Campus Locations

• Fargo/Moorhead

Additional Campus Locations

• Fort Myers, FL
• Ocala, FL
• Pasco County, FL
• Aurora, IL
• Rockford, IL
• Brooklyn Park, MN
• Eagan, MN
• Eden Prairie, MN
• Lake Elmo/Woodbury, MN
• Mankato, MN
• St. Cloud, MN
• Bismarck, ND
• Green Bay, WI

Effective August 11, 2008.
This edition replaces previous editions.
Mission

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

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

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

Purpose

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

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

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

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

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

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

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

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

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

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

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

Board of Directors

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

*What does CHIPS mean for you, our student?*

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

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

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

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

**INTEGRITY**
- Are you accredited?
- Is your accreditation national or regional?
- Do you allow students to participate in evaluation of their instructors and overall educational experience?
- How do you decide which new programs to offer? Who helps you develop them?
- Do you help graduates develop a portfolio of work samples that can be used to demonstrate career competencies to potential employers?

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

**SERVICE**
- Do you offer 24/7 assistance for students?
- Do you offer no-cost tutoring for both online and on-campus students?
- Do you offer assistance with researching and applying for financial aid?
- Do you assist new students with gathering transcripts and other necessary items during the application process? Are you available for questions throughout this time?
- Does your college have a library and an onsite librarian?
- Do you offer technical support onsite and online?
- Are you open evenings and weekends?
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. We respect your values and support you with a campus environment that meets your needs.

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

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

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

Career Advice and Assistance

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

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

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

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

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

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

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

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

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

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

Student Services Coordinator - The goal of the Student Services Coordinator is to help you with whatever you need to ensure that you graduate on time. Whether you need assistance with the online learning platform or introduction 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 online experience 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 time 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.

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

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

In addition to institutional accreditation, Rasmussen College has pursued accreditation for eligible programs to ensure that graduates meet national standards for employment. Rasmussen College – Bismarck participates with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) in the Medical Laboratory Technician program, which has received Serious Applicant status.

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.

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

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

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

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

Our admissions professionals can now help you explore the various options that best meet your goals, interests, educational needs, and work or activities schedule. Your team will help you find the learning program, location, and coursework that are right for you.

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

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

- Individuals applying for admission to the Medical Laboratory Technician program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See “Applying for the Medical Laboratory Technician Program” under Academic Information.

- In addition, all Justice Studies programs and some Allied Health programs require applicants to complete a criminal background check. See the catalog pages for more information.

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

Picking a Start Date

2008-2009 Academic Calendar

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

College Holidays

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

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

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

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gift Aid</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$400 - $4731</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td><strong>MN State Grant</strong></td>
<td>Grant based on financial need and the student’s individual tuition and fees. Must be an undergraduate student with MN residency. Student is notified by the College regarding eligibility.</td>
<td>Amounts calculated based on length of degree and current state legislative provisions.</td>
<td>Free Application for Federal Student Aid</td>
</tr>
<tr>
<td><strong>Federal Supplemental Educational Opportunity Grant (SEOG)</strong></td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid – Awarded by the College</td>
</tr>
<tr>
<td><strong>Academic Competitiveness Grant (ACG)</strong></td>
<td>Award based on Pell Grant eligibility and academic rigor requirements of state high school coursework.</td>
<td>$750 for first year $1,300 for second year</td>
<td>Free Application for Federal Student Aid –</td>
</tr>
</tbody>
</table>

| **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 – |

| **Federal Loan Programs**                    |                                                    |                 |                                       |
| Federal Subsidized Stafford Loan Programs     | 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 - $4000 3rd Year + - $5000. | 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 of up to $10,000 for incoming first-year students. Below is a quick look at the available Grade Point Achievement scholarships. Ask your Admissions Representative for all the details and an application form.

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

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

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

If your cumulative Grade Point Average upon graduation is between: You will receive the following Scholarship: If you apply for admission prior to January 30, your award is: If you apply for admission between January 30, and April 30, your award is:

<table>
<thead>
<tr>
<th>GPA Range</th>
<th>Scholarship</th>
<th>Associates'</th>
<th>Bachelors'</th>
<th>Associates'</th>
<th>Bachelors'</th>
<th>Associates'</th>
<th>Bachelors'</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.00 – 2.74</td>
<td>Success Award</td>
<td>$1,000</td>
<td>$2,000</td>
<td>$600</td>
<td>$1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.75 – 2.99</td>
<td>Achievement Award</td>
<td>$1,500</td>
<td>$3,000</td>
<td>$1,000</td>
<td>$2,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.00 – 3.24</td>
<td>Silver Circle Award</td>
<td>$2,000</td>
<td>$4,000</td>
<td>$1,500</td>
<td>$3,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.25 – 3.49</td>
<td>Gold Circle Award</td>
<td>$2,500</td>
<td>$5,000</td>
<td>$2,000</td>
<td>$4,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.50 – 3.74</td>
<td>Platinum Circle Award</td>
<td>$3,000</td>
<td>$6,000</td>
<td>$2,500</td>
<td>$5,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.75 – 3.99</td>
<td>Director’s Award</td>
<td>$4,000</td>
<td>$8,000</td>
<td>$3,000</td>
<td>$6,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.00</td>
<td>President’s Award</td>
<td>$5,000</td>
<td>$10,000</td>
<td>$4,000</td>
<td>$8,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

Corporate Discount
Some companies receive a tuition discount from Rasmussen College for eligible employees. Contact your campus for details.
### Foundation Courses

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

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

### General Education Courses

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

### Math/Natural Sciences

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

<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>

### 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>

### Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
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<tr>
<td>D111</td>
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<td>3</td>
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<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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<tr>
<td>E3100</td>
<td>Introduction to Exercise Science</td>
<td>3</td>
</tr>
<tr>
<td>E5110</td>
<td>Fitness Theory and Assessment</td>
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<tr>
<td>E5200</td>
<td>Exercise Physiology</td>
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<tr>
<td>E5220</td>
<td>Resistance Training Techniques</td>
<td>3</td>
</tr>
<tr>
<td>E5230</td>
<td>Event Training Techniques</td>
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</tr>
<tr>
<td>E5240</td>
<td>Exercise for Special Populations</td>
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</tr>
<tr>
<td>E5280</td>
<td>Exercise Science Capstone</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
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<tr>
<td>M120</td>
<td>Medical Terminology</td>
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<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>
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<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>
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</tbody>
</table>

### Total Degree Credits 98-100*

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

Objective.
Graduates of this program know the importance of coding to the functioning of the healthcare facility. They understand medical terminology and basic anatomy and pathology. They know ICD and CPT coding principles, and can code healthcare data using these principles. Graduates can use common coding software applications. They can also navigate a health record and abstract information necessary to correctly code the medical data. Graduates value communication, ethical and professional behavior in the workplace, and the confidentiality of patient information.

HEALTH INFORMATION TECHNICIAN AAS DEGREE**
Standard Length of Program • 6 Quarters Full-Time • 9 Quarters Part-Time
Career Opportunities • Health Information Technician • Medical Data Analyst • Medical Coder
• Health Information Workflow Specialist • Medical Records Coordinator
• Coding Analyst • Electronic Health Record Specialist

Foundation Courses
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) 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 4
Math/Natural Sciences (1 required***; select 1 course) 4
Social Sciences (Select 2 courses) 4

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

Total Degree Credits 92*

This Degree Program is also offered online.
* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

** The Health Information Technician program offered at the Brooklyn Park, Eagan, Eden Prairie, Mankato, and St. Cloud locations is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). The Rockford, IL campus is in the Application for Candidacy process and will be reviewed for accreditation in 2008. The Green Bay, WI campus is in the Application for Candidacy process and will be reviewed for accreditation in 2009. The Moorhead, MN campus will begin the Application for Candidacy process in 2008. Students at these campuses will be kept informed of the program’s accreditation status. Graduates may not sit for the American Health Information Management Association (AHIMA) credentialing examination until accreditation has been granted to the campus.

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

MEDICAL CODING DIPLOMA
Standard Length of Program • 6 Quarters Part-Time
Career Opportunities • Medical Coder • Medical Coder/Biller

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

Major and Core Courses
Number Course Credits
D111 Computer Information Systems 3
E150 Success Strategies 4
E242 Career Development 2
G150 Structure and Function of the Human Body 4
G141 Introduction to Communication 4
G150 Structure and Function of the Human Body 4
G233 College Algebra 4
M120 Medical Terminology 4
M140A Intermediate ICD-9-CM Coding 3
M141 Ambulatory Care Coding 3
M208 Introduction to Health Information Management 4
M209 Medical Insurance and Billing 3
M223 Pathology I 4
M224 Pathology II 4
M230 Medical Law and Ethics 4
M251 Medical Coding Practicum 1

Total Diploma Credits 59*

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

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

---

### MEDICAL OFFICE ASSISTANT AAS DEGREE

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

**Career Opportunities**
- Medical Office Administrative Assistant
- Phlebotomist
- Patient Care Technician

#### Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>B097</td>
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<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 B099.

#### General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>E150</td>
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<td>E150</td>
<td>Success Strategies</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
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</tr>
<tr>
<td>M209</td>
<td>Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>M223</td>
<td>Pathology I</td>
<td>4</td>
</tr>
<tr>
<td>M224</td>
<td>Pathology II</td>
<td>4</td>
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<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
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<tr>
<td>MA110</td>
<td>Clinical Skills I</td>
<td>4</td>
</tr>
<tr>
<td>MA135</td>
<td>Pharmacology for the Allied Health Professional</td>
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</tr>
<tr>
<td>MA235</td>
<td>Laboratory Skills for Medical Office Assistants</td>
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</tr>
<tr>
<td>MA245</td>
<td>Medical Office Assistant Externship</td>
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</tr>
</tbody>
</table>

\[Total Degree Credits: 96^*\]

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

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

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### MEDICAL LABORATORY TECHNICIAN AAS DEGREE

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

**Career Opportunities**
- Medical Laboratory Technician

#### General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G226</td>
<td>Speech</td>
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<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MA241</td>
<td>Human Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>G234</td>
<td>Contemporary U.S. Government</td>
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#### Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
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<tr>
<td>E150</td>
<td>Success Strategies</td>
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<tr>
<td>E242</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
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</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
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<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
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<tr>
<td>M209</td>
<td>Medical Insurance and Billing</td>
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</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>M230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MA110</td>
<td>Clinical Skills I</td>
<td>4</td>
</tr>
<tr>
<td>MA135</td>
<td>Pharmacology for the Allied Health Professional</td>
<td>4</td>
</tr>
<tr>
<td>MA235</td>
<td>Laboratory Skills for Medical Office Assistants</td>
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</tr>
<tr>
<td>MA245</td>
<td>Medical Office Assistant Externship</td>
<td>6</td>
</tr>
</tbody>
</table>

\[Total Degree Credits: 99\]

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**Applicants to this program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See “Applying for the Surgical Technologist and Medical Laboratory Technician Programs” under Academic Information.**
**MEDICAL TRANSCRIPTIONIST 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>
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</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
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</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
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</table>

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

**General Education Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
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<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
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<td>G245</td>
<td>Introduction to Geology</td>
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**Math/Natural Sciences**

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<tr>
<td>G123</td>
<td>Principles of Economics</td>
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<tr>
<td>G137</td>
<td>Introduction to Psychology</td>
<td>4</td>
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<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
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</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>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
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</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
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</table>

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

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>D111</td>
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<tr>
<td>E150</td>
<td>Success Strategies</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
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<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
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<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
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<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
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<tr>
<td>M205</td>
<td>Medical Transcription I</td>
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<tr>
<td>M206</td>
<td>Medical Transcription II</td>
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<tr>
<td>S116</td>
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</table>

**Total Diploma Credits** 62*

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

Graduates of this program know basic concepts of anatomy and physiology, pathology, microbiology, and pharmacology. They understand OR design, surgical equipment and instrumentation, safety standards, and asepsis and sterile techniques. Graduates can prepare, clean, and restock operating rooms, use and maintain surgical equipment, perform scrub and circulator duties in a number of surgical specialties, and contribute to pre- and post-operative patient care. They value critical thinking, communication, and patient safety and care.

SURGICAL TECHNOLOGIST AAS DEGREE

Standard Length of Program • 7 Quarters Full-Time

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

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Communication (Select 1 course)</td>
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<tr>
<td></td>
<td>G141 Introduction to Communication</td>
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<tr>
<td></td>
<td>G226 Speech</td>
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<tr>
<td></td>
<td>Humanities (Select 2 courses)</td>
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<td>G125 Humanities</td>
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<tr>
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<td>G138 Introduction to Film</td>
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<td>G201 Creative Writing</td>
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<tr>
<td></td>
<td>G230 Introduction to Literature</td>
<td>4</td>
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<td></td>
<td>Math/Natural Sciences (2 required courses)</td>
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<td>MA241 Human Anatomy and Physiology I</td>
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<td>MA242 Human Anatomy and Physiology II</td>
<td>5</td>
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<td></td>
<td>Social Sciences (Select 1 course)</td>
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<td></td>
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<td>G123 Principles of Economics</td>
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<td>G142 Introduction to Sociology</td>
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</tr>
<tr>
<td></td>
<td>G243 Contemporary U.S. Government</td>
<td>4</td>
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</tbody>
</table>

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>D111 Computer Information Systems</td>
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<td></td>
<td>E150 Success Strategies</td>
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<td>G124 English Composition</td>
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<td>G137 Introduction to Psychology</td>
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<td>G233 College Algebra</td>
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<td>M120 Medical Terminology</td>
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<td>M223 Pathology I</td>
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<td>MA135 Pharmacology for the Allied Health Professional</td>
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<td>ST102 Microbiology for Surgical Technologists</td>
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<td>ST105 Introduction to Surgical Technology</td>
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<td>ST112 Surgical Procedures I</td>
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<td>ST203 Surgical Procedures II</td>
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<td>ST207 Surgical Procedures III</td>
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<td>ST215 Surgical Tech Practicum I*</td>
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<tr>
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<td>ST220 Surgical Tech Practicum II*</td>
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</tbody>
</table>

Total Degree Credits: 97

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

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

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

ACCOUNTING AAS DEGREE
Banking • Financial Accounting • Financial Investigation

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

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

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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<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.

General Education Courses

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

Communication (Select 1 course)

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

Humanities (Select 2 courses)

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

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

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

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G122</td>
<td>World Geography</td>
<td>4</td>
</tr>
<tr>
<td>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>

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

*** G123 Principles of Economics is required for the Accounting AAS degree. Students must select an additional course from the Social Sciences category to meet the required amount of general education credits in that category.

Major and Core Courses

<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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<tr>
<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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</tr>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
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<tr>
<td>D181</td>
<td>Excel</td>
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</tr>
<tr>
<td>D279</td>
<td>Computer Focused Principles</td>
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<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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Banking Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B232</td>
<td>Principles of Marketing</td>
<td>4</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>
<td>4</td>
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<tr>
<td>F213</td>
<td>Introduction to Mortgage Lending</td>
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<td>F215</td>
<td>Principles of Banking Law</td>
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Financial Accounting Specialization

<table>
<thead>
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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>
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</tr>
<tr>
<td>A274</td>
<td>Intermediate Accounting II</td>
<td>4</td>
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<tr>
<td>B234</td>
<td>Business Law</td>
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<td>B293</td>
<td>Business Ethics</td>
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</table>

Financial Investigation Specialization

<table>
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<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>A272</td>
<td>Intermediate Accounting I</td>
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<tr>
<td>A274</td>
<td>Intermediate Accounting II</td>
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<tr>
<td>A276</td>
<td>Financial Investigation</td>
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<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J125</td>
<td>Criminal Law and Procedures</td>
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Total Degree Credits 93*

This Degree Program is also offered Online.

Financial Accounting Specialization

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

Total Degree Credits 93*

This Degree Program is also offered Online.

* Credit totals do not include Foundations of English I or Foundations of Math. These courses may be required of some students based upon placement examinations.
Objective.
Graduates of this program know concepts in management, human resources, marketing, business law and ethics, and customer service. They understand finance and accounting, and advanced management theories and techniques in a variety of fields.

They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment.

They value critical thinking, communication, diversity, leadership, integrity, and lifelong learning.

BUSINESS MANAGEMENT BS DEGREE

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
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</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>Lower Division</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>(Required course)</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td>(Select 1 course)</td>
<td></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>Humanities</td>
<td>(Select 2 courses)</td>
<td></td>
</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G138</td>
<td>Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>Math/Natural Sciences</td>
<td>(1 required***; select 1 course)</td>
<td></td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra***</td>
<td></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>
<tr>
<td>Social Sciences</td>
<td>(Select 2 courses)</td>
<td></td>
</tr>
<tr>
<td>G122</td>
<td>World Geography</td>
<td>4</td>
</tr>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</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>
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<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
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</tr>
</tbody>
</table>

Upper Division

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>(Select 1 course)</td>
</tr>
<tr>
<td>G322</td>
<td>Visual Communication in the Media</td>
</tr>
<tr>
<td>G330</td>
<td>American Literature</td>
</tr>
<tr>
<td>G335</td>
<td>Contemporary World Literature: 1900 to the Present</td>
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<tr>
<td>G435</td>
<td>Literature of American Minorities</td>
</tr>
<tr>
<td>Math/Natural Sciences</td>
<td>(Select a minimum of 1 course)</td>
</tr>
<tr>
<td>G328</td>
<td>Human Uses of the Environment</td>
</tr>
<tr>
<td>G402</td>
<td>Statistics</td>
</tr>
<tr>
<td>G434</td>
<td>Gender in Math and Science</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>(Select a minimum of 1 course)</td>
</tr>
<tr>
<td>G333</td>
<td>American Religious History</td>
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<tr>
<td>G380</td>
<td>Visions of America Since 1945</td>
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<tr>
<td>G401</td>
<td>Comparative Politics</td>
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</table>

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

Major and Core Courses

<table>
<thead>
<tr>
<th>Lower Division</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>A151</td>
<td>Accounting I</td>
<td>4</td>
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<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>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>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>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
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</tbody>
</table>

Upper Division

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

Total lower division major/core credits 45
Total upper division major/core credits 64
Unrestricted elective credits 15
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.

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

Graduates of this program know major concepts in management, human resources, marketing, accounting, business ethics, and customer service. They can interpret financial data and perform basic accounting tasks. They can use computer applications for the business environment, and develop problem-solving and decision-making skills. They value critical thinking, communication, diversity, and lifelong learning.

**BUSINESS MANAGEMENT AAS DEGREE**

**Business Administration • 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>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</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

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

### Math/Natural Sciences

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</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>
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<td>G239</td>
<td>Introduction to Astronomy</td>
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</tr>
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<td>Introduction to Geology</td>
<td>4</td>
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### Social Sciences

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G122</td>
<td>World Geography</td>
<td>4</td>
</tr>
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<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G137</td>
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### Major and Core Courses

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<td>B230</td>
<td>Principles of Finance</td>
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<td>B233</td>
<td>Principles of Management</td>
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<td>B234</td>
<td>Business Law</td>
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**Business Administration Specialization**

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>Accounting II</td>
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<td>A177</td>
<td>Payroll Accounting</td>
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<td>B119</td>
<td>Customer Service</td>
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<td>B165</td>
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<td>Business Ethics</td>
<td>4</td>
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<tr>
<td>D181</td>
<td>Excel</td>
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</tr>
<tr>
<td>D279</td>
<td>Computer Focused Principles</td>
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**Total Degree Credits** 93*

This Degree Program is also offered online.

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### Human Resource Specialization

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

**Total Degree Credits** 95*

This Degree Program is only offered online.

### Marketing and Sales Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</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.

Graduates of this program know basic office procedures, customer service, and accounting. They can use word-processing, spreadsheet, and presentation software and prepare a variety of business documents. They value communication, ethics, and lifelong learning.

**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*

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

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

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

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

<table>
<thead>
<tr>
<th>Foundation Courses</th>
<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>
<td></td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

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

** General Education Courses **

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>G124</td>
<td>4</td>
</tr>
<tr>
<td>Communication (Select 1 course**)</td>
<td>G141 Introduction to Communication **</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G226 Speech</td>
<td>4</td>
</tr>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>G125 Humanities</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G138 Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G201 Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G230 Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>Math/Natural Sciences (1 required**; select 1 course)</td>
<td>G150 Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G233 College Algebra **</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G239 Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G245 Introduction to Geology</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences (2 required courses)</td>
<td>G137 Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G142 Introduction to Sociology</td>
<td>4</td>
</tr>
</tbody>
</table>

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

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

Criminal Justice Professional Peace Officer Education (PPSE) Students seeking licensing as professional peace officers in the state of Minnesota must take these courses designated as PPSE courses (G111, E242, G137, G141, J100, J120, J125, J200, J205, J255, and J280). In addition, PPSE students must complete first-responder certification and skills training to be eligible to take the licensing exam.

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

Total Degree Credits 93*

This Degree Program is also offered online.

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

Total Degree Credits 93*

This Degree Program is also offered online.

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

Total Degree Credits 93*

This Degree Program is also offered online.

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

Total Degree Credits 93*

This Degree Program is also offered online.

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

Graduates of this program know the history and development of the criminal-justice system and its effect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system. They can apply critical thinking to issues in criminal justice such as law enforcement, corrections, juvenile justice, and domestic violence. They value communication, critical thinking, and integrity in the criminal-justice system. Graduates will be eligible to take the Minnesota Professional Peace Officer (POST) licensing exam.

PROFESSIONAL PEACE OFFICER EDUCATION CERTIFICATE

Standard Length of Program  • 3 Quarters Full-Time  • 4 Quarters Part-Time

Career Opportunities  • Police Officer  • Law Enforcement Officer  • Sheriff Deputy

Foundation Courses

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

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

Professional Peace Officer Education (PPOE) Program Requirements

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

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

Major and Core Courses

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

Total Certificate Credits  53*

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

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

Graduates of this program know the principles of legal research and writing. They understand criminal, family, corporate, and real-estate law. They can provide services in all areas of the legal system, such as courts, law firms, and government agencies, under the supervision of an attorney. Graduates value communication, integrity, and the ability to think critically about issues in law and the paralegal field. Paralegals may not provide legal services directly to the public, except as permitted by law.

### PARALEGAL AAS DEGREE

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

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D111</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>2</td>
</tr>
<tr>
<td>PL100</td>
<td>4</td>
</tr>
<tr>
<td>PL110</td>
<td>4</td>
</tr>
<tr>
<td>PL121</td>
<td>4</td>
</tr>
<tr>
<td>PL122</td>
<td>4</td>
</tr>
<tr>
<td>PL140</td>
<td>4</td>
</tr>
<tr>
<td>PL211</td>
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<td>PL212</td>
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<td>PL215</td>
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<td>PL219</td>
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<td>PL225</td>
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<td>PL230</td>
<td>4</td>
</tr>
<tr>
<td>PL290</td>
<td>5</td>
</tr>
</tbody>
</table>

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

*This Degree Program is only offered online.*

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

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

### PARALEGAL CERTIFICATE

**Standard Length of Program** • 4 Quarters **Full-Time**
**Career Opportunities** • Paralegal • Legal Assistant • Legal Secretary

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>4</td>
</tr>
<tr>
<td>G239</td>
<td>4</td>
</tr>
<tr>
<td>G245</td>
<td>4</td>
</tr>
<tr>
<td>G138</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>4</td>
</tr>
<tr>
<td>G150</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>4</td>
</tr>
<tr>
<td>G138</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Certificate Credits** **61**

*This Certificate Program is only offered online.*

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

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

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

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

INFORMATION SYSTEMS MANAGEMENT AAS DEGREE

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

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

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

Foundation Courses

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

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

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G126</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G33</td>
<td>Communication Skills</td>
<td>4</td>
</tr>
</tbody>
</table>

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

Group I - Information Technician Elective Group

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>N112</td>
<td>PC Hardware and Software I (A+)</td>
<td>3</td>
</tr>
<tr>
<td>N113</td>
<td>PC Hardware and Software II (A+)</td>
<td>3</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits 93*

Group II - Multimedia Web Elective Group

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM11</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>N272</td>
<td>Multimedia Technologies</td>
<td>3</td>
</tr>
<tr>
<td>W208</td>
<td>Advanced Website Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits 93*

This Degree Program is also offered online.

Database Administration Specialization

<table>
<thead>
<tr>
<th>Number</th>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentiation</td>
<td>4</td>
</tr>
<tr>
<td>N112</td>
<td>PC Hardware and Software I (A+)</td>
<td>3</td>
</tr>
<tr>
<td>N113</td>
<td>PC Hardware and Software II (A+)</td>
<td>3</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits 93*

IP Telephony Specialization

<table>
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</table>

Total Degree Credits 90*

Networking Security and Forensics Specialization

<table>
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</table>

Total Degree Credits 93*

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

**Digital Design and Animation • Web Design**

**Foundation Courses**

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

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

**General Education Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G226</td>
<td>Speech</td>
<td>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** (1 required**, select 1 course)

<table>
<thead>
<tr>
<th>Number</th>
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</tr>
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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>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Social Sciences** (Select 2 courses)

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

**Major and Core Courses**

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

**Digital Design and Animation Specialization**

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

**Total Degree Credits** 95*

**Web Design Specialization**

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

**Total Degree Credits** 95*

This Degree Program is also offered online.*

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

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**Objective.**

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

---

**Foundation Courses**

- B097 Foundations of English I (4 credits)
- B098 Foundations of English II (4 credits)
- B099 Foundations of Math (4 credits)

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**

- G124 English Composition (4 credits)
- G141 Introduction to Communication (4 credits)
- G226 Speech (4 credits)
- G125 Humanities (4 credits)
- G138 Introduction to Film (4 credits)
- G201 Creative Writing (4 credits)
- G230 Introduction to Literature (4 credits)

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- G150 Structure and Function of the Human Body (4 credits)
- G233 College Algebra** (4 credits)
- G239 Introduction to Astronomy (4 credits)
- G245 Introduction to Geology (4 credits)

**Social Sciences** (Select 2 courses)

- G122 World Geography (4 credits)
- G123 Principles of Economics (4 credits)
- G137 Introduction to Psychology (4 credits)
- G142 Introduction to Sociology (4 credits)
- G243 Contemporary U.S. Government (4 credits)

**Major and Core Courses**

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

**Digital Design and Animation Specialization**

- NM110 Drawing Design and Art Theory (3 credits)
- NM131 Introduction to 3D Arts and Animation (3 credits)
- NM240 3-Dimensional Animation (3 credits)

**Total Degree Credits** 95*

**Web Design Specialization**

- NM115 Networking and Internet Technologies (3 credits)
- NM250 Dynamic Content Management (3 credits)
- NM260 Server Side Scripting (3 credits)

**Total Degree Credits** 95*

This Degree Program is also offered online.*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.
Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory, depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in the theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates, tests, or practices for reinforcement skills previously acquired through lecture or outside reading. An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory have the credit equivalency of one hour of lecture. Internship (also externship or practicum) is 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 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 course descriptions include whether the course is lecture, laboratory, internship, or a mixture.

How to read course descriptions
Course description numbers that fall below 100 are considered developmental courses.

Course description numbers that range from 100-199 are considered entry-level courses. Course description numbers that range from 200-299 are considered intermediate courses and may function as second-year courses or capstone courses. Course description numbers that range from 300-399 are considered upper division courses that may function as third-year courses. Course description numbers that range from 400-499 are considered advanced upper division courses that may function as fourth-year requirements for a Bachelor’s degree.

A Accounting
B Business
D Computers
ES Exercise Science
F Banking and Finance
G General Education
J Criminal Justice
M Medical/Allied Health
MA Medical Office Assistant
ML Medical Laboratory Technician
MT Massage Therapy
N Network
NM Multimedia
PB Phlebotomy
PN Practical Nursing
R Respiratory
S Secretarial/Office Administration
ST Surgical Technology
W Web Programming

A151 Accounting I
40 hours, 4 credits
This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of accounting and will be trained in the bookkeeping function of properly recording transactions in journals and posting to ledgers. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced.
Prerequisite: none

A152 Accounting II
40 hours, 4 credits
This course is a continuation of Accounting I with additional concern with financial statement analysis for partnerships and corporations. The course will emphasize valuing assets including: property plant equipment, inventory and accounts receivable and will address the classification of accounts, notes, payroll liabilities, and monthly adjustments.
Prerequisite: Accounting I

A153 Accounting III
40 hours, 4 credits
This course is a further continuation of Accounting II and will emphasize corporate accounting, corporate issuing and investing in debt and equity securities, financial and cash-flow analysis, and decision-making. The course will include manufacturing accounting methods used for budgeting and forecasting.
Prerequisite: Accounting II

A177 Payroll Accounting
40 hours, 4 credits
Focus is on computing and paying of wages and salaries, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records.
Prerequisite: Accounting I

A269 Income Tax
40 hours, 4 credits
Course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.
Prerequisite: Accounting II

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

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

A280 Accounting Capstone*
20 hours, 2 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

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

B096 Foundations of English (ESL)
40 hours, 4 credits
This course is an introduction to the discipline, and employment guidelines. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guide lines.
Prerequisite: none

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

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

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

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

B097 Foundations of English I
40 hours, 4 credits
This course emphasizes grammar usage, basic punctuation, and sentence structure.
Prerequisite: Placement determined by placement test score.

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

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

B111 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.
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Prerequisite: none

* Courses with an asterisk are generally offered only as online classes.
Prerequisite: Introduction to Human identification of risks, evaluation of risks, and finance. Emphasis is placed on the risk used for decision making in human resources management and loss control methods as transfer, risk avoidance, and risk retention to communications, and marketing's role in electronic commerce.

Prerequisite: Accounting I

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

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 for 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 benefit law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners are able to use compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.
Prerequisite: Introduction to Human Resource Management

B268 Compensation and Benefits Management* 40 hours, 4 credits
This course content addresses the trends and evaluation of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. This course will help students understand the role that an integrated total compensation program can play in contributing to organizational success. You will learn about effective compensation strategies and how various emerging issues impact program design.
Prerequisite: Introduction to Human Resource Management

B271 Professional Communication 40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.
Prerequisite: Passing grade in Foundations of English II or placement determined by STEP assessment score.

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

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

B480 Critical Issues in Business 40 hours, 4 credits
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts studied throughout their degree in creating a solution for an actual management need. This course is designed to be taken during the student's last semester.
Prerequisite: none

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, ethical standards of practice, and the theory and practice of the public-relations problem-solving process as applied to various audiences.
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

BU303 Introduction to International Business 40 hours, 4 credits
This course examines the characteristics of those areas of risk and uncertainty where the mechanisms of insurance are effective alternative and ascertain 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
This course examines 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 of 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: Introduction to Business

BU312 International Business 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 of 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: Principles of Management

BU335 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: Introduction to Business

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: Introduction to Business

BU403 Contemporary Leadership Challenges 40 hours, 4 credits
This course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in researching, presenting, and discussing course materials. In addition to gaining in-depth exposure to a current key topic in the field, students learn to become active and effective members of a professional learning community.
Prerequisite: Principles of Management

BU404 Negotiation and Conflict Management 40 hours, 4 credits
This course introduces one's monetary system and operating in business and other organizational settings. The emphasis is on gaining an understanding of the negotiation process and developing effective negotiation and conflict management skills.
Prerequisite: Introduction to Business

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

**BU42S 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 hour laws, FLSA, affirmative action programs, employee benefits; insurance; workers' compensation; safety, health; employer's legal rights; and collective bargaining legislation.
Prerequisite: Principles of Management

**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

**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 workplace.
Prerequisite: none

**D181 Excel** 40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Excel. Students will be introduced to electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Information Systems

**D187 Professional Presentations** 40 hours, 3 credits
This course is designed to incorporate two Microsoft Office presentation programs into a single, powerful tool that can be used to create Professional Presentations. Students will learn to use PowerPoint and Publisher as partners in creating multidimensional presentations.
Prerequisite: Computer Information Systems

**D279 Computer Focused Principles** 40 hours, 3 credits
This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.
Prerequisite: Accounting I

**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 the skills 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

**ES225 Musculoskeletal Injuries** 40 hours, 4 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 assess members of special populations and develop appropriate fitness programs.
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 individuals, and apply this knowledge to exercise prescription for older individuals.
Prerequisites: Fitness Theory and Assessment

**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 will assist with the programs.
Prerequisites: Fitness Theory and Assessment

**ES280 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, Fitness Theory 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

**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 papers, 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 fosters student creative achievement. It is designed to increase the student's understanding and appreciation of cultural literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.
Prerequisite: none

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

G137 Introduction to Psychology 40 hours, 4 credits
This course will introduce students to the scientific study of human behavior. Course topics will include the following: heredity and environment, development of the individual, motivation, emotion, perception, personality and abnormal behavior.
Prerequisite: none

G138 Introduction to Film 40 hours, 4 credits
This course is an introduction to the main types of film, to expressiveness of film techniques, and to ways in which we can better understand and appreciate both individual films and the medium as a whole. The goals are to introduce students to a diverse group of important American as well as international films and to teach them the necessary criteria for closely examining the characteristics of the film medium. As a result of this process, students will become more sophisticated and satisfied viewers. We will look at how films exemplify particular genres and analyze the film's 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
The course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will 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 a study of 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, 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 important literary genres from folk tales, 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: [English Comp. recommended]

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

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

G243 Contemporary US Government 40 hours, 4 credits
This course provides an introduction to the US system of government, including its parts, institutions, and evolution, and will help students understand how the government works on the national, state and local level. To explore how the US government affects its citizens and how citizens participate in their government, students will address current problems and issues grounded in legal history, theory, and ethics.
Prerequisite: none

G245 Introduction to Geology 40 hours, 4 credits
This course provides an introductory look at the physical processes that shape the earth. Topics include the origin, structure, and systems of the earth, minerals, rock formation, plate tectonics, and volcanoes and earthquakes. Geologic time, climate change, and human-environment interaction will also be explored. Students will complete a research paper on a contemporary issue in geology.
Prerequisite: none

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

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

G332 Visual Communication in the Media 40 hours, 4 credits
This course examines how people understand their world through visual images. Students will examine how people visually gather, process, and interpret information presented through 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 distinguish works from different cultures. Students will respond to texts critically in discussion and essays, as well as research critical evaluations of literary topics, authors, etc.
Prerequisite: English Composition

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

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

G402 Statistics 40 hours, 4 credits
In this course students will learn to use various measures of location and variability to describe data. Concepts such as graphical and numerical descriptive measures, probability, conditional probability laws, discrete random variable, binomial and normal random variables, sampling distributions, central limit theorem, large and small sample confidence intervals for parameters associated with a single population and for comparison of two populations will be discussed. Hypothesis testing for large and small samples will be illustrated.
Prerequisite: College Algebra

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

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

* Courses with an asterisk are generally offered only as online classes.
Prerequisite: Introduction to Criminal Justice.

Introduction to Criminal Law

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

Prerequisite: Introduction to Criminal Justice, Introduction to Psychology

Legal Code for Law Enforcement

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

Prerequisite: Criminal Law and Procedures

Juvenile Justice

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

Juvenile Juvenile Justice

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

Prerequisite: Criminology

Criminology

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 (or co-requisite)

Case Management

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

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

Crime Scene to Conviction: Critical Skills in Documentation

This course will focus 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

Security Challenges

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 (pre-requisite or corequisite)

Ethics in Criminal Justice

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

Introduction to Investigations

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

Prerequisite: Criminal Law and Procedures

Crime Scene Analysis

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

Prerequisite: Introduction to Forensic Science

Contemporary Issues in Criminal Justice

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

Prerequisite: Introduction to Criminal Justice. Students must be enrolled in the Criminal Justice program and in their last or second to last quarter.
M140A Intermediate ICD-9-CM Coding
40 hours, 3 credits
This course is a continuation of Basic ICD-9-CM with developmental practice to increase proficiency in coding with ICD-9-CM using patient records. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. Use of coding and grouper software will be introduced as well as the use of registries and indices.
Prerequisite: Basic ICD-9-CM Coding

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

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

M205 Medical Transcription I*
40 hours, 3 credits
The student will transcribe medical histories, physical examination and other medical reports from transcription tapes and will apply knowledge of medical terminology, anatomy, and physiology to the transcription process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms.
Prerequisites: Medical Terminology, Keyboarding I

M206 Medical Transcription II*
40 hours, 3 credits
A continuation of Medical Transcription I, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, gynecology, orthopedics, general pathology, and selected specialty options. The course includes transcription from tapes of health care professionals who are non-native speakers of English.
Prerequisite: Medical Transcription I

M207 Medical Transcription III*
40 hours, 3 credits
A continuation of Medical Transcription II, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, gynecology, orthopedics, general pathology, and selected specialty options. The course includes transcription from tapes of health care professionals who are non-native speakers of English and operative reports.
Prerequisite: Medical Transcription II

M208 Introduction to Health Information Management
40 hours, 4 credits
This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of health care facilities, the members of the health care team who contribute to and use health information, and trends in the management of health care records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.
Prerequisite: none

M209 Medical Insurance and Billing
40 hours, 3 credits
An introduction to common third 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 measure and manage productivity of HIM staff and explore the HIM management role in relation to other hospital departments.
Prerequisite: Introduction to Health Information Management (or co-requisite)

M223 Pathology I
40 hours, 4 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.
Prerequisite: Human Anatomy and Physiology I, or Structure and Function of the Human Body

M224 Pathology II
40 hours, 4 credits
Continuation of studies of the basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology, and treatment and prevention of common diseases of selected human body systems.
Prerequisite: Pathology I

M229 Healthcare Information Technologies
40 hours, 4 credits
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about HIPAA history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.
Prerequisites: Introduction to Health Information Management, Computer Information Systems

M230 Medical Law and Ethics
40 hours, 4 credits
A study of the United States legal system and court process with emphasis on legal and ethical issues within the health care environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student's program of study.
Prerequisite: none

M251 Medical Coding Practicum*
30 hours, 1 credit
This course offers supervised practical experience in a simulated campus or online setting, or a health care facility arranged by the student, with a minimum of 30 hours of practical experience in medical coding under the direction of a college HIT/Coding instructor or practicing medical coding professional. The practicum offers the student experience as a medical coder using actual or simulated medical documentation, and is essential to training.
Prerequisite: Ambulatory Care Coding

M252 Health Information Practicum*
60 hours, 2 credits
Supervised practical experience in healthcare settings, with a minimum of 60 hours field experience in health information technology under the direction of a practicing health information management professional. The field practicum lets the student gain experience as a health information technician in an actual healthcare work setting, and is essential to training and certification.
Prerequisites: Medical Law and Ethics, Healthcare Information Technologies, Quality Analysis and Management

M280 Medical Transcription Capstone*
50 hours, 3 credits
A supervised experience in medical transcription work settings, simulated lab, and student assignments and presentations that demonstrate competency and understanding of the medical transcription field. Student-planned field trips will be required. Students will transcribe actual medical dictation and be evaluated by the instructor on transcription accuracy, productivity, and professional/ethical conduct. The Capstone is intended to integrate course learning through practical experience in a workplace or simulated setting.
Prerequisite: Medical Transcription II

Note: Courses with an asterisk are generally offered only as online classes.
MA242 Human Anatomy and Physiology II 40 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 systems, respiratory, 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 Assistant Externship 180 hours, 6 credits

Students will engage in an 11-week on-the-job training experience in a physician’s office/practice 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 extend receive pay for the externship hours worked. In the lecture portion of the course, students will learn job-search techniques and skills for entry-level medical assistants.
Prerequisites: Laboratory Skills for Medical Office Assistants

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 analytes, including clinical significance and normal reference ranges.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy: 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, hematopoiesis, and associated diseases. The student laboratory focuses on identifying normal and abnormal white blood cell function, hematopoietic division, and reproduction. Coagulation principles and techniques will be included.
Prerequisite: Hematology I

ML203 Immunology 40 hours, 5 credits

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

ML205 Immunohematology 40 hours, 3 credits

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

ML206 Clinical Microbiology I 60 hours, 4 credits

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

ML291 Clinical Practicum I 180 hours, 6 credits

Students will perform in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate.
Prerequisite: Approval by campus coordinator: completion of all coursework required by clinical affiliate.

ML292 Clinical Practicum II 180 hours, 6 credits

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

MT245 Kinesiology 40 hours, 2 credits

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

MT246 Kinesiology II 50 hours, 4 credits

The purpose of this course is to provide an in-depth knowledge of muscular and skeletal systems and the relationship to movement. Students will learn the integration and articular 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 is a lab portion where students will be palpating muscles and the movement that partners with it.
Prerequisite: Kinesiology

N112 PC Hardware and Software I (A+) 40 hours, 3 credits

This course introduces students to the installation, configuration, maintenance, and troubleshooting of personal computer hardware. The course will cover the software used to support the hardware. The topics covered include: the relationship between computer hardware and software, installation, support, and troubleshooting of system boards, memory, hard drives, multimedia, and input/output devices. To reinforce the material in this course the student will assign direct hands-on projects to be performed in a lab setting. Each student will assemble a computer using prescribed parts and materials.
Prerequisite: none

N113 PC Hardware and Software II (A+) 40 hours, 3 credits

This course is a continuation of PC Hardware and Software I. The topics covered include: review of previously-covered concepts, telecommunication, and networking, the Internet, and printing. Additional topics in this course are virus protection, disaster recovery and maintenance planning. Finally, the student will learn about the conduct and responsibilities of being a professional PC technician. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course in addition to the first course helps prepare students to take the A+ certification Core and DOS/Windows Exams.
Prerequisite: PC Hardware and Software I (A+)

N127 Microsoft Windows Workstations* 40 hours, 3 credits

This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course material. Further, the course helps prepare students to take the Microsoft Certification Exam 70-294.
Prerequisite: Microsoft Windows Server

N133 Networking Fundamentals* 40 hours, 3 credits

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

N141 Networking Security Fundamentals* 40 hours, 3 credits

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

N164 Voice Over IP Fundamentals 40 hours, 3 credits

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

N208 Linux Administration* 40 hours, 3 credits

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

N226 Windows Active Directory* 40 hours, 3 credits

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N228</td>
<td>Microsoft Windows Server*</td>
<td>40 hours, 3 credits</td>
<td></td>
<td>This course provides students with the knowledge and skills necessary to install and configure Windows Server and perform post-installation and day-to-day administrative tasks. The course gives the student the background and technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the material covered. Further, the course helps prepare students to take the Microsoft Professional Certification exam. Prerequisite: Microsoft Windows Workstations</td>
</tr>
<tr>
<td>N234</td>
<td>Microsoft Exchange Server*</td>
<td>40 hours, 3 credits</td>
<td></td>
<td>In this course students will learn a wide range of information about Exchange Server, from installation and configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, there is a hands-on approach to real world examples of networking and messaging issues. This course uses a combination of reading, lectures, and lab work to reinforce student learning. Further this course helps prepare students to take Microsoft's MCSE Exam 70-294. Prerequisite: Microsoft Windows Server</td>
</tr>
<tr>
<td>N235</td>
<td>Cisco Networking Fundamentals and Routing*</td>
<td>40 hours, 3 credits</td>
<td></td>
<td>In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco networking topic such as access control list, WAN connectivity, and virtual LANs. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further this course helps prepare students to take the CompTIA Network+ certification exam. Prerequisite: Networking Fundamentals</td>
</tr>
<tr>
<td>N251</td>
<td>Introduction to Computer Forensics</td>
<td>40 hours, 3 credits</td>
<td></td>
<td>This course provides students with a comprehensive understanding of computer forensics and investigation tools and techniques. They learn what computer forensics and investigation is as a profession and gain an understanding of the overall investigative process. All major personal computer operating system architectures and disk structures are discussed. The student learns how to set up an investigator's office and laboratory, what computer forensic hardware and software tools are available, the importance of digital evidence controls and how to process crime and incident scenes. Finally, they learn the details of data acquisition, computer forensic analysis, e-mail investigations, image file recovery, investigative report writing, and expert witness requirements. The course provides a range of laboratory and hands-on assignments that teach you about theory as well as the practical application of computer forensic investigation. Prerequisite: Microsoft Windows Server</td>
</tr>
<tr>
<td>N252</td>
<td>Networking Security Advanced</td>
<td>40 hours, 3 credits</td>
<td></td>
<td>This course teaches an in-depth look at network defense concepts and techniques. Students will examine the tools, technologies and techniques used in the securing of information assets. This course is designed to provide in-depth information on the software and hardware components of Information Security and Assurance. Topics covered include: intrusion detection, virtual private networks (VPNs), and incident response strategies and planning. Further, this course helps students prepare to take the Security Certified Program, the Network Defense and Countermeasures exam, SCO-402. Prerequisite: Cisco Networking Fundamentals and Routing</td>
</tr>
<tr>
<td>N253</td>
<td>Managing Information Security 30 hours, 3 credits</td>
<td></td>
<td>Information security is not only an IT, but a management issue. Therefore, this course introduces students to a detailed examination of the systems-wide perspective of information security. They begin with the strategic planning process for security, which includes an examination of the policies, procedures and staffing functions necessary to organize and administer ongoing security functions in an organization. Course subjects include security practices, security architecture and models, continuity planning and disaster recovery planning. This course is one step in helping students prepare to take the CISSP certification exam. Prerequisite: Networking Security Advanced</td>
<td></td>
</tr>
<tr>
<td>N264</td>
<td>IP Telephony</td>
<td>40 hours, 3 credits</td>
<td></td>
<td>This course will serve as the foundation for learning Cisco Call Manager Express and Cisco Unity Express in current network configurations and environments. In this first of two course sequence students will learn how to install and configure these two products in typical network environments. Students will also learn about the various phone options and features currently available to organizations implementing IP Telephony. Prerequisite: Voice Over IP Fundamentals</td>
</tr>
<tr>
<td>N265</td>
<td>Quality of Service (QoS)</td>
<td>40 hours, 3 credits</td>
<td></td>
<td>This course will look at how Quality of Service can affect not only IP-based applications running on a network but also general network performance. Various tools and procedures are introduced in this course for dealing with congestion, traffic policing and shaping, and utilizing drop policies where appropriate. In addition, there will be attention paid to the topic of QoS on the LAN, and why it is an important topic to consider and review for overall network performance. Prerequisite: IP Telephony</td>
</tr>
<tr>
<td>N270</td>
<td>Oracle Database Administration</td>
<td>40 hours, 3 credits</td>
<td></td>
<td>The goal of this course is to prepare individuals to work with and administer Oracle databases. Students will learn the various tools available to set up the database, query, configure performance monitoring, and enhance security for the Oracle database. The course will emphasize the skills needed for day-to-day maintenance of the database. Prerequisite: Database Design and SQL</td>
</tr>
<tr>
<td>N271</td>
<td>SQL Server 2005 Administration</td>
<td>40 hours, 3 credits</td>
<td></td>
<td>The goal of this course is to prepare individuals to work with and administer SQL Server 2005. Students will learn how to install and maintain SQL Server 2005 and also how to use various tools helpful in creating backups, formatting and enhancing performance of the database. Prerequisite: Database Design and SQL</td>
</tr>
<tr>
<td>N272</td>
<td>SQL Server 2005 Development</td>
<td>40 hours, 3 credits</td>
<td></td>
<td>This course seeks to prepare the students for programming in the SQL Server 2005 environment. Students will learn how to manipulate and work with database objects through T-SQL to create and alter tables as needed. In addition, students using this class will learn to modify queries, work with constraints, and deal with normalization issues as they learn to program in this environment. Prerequisite: SQL Server 2005 Administration</td>
</tr>
<tr>
<td>N273</td>
<td>Business Intelligence Reporting</td>
<td>40 hours, 3 credits</td>
<td></td>
<td>The goal of this course is to allow students to understand what business intelligence is and how it affects the success or failure of organizations. In particular, this course will focus on business intelligence using Crystal Reports as the basis for deriving this information. Prerequisite: SQL Server 2005 Administration</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone*</td>
<td>20 hours, 2 credits</td>
<td></td>
<td>This course summarizes key learning throughout the student's program. Students apply what they've learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues. Prerequisite: This course is intended to be completed in the student's last quarter.</td>
</tr>
<tr>
<td>N110</td>
<td>Drawing Design and Art Theory</td>
<td>40 hours, 3 credits</td>
<td></td>
<td>This course focuses on the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies. Prerequisite: none</td>
</tr>
<tr>
<td>N111</td>
<td>Introduction to Computer Graphics</td>
<td>40 hours, 3 credits</td>
<td></td>
<td>This course introduces fundamental knowledge and skills as well as web and multimedia arts. Students become familiar with the categories of type and a variety of font families. They also become proficient at choosing fonts to match a specific message. Prerequisite: None</td>
</tr>
<tr>
<td>N122</td>
<td>Digital Publishing</td>
<td>40 hours, 3 credits</td>
<td></td>
<td>This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploitation of illustration, photo retouching and manipulation, and working toward finished results primarily in printed form as well as web. Prerequisite: Introduction to Computer Graphics</td>
</tr>
<tr>
<td>N124</td>
<td>Color Theory and Techniques</td>
<td>40 hours, 3 credits</td>
<td></td>
<td>This course introduces basic compositional principles of harmony and contrast through the practice of color applications, using felt tip markers, acrylic paints and markers. Basic exercises are introduced and practiced to learn how to achieve different product surfaces and create visual effectiveness. The use of color in print also is explored. Prerequisite: Introduction to Computer Graphics</td>
</tr>
<tr>
<td>N130</td>
<td>Audio/Video Editing</td>
<td>40 hours, 3 credits</td>
<td></td>
<td>Students learn the theory and processes of audio/video editing using non-linear editing software on the desktop. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short videos for video, disk and Internet applications. Prerequisite: Introduction to Computer Graphics</td>
</tr>
<tr>
<td>N131</td>
<td>Introduction to 3D and Computer Graphics Art</td>
<td>40 hours, 3 credits</td>
<td></td>
<td>This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and rendering effects, students model and render 3-dimensional forms to create surreal and realistic images. Prerequisite: Introduction to Computer Graphics</td>
</tr>
</tbody>
</table>

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

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

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

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

NM252 Fundamentals of Web Authoring and Design
40 hours, 3 credits
This course focuses on the students’ basic authoring skills by focusing on the demands, details, and subtleties of creating web pages. HTML and supplemental client side scripting are the primary focus of the course. In addition, processes of graphic and multimedia creation – adding interactivity, color use, file management, format, testing, publishing, and publicizing are addressed. Students use interactivity and multimedia elements to enhance their site design.
Prerequisite: Introduction to Computer Graphics

NM260 Server Side Scripting
40 hours, 3 credits
This course focuses on dynamic interactive web sites from a multimedia perspective. Emphasis is on data driven pages, interactivity through client side scripting, dynamic web content and database access through server side scripting.
Prerequisites: Dynamic Content Management, Fundamentals of Web Authoring and Design

NM262 Digital Media Assembly
40 hours, 3 credits
In this course, students will develop and apply scripts to control sprites, video, sound, and interactivity for informational and entertainment animations using authoring software. The project produced in this class will be available for use on CD-ROM.
Prerequisite: Digital Media Production

NM272 Multimedia Technologies
40 hours, 3 credits
In this course students will learn aspects of advanced programming languages that allow for scripting of complex interactive applications for Internet delivery. Students will also explore the newest technologies and their impact on multimedia and visual design.
Prerequisite: Introduction to Computer Graphics or Fundamentals of Programming

NM280 Multimedia Portfolio Development
20 hours, 2 credits
In this course, students select a primary and secondary track to create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/demo tape using a consistent theme related to their identity package.
Prerequisite: Multimedia Technologies student in last or second-to-last quarter.

PB105 Phlebotomy
40 hours, 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, heel sticks, and use of blood culture 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 a variety 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 resume 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. Through lectures, written assignments, and discussions, students will develop an overview of legal source materials and how and when they are incorporated in the legal research process.
Prerequisite: Introduction to Law and the Legal System (or co-requisite)

PL121 Civil Litigation and Procedure I*
40 hours, 4 credits
Students will examine the lawyers and paralegal’s role 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. This course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate procedures.
Prerequisites: Civil Litigation and Procedure I

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

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

PL212 Legal Research and Writing II*
40 hours, 4 credits
Students will continue to develop their writing and researching skills. Students will use the results of their research in connection with at least three (3) significant writing projects, including memoranda of law.
Prerequisite: Legal Research and Writing I

PL215 Real Estate Law*
40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with prorations and other real estate related documents. The student will have 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.
Prerequisites: Introduction to Law and the Legal System

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

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

PL225 Torts*
40 hours, 4 credits
This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of causation in torts and their relevance to the paralegal.
Prerequisite: Introduction to Law and the Legal System

PL230 Family Law*
40 hours, 4 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law of family law, including: cohabitation, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including annuities and property settlement agreements.
Prerequisite: Introduction to Law and the Legal System

PL290 Paralegal Internship*
130 hours, 5 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing her/his experiences during the internship. The student is evaluated by her/his supervisor at the conclusion of the internship.
Prerequisite: Final-quarter status and consent of program coordinator.

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, customer service, personnel management, and operations.
Prerequisite: none

R204 Entrepreneurship
40 hours, 4 credits
This course introduces students to the keyboard and basic formatting for business documents. An objective of 25wpn on five-minute timed writings with 3 or fewer errors is the course goal.
Prerequisite: none
ST112 Surgical Procedures I 60 hours, 4 credits
This course has been designed to orient the student to surgical technology and prepare them for scrub and circulating duties as well as Surgical Practicum I. Topics include standards of conduct, special populations, safety standards, biomedical terminology, asepsis and sterile technique, anesthesia, and instrumentation.
Prerequisite: Introduction to Surgical Technology

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

ST207 Surgical Procedures III 60 hours, 4 credits
This course has been designed to orient the student to the duties and responsibilities as the role of “Scrub” in the field of surgical technology. Surgical areas explored and applied in this course include ortho/vascular surgery, obstetrics/gynecology, vascular, thoracic, 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 during Week 1 of Surgical 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 during Week 1 of Surgical Tech Practicum II. This course functions to expand knowledge gained in the Introduction to Surgical Technology course and support the knowledge being gained in the Surgical Procedures courses.
Prerequisite: Surgical Tech Practicum I

W108 Introduction to Website Design 40 hours, 3 credits
Intended for beginning- to intermediate-level web authors, this course provides an overview of the World Wide Web and an introduction to HTML, JavaScript, and webpage design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation.
Prerequisite: Computer Information Systems

W110 JavaScript 40 hours, 3 credits
In this course students learn how to effectively create webpages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing webpages created with this language. This course builds upon HTML principles.
Prerequisite: Introduction to HTML

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

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

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

W118 Introduction to HTML 40 hours, 3 credits
This course will introduce students to the basics of HTML. Students will learn the latest in HTML, conforming to XML and XHTML coding standards. The course is a step-by-step approach for learning how to create, format, and enhance a webpage using HTML.
Prerequisite: none

W122 Introduction to Visual Basic 2005 40 hours, 3 credits
The students who take this course will learn to create applications using Visual Basic .NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, DBMS, SQL, and ASP.NET.
Prerequisite: Introduction to Visual Basic 2005

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

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

The word “student” means the student himself or herself if he/she is the party to the contract, or his/her parents or guardian or another person, if the parent, guardian, or other person is the 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 if 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 if delivered by mail, the postmarked date of the letter of acceptance.

Applying for the Medical Laboratory Technician and Surgical Technologist Programs

- Applicants must achieve an acceptable score on the STEP or COMPASS test as detailed in the current Rasmussen College Catalog. Applicants must be able to qualify for College Algebra and English Composition even if plans are to transfer credits from a previously attended program. Applicants with lower than acceptable scores may choose to repeat the application process once an English Composition and/or College Algebra course have been successfully completed.

Applicants should understand that admission to the programs is based on several factors with entrance-test scores being the most significant.

Entry Assessment

The STEP (Student Testing for Educational Placement) exam is used for entrance assessment. Based on the outcomes in the areas of English and math students are placed in the following courses:

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

Course Placement

- B097, Foundations of English I
- B098, Foundations of English II
- G124, English Composition
- B099, Foundations of Math
- G253, College Algebra

Assessment

Rasmussen College has developed an institutional assessment system wherein the College monitors the academic program outcomes assessment.

The College has an academic assessment plan which is essential for evaluating and improving the educational learning outcomes. The academic assessment plan evaluates incoming student skills through a placement test to ensure that 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) program outcomes assessment.

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

Therefore it must not be assumed or implied that successful completion of an academic composition or College Algebra course will guarantee admission into the program. Former or current students that have taken the STEP and have scored above that requiring a remedial course are not required to repeat the STEP test.

- Once it has been determined that an applicant has scored sufficiently on the STEP, the Evolve A2 exam will then be scheduled. The Evolve A2 is a computerized exam designed to determine the ability of the applicant to be successful in the program. The applicant must pay a $65.00 non-refundable testing fee at time of scheduling. This fee includes the exam and study guide which is to be issued by the Program Manager/Director or may be mailed to the address of the applicant by the Health Science Admissions Coordinator. The A2 will be proctored twice monthly following the predetermined testing dates. The computerized A2 test usually takes approximately three to four hours to complete and will be offered at the local campus. An applicant must score 80% or higher in the areas of Math, Vocabulary, Reading and Grammar. The Biology, Chemistry, and Anatomy and Physiology portions of the exam are used for placement purposes. Actual test scores will only be furnished to students upon written request and must be accompanied by a self-addressed stamped envelope. All requests must be sent to the RCH Health Science Admissions Coordinator at the Orlando office. Applicants should allow 3 to 5 weeks for mailed results.

- Applicants that achieve the required score of 80% in the required categories will be contracted by their Admissions Coordinator or Representative to complete the following:
  - Application
  - Application Fee (if deemed necessary)
  - Health Physical (must be completed annually)
  - BLS-CPR with Defibrillator Training (must remain current throughout enrollment)
  - Provide Official High School and College Transcripts
  - Hepatitis B Vaccination
  - TB test or chest x-ray (must be completed annually)
  - Bloodborne Screening/Fluoroscopy
  - Any additional program-specific requirements as specified at the time of enrollment

- Students not achieving a score of at least 80% on the Evolve A2 will not be able to repeat the exam. After 6 months the applicant must repeat the entire entrance process before acceptance can be granted. It should be noted that any former or program student that has been enrolled for more than 12 months must successfully repeat the Evolve A2 to be deemed eligible for reenrollment into their previous program of study. Any current student wishing to transfer into another course of study requiring admittance standards will be required to take/re-take the Evolve A2.

- Once the applicant file is complete, the Admissions Coordinator/Representative will schedule a face-to-face interview between the applicant and Program Coordinator/Director.

- After the expiration of the application process, completed files will be reviewed by the acceptance committee consisting of the Program Coordinator/Director, the Academic Dean, and one other member of the Management Team.

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

- Two candidates who can be chosen as alternates in the event an applicant is deemed ineligible or decides not to begin class. These two candidates should complete any necessary steps for admissions. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they remain eligible for admission.

- Applicants must attend programmatic orientation as well as general orientation or risk being dismissed as an applicant.

Rasmussen College Admissions Non-discrimination Policy

Rasmussen College is committed to the principle of equal opportunity in education. Rasmussen College admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at Rasmussen College. Rasmussen College does not discriminate against individuals on the basis of race, color, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, parental status, or any other protected status, in the administration of its educational policies, admissions policies, scholarship and loan programs, and other Rasmussen College administered programs and activities. Otherwise qualified persons are not subject to discrimination on the basis of disability.

Developmental Education

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college-level classes. Placement into foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students and to providing educational opportunities to those who enroll. All new students who enroll in a degree, diploma, or certificate program are required to take the STEP test, reading, and math placement tests. Rasmussen’s testing office will determine if the student needs to 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. Students are not required to appropriately place students in English and math courses according to skill level. See Entrance Assessment Table for placement.

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

Some enrolling students who test at Foundations of English level may be using English as their second language. Such students may be able to enroll in B096, Foundations of English (ESL), a course that parallels traditional Foundation of English but focuses more on the problems and issues that non-native speakers of English have when learning the language. This course also covers English grammar, reading comprehension, and fluent writing of English.

As part of the partment process, prospective ESL students will be afforded the opportunity to self disclose that English is not their first language. If they do so, they would then be given the opportunity to complete an oral supplementary ESL test following the STEP test if they STEP test at a level that indicates they would need either Foundations of English I or II. The supplementary test involves the participation of an English faculty member or Dean who is trained in this capacity, and requires the prospective student to generate a one-page written response to a prompt and to read a short text passage and demonstrate comprehension of the passage through a brief interview with the faculty member or Dean.

Based on these supplemental assessments, students may have the option of enrolling in B096 instead of B097 or B098. B096 English for Second Language Learners and B097 Foundations of English I are not offered online. Students in both courses of Foundations of English I after taking the placement examination are not eligible to enroll in fully online programs until the successful completion of B096 or B097.

Accommodations Policy

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

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

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

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

**Foundation Courses Timeframe**

To help ensure student success, and that Rasmussen College is using the STEP placement test to its fullest potential, students who need foundation courses must complete all of those courses in their first three quarters.

These students must, at a minimum, complete a foundation course in their first quarter of enrollment, except for students starting during a mid-term start who may complete the course within their first two quarters. If for some reason students fail to do this, they cannot continue their education at Rasmussen College.

**Equipment**

Rasmussen College strives to maintain its role as an educational leader by incorporating current technology. Rasmussen College provides technology and computer access, and internet access at each campus. Students will also have access to printers, additional software packages, electronic databases and a helpdesk 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>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 to 100</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>87 to 89</td>
<td>Good</td>
</tr>
<tr>
<td>B+</td>
<td>86.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>82 to 84</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>79 to 81</td>
<td>Average</td>
</tr>
<tr>
<td>C+</td>
<td>78 to 79</td>
<td>Below Average</td>
</tr>
<tr>
<td>C</td>
<td>72 to 77</td>
<td>Below Average</td>
</tr>
<tr>
<td>C-</td>
<td>71 to 72</td>
<td>Below Average</td>
</tr>
<tr>
<td>D+</td>
<td>69.00</td>
<td>Below Average</td>
</tr>
<tr>
<td>D</td>
<td>68 to 66</td>
<td>Below Average</td>
</tr>
<tr>
<td>D-</td>
<td>62 to 64</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>Below Average</td>
</tr>
</tbody>
</table>

**Point Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>Good</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>Average</td>
</tr>
<tr>
<td>C+</td>
<td>Below Average</td>
</tr>
<tr>
<td>C</td>
<td>Below Average</td>
</tr>
<tr>
<td>D+</td>
<td>Below Average</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
</tr>
</tbody>
</table>

**Repeating Failed Courses**

Failed courses may be retaken, but only at regular tuition rates. Students repeating a course may count the credits for that course in a financial aid award calculation only if the original grade earned is an ‘F/FA’. If a student elects to repeat a course for which a grade above ‘F/FA’ was earned, the credits are not included in the financial aid award calculation, thereby making the student responsible for payment out-of-pocket. The credits for all repeated courses will be included in credits attempted for the purposes of determining the satisfactory progress evaluation checkpoint. A student may repeat a failed course only once. If a student repeats a failed course (in which he/she received an ‘F/FA’), the failing grade will be removed from the student’s cumulative GPA and replaced with the new course grade from the repeated course offering. The student’s GPA should be recalculated to reflect the new letter grade.

Students who fail a required course twice may be able to switch to another program that does not include the course as a required part of the program curriculum. Students who fail a course twice, and who cannot switch to another program, will be terminated from the College.

Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere and transfer it back to Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of credit transfer, one of the failing grades from the course at Rasmussen College still counts in the student’s GPA (because the second ‘F/FA’ grade replaces the first ‘F/FA’ grade, but one of them must remain on the student’s record). Additionally, all of the course credits, both failed and transferred, would count in the student’s Cumulative Completion Rate (CCR).

**Late Assignment Submission Policy**

Students may submit assigned work after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late; an additional 10% is assessed for each additional day the work is late. In some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty. Instructors may decide in the case of legitimately extenuating circumstances to waive the late penalty; if not, though, the penalty must be enforced as described.

In some cases in the residential classroom, certain activities, such as labs and exams, must be completed at the scheduled time and therefore cannot be made up. The instructor should apprise students beforehand of any such requirements.

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

**Incomplete Grade Policy**

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

1. An incomplete form is completed which identifies:
   a. the work to be completed,
   b. qualifications for acceptable work,
   c. the deadline for completing the work (within two weeks of the last day of class),
   d. the grade to be entered should the student not complete the work by the deadline (the calculated grade).
   e. Instructors will have one week for grading, recalculation of grades and processing of all documents required.

2. An incomplete form is not valid without written confirmation from both the instructor and the student prior to the date that final grades are due. If either the student or the instructor does not provide written confirmation, the calculated grade is to be entered as a final grade. Incomplete forms will be maintained by the respective campus for approval and resolution. Instructors must request an incomplete prior to the last day of the end of the term.

3. The Academic Dean must be informed of all incompletes granted, and must sign the form as well.

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

1. The work to be completed must be regularly assigned work, identified in the course syllabus.
2. The student can reasonably be expected to complete the work by the deadline.

3. The student’s grade will be substantially improved.
4. The student has demonstrated a commitment to completing work in a timely fashion.
5. Granting the incomplete is truly in the best interest of the student.
6. By completing the work, one of the following will apply:
   a. The student will learn substantive information by completing the work.
   b. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
7. Allowing the student extra time compensates for events or conditions not within the student’s control (i.e., illness, emergencies, etc.) as opposed to compensating for poor planning, poor attendance, or failure to take assignments.
8. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up “extra credit” work.
9. Credits for 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/FA’ (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
10. All incompletes, unless approved by the Dean, will be final by the 3rd week of the subsequent term.

**Policy for Change of Grade**

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

Circumstances that may warrant a change of grade include:
- Emergency situations that prevent a student from submitting a petition for an incomplete grade. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
- Miscellaneous calculation of the final grade by the instructor.
- Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
- Accommodation for special circumstances such as short-term disability or family leave.

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

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

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

**Grade Scale**

The following grade scale applies to the specific Major/Core courses with programmatic designators in all the Nursing programs system-wide:

- **Letter Grade**
  - A+: 90 to 100
  - A: 90 to 94
  - B+: 89 to 90
  - B: 86 to 87
  - B-: 82 to 88
  - C+: 79 to 81
  - C: 76 to 77
  - C-: 72 to 78
  - F: Below 72

- **Course Completion**
  - Complete: the work to be completed,
  - Qualifications for acceptable work,
  - The deadline for completing the work (within two weeks of the last day of class),
  - The grade to be entered should the student not complete the work by the deadline (the calculated grade).

Incompletes will not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up “extra credit” work.

- Credits for 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/FA’ (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.

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

- If granted the incomplete is truly in the best interest of the student.
- By completing the work, one of the following will apply:
  - The student will learn substantive information by completing the work.
  - The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
- Allowing the student extra time compensates for events or conditions not within the student’s control (i.e., illness, emergencies, etc.) as opposed to compensating for poor planning, poor attendance, or failure to take assignments.

- Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up “extra credit” work.
- Credits for 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/FA’ (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.

- All incompletes, unless approved by the Dean, will be final by the 3rd week of the subsequent term.
Policy for Change of Grade (Continued)

- 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 solve 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 quality and quantity as required in a
regularly scheduled class and will meet the standard of performance objectives for the class.
5. The Academic Dean approves the plan for completing the course work.
6. The student and instructor meet once a week for a minimum of one hour and complete
sufficient learning activities planned to fulfill the clock hour requirements of the course.
7. At least twice and at regular intervals during the quarter, the Dean will evaluate
the student’s progress by reviewing work completed.

Independent studies must meet the following guidelines:

- Prior to the beginning of the independent study, the student and instructor must meet
to define the following:
  a. When and where will they meet each week?
  b. Weekly objectives for work to be completed based upon the previous week’s
defined objectives by the syllabus for an on-site course.
  c. Progress checks to be reviewed by the Dean.
  d. Standards of academic quality for the work to be completed.
  e. Deadline for all work to be completed at the end of the quarter.

Credit by Examination

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

E242 Career Development is a course specific to the College, facilitating lifelong career-
placement services. Therefore, credit earned may not be applied to the E242 Career
Development course, and it is not available for credit by examination. E150 Success Strategies
is not available for credit by examination because its completion is deemed vital to student
success. However, E150 will be considered for transfer if a similar student with appropriate
credit has been completed with a grade of C or higher at an accredited institution of
higher education. Credit by examination is not offered for 300- or 400-level courses.
- To receive credit by examination, a grade of "B" or higher is required. Examinations are not
offered for ES, MA, ML, N, NM, PB, PN, ST, or W courses. For D, N, NM, and W courses, and
for some B, BU, or PL courses, instructors may determine a course credit in lieu of the examination.
The examination grade will be reflected as “TO” (Test-Out) on the students’ transcripts and
will not count in their grade-point average. In addition, these credits will not count as
credits for financial-aid purposes.
- A course by examination may be taken once for each course. Students must complete
50% of their program requirements at Rasmussen College, and only 50% of their program
requirements may be transferred from other post-secondary institutions or credit by examination.

Course Waivers

Students who have earned at least 24 semester or 36 quarter credits at an accredited institution
of higher education, regardless of program of study, with a minimum cumulative GPA of 2.0,
may request a waiver from Success Strategies if they wish. Students with a two-year degree or
higher from an accredited institution of higher education, with a minimum cumulative GPA of 2.0,
may also request a course waiver from Success Strategies. The Academic Dean will review
the student academic transcript, and if the criteria are met, waive the Success Strategies course
requirement, and the grade will be posted in the Rasmussen College student record as a "CW ."

Students with a minimum cumulative GPA of 3.0 in their program major courses may request a
waiver for any scheduled M or P T practicum course of their choice. Approval may be based on a
course transcript, course content, or a combination of both. Students may complete and submit the requested work
with a full-time instructor prior to the start of the quarter of the course the waiver is for. Students
must have a variety of experiences in the necessary medical fields, if not from one area, and
documentation will be required from the student’s employer. The Program Coordinator/Director will inform the Academic
Dean of the result of the evaluation, and if the waiver is granted the grade posted in the
Rasmussen College student record will be a “CW .”

In some instances, the content of upper-level courses at Rasmussen College corresponds to
lower-level courses in previous versions of the College’s catalogue. Although these courses
were included in previous two-year degree programs, their content was more suited at the upper-level core of a four-year
degree program.) Depending on the total credits 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 an upper-level course, and the student has completed
an appropriate number of lower-level credits the lower-level course will be taken in internal
transfer and a grade entry of “CW ” will be posted in the student record for the upper-
level credits. Students must still meet 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 appropriate, upper-level course in substitution
that has been approved by the Academic Dean. The earned grade for the course will be
considered as a replacement with grades added to the student record and the grade
and credits will be counted as part of SAP calculation. The course for which substitution
has not been made will not be considered for SAP calculations.

Course Withdrawals

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

Transfer Credit Policy

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

A completed application and application fee must be submitted.

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

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

This information is also noted on the
Rasmussen College transcript.

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

E242 Career Development is a course specific to the College, facilitating lifelong career-
placement services. Therefore, transfer credit may not be applied to the E242 Career
Development course, and it is not available for credit by examination. E150 Success Strategies
is not available for credit by examination because its completion is
dehined vital to student success; however, this course will be considered for transfer if a similar course with appropriate credits has been
completed with a grade of C or higher at an accredited institution of higher education.

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

1. Students may transfer transfer in and out of
more than a total of 50% of the program
credit hour requirements.

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

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

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

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

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

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

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

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

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

Students who enter at Rasmussen College are required to take the STEP placement exam. 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, etc.

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) exams based on scores reported upon the CollegeBoard’s AP Central for Educators 5-
point grade/value scale. Students with AP credits earned at an accredited institution of higher
education may request transfer credit in correlated general-
education categories if the examination or course score is a 3 or higher. AP credits will be posted on student transcripts as transfer credits (TR) and may not be assigned letter grades or applied to cumulative grade point average credits. AP credits will be counted in the 50% maximum allowed for waivers, tests-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

In order to take a course listing a prerequisite, the student must have received a passing grade in the prerequisite.

General Education Philosophy

The purpose of general education is to promote breadth and depth of inquiry as a central part of all programs, each of which is intended to enable graduates to enjoy productive and satisfying careers. Through general education students are challenged to sharpen oral and written communication skills, to broaden educational horizons that support their selected field of study, and to function responsibly and constructively in a rapidly changing world.

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

1. Effectively communicate, orally and in
writing, in the workplace, in the community, and interpersonally.

2. Analyze, evaluate, and solve problems that arise in employment and in life.

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

In addition to these cross-curricular general education concepts and skills, the general
education coursework that is part of degree and diploma programs emphasizes specific general
knowledge and content areas.
Transcripts
Transcripts of credits will be given to students when the tuition obligation has been met. A fee of $5.00 is charged for each transcript. This fee is charged to all students requesting an academic transcript with exception to graduates and completers.

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

Transfer to Other Colleges
Credit may be given to students who are considering transfer from Rasmussen College to other institutions recognizing 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. Please see the Academic Dean with questions about transfer to other colleges.

Academic Consortium Agreements
Academic Consortium Agreements are formal agreements between institutions detailing the recognition of college credit between those institutions. These agreements ensure the transfer of college credits, eliminate duplication of courses needed to meet graduation requirements. Rasmussen College has entered articulation and consortium agreements with colleges and universities to meet these needs as well as enhance student opportunities to meet their academic goals.

The College’s status as a regionally accredited institution of the Higher Learning Commission (www.higheredlearningcommission.org) greatly increases the likelihood of credit transfer from Rasmussen College to other colleges. Specific agreements with detailed transfer guidelines 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 receiving college.

Attendance
A basic requirement for employment in any business is regular, on-time attendance.

Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Business etiquette also requires a call be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent or tardy. It is the responsibility of the student to contact the instructor and to get the assignments and information missed.

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards), and attendance is not used as a method of evaluation for course grades. Faculty are required to keep accurate attendance records, which are submitted to the Administration Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

If a student has not been in attendance within 21 days of their last date of attendance he or she may be withdrawn from the College. Upon withdrawal, a student’s financial aid eligibility will be adjusted according to the Institution’s refund policy as described in the College catalog. A final grade will be assigned according to the grading scale used by the College.

Consortium Agreement
Rasmussen College has signed consortium agreements among all Rasmussen College campuses.

Course requirements for programs may be completed at any of the campus locations, as long as the common ownership and common courses, students will have the flexibility to take courses from all locations as they choose. Students who attend a class at a location other than their home campus (primary attendance location) will have their total tuition and fees charged by their home campus. All financial aid will be awarded and dispersed from the home campus. The home campus monitors satisfactory progress.

A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

Academic Misconduct Policy
Rasmussen College's academic misconduct policy is as follows:

First Offense: Any student caught cheating will receive no credit on whatever he/she is caught cheating on and will not be allowed to redo the work.

Second Offense: The student will be expelled from the course, and the final grade assigned for the course will be an ‘F/FA’.

The administration reserves the right to expel a student from the College if there are more than two offenses. Adding and aborting in cheating is considered as grave as initiating the cheating – and will be treated in the same manner.

Definition of Academic Honesty: Any test or assignment which has been given to an individual to be completed independently, is completed independently without assistance from another student or others outside of the College.

One of the most common forms of cheating is plagiarism. Plagiarism is defined as the intentional or unintentional use of someone else’s work or ideas without giving them proper credit and/or attempting to pass off someone else’s words as your own.

Conduct/Dismissal
Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any student whose conduct is detrimental to the educational environment.

This includes, but is not limited to, conduct:

• By students, faculty, or staff that is detrimental within the classroom environment.

• That interferes with the well-being of the fellow students and/or faculty and staff member(s).

• That causes damage to the appearance or structure of the College facility and/or its equipment.

• By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.

• By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

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

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

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

Drop/Add Class Policy
Course registration practices ensure that the College is able to provide quality instruction through obtaining a minimum class size of 12 students per course.

Full-quarter drop/add period:
Students may add an online course through the first Thursday of each quarter, a residential course through the second Friday of the quarter which is the close of the drop/add period.

When a student notifies the College of withdrawal from 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/WD on their transcript. The student's grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the sixth week of the quarter students will receive an F/FA for any classes dropped. The student's grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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

When a student notifies the College of withdrawal from 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/WD on their transcript. The student's grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the third week of the mid-quarter students will receive an F/FA for any classes dropped. The student's grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Transcript of credits will be given to students to those students who have completed at least one term of study.
Rasmussen College Early Start Program
High School juniors and seniors have the opportunity to enroll in college through Rasmussen College’s Early Start Program. The Early Start Program is a great way for high school students to experience college while still supported by high school staff and mentors, try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course.

Early Start coursework is available to high school juniors and seniors on-campus or online with enrollment in the program dependent upon space availability. Students must meet the following criteria and expectations to participate in the Rasmussen College Early Start Program:

• Students must have prior approval from a parent/guardian and a high school official to be admitted to the program as evidenced by a signed Early Start Application and Approval Form.

• Students must complete an Application for Admission to Rasmussen College. Early Start students are required to submit the application fee.

• Students must have a minimum cumulative high school grade point average of 2.00 out of 4.00 and achieve a minimum score of 17 on the writing portion of the STEP assessment.

• Student may take up to 8 credits per quarter without a charge and up to a maximum of 24 credits per student earned through the Early Start Program.

• Students must provide the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software which are available to students on campus; Early Start students electing to complete these courses online will need to secure access to required hardware and software. The college can provide information about course specifics including textbooks prices and technology requirements.

• Applicants will be accepted on a space available basis for each selected course.

• Early Start students must meet all course prerequisites as listed in the catalog.

• Selective admission allied health courses designated with “MA” or “ML” are not available to Early Start students.

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

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

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

• Students in the Early Start program will have an Early Start transcript. Students who elect to continue their education at Rasmussen College after their high school graduation will have any courses for which they received a C or higher added to their new enrollment records if the course is required for their program of study. Grades lower than a C will not be added to their college transcript.

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

The State of Minnesota Cancellation, Termination, Refund Policy
If a student is cancelled, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.

The College will acknowledge in writing any notice of cancellation within 30 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the notice is presented, signed, submitted or in the cases where the notice is hand carried, it shall occur on the date the notice is received.

Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written agreement by the College, the student shall not receive full refund of the portion of the Period of Instruction charged.

An student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return on a subsequent quarter is defined as a re-enter. Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of satisfactory academic progress, re-entering students are treated as continuing students and must meet progress requirements. Students enrolled in certificate, diploma, or Associate’s degree programs are allowed to re-enter the institution only one time, and students enrolled in a Bachelor’s degree program are allowed to re-enter the institution only two times, unless the Academic Dean, Campus Director, or Associate Campus Director/Director of Campus Operations determines that extenuating circumstances exist.

Limitations

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

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

Many employers, certification boards, and licensing organizations require criminal background checks and success on any portion of the Criminal Justice Professional Police Officer Education (PPOE) program of study. Criminal Justice Professional Police Officer Education (PPOE) students seeking licensing as professional peace officers in the state of Minnesota must pass those designated as PPOE courses (D111, E242, G137, G141, J100, J120, J125, J206, J209, J255, and J280). In addition, PPOE students must complete first-responder certification and practical training 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 POST 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 address any issue in this catalog with regard to its operations according to its Administration’s interpretation will be final.

Online Courses

Students may be required to take online courses in order to complete a degree. Online course activities and assignments at Rasmussen College are conducted via chat, email, message boards, and interactive websites.

Tuition and fees for online courses are assessed at the same rate as for residential courses unless otherwise indicated. Online instructors receive training and support while operating in the online environment. Computer hardware and software requirements for online courses are provided to students upon enrollment. Textbooks and other resources required for online courses are available at the Rasmussen College bookstore.

There are no additional admissions or testing requirements for taking an online course. However, B096 English for Second Language Learners and B097 Foundations of English 1 are not available online. Students who place at the level of Foundations of English 1 after taking the placement examination are not eligible to enroll in fully online programs until the successful completion of B096 or B097.

Refund of Book and Supply Costs

The cost of books and supplies is included in tuition. Students are welcome to return books and supplies within 30 days of the date of withdrawal for consideration of a refund. If the books and supplies are not returned and/or a condition such that they can be returned to the supplier, the student will be assessed $100 per course for those books and supplies.
Return of Title IV Funds Policy

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

Rasmussen College uses a state-mandated refund policy to determine the amount of institutional aid that may be returned. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula requires a Return of Title IV if the student received financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew on or before completing 60% of the quarter. The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the total number of calendar days in the quarter. A break of two weeks or more results in no withdrawal.

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 withdrew from the College and received aid is awarded a refund. Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 90 days of the school’s determination that the student withdrew. Rasmussen College credits the student’s account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, it is made to the student in writing (letter sent to student) within 30 days of the school’s determination that the student withdrew. The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the moneys. A 14-day response time is given to the student for their decision. If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

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

Military Tuition Refund Policy

Rasmussen College will issue a refund to a student who has been discharged from the military and cannot continue the academic program. The student shall have the right to withdraw from any or all classes in which the student is enrolled as of the effective date of withdrawal, and be entitled, subject to applicable laws or regulations governing federal or state financial aid programs and allocation or refund as required under those programs, to a full refund of tuition and mandatory fees for the term. The student shall not receive credit or a grade for classes from which the student withdrew. A student in good standing at the time of exercising this right shall have the right to be re-enrolled, without penalty or re-determination of admission eligibility, within one year following release from active military service.

Veterans Refund

In the event a veteran discontinues training for any reason, the College will retain a $5.00 registration fee. Any supplies or textbooks issued and paid for by the veteran become the property of the veteran. The remaining amount of federal assistance is determined on a pro-rated basis compared to the date of discontinuance of training.

Library Refund Policy

Rasmussen College Library reserves the right to collect late fees for Rasmussen Library materials that are kept out past the due date without renewal. The current late fee is $0.25 a day for 10 days; the maximum late fine is $2.50. For reference books and reserve materials there is a 10 hour grace period beyond the 24 hour check-out period; after the grace period the charge is $2.00 per hour for 5 hours; the maximum late fine is $10.00. After the materials are kept past the maximum late period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. Libraries will charge a cash fee, plus a $5.00 processing fee. In the event that no replacement items are lost or damaged, the library will charge a maximum up to $100.00.

Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late. For unpaid fines on materials checked out on Rasmussen ID cards the College receives a $5.00 fine for each item not returned. Patrons incurring these fines should be held responsible for their payment so that the College does not have to cover fines.

The College may ensure that students pay their fines at Rasmussen College library or other libraries by withholding the student’s grades and financial aid. Excess Funds Form completed at the time of disbursement ensures proper financial aid procedures are followed. If a student withdraws or is expelled, the College will issue a refund to a student for the cost of the amounts disbursed to the student for that quarter. If no refund as required under those programs, to a full refund of tuition and mandatory fees for the term. The student shall not receive credit or a grade for classes from which the student withdrew.

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Veterans Refund

In the event a veteran discontinues training for any reason, the College will retain a $5.00 registration fee. Any supplies or textbooks issued and paid for by the veteran become the property of the veteran. The remaining amount of federal assistance is determined on a pro-rated basis compared to the date of discontinuance of training.
Informal Resolution (Continued)

This policy prohibits behavior such as, but not limited to:
1. Unwanted sexual advances;
2. Physical or emotionalgrams benefits in exchange for sexual favors;
3. Making or threatening reprimands after a negative response to sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual's body or dress, sexually explicit jokes and innuendoes, and other sexually-oriented statements; and
7. Physical conduct, such as: touching, assault, or embracing or blocking.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be 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 employers, including men and women, that is acceptable to and welcomed by both parties, are not considered to be harassment, including sexual harassment.

There are typically two types of sexual harassment:
1. "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions.

Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Employers are also responsible for ensuring an employee raises the issue if he 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 verbal, in the work environment, or written treatment, whether it be supervisors, other employees, or customers. Hostile environment harassment consists of verbal harassment, unprovoked physical actions, or unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

For further information please refer to the EEOC at www.eeo.gov or call the EEOC Publications Distribution Center at 1-800-669-3362 (voice), 800-800-3302 (TTY).

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

Romantic/sexual relationships between superior and subordinate: Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties.

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

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

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out under duress, with the threat of bodily harm, through the use of physical or mental coercion.

If a party to a complaint

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.

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

1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President; or
2. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or
3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

Followling receipt of the report, the Campus Director or Associate Campus Director/Director of Campus Operations will report their findings to an Executive Vice President or President with appropriate recommendations and may take further action as deemed necessary, including the initiation of disciplinary proceedings.

Retaliation. It is a violation of Rasmussen's policies to retaliate against anyone who makes a good faith claim of a suspected violation of its policies about inappropriate behavior or participates in an investigation. Complaints of retaliation (actual, threatened or feared) should be directed to the Campus Director.

Complaint Process. If a party to a complaint does not agree with its resolution, that party may appeal to the President and the Chief Executive Officer.

Recommended Corrective Action

The purpose of any recommended corrective action to resolve a complaint will be to correct or to remedy the injury, if any, to the complaining party 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 taken against 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 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.

**Victims' Rights Under Sexual Assault Policy**

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/Director of Campus Operations, Regional Vice President, Executive Vice President, or President. The College reserves the right to not reveal the name of the victim/survivor unless he/she chooses to be identified.

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

Further, in each 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. Do not attempt to 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.

**Drug Abuse Policy**

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees and to protecting its business from unnecessary financial loss due to drug or alcohol abuse or misuse by its employees and their families, in their personal and professional responsibilities.

1. The presence of employees or students on campus or in office while under the influence of intoxicants, drugs, or any other controlled substances.
2. The use, manufacturing, purchasing, possession, transfer, or trafficking of intoxicants, illegal drugs, or controlled substances in any manner, at any time on Rasmussen College campuses or in Rasmussen College corporate offices.
3. A sexual assault victim's participation in and the presence of the victim's attorney or other support person at any day care facility disciplinary proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any campus or day care facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;
5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of the appropriate law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
6. The assistance of campus administration or Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim's request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes; and
7. Emergency contact via the local police department or other law enforcement agency.

**Drug-Free School and Workplace**

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, 34 CFR Part 86, this institution has hereby declared a drug- and alcohol-free college and workplace. For more information visit The U. S. Department of Education's Education for Students with Disabilities Center for Alcohol and Other Drug Prevention website at www.ed.gov/hec.

Students and Employees are prohibited from the presence of controlled substances, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the College, including school parking areas, anywhere within the building(s), or while participating in College-related activities. Students and Employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

As a condition of employment, employees must abide by the terms of this policy. The College will take one or more of the following actions within 30 days with respect to any employee engaged in drug-related crimes on or near the public premises of the College including school parking areas.

1. Reporting the violation to law enforcement officials;
2. Taking appropriate disciplinary action against such employee, up to and including expulsion or termination of employment;
3. Requiring such employee to participate in a substance abuse rehabilitation program approved for such purposes by a local, state, local health, law enforcement, or other appropriate agency.

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

Fact sheets, published by school districts, are available for students, parents, and teachers regarding the drug-free workplace. State and local law enforcement agencies have information on how to contact them. Students and Employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the authority to evict residents found to be involved in drug-related crimes or on near the public housing property. Businesses with federal contracts are subject to a loss of those contracts if they do not promote a drug-free environment.

In our particular situation, students involved with drug use could lose their eligibility for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security.

Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive and injurious to the person and can cause harmful effects to virtually every aspect of a person's life, i.e., relationships, family, job, school, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, or argumentative, or experience sexual indifference, loss of physical coordination and appetite, go into a coma, experience convulsions, or even death.

Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional responsibilities may be impaired as well. Some examples of this are a hangover, or a feeling of being ‘burnt out,’ being preoccupied with plans for the next drink, ‘high’ or slowed reflexes that can be especially dangerous while driving.

Alcohol related driving deaths are the top killer of 15 to 24 year olds.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

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

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

**Family Educational Rights and Privacy Act (FERPA)**

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 must submit a written request to the Registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the Campus Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

3. The right to consent to disclosure 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 responsibilities.
Family Educational Rights and Privacy Act (FERPA) (Continued)  

4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student's file. Further, if the institution has provided this information in good faith compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

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

   a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response.

   b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response.

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

6. The right to disclose – without the written consent or knowledge of the student or parent – information in education records to “appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.” Imminent danger of student or others must be present.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office, U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC, 20202-4605.

   The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party's actual damages. The arbitrator also shall have no authority to award attorney's fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator's fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Rasmussen College shall 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 – Moorhead is a wholly owned subsidiary of Aukers, Inc., a private corporation incorporated under the laws of the State of Delaware.
   4012 19th Avenue Southwest
   Fargo, ND 58103-9831
   (701) 277-3889

   Corporate Officers:
   – Robert E. King, Vice Chair
   – J. Michael Locke, Vice President and Secretary
   – Susan Fdalocic, Executive Vice President, Chief Financial Officer, and Assistant Secretary
   – Kristi A. Wietze, Executive Vice President, and Corporate CEO
   – Tawnie Cortez, Vice President

College Policies

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

   Directory Information includes:
   Student's name, date of birth, address(es), course of study; extracurricular activities; degrees and/or awards received; last school attended; dates list or equivalent; attendance status (full-time, part-time) and dates of attendance (the period of time a student attends or attended Rasmussen College (to include specific daily records of attendance).

   Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Business Office.

   Once filed, this becomes a permanent part of the student's record for the entire time the student is enrolled until the student requests to remove the information.

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

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

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

Grievance Procedure
In the event an applicant, student, graduate, former student, or other party who has dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution, being heard and adjudicated, this student or other party who feel they have been unjustly treated can request the Campus Director to hear their grievance.

   If individuals wish to appeal a decision or request a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Chief Academic Officer and/or the Vice President of Region 1 within 15 calendar days of the issue in question. Response will be given within 30 days.

Arbitration
Any controversy or claim arising out of, or relating to a current or former student's recruitment by, enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (the “Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator.

   The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.
Accreditation, Licensing & Approvals

Accreditation:
Rasmussen College is accredited by
The Higher Learning Commission (www.higherlearningcommission.org),
and is a member of The North Central Association of Colleges and Schools (NCA)
30 N. La Salle Street, Suite 2400,
Chicago, IL 60602-2504,
(800) 621-7460 or (312) 263-0456,
www.higherlearningcommission.org
The Rasmussen College Health Information
Technician program at the Brooklyn Park,
Eagan, Eden Prairie, Mansfield, and St. Cloud
campuses is accredited by the Commission on
Accreditation for Health Informatics and
Information Management Education (CAHIIM).

• Commission on Accreditation for
Health Informatics and Information
Management Education: 315 N. Michigan Ave., 11th Floor
Chicago, IL 60601-5800
(312) 233-1100
The Medical Assisting program at the
Brooklyn Park, Mansfield, and St. Cloud
campuses is accredited by the Commission on
Accreditation of Allied Health Education Programs (www.caahep.org) upon
the recommendation of the Curriculum Review Board of the American Association of Medical
Assistants Endowment (CRB-AAAME).

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

Authorization
Rasmussen College is authorized as a private
career school with the North Dakota State
Board for Career and Technical Education.
Authorization is not an endorsement of the
Institution. Credits earned at the Institution
may not transfer to all other institutions.
The education programs may not meet
the needs of every student or employer.
North Dakota State Board for Career and Technical Education
State Capitol, 15th Floor
600 East Boulevard Avenue, Dept. 270
Bismarck, ND 58505-0610
(701) 328-3180

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

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
(651) 622-0507

Approved For:
• Veterans' Benefits by the
North Dakota State Approving Agency
• Veterans' Benefits by the
Minnesota State Approving Agency

Standards of Quality & Institutional and Financial Aid Guidelines

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

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

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

Standards of Academic Progress
Mid-quarter and final grade reports are
available to all students. Cumulative
grade point averages and successful course
completion of credits attempted are monitored
quarterly. All grades relate to credits
successfully completed with the exception of the “W/WD” and “U/U N” 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 “TD”
(Test-Out) on the student’s transcript. Grade
points from institutions other than Rasmussen
College and credit by examination will not be
computed in the Rasmussen College grade
point average, but they will be counted as
credits attempted and earned for determining
Satisfactory Progress. All credits that are
considered to be earned toward program
completion, including test-out, transfer,
and course waiver credits, are therefore
also treated as credits attempted.

All students must comply with the following
components, which are used to measure a
student’s Satisfactory Progress (SAP) towards
the completion of a degree or certificate.
The components are:
1. A Cumulative Grade Point Average (CGPA)
   consistent with graduation requirements.
2. Duration of eligibility, or maximum time
   frame for program completion, which is
equal to 1.5 times the number of
total credits required for program completion.
3. Cumulative Completion Rate (CCR)
   Duration of eligibility, or maximum time
   frame for program completion, is a period
equal to 1.5 times the number of credits
   required for program completion. Total credits
   are indicated by each program listing in the
   catalog. Credits accepted for transfer into the
   College and credits earned by examination
   are considered as part of the credits attempted and
   earned, and as part of the total credits
   required, for purposes of determining the
   maximum program time frame and duration of
   eligibility. A student cannot exceed
   1.5 times the maximum time frame.

A Cumulative Completion Rate (CCR) is
determined as follows: Cumulative credits
earned / cumulative credits attempted.
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 toward maximum credit time frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Up to 25%</td>
</tr>
<tr>
<td>• Greater than 25%, up to 50%</td>
</tr>
<tr>
<td>• Greater than 50%</td>
</tr>
</tbody>
</table>

The following will not be considered as
credits successfully completed or earned:

- Failed courses
- Interim credit
- “Repeat/Verify” (RU/VR) courses
- CR/NC grades
- Credit paid by employer

Minimum credits successfully
completed for total credits attempted:

• 25%
• 50%
• 67%

Duration of eligibility requirements

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.
Central Office
Kristi A. Waite, President, Rasmussen College
B.A., Concordia University

J. Michael Locke, Chief Executive Officer, Rasmussen College, Inc.
J.D., Harvard University
M.B.A., Northwestern University
B.A., DePauw University

Susan Falotico, Executive Vice President of Finance
M.B.A., University of Central Florida
B.A., Rutgers University

John Woods, Vice President of Academic Affairs
Ph.D., Bowling Green State University
M.A., B.A., Carleton University – Canada

Patrick Branham, Vice President of Finance
M.B.A., University of Chicago
CPA, B.S., Illinois State University

Stella Coker, Online Bookstore Manager
A.A.S., Rasmussen College

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B.A., Montana State University

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

Greg Finkelstein, Vice President of Marketing and Employee Recruiting
B.S., Tulane University

George Fogel, Vice President of Compliance and Financial Services
M.B.A., University of Chicago
B.A., DePauw University

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Ed.D., St. Mary’s University
M.A., Minnesota State University - Mankato
B.A., College of St. Benedict

Robin Gennell, Director of Personal Support Center
A.A., Brevard Community College

Cynthia Glewe, RHIA
Health Information Technician Manager and Curriculum Coordinator
M.Ed., Capella University
B.A., College of St. Scholastica

Jeff Hagy, National Director of High School Recruitment
B.A., St. Cloud State University

Susan M. Hammerstrom, Vice President of Student Recruitment
B.S., St. Cloud State University

Tami Hanson, National Director of Career Services
B.A., University of Minnesota

Blaine Johnson, National Director of Technology Admissions
B.S., Troy University

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M.B.A., Northwestern University
B.A., DePauw University

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

Jim Maza, Chief Information Officer
M.S., DePaul University
B.S., DeVry University

Craig Pines, Executive Vice President
B.S., Indiana University

Eric Rasmussen, Vice President of Region 4
B.S., University of Minnesota

Scott R. Reimer, Corporate Accounting Officer
CPA, B.S., St. John’s University

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Ph.D., University of Minnesota
M.A., Ohio University
M.A., B.A., Bowling Green State University

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M.A., B.A., Auburn University

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B.S., Montana State University

Larry A. Waite, Vice President of Real Estate
M.A., University of St. Thomas
B.S., Metropolitan State University

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B.S., Emporia State University

Greg Witte, Vice President of Region 2
B.M.E., Central Missouri State University

Cathy Wogen, Director of Campus Operations
B.S., St. Cloud State University

Campus and Academic Administration
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B.S., State University of New York

Amy Beito,
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B.S., Minnesota State University - Moorhead

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B.A., Moorhead State University

Peter Limvere, Director of Admissions
B.S., University of Mary

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M.B.A., B.U.S., North Dakota State University

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M.B.A., Benedictine University
B.S., University of Alabama

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B.S., University of Louisville

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

Crystal Vold, Director of Student Financial Services
B.S., University of Mary

Darwin Olson, Director of Financial Aid
A.A.S., University of North Dakota – Lake Region

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

Emily Halvorson, Financial Aid Officer
B.S., North Dakota State University

Jill Johnson, Financial Aid Officer
B.S., Moorhead State University

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A.A.S., Aaker Business College

Melissa Vein, Financial Planning Coordinator
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Student Services
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B.U.S., North Dakota State University

Angela Bachman, Employer Relations Specialist
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Gayle Johnson, Student Services Coordinator
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Kari McKee, Student Accounts Manager
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M.S., Nova Southeastern University
B.A., Newberry College
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**Eric Gomez,** General Education Coordinator  
M.F.A., B.A., Minnesota State University – Moorhead

**JaDeen Anderson**  
D.C., Palmer College  
B.A., Minnesota State University – Moorhead

**Marvin Carlson**  
M.S., University of North Dakota  
B.S., North Dakota State University

**Scott Dack,**  
M.A., George Mason University  
B.A., University of Nebraska – Lincoln

**David Kirk,**  
M.A., B.A., Rhode Island College

**Carly Hearn,**  
B.A., North Dakota State University

**Marvin Carlson**  
M.F.A., Minnesota State University – Moorhead  
M.A., University of South Dakota

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

**Rasmussen College Library**

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

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

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B.S., Minnesota State University – Moorhead

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B.A., Menot State University

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**Roxanne Visser,**  
B.S., Minnesota State University – Moorhead

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M.A., University of Wollongong, NSW Australia

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B.S., University of Wisconsin - Stout

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B.S., Minnesota State University – Mankato

**Virginia Knox,**  
M.Ed., Capella University  
B.S., Akorn State University

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

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

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B.S., North Dakota State University  
A.S., North Dakota State College of Science

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

**School of Justice Studies**

**Carie Ann Potenza,** Director, School of Justice Studies  
M.A., Rutgers University  
B.A., University of Albany

**Patricia Laney**  
J.D., Hamline University  
B.S., Minnesota State University – Mankato

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B.S., Bemidji State University

**Rachel Wallock,**  
M.A., University of Mary  
B.S., North Dakota State University

**School of Technology and Design**

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B.A., Rollins College

**Chad Halvorson**  
B.A., Minnesota State University

**Shawn Logan**  
B.S., Valley City State University

**David Pickens**  
B.S., North Central University
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(www.higherlearningcommission.org)
and is a member of
The North Central Association of Colleges and Schools.