North Dakota Campus Locations
  – Bismarck
  – Fargo/Moorhead

Inside this catalog
  – Programs of Study
  – Course Descriptions
  – College Policies
  – Administration
  – Faculty & Staff

Effective January 1, 2008.
This edition replaces previous editions.

Additional Campus Locations
Ocala, FL • Pasco County, FL • Rockford, IL
Brooklyn Park, MN • Eagan, MN • Eden Prairie, MN
Lake Elmo/Woodbury, MN • Mankato, MN
St. Cloud, MN • Green Bay, WI
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.

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.
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 serve the needs of the state of Minnesota. In 2003, Rasmussen College partnered with an online-education provider to include fully online programs. Since then, Rasmussen College has added campuses in Brooklyn Park and Lake Elmo, Minnesota; Rockford, Illinois; and Green Bay, Wisconsin. It has added four new campuses through its mergers with Aakers College in North Dakota and Webster College in Florida. Rasmussen College now operates campuses in 5 states. It offers more than 40 programs in areas such as business, criminal justice, technology and design, and allied health. Through all these changes, Rasmussen has maintained its original passion for and dedication to providing high-quality education to its students, and skilled graduates to local employers.

Rasmussen College is accredited by The Higher Learning Commission, and is a member of The North Central Association of Colleges and Schools.

Board of Directors

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Rasmussen College
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 on-site librarian?
- Do you offer technical support on-site and online?
- Are you open evenings and weekends?
Campus and Classroom Life

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.

‘Round 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.

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.

Preferred Employer Program
Rasmussen College is committed to facilitating job placement. We partner with employers in the community through our Preferred Employer Membership program. Preferred Employers are committed to hiring Rasmussen College graduates. Our Career Services Advisors match qualified students with potential employers and the details of their company’s job openings.

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 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.

Certified Faculty

Our instructors are highly trained and certified for online teaching. They use standardized syllabi to ensure that programs are consistent. Faculty is 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 standards of academic excellence and vitality maintained by institutions of higher learning. What this means is that you have the assurance of receiving a 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.

Regional Accreditation

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 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%.

Rasmussen College is registered with the Minnesota Office of Higher Education and authorized by the North Dakota State Board for Career and Technical Education.

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

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 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.

100 Years of Excellence

Rasmussen has served over 100,000 students in its 100-year history. 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.

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, buy textbooks and supplies, and meet other students.

Picking a Start Date

2008 Academic Calendar

• 2008 Spring Quarter
  April 7 through June 22
• 2008 Early Summer Quarter
  May 12 through June 22
• 2008 Summer Quarter
  July 7 through September 21
• 2008 Early Fall Quarter
  August 11 through September 21

College Holidays

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

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

There are three basic types of aid available to Rasmussen students:
- Various state and federal student loan programs.
- Gift Aid, also known as grants, is assistance you do not have to pay back and is usually based upon financial need.
- Employment may be obtained through the Career Services office to help cover living expenses.

Tuition Rates
Tuition rates at Rasmussen College vary by program and by the number of credits taken per quarter. Please see the Tuition Structure in the Policies section for complete information.

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gift Aid</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Federal Pell Grant Program</strong></td>
<td>Grant based on financial need.</td>
<td>$400 - $4310</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
</tbody>
</table>

| **MN State Grant** | 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. | 2 year Degree: $100 - $6,488* (The maximum award for PELL + State combined is $6,488) 4 year Degree: $100 - $4,498 (The maximum award for PELL + State combined is $8,498) | Free Application for Federal Student Aid |

| **Federal Supplemental Educational Opportunity Grant (SEOG)** | Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility. | $100 - $4,000, based on availability | Free Application for Federal Student Aid – Awarded by the College |

**Employment**

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

| **Federal Work Study** | Same as State Work Study. | Varies | Free Application for Federal Student Aid – Awarded by the College |

**Federal Loan Programs**

| **Federal Subsidized Stafford Loan Program** | Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation. | 1st Year: $3,500 2nd Year: $4,500 3rd Year+: $5,500 | Free Application for Federal Student Aid and Promissory Note processed through College and Lender |

| **Federal Unsubsidized Stafford Loan Program** | Principal and interest may be deferred until after student leaves college or attends less than half-time. | Same as subsidized limits. Independent students may be eligible for additional amounts of: 1st & 2nd Year: $4,000 3rd Year+: $5,000 | Free Application for Federal Student Aid and Promissory Note processed through College and Lender |

| **Federal Parent Loan for Undergraduate Students (PLUS)** | For credit-worthy parents of dependent undergraduates. | Up to college cost of attendance. | PLUS application and Promissory Note processed through College and Lender |

| **Minnesota State Loan Programs** | Student Educational Loan Fund (SELF) | Supplemental, variable interest rate loan, allows deferment of principal while in college, requires credit-worthy co-signer. | $7,500 per grade level | SELF application processed through College and the Higher Education Services Office |

| **Veterans’ Benefits** | Veterans and dependents of veterans including Guard and Reserve Component. | Monthly benefit based on service contributions | Veterans Administration or Veterans Service Officer |
Scholarship and Grant Programs

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

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

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

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

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.

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.

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.
EXERCISE SCIENCE 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>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 (2 required courses)

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

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>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>E3100</td>
<td>Introduction to Exercise Science</td>
<td>4</td>
</tr>
<tr>
<td>E5110</td>
<td>Fitness Theory and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>E5200</td>
<td>Exercise Physiology</td>
<td>4</td>
</tr>
<tr>
<td>E5220</td>
<td>Resistance Training Techniques</td>
<td>3</td>
</tr>
<tr>
<td>E5230</td>
<td>Event Training Techniques</td>
<td>3</td>
</tr>
<tr>
<td>E5240</td>
<td>Exercise for Special Populations</td>
<td>3</td>
</tr>
<tr>
<td>E5280</td>
<td>Exercise Science Capstone</td>
<td>2</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MA125</td>
<td>Pharmacology for the Allied Health Professional</td>
<td>4</td>
</tr>
<tr>
<td>MT245</td>
<td>Kinesiology</td>
<td>4</td>
</tr>
<tr>
<td>MT246</td>
<td>Kinesiology II</td>
<td>4</td>
</tr>
<tr>
<td>PN105</td>
<td>Nutrition and Diet Therapy</td>
<td>4</td>
</tr>
</tbody>
</table>

Electives (Choose two, for 6 to 8 credits)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>ES205</td>
<td>Nutrition for Exercise Science</td>
<td>4</td>
</tr>
<tr>
<td>ES225</td>
<td>Musculoskeletal Injuries</td>
<td>3</td>
</tr>
<tr>
<td>ES245</td>
<td>Exercise and Aging</td>
<td>3</td>
</tr>
<tr>
<td>ES250</td>
<td>Worksite Health Promotion</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits: 95-97*

* 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.

Objective.

Graduates of this degree program know the concepts and skills necessary to find entry-level employment in the fitness industry. They have a basic understanding of anatomy, physiology, and kinesiology, and their relationship to exercise. They also know the relationship of nutrition to health and fitness. Graduates can perform health and fitness assessments and prescribe training and nutritional regimens for people with a variety of health and fitness needs. They value critical thinking, communication, and the well-being of their clients.

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

Career Opportunities • Personal Trainer • Fitness Instructor
Objective.

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

Health Information Technician AAS Degree**

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

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

Foundation Courses

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

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

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G211</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>2</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
</tbody>
</table>

Math/Natural Sciences (Select 2 courses)

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

Social Sciences (Select 2 courses)

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

Objective.

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

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>
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<td>B098</td>
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</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

Students must 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>
<td>4</td>
</tr>
<tr>
<td>M223</td>
<td>Pathology I</td>
<td>4</td>
</tr>
<tr>
<td>M224</td>
<td>Pathology II</td>
<td>4</td>
</tr>
<tr>
<td>M229</td>
<td>Healthcare Information Technologies</td>
<td>4</td>
</tr>
<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>M251</td>
<td>Medical Coding Practicum</td>
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<tr>
<td>M252</td>
<td>Health Information Practicum</td>
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</tr>
</tbody>
</table>

Total Degree Credits 93*

This Degree Program is also offered online.

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

** The Rasmussen College Health Information Technician program offered at the Brooklyn Park, Eagan, Eden Prairie, Mankato, and St. Cloud campus locations is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) in cooperation with the American Health Information Management Association (AHIMA). The Moorhead, MN campus will begin the Application for Candidacy process in October 2008. Students at the Moorhead campus will be kept informed of the program’s AHIMA accreditation status. Graduates may not sit for the 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>
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</tr>
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<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
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</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

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

Major and Core Courses

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<tr>
<td>M251</td>
<td>Medical Coding Practicum</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Diploma Credits 59*

This Diploma Program is also offered online.

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

Graduates of this program acquire professional skills in administrative and clinical areas. Working under supervision of physicians or nurses, graduates with this degree will be able to assist by administering injections, performing venipuncture, measuring vital signs, performing CLIA-waived laboratory tests, as well as with front-office duties such as scheduling appointments, billing, bookkeeping, and health-insurance preparation.

The completion of this comprehensive program allows opportunities for the student to work in a medical clinic, physician group practice, or prompt-care setting, and guides student preparation for success in the classroom, workplace, and for national certification.

MEDICAL OFFICE MANAGEMENT AND CLINICAL PRACTICE AAS DEGREE

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

Career Opportunities • Medical Office Administrative Assistant • Phlebotomist

Foundation Courses

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

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of 8097, 8098, and/or 8099.

General Education Courses

Number Course Credits
English Composition (Required course) G124 English Composition 4
Communication (Required course) G141 Introduction to Communication 4

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

Math/Natural Sciences (2 required courses)
MA241 Human Anatomy and Physiology I 5
MA242 Human Anatomy and Physiology II 5

Social Sciences (Select 2 courses)
G122 World Geography 4
G231 Principles of Economics 4
G452 Introduction to Sociology 4
G453 Contemporary U.S. Government 4

Major and Core Courses

Number Course Credits
D111 Computer Information Systems 3
E150 Success Strategies 4
E242 Career Development 2
G137 Introduction to Psychology 4
M120 Medical Terminology 4
M200 Medical Office Procedures 4
M209 Medical Insurance and Billing 3
M223 Pathology I 4
M224 Pathology II 4
M230 Medical Law and Ethics 4
MA110 Clinical Skills I 4
MA125 Pharmacology for the Allied Health Professional 4
MA130 Clinical Skills II 4
MA235 Laboratory Skills for Clinical Practice 4
MA245 Medical Office Management and Clinical Practice Externship 6

Total Degree Credits 92*

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

** Medical Office Management and Clinical Practice students must receive a hepatitis B vaccination before they will be eligible to begin their externship. In addition to fulfilling Rasmussen College’s general graduation requirements, Medical Office Management and Clinical Practice students must successfully complete all 61 Medical Office Management and Clinical Practice competencies and receive CPR certification before they will be eligible to graduate.

Objective.

The Medical Laboratory Technician AAS degree program is designed to equip students with technical and critical-thinking skills necessary to obtain meaningful employment in the healthcare industry. Graduates of the program will know essential terminology for their profession and safety standards for the industry. They will possess the skills to 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 of this program will value the importance of the safety and confidentiality of patients and other technicians in the laboratory, and the significance of their contribution to the community through ethical decision-making and caregiving. 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

Foundation Courses

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

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of 8097, 8098, and/or 8099.

General Education Courses

Number Course Credits
English Composition (Required course) G124 English Composition 4
Communication (Required course) G141 Introduction to Communication 4

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

Math/Natural Sciences (2 required courses)
MA241 Human Anatomy and Physiology I 5
MA242 Human Anatomy and Physiology II 5

Social Sciences (Select 2 courses)
G122 World Geography 4
G231 Principles of Economics 4
G452 Introduction to Sociology 4
G453 Contemporary U.S. Government 4

Major and Core Courses

Number Course Credits
D111 Computer Information Systems 3
E150 Success Strategies 4
E242 Career Development 2
G137 Introduction to Psychology 4
M120 Medical Terminology 4
M120 Medical Terminology 4
M120 Medical Terminology 4
M120 Medical Terminology 4
M120 Medical Terminology 4
M120 Medical Terminology 4
M209 Medical Insurance and Billing 3
M223 Pathology I 4
M224 Pathology II 4
M230 Medical Law and Ethics 4
MA110 Clinical Skills I 4
MA125 Pharmacology for the Allied Health Professional 4
MA130 Clinical Skills II 4
MA235 Laboratory Skills for Clinical Practice 4
MA245 Medical Office Management and Clinical Practice Externship 6

Total Degree Credits 99*

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

** Medical Office Management and Clinical Practice students must receive a hepatitis B vaccination before they will be eligible to begin their externship. In addition to fulfilling Rasmussen College’s general graduation requirements, Medical Office Management and Clinical Practice students must successfully complete all 61 Medical Office Management and Clinical Practice competencies and receive CPR certification before they will be eligible to graduate.
MEDICAL TRANSCRIPTIONIST AAS DEGREE

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
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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>
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<tr>
<th>Number</th>
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<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>
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<tr>
<td>G226</td>
<td>Speech</td>
<td>4</td>
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<thead>
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<th>Number</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>G125</td>
<td>Humanities</td>
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<tr>
<td>G138</td>
<td>Introduction to Film</td>
<td>3</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
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</tr>
<tr>
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<td>Introduction to Literature</td>
<td>4</td>
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</tbody>
</table>

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<thead>
<tr>
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<tbody>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
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<td>Principles of Economics</td>
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<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
<td>4</td>
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</table>

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<thead>
<tr>
<th>Number</th>
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<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>
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<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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<td>Pathology I</td>
<td>4</td>
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<td>M244</td>
<td>Pathology II</td>
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<tr>
<td>M280</td>
<td>Medical Transcription Capstone</td>
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</tr>
<tr>
<td>S115</td>
<td>Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td>S116</td>
<td>Keyboarding II</td>
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</tr>
<tr>
<td>S120</td>
<td>Word for Windows</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits: 90*

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

MEDICAL TRANSCRIPTIONIST DIPLOMA

Foundation Courses

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

Major and Core Courses

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<tr>
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<tr>
<td>S120</td>
<td>Word for Windows</td>
<td>3</td>
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</tbody>
</table>

Total Diploma Credits: 62*

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.
**Objective.**
Graduates of this program are prepared for duties in and out of the operating room. Surgical technologists may assume the role of the scrub person, circulator, or first assistant. Duties explored in this program include preparing the operating room, instrumentation, equipment usage and maintenance, passing instruments and other sterile supplies to surgeons and assistants during surgery, pre- and postoperative care of the patient, and cleaning and restocking the operating room. Surgical technologists are mainly employed in operating rooms where they assume many different roles and responsibilities and work closely with surgeons, anesthesiologists, and registered nurses.

### SURGICAL TECHNOLOGIST AAS DEGREE

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

**Career Opportunities**  • Hospitals • Medical Clinics • Operating Rooms • Physician 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>
<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

**Communication** (Select 1 course)
- G141 Introduction to Communication
- G226 Speech

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

**Math/Natural Sciences** (2 required courses)
- MA241 Human Anatomy and Physiology I
- MA242 Human Anatomy and Physiology II

**Social Sciences** (Select 1 course)
- G122 World Geography
- G123 Principles of Economics
- G142 Introduction to Sociology
- G243 Contemporary U.S. Government

### 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>
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<tr>
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<td>Success Strategies</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition**</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>G233</td>
<td>College Algebra</td>
<td>4</td>
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<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</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>MA125</td>
<td>Pharmacology for the Allied Health Professional</td>
<td>4</td>
</tr>
<tr>
<td>ST102</td>
<td>Microbiology for Surgical Technologists</td>
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</tr>
<tr>
<td>ST105</td>
<td>Introduction to Surgical Technology</td>
<td>3</td>
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<tr>
<td>ST112</td>
<td>Surgical Procedures I</td>
<td>4</td>
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<tr>
<td>ST203</td>
<td>Surgical Procedures II</td>
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<tr>
<td>ST207</td>
<td>Surgical Procedures III</td>
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<tr>
<td>ST215</td>
<td>Surgical Tech Practicum I ***</td>
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<tr>
<td>ST220</td>
<td>Surgical Tech Practicum II ***</td>
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</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.

** Students must complete those general education classes listed as required to graduate in this program and for CAHEP/AAST accreditation (G124 and G137) or transfer in the equivalent. Additionally, the student must complete courses and credits as listed among the general education electives or transfer in the equivalent. Credits accepted in transfer must meet the institution’s guidelines for transfer.

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

### Surgical Tech Practicum II (23 hours per in 11 week quarter).
### School of Business

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

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

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

#### Foundation Courses

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

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

#### General Education Courses

**English Composition** (Required course)

- G124 English Composition  
- G141 Introduction to Communication  
- G226 Speech

**Humanities** (Select 2 courses)

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

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

- G150 Structure and Function of the Human Body  
- G233 College Algebra  
- G239 Introduction to Astronomy  
- G245 Introduction to Geology

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

- G122 World Geography  
- G123 Principles of Economics  
- G157 Introduction to Psychology  
- G142 Introduction to Sociology  
- G243 Contemporary U.S. Government

**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>
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<tr>
<td>A153</td>
<td>Accounting III</td>
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<td>A269</td>
<td>Income Tax</td>
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<td>A280</td>
<td>Accounting Capstone</td>
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<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
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<td>D111</td>
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<td>D171</td>
<td>Excel</td>
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<td>D279</td>
<td>Computer Focused Principles</td>
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<td>E242</td>
<td>Career Development</td>
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</tbody>
</table>

#### Banking Emphasis

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

**Total Degree Credits**  
93*

*This Degree Program is also offered Online.*

#### Financial Accounting Emphasis

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

**Total Degree Credits**  
93*

*This Degree Program is also offered Online.*

#### Financial Investigation Emphasis

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>A272</td>
<td>Intermediate Accounting I</td>
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<tr>
<td>A274</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>
<td>4</td>
</tr>
</tbody>
</table>

**Total Degree Credits**  
93*

*This Degree Program is also offered Online.*

**Objective.**

Graduates of this degree program learn to manage accounts receivable, accounts payable, and payroll. They learn to prepare tax returns, prepare and analyze financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. They value critical-thinking and communication skills and the ability to relate accounting concepts to the world around them.
Objective.
The Bachelor’s degree program will provide students with theoretical and practical knowledge in their discipline. Critical thinking, information literacy, ethical understanding and reasoning, quantitative reasoning, multicultural and diversity awareness, and communication skills will play a key role in the degree program. Graduates will demonstrate the ability to know, comprehend, apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; integrate the ideas of others with their own ideas to create new knowledge; develop an understanding of the multicultural nature of a global society; recognize and address complex ethical situations; and operate effectively within a continually changing environment.

BUSINESS MANAGEMENT BS DEGREE

Standard Length of Program • 12 Quarters Full-Time • 15 Quarters Part-Time

Career Opportunities • Sales Worker Supervisor • Office Manager • Administrative Services Manager • Marketing Manager

Foundation Courses

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

Lower Division

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

Math/Natural Sciences (Select 2 courses)

<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>
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</table>

Social Sciences (Select 2 courses)

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

Upper Division

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<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>
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<tr>
<td>G435</td>
<td>Literature of American Minorities</td>
<td>4</td>
</tr>
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</table>

Math/Natural Sciences (Select a minimum of 1 course)

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

Social Sciences (Select a minimum of 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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</table>

Total lower division general education credits 32
Total upper division general education credits 24

Major and Core Courses

Lower Division

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>A151</td>
<td>Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<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>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>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B234</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>B250</td>
<td>Training and Development</td>
<td>4</td>
</tr>
<tr>
<td>B263</td>
<td>Principles of Advertising</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</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>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>S115</td>
<td>Keyboarding I</td>
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</table>

Upper Division

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>A305</td>
<td>Corporate Finance</td>
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<tr>
<td>B480</td>
<td>Critical Issues in Business</td>
<td>4</td>
</tr>
<tr>
<td>BU301</td>
<td>Public Relations</td>
<td>4</td>
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<tr>
<td>BU302</td>
<td>Risk Management</td>
<td>4</td>
</tr>
<tr>
<td>BU307</td>
<td>Insurance</td>
<td>4</td>
</tr>
<tr>
<td>BU308</td>
<td>Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>BU312</td>
<td>International Business</td>
<td>4</td>
</tr>
<tr>
<td>BU322</td>
<td>Money and Banking</td>
<td>4</td>
</tr>
<tr>
<td>BU340</td>
<td>Professional Selling</td>
<td>4</td>
</tr>
<tr>
<td>BU355</td>
<td>Advertising Application</td>
<td>4</td>
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<tr>
<td>BU401</td>
<td>Organizational Behavior Analysis</td>
<td>4</td>
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<tr>
<td>BU402</td>
<td>Strategic Management</td>
<td>4</td>
</tr>
<tr>
<td>BU403</td>
<td>Contemporary Leadership Challenges</td>
<td>4</td>
</tr>
<tr>
<td>BU404</td>
<td>Negotiation and Conflict Management</td>
<td>4</td>
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<tr>
<td>BU425</td>
<td>Labor and Employment Law</td>
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<tr>
<td>BU480</td>
<td>Small Business Management</td>
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</table>

Total lower division major/core credits 60
Total upper division major/core credits 64
Total Degree Credits 180*

This degree program is offered online at the Fargo facility only.

* 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.

** 32 credits of Lower Division general education coursework and 24 credits of Upper Division general education coursework are required.
Objective.

Graduates of this degree program know and understand major concepts in management, human resources, marketing, and customer service. They are able to interpret financial data and have a general knowledge of accounting. They develop an appreciation for general education and are able to relate it to business situations. Students acquire skills in word processing, spreadsheet creation, database management, and presentation software. They develop communication, problem-solving, and decision-making skills that are necessary in business. They understand the importance of conducting business ethically and appreciate the importance of diversity in the workplace. They value honesty, creativity, respect for coworkers, and the importance of lifelong learning.

BUSINESS MANAGEMENT AAS DEGREE

Business Administration • Human Resource • Marketing and Sales

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

Career Opportunities • Retail Management • Small Business Manager • Customer Service • Human Resource Assistant • Benefits Administrator • Sales Representative • Marketing Assistant

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
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</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) | 4 |
| G124 English Composition              | 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 (Select 2 courses) | 4 |
| 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)    | 4 |
| G122 World Geography                  | 4 |
| G123 Principles of Economics          | 4 |
| G137 Introduction to Psychology       | 4 |
| G142 Introduction to Sociology        | 4 |
| G243 Contemporary U.S. Government     | 4 |

Major and Core Courses

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<th>Number</th>
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<td>Principles of Management</td>
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Business Administration Emphasis

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

Total Degree Credits 93*

This Degree Program is also offered online.

Human Resource Emphasis

<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>
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</tr>
</tbody>
</table>

Total Degree Credits 95*

This Degree Program is only offered online.

Marketing and Sales Emphasis

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B140</td>
<td>Sales Techniques</td>
<td>4</td>
</tr>
<tr>
<td>B218</td>
<td>E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>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.
Objective.
The objective of this program is to provide students with knowledge of marketable business skills—computer and administrative. The program equips students with the ability to utilize information-processing skills along with math skills.

The value of professional-communication skills and customer service is emphasized in order for the graduate to effectively perform in the business environment.

SECRETARIAL DIPLOMA

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>A151</td>
<td>Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>D181</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>D187</td>
<td>Professional Presentations</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</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>G226</td>
<td>Speech</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>S115</td>
<td>Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td>S116</td>
<td>Keyboarding II</td>
<td>3</td>
</tr>
<tr>
<td>S120</td>
<td>Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>S201</td>
<td>Office Procedures</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Diploma Credits 56*

This Diploma 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 AAS DEGREE

Objective.
Graduates of this degree program will learn the history and development of the criminal-justice system and the system’s effect on society. They will be able to explain the legal process, from law enforcement to the courts and corrections system. They will value the ability to think critically about issues related to the future of policing and criminal justice, including ethics and criminal procedures. Graduates will be eligible to take the Professional Peace Officer Education (PPOE) licensing exam in the state of Minnesota.

Foundation Courses

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

General Education Courses

Number Course Credits
English Composition (Required course)
G124 English Composition 4
Communication (Select 1 course)**
G141 Introduction to Communication** 4
G226 Speech 4
Humanities (Select 2 courses)
G125 Humanities 4
G138 Introduction to Film 4
G201 Creative Writing 4
G230 Introduction to Literature 4
Math/Natural Sciences (Select 2 courses)
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)
G137 Introduction to Psychology 4
G142 Introduction to Sociology 4

** 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.

Major and Core Courses

Number Course Credits
D111 Computer Information Systems 3
E150 Success Strategies 4
E242 Career Development 2
J100 Introduction to Criminal Justice 4
J102 Criminal Law and Procedures 4
J115 Introduction to Corrections 4
J120 Policing in America 4
J125 Criminal Law and Procedures 4
J130 Introduction to Homeland Security 4
J200 Domestic Violence 4
J205 Juvenile Justice 4
J230 Terrorism 4
J245 Security Challenges 4
J250 Drugs and Crime 4
J255 Ethics in Criminal Justice 4
J280 Contemporary Issues in Criminal Justice Capstone 4

Total Degree Credits 93*

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

This Degree Program is also offered online.

PROFESSIONAL PEACE OFFICER EDUCATION CERTIFICATE

Objective.
Graduates of this program will learn the history and development of the criminal-justice system and the system’s effect on society. They know and value the ability to think critically about issues related to the future of policing, including juvenile justice, corrections, and security.

Foundation Courses

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

Major and Core Courses

Number Course Credits
D111 Computer Information Systems 3
E150 Success Strategies 4
E242 Career Development 2
G124 English Composition 4
G137 Introduction to Psychology 4
G141 Introduction to Communication 4
G233 College Algebra 4
G239 Introduction to Astronomy 4
G245 Introduction to Geology 4
J100 Introduction to Criminal Justice 4
J102 Criminal Law and Procedures 4
J115 Introduction to Corrections 4
J120 Policing in America 4
J125 Criminal Law and Procedures 4
J130 Introduction to Homeland Security 4
J200 Domestic Violence 4
J205 Juvenile Justice 4
J230 Terrorism 4
J245 Security Challenges 4
J250 Drugs and Crime 4
J255 Ethics in Criminal Justice 4
J280 Contemporary Issues in Criminal Justice Capstone 4

Total Certificate Credits 53*

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

This Certificate Program is also offered online.

RASmusSEN CoLLeGE • Moorhead
**Objective.**
Graduates of the Paralegal degree program learn to provide services in all phases of the legal system including courts, law firms, and government agencies, under the supervision of an attorney. Paralegals may not provide legal services directly to the public except as permitted by law. Paralegals examine specialty courses such as legal research and writing, torts and corporate law, litigation, criminal law, family law, and real estate in the AAS degree. Students value the ability to think critically about the issues related to the law and paralegal field.

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**PARALEGAL AAS DEGREE**

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

**Career Opportunities**  
- Paralegal  
- Legal Assistant  
- Legal Secretary

### Foundation Courses

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

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

### General Education Courses

**English Composition (Required course)**  
- G124 English Composition  
- G125 Humanities  
- G128 Introduction to Film  
- G201 Creative Writing  
- G230 Introduction to Literature

**Math/Natural Sciences (Select 2 courses)**  
- G150 Structure and Function of the Human Body  
- G233 College Algebra  
- G245 Introduction to Geology

**Social Sciences (2 required courses)**  
- G137 Introduction to Psychology  
- G142 Introduction to Sociology

**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 representatives to complete a Rasmussen College placement test as part of the admissions process.

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**PARALEGAL CERTIFICATE**

**Standard Length of Program**  
- **4 Quarters Full-Time**

**Career Opportunities**  
- Paralegal  
- Legal Assistant  
- Legal Secretary

### Foundation Courses

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<tr>
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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.

**Electives (choose one, for 4 credits)**  
- PL215 Real Estate Law  
- PL216 Corporate Law

**Total Certificate Credits**  
- **61***  
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Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technologically 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 to be required to spend two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates, tests, or practices for reinforcement skills previously acquired through lecture or outside reading. An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory have the credit equivalency of one hour of lecture. Internship (also externship or practicum) is program-related work experience with indirect instructor supervision and employer assessment, usually coupled with lecture sessions in which the workplace experience is discussed. Three hours of internship have the credit equivalency of one hour of lecture. The individual student’s ability to attain the necessary competencies may influence the number of clock hours necessary to complete an individual course. Prerequisites may be waived in unusual circumstances, but only with the consent of the instructor and approval of the Academic Dean or Campus Director.

### Online-Only Courses
Some courses are generally offered only as online classes. Few, if any, residential sections of these 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 coursework 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 and 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.

The Success Strategies and Career Development courses are specific to the College, serving as vehicles for new student orientation to the College system, improved academic success, and facilitating life-long career placement services. Therefore, these courses may not count towards transfer credits or be available as test-outs.

### Course Descriptions

#### A272 Intermediate Accounting I
40 hours, 4 credits
This course covers a review of accounting principles and then expands to specialized treatment of financial statements, cash and temporary assets, receivables, inventories (general and estimating procedures), current liabilities, income tax procedures in accounting, and the acquisition, use, and retirement of long-term plant assets. Prerequisite: Accounting III

#### A274 Intermediate Accounting II
40 hours, 4 credits
A continuation of Intermediate Accounting I, this course finishes coverage of valuation of assets and liabilities, and continues in stockholder's equity. Areas included are analysis and interpretation of financial statements. Miscellaneous topics included are accounting changes, error corrections, and prior period adjustments. Prerequisite: Intermediate Accounting I

#### A276 Financial Investigation
40 hours, 4 credits
This course will introduce students to the field of fraud examination and how fraud occurs and is detected within financial statements. This course will expand in areas of revenue, inventory, liabilities, assets, and inadequate disclosures related to financial statement investigations and fraud. Prerequisite: Intermediate Accounting I

#### A280 Accounting Capstone*
20 hours, 2 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting AAS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, and inter-personal communication and class presentations. Prerequisite: Offered last or second-to-last quarter for AAS Degree Students.

#### A305 Corporate Finance
40 hours, 4 credits
A comprehensive study of the implementation and use of theories, applications, and financial tools used by corporations in their operations. Prerequisites: Accounting I, Computer Information Systems

#### B099 Foundations of English I
40 hours, 4 credits
This course emphasizes grammar usage, basic punctuation, and sentence structure. Prerequisite: Placement determined by placement test score.

#### B098 Foundations of English II
40 hours, 4 credits
This course emphasizes mastery of grammar and punctuation usage, paragraph structure, and usage. Prerequisite: Placement determined by placement test score.

#### B099 Foundations of Math
40 hours, 4 credits
This course is a study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages. Prerequisite: Placement determined by placement test score.

#### B119 Customer Service
40 hours, 4 credits
This course covers the basic concepts of essential communication skills needed in business to interact/work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction. Prerequisite: None

#### B136 Introduction to Business
40 hours, 4 credits
This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis, and any other activities related to general ownership and operation. Prerequisite: None

#### B140 Sales Techniques
40 hours, 4 credits
An introductory course in sales emphasizing the principles and practices of a professional salesperson. Focus is on the information, skills, and activities necessary for success in today’s marketplace. Prerequisite: none

#### B165 Introduction to Human Resource Management
40 hours, 4 credits
This course is an introduction to the management and leadership of an organization’s human resource. It explores the importance of establishing or administrating the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guide lines. Prerequisite: none

#### B218 E-Commerce
40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potential and problems the Internet offers. Topics covered include a survey of technologies 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

#### 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

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

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

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

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

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

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

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

B267 Employment Law*
40 hours, 4 credits
Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of the course so that learners may recognize work-related standards of practice, and the theory and practice of the public-relations problem-solving process as applied to various areas of business. This course will be taught in the short-run, which can ultimately result in major disasters.
Prerequisite: Introduction to Human Resource Management

BU301 Public Relations
40 hours, 4 credits
This course presents students with a clear set of public relations principles and practices. Through readings of professional journals and extensive case studies, students will become familiar with the role of public relations in society and develop effective public relations strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.
Prerequisite: none

BU302 Risk Management
40 hours, 4 credits
This upper-level business course explores the elements of risk management and insurance essential to the business environment. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn, analyze, and evaluate approaches to measuring and managing risks in various business environments.
Prerequisite: Introduction to Human Resource Management

BU307 Insurance
40 hours, 4 credits
This course examines the characteristics of areas of risk and uncertainty where the mechanisms of insurance are effective alternatives. Insurable risks of both business and individuals are covered. The concepts, contracts, and institutions involved in insurance are covered, as well as governmental regulations that impact the industry.
Prerequisite: none

BU308 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 customers' expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: none

BU312 International Business
40 hours, 4 credits
This course examines the theory and practice of business in international business. It will explore the reasons businesses expand globally and the factors involved in operating an international business such as the international monetary system; political, social, economic, and legal considerations. It will also cover management and marketing concepts in an international environment.
Prerequisite: none

BU322 Money and Banking
40 hours, 4 credits
This course is an examination of the structure and functions of our monetary systems. In this course topics covered include the fundamentals of money and financial markets, commercial banking and its regulation.
Prerequisite: none

BU340 Professional Selling
40 hours, 4 credits
This course is a study of the stages of the professional selling process and the role of sales in today's marketing environment. Emphasis will be placed on learning adaptive selling techniques and developing effective interpersonal communications skills.
Prerequisite: none

BU355 Advertising Application
40 hours, 4 credits
In this course, students will study the structures, functions, and persuasive language of advertising in mass media with attention to social, political, economic and legal aspects of advertising. In addition, issues such as advertising on the Internet, electronic commerce and the impact of interactive media are covered throughout the course.
Prerequisite: none

BU401 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: none

BU402 Strategic Management
40 hours, 4 credits
This course is designed to integrate prior business courses through study and discussion of real organizational situations. Students will evaluate the key functions of organizations and integration of these functions to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.
Prerequisite: none

BU403 Contemporary Leadership Challenges
40 hours, 4 credits
This course will provide the student with broad exposure to the theories and practice of effective leadership and supervision in today's business setting. It also will explore contemporary leadership challenges from a practical point of view, with opportunities to develop and practice effective leadership skills.
Prerequisite: none

BU404 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: none

BU425 Labor and Employment Law
40 hours, 4 credits
This course presents fundamental principles of labor and employment law in the United States. The student will engage in topics such as federal and state regulation of the employment relationship, including wage and hours laws; EEO, affirmative action programs, employee benefits; insurance; workers' compensation; safety; health; employee's personal rights; and collective bargaining legislation.
Prerequisite: none

BU480 Small Business Management
40 hours, 4 credits
This course is a study of the factors involved in starting and managing a small-to-medium sized business. Emphasis is on the conduct of a pre-business feasibility study, and start-up of the business, successful management and options for succession or termination. Students will prepare a sample business plan.
Prerequisite: none

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

D111 Computer Information Systems
40 hours, 3 credits
This course is an introductory course designed to teach students fundamental computer concepts as well as serve as an introduction to the Microsoft Office suite. The focus of this course will include Word, Excel, PowerPoint, and Access. This course will briefly cover email, Internet and Windows file management, as the course prepares students for a computerized work place.
Prerequisite: None
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 prepare standard accounting reports. This course covers various accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.
Prerequisite: Accounting I
E150 Success Strategies
40 hours, 4 credits
This course will enable students to develop positive skills that ensure success in the college setting and workplace. Specific topics in learning and study strategies will lead students to develop and utilize appropriate study techniques, ensuring academic success. Topics in life skills will lead to a better understanding of self and others in our diverse world, and encourage the development and utilization of strategies to promote positive relationships, self-management, and professionalism.
Prerequisite: none
E242 Career Development
20 hours, 2 credits
This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview.
Prerequisite: none
ES100 Introduction to Exercise Science
40 hours, 4 credits
This course introduces students to the field of exercise science. It covers subfields of exercise science, including physiological responses to exercise, nutrition, and biomechanics. Students will learn the field's history, current philosophy, and current trends and issues. Career paths and professional organizations will also be discussed. Students will become CPR-certified.
Prerequisite: none
ES110 Fitness Theory and Assessment
40 hours, 3 credits
This course covers the theory and practice of fitness assessment, exercise prescription, and program design. Students will learn the professional standards behind fitness assessment and prescription. The stages necessary to design and implement a client's fitness and exercise program will also be covered.
Prerequisites: Introduction to Exercise Science, Human Anatomy and Physiology I
ES200 Exercise Physiology
40 hours, 4 credits
This course examines the human physiological response to exercise. The topics covered include nutrition, exercise's effects on the neuromuscular, cardiovascular, and respiratory systems, and the exercise physiology of selected populations. The effects of acute and chronic exercise will be explored.
Prerequisites: Kinesiology II
ES205 Nutrition for Exercise Science
40 hours, 4 credits
This course provides an advanced study of nutrition's relationship to exercise and physical health. Students will explore nutritional requirements for people with specific health concerns or dietary requirements. Students will learn approaches to developing nutrition and food-preparation recommendations for clients interested in maintaining or losing weight.
Prerequisites: Nutrition and Diet Therapy
ES220 Resistance Training Techniques
40 hours, 3 credits
This course will introduce students to programs for building strength and endurance. Students will begin with the aspects of safe and effective training programs. They will explore conditioning techniques in a laboratory setting.
Prerequisites: Fitness Theory and Assessment
ES225 Musculoskeletal Injuries
40 hours, 3 credits
This course covers common musculoskeletal injuries and their treatment and management. Topics include the basics of healing and rehabilitation, therapeutic exercise techniques and applications, and applications to specific musculoskeletal regions. Students will learn to develop basic treatment regimens for different types of musculoskeletal injuries.
Prerequisites: Human Anatomy and Physiology I
ES230 Event Training Techniques
40 hours, 3 credits
This course provides students with a theoretical and practical introduction to training regimens for athletic events. Types of events covered include cycling, sprints, swimming, triathlons, and Ironman. Nutrition and fitness plans will also be addressed.
Prerequisites: Fitness Theory and Assessment
ES240 Exercise for Special Populations
40 hours, 3 credits
A continuation of Fitness Theory and Assessment, this course introduces students to the considerations involved in developing exercise programs for special populations. The benefits and risks of physical activity for various populations will be addressed. Students will learn to develop assessment plans for special populations and develop appropriate fitness plans.
Prerequisites: Fitness Theory and Assessment
ES245 Exercise and Aging
40 hours, 3 credits
This course expands the student's understanding of exercise and its effects on older individuals. The physiological effects of aging will be discussed. Students will be able to identify the special health and fitness considerations for older populations, and apply this knowledge to exercise prescription for older populations.
Prerequisites: Fitness Theory and Assessment, Exercise Physiology
ES250 Worksite Health Promotion
40 hours, 4 credits
This course examines health-promotion programs that are delivered through the workplace. Planning and assessment strategies for new and mature programs will be covered. Students will explore administration, partnerships, and communication technologies that are applicable with the programs.
Prerequisites: Fitness Theory and Assessment
ES260 Exercise Science Capstone
20 hours, 2 credits
This course is designed to help students integrate the information and skills learned in the Exercise Science program. Students will complete a capstone project that incorporates fitness assessment, exercise prescription, nutrition recommendation, and training techniques.
Prerequisites: Exercise Science AAS student in last or second-to-last quarter.
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: the where and why of people's locations and activities. The interactions of physical, political, economic, and cultural systems are studied. The themes are illustrated by various examples from regions, areas, and countries of the world.
Prerequisite: none
G123 Principles of Economics
40 hours, 4 credits
This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This course introduces microeconomic and macroeconomic concepts.
Prerequisite: none
G124 English Composition
40 hours, 4 credits
This course is intended to help students develop their ability to write and express ideas in an organized, unified, coherent manner that reflects an appropriate awareness of purpose and audience. Through writing, reading, and discussion, students will learn to synthesize their thoughts as they communicate more effectively. Course concepts are applied to essays, research projects, and specialized writing. Regular writing and revision will improve students' grammar, punctuation and usage skills.
Prerequisite: Passing grade in Foundations of English II or placement determined by STEP assessment score.
G125 Humanities
40 hours, 4 credits
This course investigates human creative achievement. It is designed to increase the student's understanding and appreciation of cultural literacy and the pursuit of humanistic goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.
Prerequisite: None

* Courses with an asterisk are generally offered only as online classes.
G137 Introduction to Psychology 40 hours, 4 credits
This course will introduce students to the scientific study of human behavior. Course topics will include the following: heredity and environment, development of the individual, motivation, emotion, perception, personality and abnormal behavior.
Prerequisite: None

G138 Introduction to Film 40 hours, 4 credits
This course is an introduction to the main types of film, to expressiveness of film techniques, and to ways in which we can better understand and appreciate both individual films and the medium as a whole. The goals are to introduce students to a diverse group of important American as well as international films and to teach them the necessary criteria for clearly 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 context as well as the ways in which viewers formulate meanings. We will concern ourselves with the aesthetic qualities of given films and genres; we will, moreover, investigate the cultural significance of these works.
Prerequisite: None

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

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

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

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

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

G243 Contemporary US Government 40 hours, 4 credits
This course provides an introduction to the US system of government, including its parts, institutions, and evolution, and will help students understand how the government works on the national, state and local level. To explore how the US government affects its citizens and how citizens participate in their government, students will read current issues and 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 climate and human-environment interaction will also be explored. Students will complete a research paper on a contemporary issue in geology.
Prerequisite: none

G238 Human Uses of the Environment 40 hours, 4 credits
This course provides an in-depth exploration of the integrated relationship between human and the natural environment. Students will begin with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include the 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

G300 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 Romanticism, Naturalism, Modernism, and Post-Modernism/Post-Structuralism. Students will engage in critical readings of exemplary literary texts from a diverse group of authors who 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, community, and nation. 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

G322 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 media 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 twentieth century. In studying these texts, students will examine the interplay of fiction and history, the varieties of literary style, and the qualities that link as well as distinguishes 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: none

G336 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 race and political cultures, 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 instability will be explored. Comparison will also be made between contemporary political institutions and processes in various countries.
Prerequisite: none

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, and small sample confidence intervals for parameters associated with a single population and for comparison of two populations will be discussed. Hypothesis testing for large and small samples will be illustrated.
Prerequisite: Passing grade in Foundations of Math or placement determined by STEP assessment score.

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

* Courses with an asterisk are generally offered only as online classes.
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 representations of non-mainstream identities, 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 identities. 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. It includes an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts 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, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined.
Prerequisite: Introduction to Criminal Justice

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

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 circumstances which may excuse criminal responsibility, and common law principles are examined.
Prerequisite: Introduction to Criminal Justice

J130 Introduction to Homeland Security* 40 hours, 4 credits
This course provides an introduction to the philosophical, historical, and multidisciplinary challenges of Homeland Security in combating terrorism. This course introduces the core principles 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

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

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

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 examines an evaluation 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 policy. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.
Prerequisite: Introduction to Criminal Justice

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

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

J280 Contemporary Issues in Criminal Justice Capstone* 40 hours, 4 credits
This course 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 issues of organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.
Prerequisite: Introduction to Criminal Justice. Students must be enrolled in the Criminal Justice program and in their last or second to last quarter.

M120 Medical Terminology* 40 hours, 4 credits
This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomical roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.
Prerequisite: none

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

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

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

M200 Medical Office Procedures 40 hours, 4 credits
This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Course content 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 given to correct use of medical terminology and accurate spelling of medical terms.
Prerequisites: Medical Terminology, Keyboarding I

M206 Medical Transcription II* 40 hours, 3 credits
A continuation of Medical Transcription I, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, gastrointestinal, orthopedics, general pathology, and selected specialty options. The course includes transcription from tapes of health care professionals who are non-native speakers of English 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 basic 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. Software 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
M218 Management of Health Information Services
40 hours, 4 credits
The study of management, supervision, and human resource principles with application to health information service departments in various health care settings. Students will learn how to manage and maintain productivity of HIM staff and explore the HIM management role in relation to other hospital departments.
Prerequisite: Introduction to Health Information Management (or co-requisite)

M223 Pathology I
40 hours, 4 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology, and treatment and prevention of common diseases of 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

M320 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 assignments and presentations that demonstrate competency and understanding of the medical transcription field. Students-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 coursework with practical experience in a workplace or simulated setting.
Prerequisite: Medical Transcription II

MA110 Clinical Skills I
50 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 skills including infection control, interpersonal communications, professionalism in the medical office, the office environment, scheduling of appointments, vital signs, patient assessment, and education. They will follow applied-learning approaches to all skill-development and performance objectives.
Prerequisites: Medical Terminology, Human Anatomy and Physiology I

MA125 Pharmacology for the Allied Health Professional
40 hours, 4 credits
Students in this course will learn the pharmacology concepts necessary to a variety of allied-health programs. They will study drugs according to their therapeutic applications. They will examine pertinent physiological 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

MA130 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 skills including bookkeeping procedures, collecting fees, healthcare coverage, medical-office management, diagnostic tests, x-rays, specialty procedures, injections, immunizations, medications, first aid, CPR, medical emergencies, venipuncture, and behaviors influencing health. They will follow applied-learning approaches to all skill-development and performance objectives.
Prerequisite: Clinical Skills I

MA235 Laboratory Skills for Clinical Practice
60 hours, 4 credits
In this course students will learn the basic principles of laboratory skills. They will study medical and laboratory procedures and techniques that are significant to medical and laboratory assistants as well as to other healthcare professionals. They will learn to perform laboratory procedures including microhematocrit, red rates, blood glucose, blood typing, urinalysis, red and white blood counts, preparing a direct smear, culture techniques, and Gram staining. Students will also explore quality control, testing, reporting, maintenance, and quality assurance.
Prerequisite: Clinical Skills II

MA241 Human Anatomy and Physiology I
80 hours, 5 credits
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body. Focus on 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 including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Human Anatomy and Physiology I

MA245 Medical Office Management and Clinical Practice Exportation
16 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 Clinical Practice, approval of Medical Office Management and Clinical Practice Program Coordinator

ML100 Introduction to Clinical Laboratory Science
40 hours, 3 credits
An introduction to laboratory medicine and the profession of clinical laboratory science. This course will emphasize professionalism, laboratory safety, and routine laboratory procedures including quality control and lab math.
Prerequisites: Foundations of Math or passing score on STEP examination.

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

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

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

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

ML201 Clinical Chemistry II
60 hours, 4 credits
Expanding upon concepts learned in Clinical Chemistry I, this course further examines the principles and procedures of various tests performed in Clinical Chemistry. Integral to this course is continued explanation of the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values.
Prerequisite: Clinical Chemistry I

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

ML203 Immunology
40 hours, 3 credits

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

Prerequisite: Human Anatomy and Physiology I

**ML205 Immunohematology** 40 hours, 4 credits

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

Prerequisites: Hematology I, Immunology

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

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

Prerequisite: Clinical Microbiology I

**ML207 Clinical Practicum** 360 hours, 12 credits

Supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate.

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

**MT245 Kinesiology** 40 hours, 4 credits

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

Prerequisites: Human Anatomy and Physiology I

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

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

Prerequisite: Kinesiology

**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 procedures.

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

**PL100 Introduction to Law and the Legal System**

40 hours, 4 credits

The goal of this course is to provide a basic understanding of the American Legal System from the perspective of perspectives. The course focus includes essential history, the working structure of government, procedural issues in the courts, specific concepts of law, the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. This course provides paralegal students with a solid foundation for advanced paralegal curriculum courses and provides students of other disciplines with a functional appreciation of the impact of the legal system on their major courses of study. Students during the first week of the quarter will be given instruction in research writing and will prepare an actual resume.

Prerequisite: none

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

This course introduces the Legal Research and Writing process for Paralegals. Combining classroom lectures, library demonstrations and supervised in-class practice sessions, 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

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

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

Prerequisite: Introduction to Law and the Legal System

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

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

Prerequisite: Civil Litigation and Procedure I

**PL140 Contracts** 40 hours, 4 credits

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

Prerequisite: Introduction to Law and the Legal System

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

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

Prerequisites: Introduction to Legal Research, English Composition

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

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

Prerequisites: Legal Research and Writing I

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

This course provides the basic concepts of the law on real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with prorations 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

**PL219 Law Office Technology** 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

**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 lectures, discussions, presentations, and supervised library research, students will develop an overview of causes of actions in torts and their relevancy to the paralegal.

Prerequisite: Introduction to Law and the Legal System

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

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

Prerequisite: Introduction to Law and the Legal System

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

This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing her/his experiences during the externship. The student is evaluated by her/his supervisor at the conclusion of the externship. There is no remuneration for an externship.

Prerequisite: Final-quarter status and consent of Department Chair

**PN105 Nutrition and Diet Therapy** 40 hours, 4 credits

This course presents the basic principles and concepts of nutrition 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

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

This course is an overview of retail management, including organization, merchandising, retail sales personnel, 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 keyboarding 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
**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 office; bookkeeping and financial records; office machinery; filing skills, and record management. Students will learn how an office is managed and how to ensure it is operating efficiently.

Prerequisites: Computer Information Systems

**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

**Course Descriptions**

**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 include medical terminology, instrumentation for 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 circulator duties as well as Surgical Practicum I. Topics include standards of conduct, professional populations, safety standards, biomedical medicine, asepsis and sterile technique, anesthesia, and instrumentation.

Prerequisites: Introduction to Surgical Technology

**Assessment**

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

In the spirit of this learning-focused approach to assessment, academic assessment at Rasmussen College follows a pattern of ongoing, incoming, and outcome assessment. The College has an academic assessment plan which is essential for evaluating and improving the quality of learning and instruction. The academic assessment plan evaluates incoming student skills through a placement test to ensure that all students have basic literacy and numeracy skills, in an ongoing fashion in individual courses, and at the end of programs through the Graduate Achievement Portfolio (GAP) and program outcomes assessment.

Submission of a Graduate Achievement Portfolio, in which students demonstrate their communication, critical thinking, and information literacy skills, is a graduation requirement which students fulfill in E242 Career Development or in an appropriate capstone course for their program.

**Developmental Education**

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

These credits are not counted toward graduation, and each must be passed with a grade of ‘S’ in order to proceed to the next course in the sequence. Students enrolled in programs that do not contain English Composition or College Algebra, but who test within the range of remediation, will be required to complete the foundation courses. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the foundation courses. Students who test at remediation level, and who wish to transfer courses that have foundations courses as prerequisites, must first complete the foundations courses. Students enrolled in foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program.

**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. Surgical areas explored and applied in this course include orthopedic, maxillofacial, plastic and reconstructive, genitourinary, orthopedic, cardiothoracic, peripheral vascular, and neurosurgery. 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 “Circulator” in the field of surgical technology. Surgical areas explored and applied in this course include orthopedic, maxillofacial, plastic and reconstructive, genitourinary, 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 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 Procedures III

**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

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**Student Definition**

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

**Class Content**

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

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

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

- Completed application form
- Application fee
- An attestation of high school graduation.

If the attestation is found to be untrue, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.

- Completed Placement Examinations (taken at Rasmussen College).

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

**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>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>0-16 items correct</td>
<td>B097, Foundations of English I</td>
</tr>
<tr>
<td>English</td>
<td>17-24 items correct</td>
<td>B098, Foundations of English II</td>
</tr>
<tr>
<td>English</td>
<td>25-35 items correct</td>
<td>G124, English Composition</td>
</tr>
<tr>
<td>Math</td>
<td>0-16 items correct</td>
<td>B099, Foundations of Math</td>
</tr>
<tr>
<td>Math</td>
<td>17-35 items correct</td>
<td>G233, College Algebra</td>
</tr>
</tbody>
</table>

**Accommodations Policy**

Rasmussen College recognizes its obligations under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of a disability and requiring reasonable accommodations to the qualified disabled students and faculty members in all programs, activities and employment. Students with disabilities do not have to self-disclose or register with the Campus Accommodations Officer, although the College encourages them to do so. Students seeking academic accommodations must contact the Campus Accommodations Officer to request such services. Students who are unsure who to contact should check with their Academic Dean.

**STEP Retest Policy**

The STEP entrance exam may not be retaken for initial placement purposes after the start of the term. On occasion, however, a retest may be allowed prior to the start of a quarter. Such retests are only granted if extenuating circumstances exist that lead the enrolling student to feel that the STEP test results do not accurately reflect his or her true abilities. Only one such retest may be allowed, at the discretion of the Academic Dean.

**Foundation Courses Timeframe**

To help ensure student success, and that Rasmussen College is using the STEP placement test to its fullest potential, students who need foundation courses must complete all of those courses in their first three quarters. These students must, at a minimum, complete a foundation course in their first quarter of enrollment, except for students starting during the mid-term start who may complete the course within their first two quarters. If for some reason students fail to do this, they cannot continue their education at Rasmussen College.
**Equipment**

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

**Educational Records Definition**

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

**Grading System**

<table>
<thead>
<tr>
<th>Percentage Scale</th>
<th>Letter Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 TO 93%</td>
<td></td>
</tr>
<tr>
<td>A+</td>
<td>92 TO 95%</td>
<td></td>
</tr>
<tr>
<td>A+</td>
<td>88 TO 90%</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>86 TO 83%</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>82 TO 80%</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>79 TO 77%</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>76 TO 73%</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>72 TO 70%</td>
<td></td>
</tr>
<tr>
<td>D</td>
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<td></td>
</tr>
<tr>
<td>D+</td>
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<tr>
<td>D-</td>
<td>62 TO 60%</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td></td>
</tr>
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</table>

**Point Scale**

<table>
<thead>
<tr>
<th>Grade Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00</td>
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<tr>
<td>3.75</td>
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<td>3.50</td>
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</tr>
<tr>
<td>3.00</td>
<td>B+</td>
</tr>
<tr>
<td>2.75</td>
<td>B</td>
</tr>
<tr>
<td>2.50</td>
<td>B-</td>
</tr>
<tr>
<td>2.00</td>
<td>C+</td>
</tr>
<tr>
<td>1.75</td>
<td>C</td>
</tr>
<tr>
<td>1.50</td>
<td>C-</td>
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<td>D+</td>
</tr>
<tr>
<td>0.75</td>
<td>D</td>
</tr>
<tr>
<td>0.00</td>
<td>F/W</td>
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<td>NA</td>
<td>Course Waiver</td>
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<tr>
<td>NA</td>
<td>S/NA</td>
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<td>NA</td>
<td>SX</td>
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<tr>
<td>NA</td>
<td>TO</td>
</tr>
<tr>
<td>NA</td>
<td>TR</td>
</tr>
<tr>
<td>NA</td>
<td>U/UN</td>
</tr>
<tr>
<td>NA</td>
<td>UX</td>
</tr>
<tr>
<td>NA</td>
<td>W/WD</td>
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<tr>
<td>NA</td>
<td>WX</td>
</tr>
<tr>
<td>NA</td>
<td>ZF</td>
</tr>
<tr>
<td>NA</td>
<td>ZF</td>
</tr>
</tbody>
</table>

**Lab-Intensive Allied Health Programs**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92 TO 90%</td>
</tr>
<tr>
<td>B</td>
<td>88 TO 87%</td>
</tr>
<tr>
<td>C</td>
<td>84 TO 83%</td>
</tr>
<tr>
<td>D</td>
<td>82 TO 80%</td>
</tr>
<tr>
<td>E</td>
<td>79 TO 77%</td>
</tr>
<tr>
<td>F</td>
<td>Below 78%</td>
</tr>
</tbody>
</table>

**Incomplete Grade Policy**

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

1. An incomplete form is not valid unless signed by both the instructor and the student prior to the date that final grades are due.
2. If unsigned by the student or instructor, the calculated grade is to be entered as a final grade. Incomplete forms will be maintained by the respective campus for approval and resolution. Students must request an incomplete prior to the last day of the term.
3. The Academic Dean must be informed of all incompletes granted, and must sign the form as well.
4. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
   - The work to be completed must be regularly assigned work, identified in the course syllabus.
   - The student can reasonably be expected to complete the work by the deadline.
   - The student’s grade will be substantially improved.
   - The student has demonstrated a commitment to completing work in a timely fashion.
5. Granting the incomplete is truly in the best interest of the student.
6. By completing the work, one of the following will apply:
   - The work will be submitted by the student to the course instructor within two weeks of the start of a subsequent term.
   - The failing grade will be removed from the student’s cumulative GPA and replaced with the new course grade from the repeated class.
   - The student’s GPA will be recalculated to reflect the new letter grade.

In the case of independent study, the following conditions:

1. The student will learn substantive information by completing the work.
2. The student will learn higher-level thinking skills or gain substantially greater command of the subject matter.
3. Allowing the student extra time compensates for events or conditions not within the student’s control (i.e., illness, emergencies, etc.) as opposed to compensating for poor planning, poor attendance, or failure to take assignments seriously.
4. Incompletes may be granted only for the sake of improved cumulative grade point average, or will be granted to allow students to make up “extra credit” work.
5. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of class. An incomplete grade not completed by the deadline will be changed to an ‘F’ (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
6. 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 as indicated below, only the instructor who issued the original grade may authorize its change. Instructors may change grades in 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.
  - Students involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
  - Accommodation for special circumstances such as long-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 late work points are apportioned must be followed.

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

- **Circumstances where a grade change may be authorized by someone other than the original instructor include:**
  - Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified.

- **If the original instructor is no longer available to submit a grade change (for example, an adjunct instructor no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.**

- **The Dean may authorize grade changes in order to settle academic grievances.**

**Independent Study Policy**

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

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

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.

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**Academic Information**

RASmussen COLLeGE • Moorhead
Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for any scheduled M or T course if they wish. Students must complete and submit the required paperwork to their Department Chair prior to the start of the quarter in which the practical work is to be done. Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation may be required from the student’s employer. The Department Chair will form a committee to judge the academic worth of the experience or project. 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 in Rasmussen College corresponds 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.) Depending on the total credit needed to complete a program, the following may be applied:

1. If a bachelor’s degree program student has taken a previous lower-level Rasmussen College course that corresponds to a specific upper-level course, and the student has completed an excess of other 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 complete the required number of total credits 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, upper-level course in substitution 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 credits will be counted as part of SAP calculations. The course for which a substitution has been made will not be considered for SAP calculations.

Course Withdrawals

The credits for 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 credit to Rasmussen College must first apply for admission to the College.

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

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

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

5. E150 Success Strategies and E242 Career Development are courses specific to the College, facilitating lifelong career-placements services. Therefore, transfer credits may not be applied to these courses, and these courses are not available for credit by examination. Students with AP credits in general-education subjects may receive transfer credit in correlated general-education categories if the examination or course score is a 3 or higher. AP credits will be posted to the student transcripts as transfer credits (TR) and may not be assigned letter grades or applied to cumulative grade point average credit calculations. AP credits will be counted at a 50% maximum allowed for waivers, test-outs, or transfer credits completed outside of the College. Only AP examinations or courses that fit into the College’s general-education categories are eligible for acceptance as transfer credit.

Prior to submitting a course listing a prerequisite, the student must have received a passing grade in the prerequisite.

8. All transfer credit 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 for transfer credit if the student has received a “C” grade or higher to transfer a course to a Rasmussen College program.

B. Courses which have been transferred will be listed on the student’s transcript with a “TR” designation. However, grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average.

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

D. Transfer credits from within the Rasmussen College system will be transferred directly to the student’s files. Grade point averages and grades from courses taken at any of the Rasmussen College campuses will not be computed in the student’s final grade point average.

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

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

2. The information will be reviewed by the Academic Dean, Campus Director, along with appropriate faculty.

3. The student will receive a writing of the decision of the appeal.

F. Students who enter at Rasmussen College are required to take the STEP placement exams. Should a student test at a level of remediation in English or Math, the College will not accept transfer in English Composition, College Algebra, Creative Writing, Professional Communication, or Statistics. Upon successful completion of the courses and subsequent passing of the placement exams, the College may reconsider transfer of credit in these courses.

Advanced Placement Credit

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

Prerequisites

Students who are taking 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 degree programs, 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 critical standards for intellectual and academic integrity.

In addition to these cross-curricular general education concepts and skills, the general education coursework that is part of degree and diploma programs will cover specific general knowledge and content areas.

In the areas of English Composition and Communication, students will demonstrate understanding of basic rhetorical strategies including audience, purpose, definition, a thesis, effective organization, and adequate and relevant evidence. In the area of Humanities, students will demonstrate understanding of different forms of art; the difference between critical and creative thinking; the elements associated with various art forms; the function of creative production and expression in society. In the area of Math and Natural Sciences, students will demonstrate understanding of the notation and terminology used in mathematics; the effect that such calculations accomplish; the difference between the valid and invalid use of data and statistics; the fundamental scientific processes, theories, facts, concepts, and principles; the difference between fact and opinion; and the steps of the scientific method. In the area of Social Sciences, students will demonstrate understanding of the major concepts, ideas, and models in social science; methods of scientific inquiry as they impact social science; methods of qualitative and quantitative research; how social, cultural and political factors influence social and historical change.

General Education Requirements for Rasmussen College Credentials

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

BS degree candidates must successfully complete the following (three to thirty-two (32) credits of general education coursework at the lower-division level; in addition, they must also successfully complete twenty-four (24) 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 credit 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.

Degrees, Diplomas, and Certificates

Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 50% of their program requirements at Rasmussen College, and only 50% of their program requirements may be transfer credits from other post-secondary institutions or credit by examination. 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 of the Academic Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length. Students must sign a transfer of credit form to be completed by their school. Rasmussen College must also be met.

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

Transcripts

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

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

Transfer to Other Colleges

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

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 significant colleges and an arrangement 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 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 course of study.

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

Attendance

A basic requirement for employment in any business is regularity, 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-in to inform an absence if an student is delinquent. The College reserves the right to suspend or terminate any student whose conduct is detrimental to the College’s environment.

This includes, but is not limited to, conduct:

- By students, faculty, or staff that is detrimental within the classroom environment, or:
- That interferes with the well-being of the fellow students and/or faculty and staff members.
- That damages the appearance or structure of the College facility and/or 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 other students in the field for which they are being educated.

Anti-Hazing Policy

It shall be the policy of the College to strictly prohibit hazing in any form or situation. All may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into 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 organization. The Campus Director of the College shall be responsible for the administration of this policy.

Dress Code

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

Drop/Add Class Policy

Course registration practices ensure that the College is able to provide quality instruction through obtaining a minimum class size of 12-15 students per course.

Full-quarter drop/add period:

Students may add an online course through the first Thursday of each quarter, a residential course through the mid-quarter which is the close of the drop/add period. When a student notifies the College of withdrawal from a class:

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

2. Following the second week of the quarter and before the sixth Friday of the quarter students will receive a W/DW on their transcript. The student’s grade point average will not be effected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

3. Following the sixth week of the quarter students will receive an F/FA for any classes dropped. The student’s grade point average will be effected, 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 of the first week of the mid-quarter, or a residential course through Friday of the first week of the mid-quarter which is the close of the drop/add period.

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

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

2. Following the first week of the mid-quarter and before the third Friday of the mid-quarter students will receive a W/DW on their transcript. The student’s grade point average will not be effected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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

Rasmussen College Early Start Program

High School 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 gain experience while still supported by high school staff and mentors, try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course. Early Start coursework is available to high school juniors and seniors on-campus or online with enrollment in the program dependent upon space availability. Students must meet the following criteria and expectations to participate in the Rasmussen College Early Start Program:

- Students must have prior approval from a parent/guardian and a high school official to be admitted to the program as evidenced by a signed Early Start Application and Approval Form.
- Students must complete an Application for Admission to Rasmussen College.
- Early Start students are not required to submit the application fee.
- Students must have a minimum cumulative high school grade point average of 2.00 out of a possible 4.00 and achieve a minimum score of 17 on the writing portion of the STEP assessment.
- Students may take up to 8 credits per quarter without a tuition charge with a maximum of 24 credits per student earned through the Early Start Program.
- Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software which are available to students on campus; Early Start students enrolling to complete these courses online will need to secure access to required hardware and software. The college can provide information about course specifics including textbooks prices and technology requirements.
- Application fee is accepted on a space available basis for each selected course.
- Early Start students must meet all course prerequisites as listed in the catalog.
- Students are advised all online courses designated with “MA” or “MI” are not available to Early Start students.
Rasmussen College Early Start Program (Continued)

• To continue enrollment in the Early Start Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.25 out of 4.00.

• The application deadline is four weeks prior to the start of the intended quarter of enrollment.

• Students will receive college credit toward a Bachelor’s or Associate’s Degree at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another institution will be issued a transcript from Rasmussen College; these credits may be transferable at the complete discretion of the receiving institution.

Limitations

Although this catalog was prepared on the basis of the best information available at the time, all information (including the academic calendar, admission, graduation requirements, course offerings, course descriptions, online courses, and programs, and statements of tuition and fees) is subject to change without notice or obligation. No current student should refer to a copy of the schedule of classes for the term in which they enroll.

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

Criminal Justice Professional Police Officer Education (PPOE)

Students seeking licensing as professional police officers in the state of Minnesota must take those courses designated as PPOE courses (D311, E242, G157, G141, J100, J200, J215, J200, J205, J255, and J280). In addition, PPOE students must complete first-responder certification. In order to be eligible 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 Training Program Coordinator. Additionally, many employers in the Criminal Justice field will require criminal background checks as part of the hiring process and any prior criminal convictions may greatly hamper securing employment in these fields. Rasmussen College reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, processes and functions as an educational institution and business.

The administration of Rasmussen College reserves the right to alter any admission or requirements in this catalog or its operations regarding its meaning. Administration’s interpretation will be final.

Online Courses

Rasmussen College prides itself on being a leader in online education. Our online courses and fully online degree programs are of the highest quality and are approved by the College’s accrediting body, the Higher Learning Commission. Rasmussen College online courses and programs are delivered on the World Wide Web utilizing a web-based platform. This mode of delivery offers greater flexibility and convenience for students with busy life styles and career responsibilities that limit them from attending classes on campus.

These courses are delivered asynchronously according to the students’ own schedules, meaning students have the opportunity to determine exactly when they wish to work on their courses, as opposed to attending on-campus classes at specific, scheduled times. Online course activities and assignments are conducted utilizing chat, email, message boards, and interactive web sites.

Students can be assured that all online instructors at Rasmussen College receive comprehensive training and support while operating in the online environment. Committed faculty at each campus have the appropriate system requirements for online courses. All online courses require textbooks and are available at each student’s respective campus. Some online courses may require certain software packages or programs for instruction. There are no additional tuition or on-campus entry fees when taking a course online.

Online courses have become extremely important to college students nationally and Rasmussen College has no exception. In certain disciplines students might even be required to take online classes to complete a degree. A significant benefit to students taking online classes is that the College is often able to recruit and retain instructors in specialized areas from across the country, regardless of their proximity to one of our campuses. Students also benefit from the additional flexibility online courses afford them in their daily lives, work, program, and attend to various other adult responsibilities. Moreover, our world continually requires of its workforce an increasing ability to utilize technology to learn at a distance, and so the experiences online students obtain also prepare them for these new realities. Students may choose that online courses or programs will have 24/7 technical support, access to online tutorials, and that classes will be taught by qualified instructors.

There are no additional admissions or testing requirements for taking an online course. However, students who place their pronouncements of English I after taking the placement examination are not eligible to enroll in fully online programs until the successful completion of the Foundations of English I course.

Students are required to attend an online orientation session prior to registration for their first online course. This orientation is online and registered through one of our residential campuses and receive the same student services available to all students.

Student Senate

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

The representatives include: President, Vice President, Treasurer, and Secretary. Student Senate is open to all students, however student groups vary from campus to campus. Therefore, students should seek their Campus Director for information on student groups.

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

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

Exit Interviews

Any student contemplating the termination of his/her education at Rasmussen College must first see the Academic Dean or Associate Campus Director and then the Financial Aid Department. Academic and financial aid files are reviewed until both exit interviews have been completed.

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

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

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

Tuition Structure

Tuition rates are as follows:

- Peace Officer Standards and re-entering students as of 1-1-2008

All courses except those designated “ES” “MA” “ML” “PN” or “ST”:

- $1125 per course for two (2) or fewer courses
- $1025 per course for three courses
- $975 per course for four or more courses

“ES” “MA” “ML” “PN” or “ST” designated courses:

- $1250 per course for two (2) or fewer courses
- $1175 per course for three courses
- $1125 per course for four or more courses

Mid-term Starts for all courses:

- $975 per course for 100 – 200 Level Courses
- $1125 per course for “ES” “MA” “ML” “PN” or “ST” designated courses, and 300- or 400-level courses

• Students taking four or more classes shall only be charged for four classes, except for those students in Medical Lab Technician and they shall have to pay for all classes taken.

• Students not enrolled in an eligible program who elect to take courses without earning college credit are charged sixty percent (60%) of the total cost of the course, plus the cost of books and other fees effective January 1, 2008. This non-credit option is NOT available for courses beginning with a “N”, “NM”, “ML” and “W”.

• Students who elect to attend courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts denote a “ZP” upon completion of the course. Students may choose to convert the “ZP” to a letter grade and earn credit for an additional cost of forty percent (40%) of the total cost of the course.

• Books and classroom resources are included in tuition as determined and distributed by the College.

The State of North Dakota Cancellation, Termination, Refund Policy

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

• Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. If the student is rejected in any term who withdraws from the College must give written notice to the College of the date of withdrawal and the last day of recorded attendance.

• The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the College.

• Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which they have been charged ("Period of Instruction"), all tuition and fees paid, except the application fee, will be refunded. If any books or supplies provided by College are not returned unused and in a condition that they can be returned to the supplier or used by a new student, student will be assessed $100 per course for these 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, the amount for tuition, fees and all other charges for the completed portion of the course charged shall not exceed the pro rata portion of the total charges for tuition, fees and all other charges that the length of the completed course. The pro rata portion of the Period of Instruction bears to its total length, plus $100 per course enrolled. After the completion of the Period of Instruction, no refunds will be made.

• Student refunds are made within 30 days of the date of refund and no refund will be made 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 refunded prior to completion of 50% of the course.

The State of Minnesota Cancellation, Termination, Refund Policy

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

• Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. If the student is rejected in any term who withdraws from the College must give written notice to the College of the date of withdrawal and the last day of recorded attendance.

• The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.

• Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which they have been charged ("Period of Instruction"), all tuition and fees paid, except the application fee, will be refunded. If any books or supplies provided by College are not returned unused and in a condition that they can be returned to the supplier or used by a new student, student will be assessed $100 per course for these books and supplies. All prepaid tuition is refundable.

• The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the College.

• Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which they have been charged ("Period of Instruction"), all tuition and fees paid, except the application fee, will be refunded. If any books or supplies provided by College are not returned unused and in a condition that they can be returned to the supplier or used by a new student, student will be assessed $100 per course for these books and supplies. All prepaid tuition is refundable.
A post-withdrawal disbursement occurs when a student who withdraws earns more aid than current period charges. According to federal regulations, funds and must be done within 90 days of the school’s determination that the student withdrew. Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College may mandate by refunding monies in the following sequence: Unsubsidized Stafford Loans, Subsidized Stafford Loans, PLUS Loans, Pell Grants, SEOG, and then other Title IV programs.

Rasmussen College uses the software and printed worksheets provided by U.S. Department of Education to document the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Report.

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

**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 entitled, subject to applicable laws or regulations governing federal or state paid aid programs, to a full refund of tuition and mandatory fees for the portion of the quarter student will 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 reimbursed and re-enrolled without 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 excess funds 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 refund monies shall first be applied to reduce the student’s Federal Direct Loans, Federal Pell Loan, Federal Direct Plus loans, and Federal Direct Subsidized Stafford, Federal Direct Subsidized Stafford, and Federal Direct Plus loans received on behalf of the student.
- Any remaining refund monies shall then be applied to reduce the student’s Federal Pell Loan award.
- Any remaining refund monies will then be applied to reduce the student’s federal Title IV awards.

**Non Federal Refund Distribution Policy**

Reimbursement of funds for state aid programs are calculated on a prorated basis computed to the date of determination of withdrawal if the student does not officially withdraw.

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

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

**Re-Enter Policy**

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

Re-entering students are treated as continuing students and are subject to federal and institutional requirements. Students are allowed to re-enter the institution only one time unless the Academic Dean, Campus Director, or Academic Campus Director determines that extenuating circumstances exist.

**Return of Title IV Funds Policy**

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

Rasmussen College uses the state-mandated refund policy for determining the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government for the portion of the quarter the student does not officially withdraw. The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdraw on or before completing 60% of the quarter. The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of five or more consecutive days are excluded.

If funds are released to a student because of a credit balance prior to the student account, the student may be required to repay any of the federal grants if they withdraw. A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations. A post-withdrawal disbursement occurs when a student who withdraws earns more aid than had been disbursed. According to the Post-Withdrawal Disbursements are made first from available grant funds before available loan funds and then done with the school’s determination that the student withdrew. Rasmussen College credits the student's account for any outstanding current period charges.
InFORMal and Formal Complaints

Members of this College community who believe they have been sexually harassed or have been the victim of sexual assault may properly turn for assistance to the Campus Director, Associate Campus Director, Director of Human Resources, Regional Vice President, Executive Vice President or President. Whether or not a person consults with a school official, he/she has the option of making an informal or formal complaint according to the procedures outlined below.

No retaliatory actions may be taken against any person because he/she has made 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 or it is has been the object of such a complaint.

Informal Resolution

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

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his/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/inquiry information center or discuss the matter with a friend.

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

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

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

Specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President and the Human Resources Director. It will be kept confidential without the written permission of the person making the complaint. However, in the course of the inquiry Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

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

Resolutions and Informal Complaints

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

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

While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to the greatest degree as legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligations to act to assure charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

2. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wishes to attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.

3. When a number of people report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks as a classroom lecture) or the College receives repeated complaints from different people that an individual has engaged in offensive forms of harassment, the College may inform the person complained against without revealing the identity of the complainants.

Definitions

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement;

2. Submission to such conduct is either a requirement of or a term of condition of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment;

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working or academic environment.

This policy prohibits behavior such as:

1. Unwanted sexual advances;

2. Offering employment benefits in exchange for sexual favors;

3. Making or threatening reprisals after a negative response to sexual advances;

4. Verbal sexual advances or propositions;

5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes electronic images);

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 interfering or blocking movements.

Sexual harassment can occur in situations where the complainant has power over the person complained against but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under the third part of the definition often consists of callous insensitivity to the experience of others. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that is acceptable to and welcomed by both parties, are not considered to be harassment, including sexual harassment.

There are basically two types of sexual harassment:

1. “Quid pro quo” harassment, where submission to harassment is used as the basis for employment decisions.

Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual solicitations. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

2. “Hostile work environment,” where the harassment creates an offensive and unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether it is supervisors, other employees, or customers. Hostile environment harassment consists of verbal harassment of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Comments or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

For further information please refer to the EEOC’s website at www.eeoc.gov or call the EEOC Publications Distribution Center at 800-669-4973 (voice), 800-800-33502 (TTY).

Sexual orientation harassment: Sexual harassment includes harassment based on sexual orientation.

Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent so as to interfere with the person’s ability to work or education.

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

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges but guarantees a successful defense if charges are made. It is the faculty member, supervisor, or staff who will be held responsible for accountability because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/sexual relationship where there is a superior/subordinate relationship.

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

Having a previous relationship of any nature, including prior sexual contact with the victim/survivor, will not be used as a defense. The victim/survivor does not need to prove that she/he resisted and another witness is not needed to prosecute the case. Therefore, in most cases, any victim/survivor’s fear of bodily harm to self or another, the use of threat to use a weapon by the perpetrator, or the victim/survivor’s belief that either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by state laws on Criminal Sexual Conduct and under the Crime Victims Bill of Rights.

Formal Complaints by Students and Employees

A formal complaint of sexual harassment must be made by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the Campus Director, Associate Campus Director, or other manager who will immediately report such complaint to the Campus Director, College President and Human Resource Director or Corporate Counsel. The Human Resource Director and/or Corporate Counsel, with the assistance of the Campus Director, Associate Campus Director, or other manager will formally investigate the complaint and present the findings and recommendations to an Executive Vice President or President.

The College will investigate formal complaints in the following manner:

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

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

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

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

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

6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.
The College will assist the victim/survivor in contacting an appropriate agency if such assistance is desired. If the assault takes place at any Rasmussen Campus or facility, the victim/survivor should immediately contact the Campus Director, Associate Campus Director, or Director of Human Resources. The victim/survivor should notify the Campus Director, Associate Campus Director, or Director of Human Resources of the assault for support and assistance. Further, in either case, the victim/survivor should do the following:

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

Victims' Rights Under Sexual Assault Policy

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

1. The victim is aware that criminal charges can be made with local law enforcement officials.
2. The prompt assistance of campus administration, or Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident.
3. A sexual assault victim's participation in and the presence of the victim's attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to due processes.
4. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident.
5. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or criminal proceeding concerning a sexual assault complaint, consistent with laws relating to data practices.
6. The campus and/or off-campus housing and other living arrangements on property owned or controlled by Rasmussen College.
7. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or criminal proceeding concerning a sexual assault complaint, consistent with laws relating to data practices.

Drug-Free School and Workplace

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, 34 CFR Part 86, this institution is hereby declared a drug-free 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.ed.gov. 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.

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

Resources or Corporate Counsel.

Recommended Corrective Action

The College takes no recommended corrective action to resolve a complaint will be to correct or to remedy the injury, if any, to the complainant and to prevent further harassment. Recommended action may include counseling; a written or verbal reprimand of the harasser; suspension, dismissal, demotion, or transfer of the harasser; a change of grade or other academic record for a student who has been the victim of harassment; or other appropriate action. Any action to suspend or to dismiss a member of the staff or faculty is solely within the authority of the Campus Director, Regional Vice President, Executive Vice President, President, or the Chief Executive Officer.

False Charges

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

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

Sexual assault is an act of aggression and coercion, not an expression of intimacy. We will do whatever possible to offer safety, privacy, and support to the victim or survivor of sexual assault. Helping the victim/survivor look at options for reporting the assault and taking care of herself/himself is the immediate concern of the College.
Family Educational Rights and Privacy Act (FERPA)
Amended 10/01 to include the USA Patriot Act.

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

1. The right to inspect and review the student’s education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend the record by writing to the Director, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

4. The right to inspect — without the written consent or knowledge of the student or parent — personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee in response to an approved order in connection with the investigation or prosecution of terrorist crimes specified in sections 393.36(g)(5) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided this information in good faith compliance with an order issued under the amendment it is not liable for any person for the disclosure of this information.

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

a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the courts may order the institution to disclose to anyone the existence or context of the subpoena or the institution’s response.

b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or other entity may, for good cause, require the order the institution not to disclose to anyone the existence or contents of the subpoena or the institution’s response. Notification requirements or no recordation requirements apply.

c. All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the student or eligible student of the order or subpoena in advance of compliance, so that the parent of student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.

6. The right to disclose — without the written consent or knowledge of the student or parent — information in education records to “appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.” In such a case, the institution may disclose personal identifiable information contained in the education records of the student to those persons who have been determined to be appropriate parties in connection with an emergency as specified by the institution.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 408 Maryland Avenue, SW, Washington, D.C. 20202-4605.

Directory Information
Directory Information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Director of the school within fifteen (15) days after the student enters the school.

Directory Information includes: Student’s name, date of birth, address(es); course of study; and extracurricular activities; degrees and/or awards received; last school attended; deaf or hard of hearing status; and student’s email address.

Arbitration
Any controversy or claim arising out of, or related to, the current or former student’s recruitment by, enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy or Clauses of or against more than one student (the “Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, shall be resolved by binding arbitration administrated in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be resolved for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minnesota, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The arbitrator shall have no authority to award punitive damages, compensatory damages, consequential damages, or other damages not measured by reference to the prevailing party’s actual damages. The arbitrator also shall have no authority to award attorney’s fees or to collectively arbitrate any Controversies or Claims of or against more than one Student regardless of whether or how many other similarly circumstances 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. Any other Student and Rasmussen College share bear their own costs and expenses of the arbitration, including attorney’s fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

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

Statement of Ownership
Rasmussen College – Fargo/Moorhead is a private college and is wholly-owned subsidiary of Rasmussen College, Inc., a private corporation incorporated under the laws of the State of Delaware.

4012 19th Avenue Southwest
Fargo, ND 58103-5831
(701) 277-8889

Corporate Officers:
– Robert E. King, Vice Chairman
– J. Michael Locke, Vice President and Secretary
– Susan Fabotin, Executive Vice President, Chief Financial Officer, Assistant Secretary
– Kristi A. Wente, Executive Vice President and Corporate CEO
– Tawnie Cortez, Vice President, Rasmussen College – Fargo/Moorhead
Standards of Academic Progress

Mid-quarter and final grade reports are distributed to all students. Cumulative grade averages and successful course completion of credits attempted are monitored quarterly. All grades relate to courses successfully completed with the exception of the “W/WD”, “W”, “W/UN” which is counted as an attempted course for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress. Courses which have been transferred from other institutions will be listed on the student’s transcript with a “TR” designation. Courses for which a student has received credit by examination will be listed as “TO” (Test-Out) on the student’s transcript.

Grade points from institutions other than Rasmussen College and credit by examination will not be computed in the Rasmussen College grade point average, but they will be counted as credits attempted and earned for determining Satisfactory Progress. All credits that are considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are therefore also treated as credits attempted.

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

1. A Cumulative Grade Point Average (CGPA) consistent with graduation requirements.
2. Duration of eligibility, or maximum time frame for program completion, which is equal to 1.5 times the number of total credits required for program completion.
3. Cumulative Completion Rate (CCR) Duration of eligibility, or maximum time frame for program completion, is a period equal to 1.5 times the number of credits required for program completion. Total credits are indicated by each grade 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 time frame and percentage of eligibility. A student cannot exceed 1.5 times the maximum time frame.

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

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

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

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

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

A student who does not meet the 2.00 CGPA, CCR, or duration of eligibility requirements at the end of the academic warning period will be placed on academic probation. Students who are placed on academic probation do not receive financial aid. At the end of the academic probation period a student must meet the 2.00 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: A student who is in academic probation 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 in 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.

College Policies
Central Services

Lindsey Boynton, Assistant Marketing Manager Twin Cities
  B.A., University of Minnesota - Duluth

Natasha Bryant, Student Services Coordinator Orlando
  M.S., B.S., SUNY – Brockport

Jessica Cisek, Human Resources Generalist Chicago
  M.B.A., Nova Southeastern University
  B.A., Florida State University

Stella Coker, Online Bookstore Manager Lake Elmo/Woodbury
  A.A.S., Rasmussen College

Jodie Dibble, Human Capital Generalist Twin Cities
  B.S., University of Wisconsin – Stout

Jonathan Edwards, Corporate Student Accounts Manager Chicago
  M.A., American Intercontinental University
  B.S., Indiana University of Pennsylvania

Greta Ferkel, Vice President of EdVantage Orlando
  M.M.Ed., University of North Texas
  B.M.E., University of Hartford

Angie Franke
  Regional Director of Student Financial Services
  A.A.S., Rasmussen College

Rebin Gennell, Manager of Personal Support Center Orlando
  A.A., Brevard Community College

Annie Giesen, Corporate Recruiter Twin Cities
  B.S., University of Wisconsin – Stout

Delia Gutierrez, Student Services Coordinator Online
  B.S., Minnesota State University – Mankato

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

Jason Jones, Student Services Coordinator Orlando
  B.A., University of West Florida

Christine Kergold, Student Services Coordinator Orlando
  B.M.E., University of Central Florida

Bob King, Jr., Director of Marketing – Client Services Chicago
  M.B.A., Northwestern University
  B.A., DePaul University

Wendy M. Knaffa, Senior Marketing Manager St. Cloud
  B.A., St. Cloud State University

Jeff Laing, Student Services Coordinator Orlando
  A.S., Full Sail Real World Education

Donnie Murphy, Online Scheduling Coordinator Eden Prairie
  A.A.S., A.A.S., Rasmussen College

Debora Murray, National Director of Student Financial Aid Twin Cities
  B.A., University of North Dakota

Carmen Price, Online Faculty Manager Online
  M.B.C., University of St. Thomas
  B.A., University of Minnesota

Chris Sangrey, CMS Application Administrator Orlando
  B.A., University of Central Florida

Randall Smith, Director of Online Instruction Chicago
  M.A., B.A., Auburn University

Lynn Voss, Human Resources Generalist Chicago
  B.A., University of Illinois – Champaign

Campus and Academic Administration

Elizabeth Largent, Campus Director Fargo/Moorhead
  B.S., State University of New York

Amy Beito,
  Director of Campus Operations – Moorhead
  B.S., Minnesota State University - Moorhead

Timothy Lozman, Academic Dean Fargo/Moorhead
  M.A., Colorado State University
  B.A., Moorhead State University

John Wilson, Director of Admissions Fargo/Moorhead
  A.A.S., Aakers Business College

Roger Grimm,
  Bachelor’s Degree Program Coordinator
  M.B.A., B.U.S., North Dakota State University

Seth Grimes, Academic Dean Online
  M.B.A., Benedictine University
  B.S., University of Alabama

Admissions Department

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

Paul Kramer, Director of Training and Development Twin Cities
  M.A., University of St. Thomas
  B.A., University of Wisconsin

John Wilson, Director of Admissions Fargo/Moorhead
  A.A.S., Aakers Business College

Sandra Koebenick,
  Associate Director of Admissions Fargo/Moorhead
  B.S., Minnesota State University – Moorhead

Nicolette Davis, Admissions Representative Fargo/Moorhead
  B.S., University of Maryland

Linda Froehlich, Admissions Manager Fargo/Moorhead

Randi Harwood, Admissions Representative Fargo/Moorhead
  B.S., North Dakota State University

Carmen Haskins, Admissions Representative Fargo/Moorhead
  B.A., University of North Dakota

Aaron Johnson, Admissions Representative Fargo/Moorhead
  B.S., University of Minnesota – Crookston

Tami Lacina, Admissions Representative Fargo/Moorhead
  B.S., Minnesota State University – Moorhead

Melvin Lynn, Admissions Representative Fargo/Moorhead
  B.A., Whitworth College

Aaron Martin, Admissions Representative Fargo/Moorhead
  B.S., North Dakota State University

Jennifer Mastrud, Admissions Representative Fargo/Moorhead
  B.S., North Dakota State University

Emily Netland, Admissions Representative Fargo/Moorhead
  B.A., University of North Dakota

Brein Olmstead, Admissions Representative Fargo/Moorhead
  B.S., North Dakota State University

Leigh Shebeck, Business Professional Manager Fargo/Moorhead
  B.S., Benedictus State University
Student Services Staff

John Andrick, Student Accounts Assistant
B.S.U.S., North Dakota State University
Fargo/Moorhead

Angela Bachman,Employer Relations Specialist
M.S., Minnesota State University – Moorhead
B.A., North Dakota State University
Fargo/Moorhead

Kimberly Burton, Financial Planning Coordinator
B.B.A., B.B.A., University of North Dakota
Fargo/Moorhead

Joanna Haas, Administrative Assistant
A.A.S., Rasmussen College
Fargo/Moorhead

Emily Halverson, Financial Aid Officer
B.S., North Dakota State University
Fargo/Moorhead

Gayle Johnson, Student Services Coordinator
M.S., North Dakota State University
B.S.W., Minnesota State University – Moorhead
Fargo/Moorhead

Kari McKee, Student Accounts Manager
B.Acc., North Dakota State University
Fargo/Moorhead

Ted McKinney, IT Support Specialist
B.S., University of Minnesota
Fargo/Moorhead

Christina Nelson, Financial Planning Coordinator
A.A.S., Aakers Business College
Fargo/Moorhead

Robert Neuteboom, Mentor Center Coordinator
M.F.A., Minnesota State University – Moorhead
M.A., University of South Dakota
Fargo/Moorhead

Brian Olson, Career Services Advisor
B.S., University of North Dakota
Fargo/Moorhead

Darwin Olson, Director of Financial Aid
A.A.S., University of North Dakota - Lake Region
Fargo/Moorhead

June Schott, Registrar
Fargo/Moorhead

Communication Department

Eric Gomez,
B.A., Minnesota State University – Moorhead
Fargo/Moorhead

General Education Department

Scott Dack,
M.A., George Mason University
B.A., University of Nebraska – Lincoln
Fargo/Moorhead

David Kirk,
M.A., B.A., Rhode Island College
Fargo/Moorhead

Carly Hearn,
B.A., North Dakota State University
Fargo/Moorhead

Dawn Miller,
Ed.S., Indiana University
Fargo/Moorhead

Robert Neuteboom, Mentor Center Coordinator
M.F.A., Minnesota State University – Moorhead
M.A., University of South Dakota
Fargo/Moorhead

Library/Learning Resources Department

Beth Marie Gooding, Reference Librarian
M.S., M.L.S., Indiana University
B.A., University of Iowa
Fargo/Moorhead

School of Allied Health

Bradley Moore, Director, School of Allied Health
B.S.N., University of South Alabama
Orlando

Kathleen Beck,
M.B.A., B.S.N., University of North Dakota
Fargo/Moorhead

Susan Finneman,
Medical Laboratory Technician Program Coordinator
B.S., Northeastern University
Fargo/Moorhead

Lisa Hoggarth, Exercise Science Program Coordinator
B.S., University of Mary
Fargo/Moorhead

Lael Richards,
B.S., Valley City State University
Fargo/Moorhead

School of Business

Robert Anderson,
B.S.Ed., Mayville State University
B.B.A., B.B.A., University of North Dakota
Fargo/Moorhead

MacDalton Berns,
M.A., University of Mary
B.S., Minnesota State University – Moorhead
Fargo/Moorhead

Sarah Dixon,
B.A., Concordia College – Moorhead
Fargo/Moorhead

William Erickson,
M.A., University of Mary
B.S., Southern Illinois University
Fargo/Moorhead

Brenda Finger,
M.A., University of Mary
B.S., Minnesota State University – Moorhead
Fargo/Moorhead

Robert Johnston,
M.S., M.S., University of Mary
B.A., Minot State University
Fargo/Moorhead

John Lazorenko,
B.S., Dickinson State University
Fargo/Moorhead

Roxanne Visser,
B.S., Minnesota State University – Moorhead
Fargo/Moorhead

Sheri Walls,
M.B.A., Bellevue University
B.S., Southern Nazarene University
Fargo/Moorhead

Linda Beuning,
B.S., St. Cloud State University
Online

Jenny Ekern,
M.A., University of Wollongong, NSW Australia
Online

Kari Grismer, CPA
B.S., University of Wisconsin - Stout
Online

Rahndy Jadinak,
B.S., Minnesota State University – Mankato
Online

Virginia Knox,
M.Ed., Capella University
B.S., Akron State University
Online

Karen Krych,
B.S., St. Cloud State University
Online

Peggy Peterson,
B.S., Arkansas State University
B.S., Culver-Stockton College
A.A.S., Three Rivers Community College
Online

Kathy Sauer, CPA
B.S., North Dakota State University
A.S., North Dakota State College of Science
Online

Marty Toole,
M.S., Chapman University
B.S., Wayland Baptist University
Online

School of Justice Studies

Carie Ann Potenza, Director of Justice Studies
M.A., Rutgers University
B.A., University of Albany
Eden Prairie

Leo Rognlin,
M.A., University of Mary
B.S., Bemidji State University
Fargo/Moorhead

Rachel Wallock,
M.A., University of Mary
B.S., North Dakota State University
Fargo/Moorhead
FLORIDA CAMPUS LOCATIONS

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

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

ILLINOIS CAMPUS LOCATION

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

MINNESOTA CAMPUS LOCATIONS

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

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

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

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

Mankato
501 Holly Lane, Suite 100
Mankato, MN 56001-6803
507-625-6556

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

NORTH DAKOTA CAMPUS LOCATIONS

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

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

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

WISCONSIN CAMPUS LOCATION

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

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www.rasmussen.edu
888-5-RASMUSSEN

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