>Pathology II</td>
<td>4</td>
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<td>MA135</td>
<td>Pharmacology for the Allied Health Professional</td>
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<td>ST102</td>
<td>Microbiology for Surgical Technologists</td>
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<tr>
<td>ST105</td>
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<tr>
<td>ST112</td>
<td>Surgical Procedures I</td>
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<td>Surgical Procedures III</td>
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<tr>
<td>ST220</td>
<td>Surgical Tech Practicum II **</td>
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</tbody>
</table>

Total Degree Credits 97

* Surgical Tech Practicum I (23 hours per week in 11 week quarter).
** Surgical Tech Practicum II (23 hours per week in 11 week quarter).

OFFICE MANAGEMENT AAS DEGREE

Medical • See School of Business on Page 19
**Objective.**

Graduates of this program know financial and managerial accounting concepts pertaining to the business environment. They can manage accounts receivable, accounts payable, and payroll. They can also prepare tax returns, prepare and analyze financial statements, and use computer applications proficiently. Graduates value critical thinking, communication, and integrity.

### ACCOUNTING AAS DEGREE

**Banking • Financial Accounting • Financial Investigation**

**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

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

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

**General Education Courses**

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

**Communication** (Select 1 course)

<table>
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<tr>
<th><strong>Number</strong></th>
<th><strong>Course</strong></th>
<th><strong>Credits</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
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<td>Speech</td>
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</tbody>
</table>

**Humanities** (Select 2 courses)

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<tr>
<th><strong>Number</strong></th>
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<tbody>
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<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
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</table>

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

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

**Social Sciences** (1 required**, select 1 elective)

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

**Banking Specialization**

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

**Total Degree Credits** 93*

This Degree Program is also offered Online.

**Financial Accounting Specialization**

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

**Total Degree Credits** 93*

This Degree Program is also offered Online.

**Financial Investigation Specialization**

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

**Total Degree Credits** 93*

This Degree Program is also offered Online.

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

Graduates of this program know concepts in management, human resources, marketing, business law and ethics, and customer service. They understand finance and accounting, and advanced management theories and techniques in a variety of fields. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. They value critical thinking, communication, diversity, leadership, integrity, and lifelong learning.

BUSINESS MANAGEMENT BS DEGREE
Business Management • Internet Marketing

Foundation Opportunities
- Sales Worker Supervisor
- Human Resource Manager
- Marketing Manager
- E-Retail Manager
- Director

Foundation Courses

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

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

General Education Courses

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

Communication (Select 1 course)

Humanities (Select 2 courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G150</td>
<td>Introduction to the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>Introduction to Music</td>
<td>4</td>
</tr>
<tr>
<td>G243</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G150</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra**</td>
<td>4</td>
</tr>
<tr>
<td>G235</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>

Social Sciences (1 required**, select 1 course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G122</td>
<td>Principles of Economics**</td>
<td>4</td>
</tr>
<tr>
<td>G137</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G235</td>
<td>Introduction to Literature</td>
<td>4</td>
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</tbody>
</table>

Upper Division

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G332</td>
<td>Visual Communication in the Media</td>
<td>4</td>
</tr>
<tr>
<td>G330</td>
<td>American Literature</td>
<td>4</td>
</tr>
<tr>
<td>G335</td>
<td>Contemporary World Literature: 1900 to the Present</td>
<td>4</td>
</tr>
<tr>
<td>G435</td>
<td>Literature of American Minorities</td>
<td>4</td>
</tr>
<tr>
<td>G328</td>
<td>Human Uses of the Environment</td>
<td>4</td>
</tr>
<tr>
<td>G402</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>G434</td>
<td>Gender in Math and Science</td>
<td>4</td>
</tr>
</tbody>
</table>

Social Sciences (Select 1 course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G333</td>
<td>American Religious History</td>
<td>4</td>
</tr>
<tr>
<td>G380</td>
<td>Visions of America Since 1945</td>
<td>4</td>
</tr>
<tr>
<td>G401</td>
<td>Comparative Politics</td>
<td>4</td>
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</tbody>
</table>

Total lower division general education credits 32
Total upper division general education credits 16

** G123 Principles of Economics and G233 College Algebra are required. Students must complete one additional course from both the Math/Natural Sciences and Social Sciences categories.

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A151</td>
<td>Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>A152</td>
<td>Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B230</td>
<td>Principles of Finance</td>
<td>4</td>
</tr>
<tr>
<td>B232</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>D187</td>
<td>Professional Presentations</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
</tbody>
</table>

Upper Division

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B350</td>
<td>Microeconomics for Business</td>
<td>4</td>
</tr>
<tr>
<td>B351</td>
<td>Management of Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>B360</td>
<td>Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>B370</td>
<td>Organizational Behavior Analysis</td>
<td>4</td>
</tr>
<tr>
<td>B371</td>
<td>Research and Report Writing</td>
<td>4</td>
</tr>
<tr>
<td>B404</td>
<td>Negotiation and Conflict Management</td>
<td>4</td>
</tr>
<tr>
<td>B420</td>
<td>Organizational Development</td>
<td>4</td>
</tr>
<tr>
<td>B440</td>
<td>Managing a Diverse Workforce</td>
<td>4</td>
</tr>
<tr>
<td>B441</td>
<td>Personnel and Labor Relations</td>
<td>4</td>
</tr>
<tr>
<td>B460</td>
<td>Strategic Management</td>
<td>4</td>
</tr>
<tr>
<td>B490</td>
<td>Business, Society, and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>B492</td>
<td>Contemporary Leadership Challenges</td>
<td>4</td>
</tr>
<tr>
<td>B498</td>
<td>Management Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

Total lower division major/core credits 40
Total upper division major/core credits 51

Business Management Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B234</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>B235</td>
<td>Training and Development</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>A310</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>B333</td>
<td>Principles of Management II</td>
<td>4</td>
</tr>
<tr>
<td>B352</td>
<td>International Business</td>
<td>4</td>
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</tbody>
</table>

Unrestricted elective credits 13
Total lower-division emphasis credits 16
Total upper-division emphasis credits 12
Total Degree Credits 180*

Internet Marketing Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B218</td>
<td>E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>B223</td>
<td>Internet Consumer Behavior</td>
<td>4</td>
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<tr>
<td>B224</td>
<td>Marketing Ethics</td>
<td>4</td>
</tr>
<tr>
<td>B228</td>
<td>Search Engine Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B239</td>
<td>Target/Audience Messaging</td>
<td>4</td>
</tr>
<tr>
<td>B231</td>
<td>Web Media Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B340</td>
<td>Applied Internet Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B341</td>
<td>E-Strategies and Development</td>
<td>4</td>
</tr>
<tr>
<td>B342</td>
<td>Audience and Application</td>
<td>4</td>
</tr>
</tbody>
</table>

Unrestricted elective credits 5
Total lower-division emphasis credits 24
Total upper-division emphasis credits 12
Total Degree Credits 180*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.
Graduates of this program know major concepts in management, human resources, marketing, accounting, business ethics, and customer service. They can interpret financial data and perform basic accounting tasks. They can use computer applications for the business environment, and develop problem-solving and decision-making skills. They value critical thinking, communication, diversity, and lifelong learning.

**BUSINESS MANAGEMENT AAS DEGREE**

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

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

**Standard Length of Program**

- **6 Quarters Full-Time**
- **9 Quarters Part-Time**

**Career Opportunities**

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

**Foundation Courses**

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

**General Education Courses**

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<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
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**Communication**

<table>
<thead>
<tr>
<th>Number</th>
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<tbody>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
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<tr>
<td>G226</td>
<td>Speech</td>
<td>4</td>
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**Humanities**

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

**Math/Natural Sciences**

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**Social Sciences**

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<td>Introduction to Sociology</td>
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<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
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**Major and Core Courses**

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<tbody>
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<td>A151</td>
<td>Accounting I</td>
<td>4</td>
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<td>B136</td>
<td>Introduction to Business</td>
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<td>B230</td>
<td>Principles of Finance</td>
<td>4</td>
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<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
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<tr>
<td>B234</td>
<td>Business Law</td>
<td>4</td>
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<td>B271</td>
<td>Professional Communication</td>
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<td>B280</td>
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<tr>
<td>D111</td>
<td>Computer Information Systems</td>
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<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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**Business Administration Specialization**

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

**Total Degree Credits**

This Degree Program is also offered online.

**Call Center Management Specialization**

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

**Total Degree Credits**

95*

This Degree Program is also offered online.

**Child Development Specialization**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC151A</td>
<td>Foundations of Child Development</td>
<td>4</td>
</tr>
<tr>
<td>CC152A</td>
<td>Early Childhood Education</td>
<td>4</td>
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</tbody>
</table>

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC151A</td>
<td>Foundations of Child Development</td>
<td>4</td>
</tr>
<tr>
<td>CC152A</td>
<td>Early Childhood Education</td>
<td>4</td>
</tr>
</tbody>
</table>

**Human Resource Specialization**

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

**Total Degree Credits**

95*

This Degree Program is also offered online.

**Internet Marketing Specialization**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B218</td>
<td>E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>B223</td>
<td>Internet Consumer Behavior</td>
<td>4</td>
</tr>
<tr>
<td>B224</td>
<td>Marketing Ethics</td>
<td>4</td>
</tr>
<tr>
<td>B228</td>
<td>Search Engine Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B229</td>
<td>Target/Audience Messaging</td>
<td>4</td>
</tr>
<tr>
<td>B231</td>
<td>Web Media Marketing</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Degree Credits**

95*

This Degree Program is also offered online.

**Marketing and Sales Specialization**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B140</td>
<td>Sales Techniques</td>
<td>4</td>
</tr>
<tr>
<td>B218</td>
<td>E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>B232</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B263</td>
<td>Principles of Advertising</td>
<td>4</td>
</tr>
<tr>
<td>R200</td>
<td>Principles of Retailing</td>
<td>4</td>
</tr>
<tr>
<td>R204</td>
<td>Entrepreneurship</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Degree Credits**

95*

This Degree Program is also offered online.

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

**CC233 College Algebra** is required. Students must complete one additional course from the Math/Natural Sciences category.
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

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

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

General Education Courses

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

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

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

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

Corporate Management Specialization

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

Total Degree Credits 91*

*This Degree Program is also offered online.

Government Specialization***

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B180</td>
<td>Meeting Management</td>
<td>4</td>
</tr>
<tr>
<td>D283</td>
<td>Access</td>
<td>3</td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government***</td>
<td>4</td>
</tr>
<tr>
<td>LA125</td>
<td>Law I</td>
<td>4</td>
</tr>
<tr>
<td>LA130</td>
<td>State and Local Government</td>
<td>4</td>
</tr>
<tr>
<td>S150</td>
<td>Legal Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>S219</td>
<td>Legal Document Processing and Transcription</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits 94*

Legal/Criminal Justice Specialization

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

Total Degree Credits 94*

Medical Specialization***

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

Total Degree Credits 94*

*This Degree Program is also offered online.

Small Business Management Specialization

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

Total Degree Credits 94*

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.
Objective.
Graduates of this program know the history and development of the criminal-justice system and its effect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system. They can apply critical thinking to issues in criminal justice such as law enforcement, corrections, security, juvenile justice, and domestic violence. They value communication, critical thinking, and integrity in the criminal-justice system.

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

Foundation Courses

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

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

General Education Courses

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

Social Sciences (2 required courses)

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

Major and Core Courses

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

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

*** G141 Introduction to Communication is required for students in the PPOE track who plan to complete a skills training program and take the POST exam after graduation.

Corrections Specialization

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

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

Crime Scene Evidence Specialization

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

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

Homeland Security Specialization

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

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

Law Enforcement Specialization

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

Total Degree Credits 93*
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.

Criminal Justice Professional Peace Officer Education (PPOE)
Students seeking licensing as professional peace officers must take those courses designated as PPOE courses (D111, E242, G137, G141, J100, J120, J125, J200, J205, J250, and J280). In addition, PPOE students must complete first-responder certification and skills training to be eligible to sit for the licensing exam.

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

Foundation Courses

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

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

Professional Peace Officer Education (PPOE) Program Requirements

Admission into the Criminal Justice Professional Peace Officer Education Certificate program requires candidates to have earned an associate’s degree from a regionally accredited school, which includes general-education courses equivalent to those required in Rasmussen College’s Criminal Justice AAS program, or a bachelor’s degree or higher from regionally accredited school. Entering students are also required to interview with an admissions representative to complete a Rasmussen College placement test as part of the admissions process.

Students are also required to successfully complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response. Students must provide the Rasmussen College Law Enforcement POST Coordinator with a copy of their required first-aid certification (e.g., a photocopy of their First Responder card) for inclusion in each student’s POST file maintained at Rasmussen College.

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J115</td>
<td>Introduction to Corrections</td>
<td>4</td>
</tr>
<tr>
<td>J120</td>
<td>Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J125</td>
<td>Criminal Law and Procedures</td>
<td>4</td>
</tr>
<tr>
<td>J200</td>
<td>Domestic Violence</td>
<td>4</td>
</tr>
<tr>
<td>J205</td>
<td>Juvenile Justice</td>
<td>4</td>
</tr>
<tr>
<td>J255</td>
<td>Ethics in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J280</td>
<td>Contemporary Issues in Criminal Justice Capstone</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Certificate Credits

53*

* 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 communication, integrity, and the ability to think critically about issues in law and the paralegal field. Paralegals may not provide legal services directly to the public, except as permitted by law.

**PARALEGAL AAS DEGREE**

**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 through a STEP placement exam or by successful completion of B097, B098, and/or B099.

**General Education Courses**
- **Course**  |  **Credits**
- English Composition (Required course)  | 4
- Communication (Select 1 course)  | 4
- G141  Introduction to Communication  | 4
- G226  Speech  | 4
- Humanities (Select 2 courses)  | 4
- G125  Humanities  | 4
- G138  Introduction to Film  | 4
- G201  Creative Writing  | 4
- G230  Introduction to Literature  | 4

**Math/Natural Sciences** (1 required**, select 1 course)
- G150  Structure and Function of the Human Body  | 4
- G233  College Algebra**  | 4
- G239  Introduction to Astronomy  | 4
- G245  Introduction to Geology  | 4

**Social Sciences** (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*

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

**PARALEGAL CERTIFICATE**

**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 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.

**ELECTIVES (choose 1, for 4 credits)**
- **Number**  **Course**  |  **Credits**
- PL215  Real Estate Law  | 4
- PL216  Corporate Law  | 4

**Total Certificate Credits** 61*

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

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

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

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

Early Childhood Education AAS Degree

Foundation Courses

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

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

General Education Courses

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

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

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

Social Sciences (Select 2 courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G122</td>
<td>World Geography</td>
<td>4</td>
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<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
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</table>

Humanities (Select 2 courses)

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

Humanities (Select 1 course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G226</td>
<td>Speech</td>
<td>4</td>
</tr>
</tbody>
</table>

Career Opportunities

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

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>C151A</td>
<td>Foundations of Child Development</td>
<td>4</td>
</tr>
<tr>
<td>C152</td>
<td>Early Childhood Education Curriculum and Instruction</td>
<td>4</td>
</tr>
<tr>
<td>C153A</td>
<td>Health, Safety, and Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>C154A</td>
<td>Observing and Promoting Development in the Early Childhood Classroom</td>
<td>8</td>
</tr>
<tr>
<td>C155</td>
<td>Creating a Learning Environment</td>
<td>10</td>
</tr>
<tr>
<td>C156</td>
<td>Implementing Curriculum in the Early Childhood Classroom</td>
<td>10</td>
</tr>
<tr>
<td>C258A</td>
<td>Infant and Toddler Development</td>
<td>4</td>
</tr>
<tr>
<td>C259</td>
<td>Dynamics of the Family</td>
<td>4</td>
</tr>
<tr>
<td>C260A</td>
<td>The Exceptional Child</td>
<td>4</td>
</tr>
<tr>
<td>C261A</td>
<td>Emerging Literacy through Children’s Literature</td>
<td>4</td>
</tr>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Degree Credits 97*

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

Child Care Specialist Certificate

Objective.

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

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

Career Opportunities

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

Foundation Courses

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

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

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
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</thead>
<tbody>
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<td>C152</td>
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<tr>
<td>C153A</td>
<td>Health, Safety, and Nutrition</td>
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<td>C154A</td>
<td>Observing and Promoting Development in the Early Childhood Classroom</td>
<td>8</td>
</tr>
<tr>
<td>C155</td>
<td>Creating a Learning Environment</td>
<td>10</td>
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<td>Emerging Literacy through Children’s Literature</td>
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<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
</tbody>
</table>

Total 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.
Graduates of this program are prepared to function as an entry-level practical nurse under the direction of a registered nurse, physician, or dentist. They can implement psychomotor technical skills that meet current standards of practice; apply scientific knowledge and skills to meet the biological, psychosocial, cultural, and spiritual needs of the patient; provide maintenance, preventative, therapeutic, rehabilitative, and/or supportive care; communicate clear, concise, accurate, complete, and timely information to members of the healthcare team; use therapeutic communication to build and maintain therapeutic relationships with patients and their significant support person(s); use the nursing process to gather data, contribute to nursing diagnosis, guide nursing actions, and contribute to the plan of care; and provide basic individualized, holistic, and culturally sensitive nursing care for patients across the lifespan in a variety of settings. They can implement a personal practice standard that adheres to the legal and ethical standards of the practical nurse as defined by the Minnesota Board of Nursing – Nurse Practice Act, NFLPN, and NAPNES. They value critical-thinking skills derived from general education, and post-licensure continuing education as a way to build on previous knowledge and skills and increase competency.

**Nursing and Career Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition*</td>
<td>4</td>
</tr>
<tr>
<td>G137</td>
<td>Introduction to Psychology*</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication*</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology*</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>College Algebra*</td>
<td>4</td>
</tr>
</tbody>
</table>

**Humanities** (Select 2 courses*)

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

**Nursing and Career Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MA241</td>
<td>Human Anatomy and Physiology I*</td>
<td>5</td>
</tr>
<tr>
<td>MA242</td>
<td>Human Anatomy and Physiology II*</td>
<td>5</td>
</tr>
<tr>
<td>PN100</td>
<td>Nursing Foundations</td>
<td>6</td>
</tr>
<tr>
<td>PN105</td>
<td>Nutrition &amp; Diet Therapy</td>
<td>4</td>
</tr>
<tr>
<td>PN110</td>
<td>Introduction to Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>PN115</td>
<td>Nursing I</td>
<td>5</td>
</tr>
<tr>
<td>PN120</td>
<td>Psychosocial Nursing</td>
<td>4</td>
</tr>
<tr>
<td>PN125</td>
<td>Nursing II</td>
<td>6</td>
</tr>
<tr>
<td>PN130</td>
<td>Maternal – Child Nursing</td>
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<tr>
<td>PN135</td>
<td>Nursing III</td>
<td>6</td>
</tr>
<tr>
<td>PN140</td>
<td>Geriatric Nursing</td>
<td>4</td>
</tr>
<tr>
<td>PN145</td>
<td>Nursing Seminar</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Degree Credits** 96

* Students must complete those general-education classes listed as required to graduate in this program (G124, G137, G141, G142, G230, MA241, and MA242) or transfer in the equivalent. Additionally, the student must complete two courses from the four listed electives (G125, G138, G201, and G230) or transfer in the equivalent.

To graduate in the program students must complete all required coursework with an earned grade of “C” or better, achieve all required skill competencies, and satisfactorily complete all required clinical learning experiences.

This program is only offered during the day at the Brooklyn Park, Mankato, and St. Cloud campuses.

Applicants to this program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See “Applying for the Practical Nursing, Surgical Technologist, and Medical Laboratory Technician Programs” under Academic Information.
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. They value critical thinking, communication, and business and professional skills.

INFORMATION SYSTEMS MANAGEMENT AAS DEGREE
Network Administration • Web Programming • Database Administration
Computer Information Technology • IP Telephony • Networking Security & Forensics

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

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

Computer Information Technology Specialization

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

Elective Courses for Computer Information Technology
(Select one of the following elective groups, for 9 credits)

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

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>D283</td>
<td>Access</td>
<td>3</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N164</td>
<td>Voice Over IP Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N235</td>
<td>Cisco Networking Fundamentals and Routing</td>
<td>3</td>
</tr>
<tr>
<td>N264</td>
<td>IP Telephony</td>
<td>3</td>
</tr>
<tr>
<td>N265</td>
<td>Quality of Service (QoS)</td>
<td>3</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>2</td>
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</table>

Total Degree Credits 93*

IP Telephony Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
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</tr>
<tr>
<td>N112</td>
<td>PC Hardware and Software I (A+)+</td>
<td>3</td>
</tr>
<tr>
<td>N113</td>
<td>PC Hardware and Software II (A+)+</td>
<td>3</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N164</td>
<td>Voice Over IP Fundamentals</td>
<td>3</td>
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<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N235</td>
<td>Cisco Networking Fundamentals and Routing</td>
<td>3</td>
</tr>
<tr>
<td>N264</td>
<td>IP Telephony</td>
<td>3</td>
</tr>
<tr>
<td>N265</td>
<td>Quality of Service (QoS)</td>
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</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
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</table>

Total Degree Credits 90*

Networking Security and Forensics Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>N112</td>
<td>PC Hardware and Software I (A+)+</td>
<td>3</td>
</tr>
<tr>
<td>N113</td>
<td>PC Hardware and Software II (A+)+</td>
<td>3</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N141</td>
<td>Networking Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N235</td>
<td>Cisco Networking Fundamentals and Routing</td>
<td>3</td>
</tr>
<tr>
<td>N251</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>N252</td>
<td>Networking Security Advanced</td>
<td>3</td>
</tr>
<tr>
<td>N253</td>
<td>Managing Information Security</td>
<td>3</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

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.

Online...
Objectives.
Graduates of this program know basic theories of visual 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 materials. Graduates value critical thinking, communication, and lifelong learning.

**MULTIMEDIA TECHNOLOGIES AAS DEGREE**

*Digital Design and Animation • Web Design*

<table>
<thead>
<tr>
<th>Standard Length of Program</th>
<th>Full-Time 6 Quarters</th>
<th>Part-Time 8 Quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Opportunities</td>
<td>• 2D Graphic Design • Print &amp; Digital Advertising • Video Game Art • Interactive Multimedia Specialist • Website Design and Creation</td>
<td></td>
</tr>
</tbody>
</table>

### Foundation Courses

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

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

### General Education Courses

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

### Math/Natural Sciences

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

** required, ** select 1 course

### Social Sciences

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

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

### Major and Core Courses

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

### Digital Design and Animation Specialization

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

**Total Degree Credits 95***

### Web Design Specialization

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

**Total Degree Credits 95***

This Degree Program is also offered online.

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

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**BUSINESS MANAGEMENT BS DEGREE**

*Internet Marketing • See School of Business on Page 17*

**BUSINESS MANAGEMENT AAS DEGREE**

*Internet Marketing • See School of Business on Page 18*
**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 is a 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

Some courses are offered online and/or 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 an institution may measure its coursework. The number of credit hours assigned to a course is usually defined by a combination of the number of hours per week in class, laboratory, and/or internship, multiplied by the number of weeks in the term. One unit of credit is usually equivalent to, at a minimum, one hour of classroom study, two hours of laboratory study, or three hours of externship, or a combination of the three, multiplied by the number of weeks in a quarter. One quarter credit is awarded for each:
  - 10 clock hours of lecture
  - 20 clock hours of laboratory
  - 30 clock hours of internship/externship/practicum

- **Clock Hour**: A clock hour or class period is 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. Course description numbers that range from 300-399 are considered upper division courses that may function as third-year courses. Course description numbers that range from 400-499 are considered advanced upper division courses that may function as fourth-year requirements for a Bachelor’s degree.

### A - Accounting

- **A 269 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

- **A 272 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 assets.  
  Prerequisite: Accounting III

- **A 274 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 include accounting changes, error corrections, and statement adjustments.  
  Prerequisite: Intermediate Accounting I

- **A 276 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

- **A 280 Accounting Capstone**  
  20 hours, 2 credits  
  This course will be a synthesis of the material covered in Intermediate Accounting I and II, and is designed to provide the student with a comprehensive understanding of the accounting profession. A study of emerging issues and strategies used by professional accountants and organizations.

- **A 283 Tax Issues**  
  40 hours, 4 credits  
  Course will be a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.  
  Prerequisite: Accounting II

### B - Business

- **B 096 English for Second Language Learners**  
  40 hours, 4 credits  
  This is an intensive course in English for Second Language Learners (ESL). Students will explore grammar and punctuation usage, sentence and paragraph structure, and strategies. Problems and issues that non-native speakers of English have when learning the language will be reviewed.  
  Prerequisite: Placement determined by placement-test score and optional supplementary ESL test.

- **B 097 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.

- **B 098 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.

- **B 099 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.

- **B 119 Customer Service**  
  40 hours, 4 credits  
  This course covers the basic concepts of essential communication skills needed in business to 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

- **B 136 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, and any other activities related to general ownership and operation.  
  Prerequisite: none

- **B 140 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

- **B 165 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

- **B 180 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

*Courses with an asterisk are generally offered only as online classes.*
### 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 emphasizes the role technology plays in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of e-commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of e-business.  

Prerequisite: none

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

This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is set with predefined 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 motivates for buying specific to personality traits, demographics and psychographics. Section two covers marketing tactics for the savvy non-purposive 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, visual 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 differences 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, bailements, agency and business organizations are addressed.  

Prerequisite: none

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

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

Prerequisite: none

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

A study 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. Cost 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**

This course teaches communication theory and principles and functions of advertising, its role and its social and economic structure. Newspapers, magazines, radio and television are viewed 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. 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 generating 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 the writing of English I 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 measures, executing 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 exemplary reps as well as discuss different assessment tools and skill building techniques. Further, this course will also examine Customer Relationship Management (CRM) principles specific to call center applications.  

Prerequisite: none

### 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 focuses on the strengths and issues 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 course, this program design 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: Principles of Management

B333 Principles of Management II 40 hours, 4 credits
Through theory, self-analysis, and analysis of others, this course provides students with the knowledge, skills, and attitudes needed to become an effective manager. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating others; team building; and leading change.
Prerequisite: Principles of Management

B340 Applied Internet Marketing 40 hours, 4 credits
This course is designed as an introduction to the rapidly evolving world of Internet marketing. The course is designed in 3 sections starting with the study of the functionality of Internet use, working with different Internet protocols, going on to the Internet infrastructure. It not only introduces a variety of concepts, but also discusses in depth the meaning and significance of Internet shopping which provides students a full understanding of e-commerce. Section two takes a more focused look at the motives behind consumer purchasing. The third step is a special focus on applying the concepts of consumer behavior to student-created enterprises based on existing models in previous business coursework.
Prerequisite: Internet Consumer Behavior

B341 E-Strategies and Development 40 hours, 4 credits
The objective of this course is to introduce aspects of e-commerce through its use in today’s computerized business environment. This course will examine current technologies, protocols, visual applications, and business applications comprised in the Internet. This course will focus on current technology-savvy companies for case-study models, and will examine the structure of the Internet. This course will begin dissecting the visual elements used in the creation of effective web campaigns while also learning the successful business strategies that drive them.
Prerequisite: E-Commerce

B342 Audience and Application 40 hours, 4 credits
This course provides an overview of the development, design, and delivery process used in successful electronic marketing campaigns. Building upon prior knowledge of DDM (data driven marketing) this course focuses on the effective use of technology and design in the marketing message. Specifically, students will explore effective design techniques using the visual medium of web development. This course will address steps necessary for the incorporation of visual medium to create a competitive advantage through effective marketing to its chosen target market.
Prerequisite: Target/Audience Messaging

B350 Microeconomics for Business 40 hours, 4 credits
This course examines the effect of market forces on human behavior, firms, industries, and government within a microeconomic context. Students will apply microeconomic theories to contemporary business settings.
Prerequisite: Principles of Economics

B351 Management of Information Systems 40 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems.
Prerequisite: Computer Information Systems, Introduction to Business

B352 International Business 40 hours, 4 credits
This course provides management students with an introduction to international economic, political, cultural and business environments. Students will develop a basic understanding and appreciation of the myriad factors involved in managing people within a global workforce.
Prerequisite: Principles of Management

B360 Operations Management 40 hours, 4 credits
In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations; purchasing raw materials; controlling and maintaining inventories; and producing goods or services that meet customer’s expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: Introduction to Business

B370 Organizational Behavior Analysis 40 hours, 4 credits
This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.
Prerequisite: Introduction to Business

B371 Research and Report Writing 40 hours, 4 credits
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methodology, literature reviews, information literacy, and academic report writing.
Prerequisite: English Composition or Professional Communication

B404 Negotiation and Conflict Management 40 hours, 4 credits
This course will focus on negotiation and conflict management in business and other organizational settings. The emphasis is on gaining an understanding of the negotiation process and developing effective negotiation and conflict management skills.
Prerequisite: Introduction to Business

B420 Organizational Development 40 hours, 4 credits
This seminar course builds upon the theories introduced in Organizational Behavior Analysis. In this course, students examine how qualitative approaches, quantitative approaches, and process-based approaches to organizational development through the use of professional development workshops. Students will critically examine the design, management, and control of organizational development programs.
Prerequisite: Organizational Behavior Analysis

B440 Managing a Diverse Workforce 40 hours, 4 credits
This seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals within organizations, and they will study how these stereotypes affect people in the workplace. Students will also examine issues in conducting business and managing people within a global setting.
Prerequisite: Principles of Management

B441 Personnel and Labor Relations 40 hours, 4 credits
This course examines the context of labor relations, the collective bargaining process, labor contracts, and labor relations.
Prerequisite: Principles of Management

B460 Strategic Management 40 hours, 4 credits
This course is designed to integrate prior business courses through study, discussion, and creation of strategic management plans. Students will evaluate the key functions of organizations and integration of these functions to understand the best practices used to achieve competitive advantages.
Topics will include strategic formulation, implementation, and evaluation.
Prerequisite: Introduction to Business

B490 Business, Society, and Ethics 40 hours, 4 credits
In this course, students examine the interrelationship among business and societal ethics. Students will study how property, profit, justice, corporations, and individual beliefs and actions affect thoughts, actions, and decisions. Through evaluating the ethical decisions of others, students will explain, analyze, and evaluate their own ethical decision processes.
Prerequisite: Principles of Management

B492 Contemporary Leadership Challenges 40 hours, 4 credits
This seminar course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in researching, presenting, and discussing course material. In addition to gaining in-depth exposure to a current key topic in the field, students learn to become active and effective members of a professional learning community.
Prerequisite: Principles of Management

B498 Management Capstone* 30 hours, 3 credits
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts studied throughout their degree in creating a solution for an actual management need. This course is designed to be taken during the student’s last semester.
Prerequisite: Business BS student in last or second-to-last quarter.

CC151A Foundations of Child Development 40 hours, 4 credits
This course will focus on the development of children at different ages, children's developmental needs, and the foundation of early childhood education. Students will learn the fundamentals of developmentally appropriate practices 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 interaction 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 focuses on the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing and assessing behavior 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, 8 credits
This course examines the role of early-childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children’s special health concerns.
Prerequisite: none

CC154A Observing and Promoting Development in the Early Childhood Classroom 240 hours, 8 credits
Under externship supervision, the student will observe and implement developmentally appropriate practices 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. This 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 role 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 development of 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. Students will be taught how to 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 strategies 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 that will ensure success in their academic endeavors. 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
This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth treatment 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

G122 World Geography 40 hours, 4 credits
This course provides an introduction to the nature of geographic inquiry of where and why of people's locations and activities. The interactions of physical, political, economic, and social systems are studied. These themes and the nature of human-environment relationships are explored through 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 integrates 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 discussing, students will learn to synthesize their thoughts as they communicate more effectively. Course concepts are applied to essays, research projects, and self-assessed 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 Americans as well as international filmmakers 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 and critics formulate meanings. We will also encourage ourselves with the aesthetic qualities of films and genres; we will, moreover, investigate the cultural significance of these works.
Prerequisite: none

G141 Introduction to Communication 40 hours, 4 credits
This 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 or her own written work. Students will compose a minimum of 6000 words over the course of the program.
Prerequisite: Passing grade in Foundations of English II or placement determined by STEP assessment score.

G226 Speech 40 hours, 4 credits
This course is designed to teach the student how to research and plan, arrange and compose, and deliver informative, persuasive, expressive, impromptu, and extemporaneous speeches for various audiences. Students will also analyze and evaluate 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 understand them, and practice 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 U.S. Government 40 hours, 4 credits
This course provides an introduction to the U.S. political system, 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 assess 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

G328 Human Uses of the Environment 40 hours, 4 credits
This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include principles of ecology as seen in the structure and function of the ecosystem; pollution of air, soil, and water resources; population explosion and the relationship of people, disease, and food production; and environmental controls necessary for survival. Prerequisite: none

G330 American Literature 40 hours, 4 credits
This course surveys authors, genres, and movements in American literature from 1865 to the present, including representative works of Realism, Naturalism, Modernism, and Post-Modernism/Post-Structuralism. Students will engage in critical readings of exemplary literary texts from a diverse group of authors that have influenced American literature since the Civil War. Students will analyze how these works of literature exemplify particular historical moments in U.S. history, as well as how they communicate pertinent cultural issues such as gender, race, ethnicity, class, religion, sexual identity, and national identity. In their study of the broad range of American fiction, poetry, and drama since 1865, students will analyze literary, aesthetic, and critical developments. Prerequisite: English Composition, Introduction to Literature

G332 Visual Communication in the Media 40 hours, 4 credits
This course examines how people understand their world through visual images. Students will examine how people visually gather, process, and interpret information presented through visual sources. Prerequisite: none

G333 American Religious History 40 hours, 4 credits
In this course students will be presented with an historical inquiry into the ideological origins and social context of American religious life. The importance of religion in the settlement of America and its role throughout American history will be explored and analyzed. Discussions of various historical and contemporary and emerging religious movements will also be discussed. Prerequisite: none

G335 Contemporary World Literature: 1900 to the Present 40 hours, 4 credits
This course explores how authors from around the world have engaged with important themes and historical events throughout the 20th century. In studying these texts, students will examine the interplay of fiction and history, the varieties of literary style, and the characters that link as well as distinguish works from different cultures. Students will respond to texts critically in discussion and essays, as well as research critical evaluations of literary topics, authors, etc. Prerequisite: English Composition

G380 Visions of America Since 1945 40 hours, 4 credits
Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in many of our lives. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role Hollywood films played in the popular culture will be examined. Prerequisite: None

G401 Comparative Politics 40 hours, 4 credits
This course will introduce students to the field of comparative politics by examining classification of political systems according to institutional and developmental characteristics Causes and costs of political stability and the instability will be explored. Comparison will be made between contemporary political institutions and processes in various countries. Prerequisite: Contemporary U.S. Government.

G402 Statistics 40 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: College Algebra

G434 Gender in Math and Science 40 hours, 4 credits
This course examines the personal and collective educational experiences, career paths, and discoveries of female researchers, teachers, and practitioners in the fields of mathematics and science. Prerequisite: none

G435 Literature of American Minorities 40 hours, 4 credits
This course introduces students to a variety of texts by so-called "American minority authors" from the mid-19th Century to the present. The central focus of this course will be on literary responses to social marginalization based on race/ethnicity, gender, national origin, class, sexuality/sexual orientation, ability, and other factors. Students will study the effects of exclusionary and oppressive practices, both historical and present-day, on writers' perceptions and literary representations of their times, contexts and identity. Students will also be introduced to samples of the most common critical-theoretical approaches to the primary texts they will study in this class. Prerequisite: English Composition

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

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 amounst and characteristics of crime and criminals. Prerequisite: Introduction to Criminal Justice

J115 Introduction to Corrections 40 hours, 4 credits
A general overview of U.S. corrections, jail and prison systems, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophical practices and procedures. The concepts of retribution and rehabilitation are examined. Prerequisite: Introduction to Criminal Justice (or co-requisite)

J116 Case Management* 40 hours, 4 credits
Students will learn how to manage caseloads of clients, document casework, and use strategies for client's rehabilitation. They will learn how to write effective court reports, case entries, recommendations and violation summaries. Students will explore client intervention and motivation techniques. Examination of special populations of diverse clients, such as substance abusers and the mentally ill are reviewed. Prerequisite: Criminal Justice

J120 Policing in America 40 hours, 4 credits
This course utilizes a historical perspective to examine policing from its inception to law enforcement in modern American society. Prerequisite: Introduction to Criminal Justice (or co-requisite)

J122 Crime Scene to Conviction: Critical Skills in Documentation* 40 hours, 4 credits
Students will develop 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 court systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses, mitigating factors and remedies 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 functions 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 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, and current 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

* Courses with an asterisk are generally offered only as online classes.
**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 out-patient mental health facilities, 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: Criminology.

**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 other 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 agencies 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, Introduction to Psychology.

**J226 Legal Code for Law Enforcement  
40 hours, 4 credits**  
Students will use state’s criminal and traffic codes to become familiar with law and statutes. They will review penal statutes covering issues from homicide to misconduct, and will examine legislation and treatment 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 bases 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 effects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drugs 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 why ethical questions arise in the criminal justice, but also of how sound moral decisions are made in response to them.  
Prerequisite: Introduction to Criminal Justice.

**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 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 role of technology. 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. Specific 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. 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 an in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in using it 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 1 (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 methodology to medical record coding. Use of coding and gopher software will be introduced as well as the use of registries and indices.  
Prerequisite: Basic ICD-9-CM Coding.

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

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

**M205 Medical Transcription I*  
40 hours, 3 credits**  
The student will transcribe medical histories, physical examinations 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 skills 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 skills 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 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**  
An introduction to common 3rd party payors, insurance terminology, and medical billing, including claim forms preparation and processing, electronic claim submission, and a review of introductory medical coding. It provides an overview of medical office accounting procedures, and introduces the features of a patient billing system. Sofware is used to simulate a medical office environment.  
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.

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

Supervised practical experience in healthcare settings, with a minimum of 60 hours field experience in health information technology under the direction of a practicing health information management professional. The field practicum lets the student gain experience as a health information technician in an actual healthcare work setting, and is essential to training and certification.
Prerequisites: Medical Law and Ethics, Healthcare Information Technologies, Quality Analysis and Management

M280 Medical Transcription Capstone* 50 hours, 3 credits

A supervised experience in medical transcription work settings, simulated lab, and student participation in the Transcription program 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 AAS student in last or second-to-last quarter.

MA110 Clinical Skills I 60 hours, 4 credits

In this course students will begin their study of the essential and basic core of back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, office procedures, medical law and ethics, records management, bookkeeping and billing, health insurance, and coding, information control, and patient assessment. They will follow applied-learning approaches to all skill development and perform office activities.
Prerequisites: Medical Terminology, Human Anatomy and Physiology I

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

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

MA145 Clinical Skills II 60 hours, 4 credits

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

MA225 Laboratory Skills for Medical Assisting 60 hours, 4 credits

In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and accuracy, productivity, and professional practice and 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 or clinic in their field of study or medical-specialty interest. The extern will perform medical-assisting job duties in both the front-office administrative area and the back-office clinical area, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked. In the lecture portion of the course, students will learn job-search techniques and skills for entry-level medical assistants.
Prerequisites: Laboratory Skills for Medical Assisting; approval of Medical Assisting Program Coordinator

MA241 Human Anatomy and Physiology I 60 hours, 4 credits

This course will include basic concepts of the structure and function of the human body. They will examine topics including human anatomy and physiology, cells and tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body. They 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: none

MA242 Human Anatomy and Physiology II 80 hours, 5 credits

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

MA151 Hematology I 40 hours, 3 credits

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

MA152 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

MA153 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 results, including quality control and normal values.
Prerequisite: Clinical Chemistry I

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

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, hematopoiesis and associated diseases. The student laboratory focuses on identifying normal and abnormal white blood cell morphology and the evaluation of stained blood smears. Coagulation principles and techniques will be included.
Prerequisite: Hematology I

ML203 Immunology
40 hours, 3 credits
Basic immunologic and serologic 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.
Prerequisites: Human Anatomy and Physiology I

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

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

ML291 Clinical Practicum
180 hours, 6 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 supervised by clinical affiliate.

ML292 Clinical Practicum II
180 hours, 6 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

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 student 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

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 elements of Chinese medicine, meridians, and acupuncture. 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 learn 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 15 full body massage treatments. A Supervisor is present to evaluate and guide the student's performance. Students are evaluated on hands-on skills and SOAP Charting.
Prerequisites: 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 thirty full body massage treatments. A Supervisor is present to evaluate and guide the student's performance. Students are evaluated on hands-on skills and SOAP Charting.
Prerequisites: Clinic I.
Course 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 structure, bone and muscle system and their movement.
The students will have a basic knowledge of kinesiology.
Prerequisite: Human Anatomy and Physiology I

MT246 Kinesiology II
50 hours, 4 credits
This course is an introduction to the skeletal and muscular system. An emphasis is on the structure, bone and muscle system and their movement.
The students will have a basic knowledge of kinesiology.
Prerequisite: Human Anatomy and Physiology I

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 the American Red Cross. A general introduction of nutrition and wellness with an emphasis on health promotion will be taught. The student will have the knowledge to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCTMB).
Prerequisites: Deep Tissue Massage, Sports Massage. This course is recommended for the last quarter.

N112 PC Hardware and Software I (A+)*
40 hours, 3 credits
In this course the students are introduced to the installation, configuration, maintenance, troubleshooting of personal computer hardware and the software used to support the hardware. The topics covered include: the relationships 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 Exam and DSO/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 Professional Certification 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 conducted in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cable 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 services, 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
COURSE DESCRIPTIONS

N164 Voice Over IP Fundamentals
40 hours, 3 credits
The goal of this course is to introduce students to Voice over IP (VoIP) communications concepts 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 to download and install source application from the Linux website, and the role of Linux in the enterprise network security, setting up a firewall, utilize, maintain and troubleshoot Linux 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 Works Windows Workstations

N226 Windows Active Directory*
40 hours, 3 credits
This course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, configure, utilize, maintain and troubleshoot 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 Professional Certification exam.
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 technical material. 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 utilizes 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 #70-284.
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 an overview of the basic building blocks of networks through advanced Cisco networking topics such as access control list, WAN concepts, and virtual networking. 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 computer operating systems and applications are introduced and the importance of evidence controls and electronic discovery controls are emphasized. Students learn the detail 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 technology as well as the practical application of computer forensic investigation.
Prerequisite: Microsoft Windows Server

N252 Networking Security Advanced
40 hours, 3 credits
This course takes an in depth look at network defense concepts and techniques. Students will examine the tools, techniques and technologies used in the securing of information assets. This course is designed to provide in-depth information about the software and hardware security 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 prepare students to take the Security Certified Program, Network Defense and Countermeasures exam, SCO-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. You begin with the strategic planning process for security, which includes an examination of the policies, procedures and staffing functions necessary to organize and administer ongoing security functions in an organization. Course subjects include security practices, security architecture and models, contingency 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 the 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 (QoS) 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 a detailed treatment of the topic of QoS on the Internet, 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
This course is designed to prepare individuals to work with and administer Oracle databases. Students will learn the various tools available for setup, administration, 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.

N301 Oracle Database Administration*
40 hours, 3 credits
Prerequisite: 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 skills involving form, lighting, perspective, figure drawing and historical studies.
Prerequisite: none

N311 Introduction to Computer Graphics
40 hours, 3 credits
This course introduces students to the following topics: Digital Publishing, Desktop Publishing, and Networking Fundamentals. This course covers the following topics: Digital Publishing, Desktop Publishing, and Networking Fundamentals.
Prerequisite: none

N312 Digital Publishing
40 hours, 3 credits
This course introduces students to Digital Publishing, Desktop Publishing, and Networking Fundamentals. This course covers the following topics: Digital Publishing, Desktop Publishing, and Networking Fundamentals.
Prerequisite: none

N313 Introduction to Multimedia and Computer Graphic Arts
40 hours, 3 credits
This course introduces students to Digital Publishing, Desktop Publishing, and Networking Fundamentals. This course covers the following topics: Digital Publishing, Desktop Publishing, and Networking Fundamentals.
Prerequisite: none

N314 Introduction to Multimedia and Computer Graphic Arts
40 hours, 3 credits
This course introduces students to Digital Publishing, Desktop Publishing, and Networking Fundamentals. This course covers the following topics: Digital Publishing, Desktop Publishing, and Networking Fundamentals.
Prerequisite: none

N315 Networking and Internet Technologies
40 hours, 3 credits
This course introduces students to Digital Publishing, Desktop Publishing, and Networking Fundamentals. This course covers the following topics: Digital Publishing, Desktop Publishing, and Networking Fundamentals.
Prerequisite: none

N316 Typography
40 hours, 3 credits
This course introduces students to Digital Publishing, Desktop Publishing, and Networking Fundamentals. This course covers the following topics: Digital Publishing, Desktop Publishing, and Networking Fundamentals.
Prerequisite: none

N317 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.

N318 Information Technology Capstone*
20 hours, 2 credits
This course summarizes key learning throughout the student's program. Students apply what they've learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.
Prerequisite: This course is intended to be completed in the student's last quarter.

* Courses with an asterisk are generally offered only as online classes.
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. Principles 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 animation. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model basic 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 complimenting 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 class will be available for use on CD-ROM.
Prerequisite: Digital Media Production

NM272 Multimedia Technologies
40 hours, 3 credits
This course will familiarize students with the latest 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, 3 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 procedure.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

PL100 Introduction to Law and the Legal System
40 hours, 4 credits
This course introduces the legal research and writing process for paralegals. Through lectures, written assignments, and discussions, students will develop an overview of legal source materials and how and when they are incorporated in the legal research process.
Prerequisite: Introduction to Law and the Legal System (or co-requisite)

PL110 Introduction to Legal Research
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 research and document movement.
Prerequisites: Introduction to Law and the Legal System, Computer Information Systems; second-year student

PL122 Civil Litigation and Procedure II
40 hours, 4 credits
Students will continue to develop and refine litigation skills. The course will focus on the discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.
Prerequisites: Civil Litigation and Procedure I, PL140 Contracts

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 research 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

PL215 Real Estate Law
40 hours, 4 credits
This course provides the basic concepts of the law of real estate 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 draft standard real estate documents, deeds, mortgages, closing statements with pernotations 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; second-year student

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, problem sets, and supervised library research, students will develop an overview of causes of actions in torts and their relevance 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 a practicing paralegal. The student must periodically submit written reports to the supervising instructor describing her/his experiences during the internship. The student is evaluated by her/his supervisor at the conclusion of the externship.
Prerequisite: Final-quarter status and consent of program coordinator.
**Course Descriptions**

**PN100 Nursing Foundations 120 hours, 6 credits**
This introductory course is comprised of both a theory and a clinical component. Students are introduced to the concepts and nursing abilities required to meet basic human needs. Emphasis is placed on safety, psychomotor skills, therapeutic communication, and adult growth and development. The student must achieve a variety of nursing competencies to successfully complete this course.

Prerequisites: Program admission
Co-requisites: Introduction to Pharmacology, Human Anatomy and Physiology I

**PN105 Nutrition and Diet Therapy 40 hours, 4 credits**
This course presents the basic principles and concepts of nutrients and their function. Content includes fundamentals of nutrition, relationship of nutrition in health maintenance throughout the lifespan, medical nutritional therapy, and current issues in nutrition.

Prerequisite: none

**PN110 Introduction to Pharmacology 40 hours, 4 credits**
This course introduces basic concepts related to drug classification, drug action/interaction, therapeutic and adverse effects, and contraindications. The student gains basic proficiency in the use of problem-solving skills and mathematical calculations to determine drug dosages. This course provides a basic overview of pharmacology; subsequent coursework builds on this foundation.

Prerequisite: none

**PN115 Nursing I 90 hours, 5 credits**
This course is an introduction to medical/surgical nursing and is comprised of both a theory and clinical component. Content includes nursing documentation, medication administration, the nursing process, and transcultural considerations. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the cardiovascular and respiratory systems.

Prerequisites: Nursing Foundations, Introduction to Pharmacology, Human Anatomy and Physiology I

Co-requisite: Psychosocial Nursing

**PN120 Psychosocial Nursing 80 hours, 4 credits**
This course presents an overview of the underlying principles of psychiatric/mental-health nursing and how those concepts transcend practice settings; it is comprised of both a theory and clinical component. Content includes therapeutic interventions, pathophysiology, psychopharmacology, current therapies, and rehabilitation for the patient experiencing psychiatric/mental-health alterations. Emphasis is on therapeutic communication, patient-nurse boundaries, and holistic care.

Prerequisites: Nursing Foundations

Co-requisites: Nursing I, Introduction to Psychology

**PN125 Nursing II 120 hours, 6 credits**
This course is a continuation of Nursing I and is comprised of both a theory and clinical component. Content includes current therapeutic interventions, pathophysiology, pharmacology, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the digestive, blood, circulatory, immune, and neurological systems. Modalities of care across the healthcare system are discussed.

Prerequisites: Nursing I, Maternal - Child Nursing, Nutrition and Diet Therapy

Co-requisites: Nursing Seminar, Geriatric Nursing

**PN135 Nursing III 120 hours, 6 credits**
This course is a continuation of Nursing II and is comprised of both a theory and clinical component. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the digestive, blood, circulatory, immune, and neurological systems. Modalities of care across the healthcare system are discussed.

Prerequisites: Nursing I, Maternal - Child Nursing, Nutrition and Diet Therapy

Co-requisites: Nursing Seminar, Geriatric Nursing

**PN140 Geriatric Nursing 80 hours, 4 credits**
This course explores care for the older adult and is comprised of both a theory and clinical component. The content builds on previous learning experiences to incorporate a more in-depth study of the normal aging process to assure comprehensive nursing care for the older adult patient. Content will address the psychological, cultural, spiritual, legal, and ethical aspects related to geriatric nursing care.

Prerequisites: Nursing I, Maternal - Child Nursing, Nutrition and Diet Therapy

Co-requisites: Nursing III, Nursing Seminar

**PN145 Nursing Seminar 20 hours, 2 credits**
This course examines the role of the practical nurse. Content includes the history of nursing, practical nursing scope of practice, legal and ethical considerations, and NCLEX-PN review. Content is designed to facilitate transition from the role of student to the role of graduate practical nurse. Emphasis is placed on assuming personal accountability for nursing actions. The importance of participation in continuing educational activities is emphasized.

Prerequisites: Nursing I, Maternal - Child Nursing, Nutrition and Diet Therapy

Co-requisites: Nursing III, Geriatric Nursing

**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. This is a discussion of pharmacokinetics, major disease states, and drug toxicity. 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 the pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice.

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

Introduction to Pharmacy or concurrent enrollment

**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, receipt and maintenance of inventory will be addressed. Students 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 extended 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 Practicum II, 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

**R204 Entrepreneurship 40 hours, 4 credits**
Using real-life applications and examples from successful business people, this class offers competency-based instruction to guide students through the steps of developing a business plan for a new small business.

Prerequisite: Introduction to Business

**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
Course Descriptions

S150 Legal Office Procedures 40 hours, 4 credits
This course is a study of the structure and functions of the legal 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 by 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 by 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

ST102 Microbiology for Surgical Technologists 30 hours, 3 credits
This course has been designed to educate the student in the treatment of the disease-causing organisms that may present with a surgical patient or develop post-surgery as an acquired infection. This course specifically addresses the needs of the surgical technologist in maintaining aseptic techniques and caring for surgical patients before, during, and after surgery.
Prerequisites: Medical Terminology, Human Anatomy and Physiology I

ST105 Introduction to Surgical Technology 40 hours, 3 credits
This course has been designed to introduce the student to the field of surgical technology for those wishing to be part of the operating-room team. Areas explored in this course are medical terminology for the operating room, introduction to microbiology, medical and surgical asepsis, operating room design, and surgical equipment, patient care, procedures, and instrumentation.
Prerequisites: Medical Terminology, Human Anatomy and Physiology I

ST112 Surgical Procedures I 60 hours, 4 credits
This course has been designed to orient the students to surgical technology and prepare them for scrub and circulating duties as well as Surgical Practicum I. Topics include standards of conduct, special populations, safety standards, biologic/chemical control, asepsis and sterile technique, anesthesia, and instrumentation.
Prerequisite: Introduction to Surgical Technology

ST203 Surgical Procedures II 60 hours, 4 credits
This course has been designed to orient the student to the duties and responsibilities as the role of “Scrub” in the field of surgical technology. Areas explored and applied in this course include wound healing, surgical case management, instrumentation, diagnostic procedures, and an introduction to general surgery and the scrub role. This course is a preparatory class for Surgical Practicum II.
Prerequisite: Surgical Procedures I

ST207 Surgical Procedures III 60 hours, 4 credits
This course has been designed to orient the student to the duties and responsibilities as the role of “Scrub” in the field of surgical technology. Surgical areas explored and applied in this course include orthotraumatology, maxillofacial, plastic and reconstructive, gastrointestinal, orthopedic, cardiothoracic, peripheral vascular, and neurosurgery.
This course is a preparatory class for Surgical Practicum III.
Prerequisite: Surgical Procedures II

ST215 Surgical Tech Practicum I 250 hours, 8 credits
This course is designed to provide the student with a solid introduction to the operating room and scrub routines. One of the assumptions of this curriculum is that the student who has passed the Clinical Readiness Portion of the program should begin scrubbing upon completion of Surgical Practicum I. This course functions to expand knowledge gained in the Introduction to Surgical Technology course and support the knowledge being gained in the Surgical Procedures courses.
Prerequisite: Surgical Procedures II

ST220 Surgical Tech Practicum II 250 hours, 8 credits
This course is designed to provide the student with a solid introduction to the operating room and scrub routines. One of the assumptions of this curriculum is that the student who has passed the Clinical Readiness Portion of the program should begin scrubbing until Week 1 of Surgical Tech Practicum II. This course functions to expand knowledge gained in the Introduction to Surgical Technology course and support the knowledge being gained in the Surgical Procedures courses.
Prerequisite: Surgical Tech Practicum 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 web page 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

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), multi-threading, collections, files, advanced multimedia and GUIs, internationalization, and web programming (including database use, networking, security, scrollers, 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, 8 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 with an asterisk are generally offered only as online classes.
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 color, creed, national or ethnic origin, religion, sexual orientation, Physical 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 the denial of admission to any individual on the basis of race, color, sex, national or ethnic origin, religion, sexual orientation, Physical 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 subjected to discrimination on the basis of disability.

Student Definition
The word “student” means the student himself or herself if he/she is the party to the contract, or his/her personal guardian, 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 program of study offered. The college reserves the right to cancel or modify any course, class or program if enrollment is insufficient to meet. Student 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:
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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:

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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 at each program. 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.

Applying for the Practical Nursing, Surgical Technologist, and Medical Laboratory Technician Programs
• Applicants must achieve an acceptable score on the STEP entrance/placement exam above that achieving a remedial course as detailed in the current Rasmussen College Catalog. Applicants must achieve an acceptable score for College Algebra and English Composition as plans are to transfer credits from a previously attended program. Applicants with lower than admission scores may choose to repeat the application process once an English Composition and/or College Algebra course have been successfully completed. Applicants should be assured that admission to the program is based on factors with 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 in the program.

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

Applying for the Practical Nursing, Surgical Technologist, and Medical Laboratory Technician Programs
• Applicants must achieve an acceptable score on the STEP entrance/placement exam above that achieving a remedial course as detailed in the current Rasmussen College Catalog. Applicants must achieve an acceptable score for College Algebra and English Composition as plans are to transfer credits from a previously attended program. Applicants with lower than admission scores may choose to repeat the application process once an English Composition and/or College Algebra course have been successfully completed. Applicants should be assured that admission to the program is based on factors with 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 in the program.

Class Content
The College reserves the right at any time to make changes to improve the quality or content of the program of study offered. The college reserves the right to cancel or modify any course, class or program if enrollment is insufficient to meet. Student 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
• A letter of acceptance will be sent via
• Two additional applicants may be chosen as

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:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>0-16 items correct</td>
</tr>
<tr>
<td>English</td>
<td>17-24 items correct</td>
</tr>
<tr>
<td>English</td>
<td>25-35 items correct</td>
</tr>
<tr>
<td>Math</td>
<td>0-16 items correct</td>
</tr>
<tr>
<td>Math</td>
<td>17-35 items correct</td>
</tr>
</tbody>
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Lab-Intensive Allied Health Programs

**Grade Scale**

The following Grade Scale applies to the specific Major/Core courses with programmatic designators in the Medical Assisting, Medical Laboratory Technician, Massage Therapy, Pharmacy Technician, and Surgical Technologist Programs.

| 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 | Below 73 |
|--------------|------------------|---|-----------|----|---------|----|---------|---|---------|----|---------|---|---------|---|---------|

All grades are to be calculated and reported according to the following guidelines. Instructors may decide in the event of a change in circumstances to replace the original grade with a different grade. The change of grades must be consistent with course standards and must be approved by the appropriate Dean.

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

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

**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 that 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 offered only when there is no alternative and as infrequently as possible.
Students may take, and the College may offer, a course through independent study under the following conditions:

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

Independent studies must meet the following guidelines:

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

a. When and where they will meet each week.

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

c. Progress checks to be reviewed by the Dean.

1. Standards of academic quality for the work to be completed.
2. Deadline for all work to be completed at the end of the quarter.

Credit by Examination

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

E242 Career Development is a course specific to the College, facilitating lifelong career placement services. Therefore, transfer credits may not be applied to the E242 Career Development course, and it is not available for credit by examination.

Students who have completed 50% of the program requirements at Rasmussen College, and only 50% of their program requirements may be transfer credits from other institutions or credit by examination.

Course Waivers

Students who have completed 24 semester hours of college credit 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.”

Students with a minimum cumulative GPA of 5.0 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.”

In some instances, the content of upper-level courses at Rasmussen College may correspond to lower-level courses in previous versions of the College’s two-year degree programs. (Although these courses were included in previous two-year degree programs, their content was more suited to the upper-level core of a four-year degree program.) Students must have received a “C” grade or higher from the institution which is intended to transfer and a grade entry of “CW” will be posted in the student record for the upper-level course. Students must still complete the number of credit hours necessary to graduate from the bachelor’s degree program.

1. If a bachelor’s degree program student has taken a previous lower-level Rasmussen College course that corresponds to an upper-level course, and the student has completed an excess of lower-level credits, the lower-level course will be taken in internal transfer and a grade entry of “CW” will be posted in the student record for the upper-level course. Students must still complete the required number of credit hours to graduate from the bachelor’s degree program.

2. In some cases, to complete the required number of total credits for the bachelor’s degree program the student must complete an additional, appropriate upper-level course in a discipline that has been approved by the Academic Dean. The earned grade for the course taken as a replacement will then be added to the student record and the grade and credit will be counted toward the total number of credit hours required for the degree.

Course Withdrawals

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

Transfer Credit Policy

1. Students who wish to transfer credits to Rasmussen College must first apply for admission to the College. A completed application and application fee must be submitted.

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

3. As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding courses which transferred and the Rasmussen College courses they will replace.

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

5. E242 Career Development is a course specific to the College, facilitating lifelong career placement services. Therefore, transfer credits may not be applied to the E242 Career Development course, and it is not available for credit by examination.

6. Some courses at Rasmussen College may not be considered for transfer if the course is deemed vital to student success; however, this course will be considered for transfer if a similar course with appropriate content has been completed with a grade of C or higher at an accredited institution of higher education.

7. Rasmussen College awards quarter credits. In considering transfer courses, a semester credit equivalent is 1.5 quarter credits.

8. Students may not transfer in and test out of more than a total of 50% of the program credit hour requirements.

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

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

B. Courses which have been transferred will be listed on the student’s transcript with a “TR” designation. However, grades from institutions other than Rasmussen College will not be recorded on the transcript. Credits from courses at other colleges which are intended to transfer as general education requirements will be considered in the categories listed as “General Education Requirements” in the Rasmussen College catalog.

C. Transfer credits 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.

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

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

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

3. The student will receive in writing the outcome of the decision.

Advanced Placement Credit

The College recognizes Advanced Placement (AP) exam scores of 3 or higher for credit.

1. AP credits will be posted on student transcripts as transfer credits (TR) and may not be assigned letter grades or applied to cumulative grade point average credits. AP credits will be counted in the 50% maximum allowed for waivers, test-outs, or transfer credits completed outside the College. Only AP credits from courses that fit into the College’s general education categories are eligible for acceptance as transfer credit.

Prerequisites

In order to avoid 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 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 emphasizes specific general knowledge and content.

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

In the area of Humanities, students will demonstrate understanding of different forms of art: literature, music, visual art, and critical thinking; the elements associated with various art forms; the function of creative production and expression in society.

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In the area of Math and Natural Sciences, students will demonstrate understanding of the notation and terminology used in the study of 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, and principles; the difference between facts and opinions; the steps of the scientific method.

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

**General Education Requirements for Rasmussen College Creditentials**

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. BS degree candidates must successfully complete thirty (30) credits of general education coursework at the lower-division level; in addition, they must also successfully complete fifteen (15) additional upper-division general education credits distributed across the following categories: 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.

**Graduation Requirements**

Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hour or percentage attendance. Students must complete fifty (50) of their program requirements at Rasmussen College, and only fifty (50) of their program requirements may be transfer credits from other post-secondary educational institutions or credit examination. 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 progressive courses of study.

**Transcripts**

Transcripts of credits will be given to students when all tuition obligations have been met. A fee of $5.00 is charged for each transcript. This fee is charged to all students requesting an academic transcript except to exceptions to graduation and graduates.

The institution reserves the right to withhold official academic transcripts from students under certain circumstances, especially in the event of an outstanding financial obligation to the College.

**Transfer to Other Colleges**

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

Articulation and Consortium Agreements are formal agreements between institutions detailing the recognition of college credit between those institutions. These agreements ease the transfer of college credits and eliminate duplication of courses needed to meet graduation requirements. Rasmussen College has developed articulation and consortium agreements with colleges and universities to meet these needs as well as enhance student opportunities to meet their educational goals. The College’s status as a regionally accredited institution of the Higher Learning Commission (www.higherlearningcommission.org) greatly increases the likelihood of credit transfer from Rasmussen College to other colleges. Specific agreements with detailed transfer guides are available to assist students as they determine their career goals and study.

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

**Attendance**

A basic requirement for employment in any business is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Business etiquette also requires a call be made if an absence is necessary. Rasmussen College students are required 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 assignments. 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 maintained in 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 designed to ensure a fair and educational environment. 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 assignment. Second Offense: The student will be expelled from the course, and the final grade assigned for the course will be an ‘F/IP’.

The administration reserves the right to expel a student from the College if there are more than two offenses. Adding 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/Dismissal**

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

- By students, faculty, or staff that is detrimental within the classroom environment
- That interferes with the well-being of the fellow students and/or faculty and staff members.
- That causes damage to the appearance or structure of the College facility and/or its equipment.
- By students who copy or otherwise plagiarize the assignments/projects of other students or 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 situation which 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 graduating.

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 has the opportunity to provide quality education through obtaining a minimum class size of 12 students per course.

**Full-quarter drop/add period:** Students may add an online course through the first Thursday of each residential course through the second Friday of the quarter which is the close of the drop/add period. When a student notifies the College of withdrawal from the 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 be charged.

2. Following the second week of the quarter and before the sixth Friday of the quarter students will receive a W/DND 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 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.

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

When a student notifies the College of withdrawal from the 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 be charged.

2. Following the first week of the mid-quarter and before the third Friday of the mid-quarter students will receive a W/DND 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 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.

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 supporting their high school experience. Students can try a course that may not be offered at the high school, or explore a possible future career by taking introductory classes.

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:

**Academic Information**
**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 the Financial Aid Department. Academic and financial files are not complete until both exit interviews have been completed.

All students graduating or withdrawing (those who withdraw are not required to sit for the Peace Officer Standards and Training (POST) licensing exam. For a listing of colleges that offer the practical training, please see the Law Enforcement POST Coordinator.

Additionally, many employers in the Criminal Justice field will require criminal background checks as part of the hiring process and prior criminal convictions may greatly hamper securing employment in these fields. Rasmussen College reserves the right to deny admission to applicants whose total criminal records reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and found relevant to any of its lawful missions, processes and functions as an educational institution and business.

**Student Tuition Refunds**

**Tuition Structure**

See the Tuition Structure sheet for complete information on tuition rates.

The State of Minnesota Cancellation, Termination, Refund Policy

If a student withdraws or is expelled, for whatever reason, the following applies:

• Each student will be notified of the date of determination of withdrawal if the student does not officially withdraw. The letter explains the type of situation that may occur, the options available to the student, and the decision made by the college for the student's account for their decision. If no response is received within 14 days, the student will be assessed the cost of the books and supplies. All prepaid tuition is refundable.

• If a student has been accepted by the College and given written notice of cancellation or termination after the start of the Period of Instruction for which they have been charged, but before completion of 75% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges for the completed portion of the Period of Instruction, which bears to its total length, plus the cost of books and supplies for each course enrolled. After the completion of 75% of the Period of Instruction, no refund will be made.

• Student refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw.

• The refund policy is not linked to compliance with the College's regulations or rules of conduct.

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

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

Rasmussen College enforces the right to address any issues regarding requested academic information. Rasmussen College's administration will be interlocution to all parties interested in the accuracy or availability of requested academic information, and any subsequent issues regarding that information. Rasmussen College's administration will be interlocution to all parties interested in the accuracy or availability of requested academic information, and any subsequent issues regarding that information.

The college can provide secure access to required hardware and software which are available to students for use in the completion of their course work. Rasmussen College enforces the right to address any issues regarding requested hardware and software which are available to students for use in the completion of their course work.

Students may receive college credit toward a Bachelor's or Associate 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 who wish to enroll in the Early Start Program, must meet a minimum of 8 credits per quarter.

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 or above of a possible 4.00 and achieve a minimum score of 17 on the writing portion of the ACT test.

Student may not be 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 meet all course prerequisites as listed in the catalog.

Practical Nursing and select admission allied health courses designated with "MA", "ML", "TN", "NR" and "SP" are not available to Early Start students.

To continue enrollment in the Early Start Program, students must maintain a minimum of 8 credits per quarter.

TheFollow-up letter is to address any issues regarding requested academic information. Rasmussen College reserves the right to address any issues regarding requested academic information, and any subsequent issues regarding that information.

**Admission and Graduation Requirements**

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

The course descriptions 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 due to enrollment or non-availability of selected faculty.

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impact one's eligibility to sit for these exams or to secure employment in one's chosen career field.**
Military Tuition Refund Policy
Rasmussen College will issue a refund to a student who is given official orders to deploy and cannot continue the academic quarter. The student shall have the right to withdraw from any or all classes in which the student is enrolled, even if after the established deadline for withdrawal, and be credited, subject to applicable laws or regulations governing federal or state financial aid programs and allocation or refund as required under those programs, to a full refund of tuition and mandatory fees for the term. The student shall not receive credit or a grade for classes from which the student withdraws.

A student in good standing at the time of exercising this right shall have the right to be readmitted and re-enroll, without penalty or re-determination of admission eligibility, within one year following release from active military service.

Any tuition refund will be calculated according to federal guidelines and any remaining balance will be returned according to the student’s Exposure form completed at the time of enrollment.

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

• All remaining refunds monies will then be applied to reduce the student’s Minnesota State Grant and/or Minnesota Self Loan.

• Any remaining refund monies shall then be applied to any other sources.

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

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, audiobooks, 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 $5.25. 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 $0.25 per hour for up to 5 hours; the maximum late fine is $10.00.

- After the materials are kept past the maximum late period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item.

- The library will charge the cost of replacing the item plus a $5.00 processing fee. In the event that nonreplaceable items are lost or damaged, the library will charge up to $100.00.

Rasmussen College cannot override fines incurred at other libraries, including fines for interlibrary loan items lost or returned late.

Late fees not paid on materials checked out on Rasmussen ID cards the College receives bills. The patrons incurring these bills should be held responsible for their payment so that the College does not have to cover the 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.

Non-Federal Refund Distribution Policy

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

Amount of funds (financial aid and cash) applied to institutional charges (including post-withdrawal disbursements of Title IV and applied to institutional charges) less:

Amount of institutional charges that the school can retain per state mandated refund policy less:

Amount of Institutional Share of the Title IV Refund = Remaining refund due to the State Aid Programs

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

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

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

Any remaining refund monies will then be applied to reduce the student’s Minnesota State Grant award and/or Minnesota Self Loan.

Any remaining refund monies shall then be applied to any other sources.

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 and 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 the rights and responsibilities of employees 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.

Resolutions and Informal 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, or Executive Vice President or President.

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.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics
Rasmussen College provides prospective and enrolled students and employees with its Current Crime Awareness and Campus Security Act information. 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.

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 trusted friend.

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

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

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

No specific circumstances, including the names of the people involved, will be reported to anyone other than the President, Regional 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. 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.

Confidentiality is maintained concerning complaints received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College. 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 conduct 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 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 joint report of some or all of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons...
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 verbal or physical harassment that makes a person's work environment so stressful or objectionable that it makes the person feel intimated, hostile, or fearful of the harassment environment. The corporate or campus 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, or making or posting sexual comments (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 persuading 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 guise of permission can be created by supervisors, other employees, or customers. Hostile environment harassment can be created by supervisors, other employees, or customers. Hostile environment harassment can be created by supervisors, other employees, or customers. Hostile environment harassment can be created by supervisors, other employees, or customers.
Drug Abuse Policy
Rasmussen College is committed to providing a safe, drug-free environment for its students and employees. The college prohibits any possession, purchase, use or trafficking of illegal drugs or any other controlled substances.

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 intoxicants, illegal drugs, or any other controlled substances.
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, 21 U.S.C., Part 86, this institution hereby declares 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.gov/hec. Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the College including grounds, parking areas, anywhere within the building(s), or while participating in College-related activities. Students and Employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

As a condition of employment, employees must abide by all 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. Reprimand 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 in such particulars 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 workplace 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/Campus Director of Campus Operations, or the Human Resources Department. Rasmussen College considers drug and alcohol fact sheets an integral part of the Drug-Free College and Workplace Policy.

The Federal Government has taken numerous legal steps to curb drug abuse and diversion. These anti-drug laws affect several areas of our lives.

For instance, the Department of Housing and Urban Development, which provides public housing to students, 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 clause that states if their employees do not maintain a drug-free environment. In our particular situation, situations involving drugs would lose their eligibility for federal 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 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, hangover, or a feeling of being ‘burntout’, impaired as well. Some examples of this area include: uncharacteristic temper flare-ups, uncharacteristic ‘secret’ type behavior, abrupt change in mood or attitude, resistance to discipline at home or school, inability to ‘stay awake’ or ‘high’ or slow reflexes that can be dangerous while driving. Alcohol related driving deaths are the top killer of 15 to 24 years old.

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 temperament
- increased ‘secret’ type behavior
- abrupt mood change and attitude
- resistance to discipline at home or school
- inability to ‘stay awake’ or ‘high’ or slow reflexes that can be dangerous while driving
- increased borrowing of money
- a complete set of new friends

We recommend that any person observing any of the above changes in an employee or student on campus immediately notify their Rasmussen College Director, Associate Campus Director/Campus Director of Campus Operations or the Human Resources Department.

Family Educational Rights and Privacy Act (FERPA)
Amended 10/01 to include the Buckley Amendment
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 education records that the student believes are inaccurate or misleading. Students should first proceed as in the preceding paragraph and the institution will notify the student of its decision and advise the student of his or her right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the student with the notice of the right to a hearing.
3. The right to request a statement explaining the educational records or 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 status (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 responsibilities.
4. The right to disclose – without the written consent or knowledge of the student or parent personally identifiable information contained in the student’s education records to the Applicant, a general, educational, or professional reference in connection with a student’s request or the student’s enrollment or at the request of the student or his/her designee in response to a legal order or authorized/legally issued subpoena or when the institution has contracted (such as an attorney, auditor, or collection agent); for the purpose of national security or protection against walk on, or for the institution to comply with the Buckley Amendment or any other court order or law fully issued in advance of compliance, so that the institution has reasonable grounds to believe that the release of education records is necessary to ensure the health and safety of the student or others.

Further, if the institution has provided this information in good faith in compliance with an order or subpoena under the Buckley 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 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 anything the existence or content 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 anything the existence or content of the subpoena or the institution’s response. Notice notification requirements or record retention requirements apply.
   c. All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action. The institution will record all requests for information from a standard confidentiality agreement.
6. The right to disclose – without the written consent or knowledge of the student or parent – information contained 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 others.” An imminent danger of student or others must be present.
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 oral or written 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.
   d. Students or other interested parties may also contact:
      • Minnesota Office of Higher Education
      • State of Wisconsin Education Approval Board
      • The Higher Learning Commission (www.higherlearningcommission.org), a commission of the North Central Association of Colleges and Schools
      • The Accrediting Commission of Schools, COAR

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 Chief Academic Officer and/or the Vice President of Region 1 within 15 calendar days of the issue in question. Response will be given within 30 days.

Arbitration

Any controversy or claim arising out of, or relating to a current or former student’s recruitment by, enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures of the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (the “Student” or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved by the prevailing party’s actual damages. The arbitrator also shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator also shall have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and administrative costs of arbitration charged by the American Arbitration Association. If the Student and Rasmussen College were to be entered in any court having jurisdiction thereof. The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator also shall have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be.

Registration:

Rasmussen College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Licensing

Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board. License is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Statement of Ownership

Rasmussen College, Inc., is a private corporation under the laws of the State of Delaware. Rasmussen College, Inc. is the parent company of the Rasmussen College system of schools with campuses located in the States of Florida, Illinois, Minnesota, North Dakota, and Wisconsin.

Corporate Officers:
- Robert E. King, Chairman
- J. Michael Locke, President, Chief Executive Officer, Secretary
- Susan Falotico, Executive Vice President, Chief Financial Officer, Assistant Secretary
- Kristi A. Waite, Executive Vice President, President of Rasmussen College
- Craig E. Pines, Executive Vice President

Accreditation, Licensing & Approvals

Accreditation:
Rasmussen College is accredited by The Higher Learning Commission, and is a member of The North Central Association of Colleges and Schools (NCA)
30 N. La Salle Street, Suite 2400
Chicago, IL 60602-2504
(800) 621-7449 or (312) 263-0456
www.ncahiigherlearningcommission.org

The Rasmussen College Health Information Technician program at the Brooklyn Park, Eagan, Eden Prairie, Mankato, and St Cloud campuses is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIM)

• Commission on Accreditation for Health Informatics and Information Management Education
233 N. Michigan Ave., 24th Floor
Chicago, IL 60601-5800
(312) 233-1100

The Medical Assisting program at the Brooklyn Park, Mankato, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (CIAHEP) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CBR-AAMAE)

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

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Licensing
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• State of Wisconsin Educational Approval Board
30 West Millfield Street
Madison, WI 53708-8996
(608) 266-1996

The State of Wisconsin Educational Approval Board has approved all of Rasmussen College’s programs except the Surgical Technology AAS degree.

Approved For:
• Veterans’ Benefits by the Minnesota State Approving Agency
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 attempted and earned credits.

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 CGPA calculation.

If a student repeats a failed course, the failing grade will be removed and replaced with the grade from the course when repeated and the student’s CGPA will be recalculated to reflect the new letter grade.

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

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

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

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

Students who withdraw from the institution and later re-enter the College in the same program will continue at the same satisfactory progress and evaluation points in effect at the time of withdrawal. Satisfactory Progress calculations for re-entering students who change programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. Courses dropped during the drop/add period do not count toward CCR.
The following is a sample list of locations where students may complete internship, externship, or practicum activities.

### Early Childhood Education
- **Bear Necessities**
  5280 Main Street East
  Maple Plain, MN 55359
- **Bright Beginnings**
  181 West Minnesota Street
  Le Center, MN 56057
- **Children's World**
  3050 Fernbrook Lane N.
  Plymouth, MN 55441
- **Elm Care Daycare**
  900 4th Street SW
  Waaseca, MN 56093
- **Intergenerational Learning Center**
  3386 Pilot Knob Road
  Eagan, MN 55121

### Medical Assisting
- **Affiliated Community Medical Center**
  101 Willmar Ave SW
  Willmar, MN 56201
- **Alexandria Clinic**
  6110 30th Ave W
  Alexandria, MN 56308
- **Burnett Medical Center**
  357 W. St. George Ave
  Grantburg, WI 54840
- **Central Avenue Clinic**
  2610 Central Ave NE
  Minneapolis, MN 55418
- **Eagan Child and Family Care**
  9178 Knob Drive, Suite A
  Eagan, MN 55122
- **Fairview Lakes Health Services**
  5200 Fairview Blvd.
  Wyoming, MN 55092
- **Glencoe Regional Health Service**
  705 18th St. E
  Glencoe, MN 55336
- **Group Health Plan, Inc.**
  8100 34th Avenue South
  Minneapolis, MN 55440
- **HealthPartners Central Minnesota Clinic**
  1245 15th Street North
  St. Cloud, MN 56303
- **North Memorial Clinic**
  2805 Campus Drive, Suite 345, West Health
  Plymouth, MN 55441
- **Now Care**
  800 Freeport Ave N
  Elk River, MN 55330
- **Now Care Medical Center**
  1809 Adams St.
  Mankato, MN 56001
- **Park Nicollet Health Services**
  3800 Park Nicollet Blvd.
  St. Louis Park, MN 55416
- **Randall Lakes Area Clinic**
  250 White Oak Drive
  Randall, MN 56475
- **Shiley Medical Center**
  601 West Chandler Street
  Arlington, MN 55307
- **Sleepy Eye Medical Center**
  P.O. Box 323
  Sleepy Eye, MN 56085
- **Team Health Care Clinic**
  12217 Champlin Drive
  Champlin, MN 55316
- **United Clinic – Faribault County**
  435 S. Grove St. #1
  Blue Earth, MN 56013

### Pharmacy Technician
- **Allina Health System**
  Allina Unity Hospital, Buffalo Hospital,
  Unity Hospital
- **North Memorial Health Care**
  3300 North Oakdale Ave.
  Robbinsdale, MN 55422
- **Snyders Drug Stores**
  14525 Hwy 7
  Minnetonka, MN 55345
- **United Hospital District**
  515 S. Moore St.
  Blue Earth, MN 56013

### Practical Nursing
- **Department of Human Services**
  State-Operated Services Division
  State of Minnesota
  Golden Valley Rehabilitation and Care
  7505 Country Club Drive
  Golden Valley, MN 55472
  Mankato Lutheran Homes, Inc.
  718 Mound Ave.
  Mankato, MN 56001
  **MRCl**
  15 Map Drive
  Mankato, MN 56002
  Oak Terrace Assisted Living
  1575 Hoover Dr.
  North Mankato, MN 56003
  **Open Door Health Center**
  309 Holly Lane
  Mankato, MN 56001
  St. Joseph's – Mayo Health Systems
  1025 Marsh Street
  Mankato, MN 56002
  St. Peter Community Hospital
  1500 North Sunrise Drive
  St. Peter, MN 56082
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  P.O. Box 1236
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  **United Hospital District**
  515 S. Moore St.
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- **Avera Marshall Regional Medical Center**
  300 South Bruce Street
  Marshall, MN 56258
- **Buffalo Hospital**
  303 Cadin Street
  Buffalo, MN 55404
- **Cayuga Regional Medical Center**
  320 East Main Street
  Crosby, MN 56442
- **Douglas County Hospital**
  111 17th Avenue East
  Alexandria, MN 56308
- **Glencoe Regional Health Service**
  1805 Hennepin Ave. S
  Glencoe, MN 55336
- **Kanabec Hospital**
  301 Hwy 65 S
  Mora, MN 55051
- **Lake Region Healthcare Corporation**
  712 S. Cascade Street
  Fergus Falls, MN 56537
- **Lakewood Health Systems**
  49725 County Road 83
  Staples, MN 56479
- **Long Prairie Memorial Hospital**
  20 SE 9th Street
  Long Prairie, MN 56347
- **New Ulm Medical Center**
  1324 5th St. N
  New Ulm, MN 56073
- **North Country Health Services**
  1300 Anne Street NW
  Bemidji, MN 56601
- **Queen of Peace Hospital**
  301 2nd Street NE
  New Prague, MN 56071
- **Riverwood HealthCare**
  200 Bunker Hill Drive
  Arden, MN 56401
- **Shriners Hospitals for Children**
  2025 East River Parkway
  Minneapolis, MN 55414
- **St. Cloud Hospital**
  1400 6th Avenue N
  St. Cloud, MN 56303
- **St. Cloud Surgical Center**
  1526 Northway Drive
  St. Cloud, MN 56303
- **St. Croix Regional Medical Center**
  235 State Street
  St. Croix, MN 54024
- **St. Michael's Hospital**
  425 North Elm Street
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