Campus Locations
- Bismarck
- 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
- Green Bay, WI

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

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

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

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

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

Purpose

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

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

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

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

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

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

6 Assessment and Planning: Rasmussen College students, both residential and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists the College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the institution.
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.
CHIPS is an acronym for our values: Community, History, Integrity, Placement, and Service. CHIPS embodies what the Rasmussen College experience is all about, and why it’s not just an ordinary education.

What does CHIPS mean for you, our student?

It means a personal, service-oriented, quality education that’s designed to help you succeed - in the classroom and beyond. Here are some questions to ask when selecting a college, so that you can make the best decision regarding your future career.

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

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

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

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

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

Rasmussen is dedicated to providing a quality, hands-on education with day, evening, and online programs to be taken at your convenience, letting you live life on your schedule. Our commitment to progress and growth has led to expansion, offering even more opportunities for students. This continuing growth means that new campuses, premium academic resources, and up-to-date technology and equipment will be available to help you succeed in your classes and your new career.

Rasmussen supports and guides you all the way with resources to help in your study: high-tech computer labs; an intranet that offers access to libraries, research, databases, and specialized websites; and on and off-site learning programs; and the 24-hour Personal Support Center.

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.

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.

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.

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

New Facilities
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
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.

High Quality Education

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

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

Rasmussen College is authorized by the North Dakota Board of Career and Technical Education.

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

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

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

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

Over 100 Years of Excellence
Rasmussen 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 and Nursing 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
Primary Sources of Financial Aid and How to Apply.

<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 - $4,731</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (FSEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid – Awarded by the College</td>
</tr>
<tr>
<td>Academic Competitiveness Grant (ACG)</td>
<td>Award based on Pell Grant eligibility and academic rigor requirements of state high school coursework eligibility.</td>
<td>$750 for first year; $1300 for second year</td>
<td>Free Application for Federal Student Aid –</td>
</tr>
<tr>
<td><strong>Employment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid – Awarded by the College</td>
</tr>
<tr>
<td><strong>Federal Loan Programs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500 2nd Year - $4,500 3rd Year+ - $5,500</td>
<td>Free Application for Federal Student Aid and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half-time. Same as subsidized limits. Independent students may be eligible for additional amounts of: 1st &amp; 2nd Year - $4000 3rd Year + - $5000.</td>
<td></td>
<td>Free Application for Federal Student Aid and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates. Up to college cost of attendance.</td>
<td></td>
<td>PLUS application and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td><strong>Veterans’ Benefits</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterans’ Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component. Monthly benefit based on service contributions</td>
<td></td>
<td>Veterans Administration or Veterans Service Officer</td>
</tr>
</tbody>
</table>

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

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

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

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 and expiration date.

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.

Outside Scholarships
The College will gladly assist any student in attaining scholarship funding from an outside source by providing cost of attendance and family contribution information to the awarding source. Please contact the Financial Aid Office for specific questions regarding outside scholarship funding.

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

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.

<table>
<thead>
<tr>
<th>Grade Point Average upon graduation</th>
<th>Scholarship</th>
<th>If you apply for admission prior to January 30, your award is:</th>
<th>If you apply for admission between January 30, and April 30, your award is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.00 – 2.74</td>
<td>Success Award</td>
<td>Associates $1,000</td>
<td>$600</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $2,000</td>
<td>$1,200</td>
</tr>
<tr>
<td>2.75 – 2.99</td>
<td>Achievement Award</td>
<td>Associates $1,500</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $3,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>3.00 – 3.24</td>
<td>Silver Circle Award</td>
<td>Associates $2,000</td>
<td>$1,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $4,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>3.25 – 3.49</td>
<td>Gold Circle Award</td>
<td>Associates $2,500</td>
<td>$2,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $5,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>3.50 – 3.74</td>
<td>Platinum Circle Award</td>
<td>Associates $3,000</td>
<td>$2,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $6,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>3.75 – 3.99</td>
<td>Director’s Award</td>
<td>Associates $4,000</td>
<td>$3,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $8,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>4.00</td>
<td>President’s Award</td>
<td>Associates $5,000</td>
<td>$4,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $10,000</td>
<td>$8,000</td>
</tr>
</tbody>
</table>
Objective.
Graduates of this program know basic concepts in kinesiology, human anatomy, pathology, and the theory behind massage-therapy techniques. They can perform a variety of massage techniques, including Swedish massage, sports massage, myofascial release, trigger-point therapy, and additional techniques. In addition, they can choose and perform techniques for clients with individualized needs.

They value critical thinking, communication, professionalism and ethical behavior, and the appreciation of other massage therapists in the industry. This program prepares graduates to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

MASSAGE THERAPY AAS DEGREE
Standard Length of Program • 7 Quarters Full-Time • 11 Quarters Part-Time

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

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

General Education Courses
Number Course Credits
English Composition (Required course) G124 English Composition 4
Communication (Select 1 course) G141 Introduction to Communication 4
G226 Speech 2
Humanities (Select 2 courses) G125 Humanities 4
G138 Introduction to Film 4
G201 Creative Writing 4
G230 Introduction to Literature 4
Math/Natural Sciences (2 required courses) MA241 Human Anatomy and Physiology I 5
MA242 Human Anatomy and Physiology II 5

Social Sciences (Select 2 courses)
G122 World Geography 4
G123 Principles of Economics 4
G137 Introduction to Psychology 4
G142 Introduction to Sociology 4
G243 Contemporary U.S. Government 4

Major and Core Courses
Number Course Credits
B136 Introduction to Business 4
E150 Success Strategies 4
E242 Career Development 2
G233 College Algebra 4
M230 Medical Law and Ethics 4
MT101 Introduction to Massage Therapy 3
MT105 Deep Tissue Massage 3
MT120 Techniques for Special Clients 3
MT140 Pathology for Massage Therapy 4
MT215 Sports Massage 3
MT220 Myofascial Release 3
MT225 Alternative Modalities 3
MT230 Trigger Point Therapy 3
MT237 Clinic I 2
MT238 Clinic II 4
MT245 Kinesiology 4
MT246 Kinesiology II 4
MT250 Business and Wellness 3

Total Degree Credits 94*

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

This program is offered only at the Bismarck campus.

MEDICAL ADMINISTRATION AAS DEGREE
Standard Length of Program • 7 Quarters Full-Time • 10 Quarters Part-Time

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

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

General Education Courses
Number Course Credits
English Composition (Required course) G124 English Composition 4
Communication (Select 1 course) G141 Introduction to Communication 4
G226 Speech 2
Humanities (Select 2 courses) G125 Humanities 4
G138 Introduction to Film 4
G201 Creative Writing 4
G230 Introduction to Literature 4
Math/Natural Sciences (2 required courses) MA120 Medical Terminology 4
MA280 Medical Transcription Capstone 3

Social Sciences (Select 2 courses)
G122 World Geography 4
G123 Principles of Economics 4
G137 Introduction to Psychology 4
G142 Introduction to Sociology 4
G233 College Algebra 4

Major and Core Courses
Number Course Credits
D111 Computer Information Systems 3
E150 Success Strategies 4
E242 Career Development 2
M120 Medical Terminology 4
M140 Basic ICD-9-CM Coding 4
M140A Intermediate ICD-9-CM Coding 3
M141 Ambulatory Care Coding 3
M200 Medical Office Procedures 4
M205 Medical Transcription I 3
M206 Medical Transcription II 3
M207 Medical Transcription III 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
M280 Medical Transcription Capstone 3
S115 Keyboarding I 3
S116 Keyboarding II 3
S120 Word for Windows 3

Total Degree Credits 100*

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

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

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### MEDICAL CODING DIPLOMA

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

**Career Opportunities** • Medical Coder • Medical Coder/Biller

#### Foundation Courses

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

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

#### Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>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>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
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</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M140</td>
<td>Basic ICD-9-CM Coding</td>
<td>4</td>
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<tr>
<td>M140A</td>
<td>Intermediate ICD-9-CM Coding</td>
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</tr>
<tr>
<td>M141</td>
<td>Ambulatory Care Coding</td>
<td>3</td>
</tr>
<tr>
<td>M208</td>
<td>Introduction to Health Information Management</td>
<td>4</td>
</tr>
<tr>
<td>M209</td>
<td>Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>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>
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<tr>
<td>M251</td>
<td>Medical Coding Practicum</td>
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</table>

**Total Diploma Credits** 59*

* 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 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>MA241</td>
<td>Human Anatomy and Physiology I</td>
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<tr>
<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>MA243</td>
<td>Microbiology</td>
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<td>Pathology I</td>
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<td>MA246</td>
<td>Pathology II</td>
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<tr>
<td>MA247</td>
<td>Hematology I</td>
<td>4</td>
</tr>
<tr>
<td>MA248</td>
<td>Immunology</td>
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<td>MA249</td>
<td>Immunohematology</td>
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<tr>
<td>MA250</td>
<td>Microbiology II</td>
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<tr>
<td>MA251</td>
<td>Clinical Pharmacology</td>
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<tr>
<td>MA252</td>
<td>Clinical Pharmacology II</td>
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<tr>
<td>MA253</td>
<td>Financial Accounting</td>
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<td>MA254</td>
<td>Contemporary U.S. Government</td>
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#### Major and Core Courses

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<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>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</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>M251</td>
<td>Medical Coding Practicum</td>
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</table>

**Total Degree Credits** 99

* This program is only available at the Bismarck campus.

Rasmussen College is pursuing accreditation for its Medical Laboratory Technician AAS program through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The program has achieved “serious applicant” status. Graduates are eligible to sit for the Medical Laboratory Technician (MLT) certification examination offered by the Board of Registry of the American Society for Clinical Pathology (ASCP).

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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 Medical Laboratory Technician Program” under Academic Information.**
### 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>
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</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>
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<td>G141</td>
<td>Introduction to Communication</td>
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<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>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>M205</td>
<td>Medical Transcription I</td>
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<tr>
<td>M206</td>
<td>Medical Transcription II</td>
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<td>M207</td>
<td>Medical Transcription III</td>
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<td>M280</td>
<td>Medical Transcription Capstone</td>
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<tr>
<td>S115</td>
<td>Keyboarding I</td>
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<tr>
<td>S116</td>
<td>Keyboarding II</td>
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</tr>
<tr>
<td>S120</td>
<td>Word for Windows</td>
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</table>

**Total Diploma Credits** 62*

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

### OFFICE MANAGEMENT AAS DEGREE

**Medical** • See School of Business on Page 17
Objective.

Graduates of this program know the accounting processes and cycles of professional accounting firms, businesses, and government agencies. They can manage accounts receivable, accounts payable, and payroll, and can also prepare tax returns, prepare and analyze financial statements, and use computer applications proficiently. They can perform advanced accounting tasks pertaining to taxes, auditing, fraud examination, and international accounting. 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. Graduates value critical thinking, communication, leadership, and integrity.

ACCOUNTING BS DEGREE

Standard Length of Program • 12 Quarters Full-Time • 16 Quarters Part-Time

Career Opportunities • Auditor • Cost Accountant • Accounts Payable Manager • Financial Analyst • Managerial Accountant • Accounts Receivable Manager

Foundation Courses

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

Lower Division

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<th>Number</th>
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<th>Credits</th>
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<tr>
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<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G140</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G270</td>
<td>Introduction to Literature</td>
<td>4</td>
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Upper Division

<table>
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<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G301</td>
<td>Introduction to Psychology</td>
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Foundation Courses

<table>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G101</td>
<td>Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>G102</td>
<td>Accounting II</td>
<td>4</td>
</tr>
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<td>G103</td>
<td>Accounting III</td>
<td>4</td>
</tr>
<tr>
<td>A269</td>
<td>Income Tax</td>
<td>4</td>
</tr>
<tr>
<td>A280</td>
<td>Accounting Capstone</td>
<td>2</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</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>D279</td>
<td>Computer Focus Principles</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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</table>

Elective Courses

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<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>A305</td>
<td>Corporate Finance</td>
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<tr>
<td>A310</td>
<td>Management Accounting</td>
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<tr>
<td>A305</td>
<td>Governmental and Not-for-Profit Accounting</td>
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<tr>
<td>A325</td>
<td>Auditing</td>
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<tr>
<td>A405</td>
<td>Advanced Accounting</td>
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<td>A410</td>
<td>Advanced Federal Tax Theory</td>
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<td>A415</td>
<td>Financial Statement Analysis</td>
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<td>A420</td>
<td>Accounting Information Systems</td>
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<td>A425</td>
<td>Corporate Fraud Examination</td>
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<td>A430</td>
<td>International Accounting</td>
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<td>A490</td>
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<tr>
<td>B351</td>
<td>Management of Information Systems</td>
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<td>B136</td>
<td>Operations Management</td>
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<td>B222</td>
<td>Money and Banking</td>
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<td>B401</td>
<td>Organizational Behavior Analysis</td>
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<tr>
<td>B402</td>
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</table>

Total lower division major/core credits 41
Total upper division major/core credits 64

Total elective credits 20
Total Degree Credits 181*

* 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.

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

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

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

TOTAL CREDITS 181

RSA M U S S E N C O L L E G E • North Dakota
## 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

### 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.

### 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>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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<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G226</td>
<td>Speech</td>
<td>4</td>
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<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
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<tr>
<td>G138</td>
<td>Introduction to Film</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</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>
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<tr>
<td>G245</td>
<td>Introduction to Geology</td>
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</table>

### Math/Natural Sciences

<table>
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<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
</tbody>
</table>

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

### Social Sciences

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

**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>
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</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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### Banking Specialization

<table>
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<tr>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B232</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>F111</td>
<td>Introduction to Banking</td>
<td>4</td>
</tr>
<tr>
<td>F212</td>
<td>Fundamentals of Consumer Lending</td>
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<td>F213</td>
<td>Introduction to Mortgage Lending</td>
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<tr>
<td>F215</td>
<td>Principles of Banking Law</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>
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<tbody>
<tr>
<td>A177</td>
<td>Payroll Accounting</td>
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</tr>
<tr>
<td>A272</td>
<td>Intermediate Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>A274</td>
<td>Intermediate Accounting II</td>
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</tr>
<tr>
<td>B234</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
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</tr>
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</table>

**Total Degree Credits 93***

This Degree Program is also offered Online.

### Financial Investigation Specialization

<table>
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<tbody>
<tr>
<td>A272</td>
<td>Intermediate Accounting I</td>
<td>4</td>
</tr>
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<td>A274</td>
<td>Intermediate Accounting II</td>
<td>4</td>
</tr>
<tr>
<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.

**Total Degree Credits do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.**
### Foundation Courses

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

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

### General Education Courses**

#### Lower Division

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</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>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>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>G138</td>
<td>Introduction to Film</td>
<td>4</td>
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<tr>
<td>G190</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Math/Natural Sciences

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
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<tbody>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
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<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

<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>
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<tr>
<td>G243</td>
<td>Contemporary U.S. Government</td>
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### Upper Division

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G332</td>
<td>Visual Communication in the Media</td>
<td>4</td>
</tr>
<tr>
<td>G330</td>
<td>American Literature</td>
<td>4</td>
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<tr>
<td>G380</td>
<td>Visions of America Since 1945</td>
<td>4</td>
</tr>
<tr>
<td>G401</td>
<td>Comparative Politics</td>
<td>4</td>
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### Major and Core Courses

#### Lower Division

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<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>A151</td>
<td>Accounting I</td>
<td>4</td>
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<tr>
<td>B097</td>
<td>Foundations of English I</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>
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<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
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<tr>
<td>B289</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
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<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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#### Upper Division

<table>
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<tr>
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<th>Course</th>
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<tr>
<td>A305</td>
<td>Corporate Finance</td>
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<tr>
<td>B480</td>
<td>Critical Issues in Business</td>
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<tr>
<td>BU301</td>
<td>Public Relations</td>
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<tr>
<td>BU302</td>
<td>Risk Management</td>
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<tr>
<td>BU307</td>
<td>Insurance</td>
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<tr>
<td>BU308</td>
<td>Operations Management</td>
<td>4</td>
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<td>BU912</td>
<td>International Business</td>
<td>4</td>
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<tr>
<td>BU222</td>
<td>Money and Banking</td>
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<tr>
<td>BU340</td>
<td>Professional Selling</td>
<td>4</td>
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<tr>
<td>BU355</td>
<td>Advertising Application</td>
<td>4</td>
</tr>
<tr>
<td>BU401</td>
<td>Organizational Behavior Analysis</td>
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<tr>
<td>BU402</td>
<td>Strategic Management</td>
<td>4</td>
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<tr>
<td>BU403</td>
<td>Contemporary Leadership Challenges</td>
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<tr>
<td>BU404</td>
<td>Negotiation and Conflict Management</td>
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<tr>
<td>BU425</td>
<td>Labor and Employment Law</td>
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<td>Small Business Management I</td>
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### Totals

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Total lower division general credits</td>
<td>32</td>
</tr>
<tr>
<td>Total upper division general credits</td>
<td>24</td>
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</tbody>
</table>

** 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 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.
**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 • Call Center Management • Human Resource**

**Internet Marketing • Marketing and Sales**

**Standard Length of Program**

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

**Career Opportunities**

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

**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**

**English Composition** (Required course)

- G124 English Composition 4

**Communication** (Select 1 course)

- G141 Introduction to Communication 4
- G226 Speech 4

**Humanities** (Select 2 courses)

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

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

- G233 College Algebra** 4
- G239 Introduction to Astronomy 4
- G245 Introduction to Geology 4

**Social Sciences** (Select 2 courses)

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

**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>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B230</td>
<td>Principles of Finance</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
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<tr>
<td>B234</td>
<td>Business Law</td>
<td>4</td>
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<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
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<tr>
<td>B280</td>
<td>Business Capstone</td>
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<tr>
<td>E111</td>
<td>Computer Information Systems</td>
<td>3</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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**Business Administration Specialization**

<table>
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<tr>
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<tbody>
<tr>
<td>A152</td>
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<td>A177</td>
<td>Payroll Accounting</td>
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<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
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<tr>
<td>D181</td>
<td>Excel</td>
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<td>D279</td>
<td>Computer Focused Principles</td>
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**Total Degree Credits** **93***

**Call Center Management Specialization**

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

**Total Degree Credits** **95***

**Human Resource Specialization**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>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>
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<td>B250</td>
<td>Training and Development</td>
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<td>B267</td>
<td>Employment Law</td>
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<td>B268</td>
<td>Compensation and Benefits Management</td>
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<tr>
<td>B293</td>
<td>Business Ethics</td>
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**Total Degree Credits** **95***

**Internet Marketing Specialization**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
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<td>E-Commerce</td>
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</tr>
<tr>
<td>B223</td>
<td>Internet Consumer Behavior</td>
<td>4</td>
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<tr>
<td>B224</td>
<td>Marketing Ethics</td>
<td>4</td>
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<tr>
<td>B228</td>
<td>Search Engine Marketing</td>
<td>4</td>
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<tr>
<td>B229</td>
<td>Target/Audience Messaging</td>
<td>4</td>
</tr>
<tr>
<td>B231</td>
<td>Web Media Marketing</td>
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**Total Degree Credits** **91***

**Marketing and Sales Specialization**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
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<td>Customer Service</td>
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<tr>
<td>B140</td>
<td>Sales Techniques</td>
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<tr>
<td>B218</td>
<td>E-Commerce</td>
<td>4</td>
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<td>B232</td>
<td>Principles of Marketing</td>
<td>4</td>
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<tr>
<td>B263</td>
<td>Principles of Advertising</td>
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<tr>
<td>R204</td>
<td>Entrepreneurship</td>
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**Total Degree Credits** **95***

**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.**
OFFICE MANAGEMENT AAS DEGREE

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

Foundation Courses

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

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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>G226</td>
<td>Speech</td>
<td>4</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>G201</td>
<td>Creative Writing</td>
<td>4</td>
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</tbody>
</table>

Humanities (Select 2 courses)

<table>
<thead>
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<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</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>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
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</table>

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G233</td>
<td>College Algebra**</td>
<td>4</td>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
</tbody>
</table>

Social Sciences (Select 2 courses***)

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

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

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>B199</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>D283</td>
<td>Access</td>
<td>3</td>
</tr>
<tr>
<td>S201</td>
<td>Office Procedures</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 91*

This Degree Program is also offered online.

Corporate Management Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>D283</td>
<td>Access</td>
<td>3</td>
</tr>
<tr>
<td>S219</td>
<td>Legal Document Processing and Transcription</td>
<td>3</td>
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</tbody>
</table>

Total Degree Credits 94*

Government Specialization***

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

Total Degree Credits 94*

Legal/Criminal Justice Specialization

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

Total Degree Credits 94*

Medical Specialization***

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

Total Degree Credits 94*

This Degree Program is also offered online.

Small Business Management Specialization

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

Total Degree Credits 94*

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

OFFICE MANAGEMENT

Corporation Management • Government • Legal/Criminal Justice
Medical • Small Business Management

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

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

Corporate Management

Medical

Small Business Management

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

Graduates of this program know basic accounting concepts related to the general business or accounting environment. They can perform entry-level bookkeeping and analysis of financial statements, handle payroll tasks, and use computer applications proficiently. They value communication, integrity, and workplace professionalism.

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>A152</td>
<td>Accounting II</td>
<td>4</td>
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<tr>
<td>A153</td>
<td>Accounting III</td>
<td>4</td>
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<tr>
<td>A177</td>
<td>Payroll Accounting</td>
<td>4</td>
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<tr>
<td>A269</td>
<td>Income Tax</td>
<td>4</td>
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<tr>
<td>A272</td>
<td>Intermediate Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</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>D181</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>D279</td>
<td>Computer Focused Principles</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Diploma Credits | 67*  
* 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.

SECRETARIAL DIPLOMA

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.

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>
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<tbody>
<tr>
<td>A151</td>
<td>Accounting I</td>
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<tr>
<td>A179</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
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<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>
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<td>E150</td>
<td>Success Strategies</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</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>S201</td>
<td>Word for Windows</td>
<td>3</td>
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<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.

This program is offered only at the Fargo location.
Objective.

Graduates of this program know the theory and practice of criminal-justice law, procedures, research methods, and leadership. They understand concepts of criminal behavior, crime prevention, and diversity in the justice system. Graduates can apply, analyze, synthesize, and evaluate facts and theories pertaining to criminal justice; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; recognize and address complex ethical situations; and operate effectively within a continually changing environment. They value lifelong learning, honesty, and integrity in the criminal-justice system.

CRIMINAL JUSTICE BS DEGREE
Client Services/Corrections • Criminal Offenders • Homeland Security Investigation/Law Enforcement

Standard Length of Program • 12 Quarters Full-Time • 16 Quarters Part-Time

Career Opportunities • Probation Officer • Victim’s Advocate • Criminal Investigator • Human Services Program Coordinator • Economic Self-Sufficiency Specialist • Customs Immigration Specialist Clerk

Foundation Courses

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

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

General Education Courses**

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

** Students must complete this course within the first 60 credits of their program.

Humanities (Select 2 courses)

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

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

- G233 | College Algebra | 4 |
- G239 | Introduction to Astronomy | 4 |
- G245 | Introduction to Geology | 4 |

Social Sciences (2 required courses)

- G137 | Introduction to Psychology | 4 |
- G142 | Introduction to Sociology | 4 |

Communication (Select 1 course)

- G332 | Visual Communication in the Media | 4 |

Humanities (Select a minimum of 1 course)

- G330 | American Literature | 4 |
- G335 | Contemporary World Literature: 1900 to the Present | 4 |
- G435 | Literature of American Minorities | 4 |

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

- G328 | Human Uses of the Environment | 4 |
- G434 | Gender in Math and Science | 4 |

Social Sciences (Select a minimum of 1 course)

- G333 | American Religious History | 4 |
- G380 | Visions of America Since 1945 | 4 |
- G401 | Comparative Politics | 4 |

Total lower division general education credits 32

Total upper division general education credits 24

Upper Division

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J102</td>
<td>Criminology</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>J245</td>
<td>Special Offenders: Sex Offenders</td>
<td>4</td>
</tr>
<tr>
<td>J250</td>
<td>Drugs and Crime</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</td>
<td>4</td>
</tr>
</tbody>
</table>

Career Opportunities

- J230 | Terrorism | 4 |
- J245 | Security Challenges | 4 |
- J305 | Examination of Forensic Science | 4 |
- J320 | Criminal Investigations | 4 |
- J325 | Criminal Evidence | 4 |
- J332 | Homeland Security Policy | 4 |
- J335 | Risk Analysis | 4 |
- J400 | Emergency Management | 4 |
- J420 | Crimes Across Borders | 4 |

Total Degree Credits 183*

** This Degree Program is also offered online.

Investigation/Law Enforcement Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J102</td>
<td>Introduction to Criminal Justice</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>J245</td>
<td>Special Offenders: Sex Offenders</td>
<td>4</td>
</tr>
<tr>
<td>J420</td>
<td>Crimes Across Borders</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 183*

** This Degree Program is also offered online.

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

## Foundation Courses

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

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

## General Education Courses

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

## Humanities

<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

<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>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
</tbody>
</table>

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

## Social Sciences

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

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

### Additional qualifications may be required in various jurisdictions.

---

## Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J102</td>
<td>Criminology</td>
<td>4</td>
</tr>
<tr>
<td>J115</td>
<td>Introduction to Corrections</td>
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<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>J250</td>
<td>Drugs and Crime</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>

** This Degree Program is also offered online.

## Crime Scene Evidence Specialization

<table>
<thead>
<tr>
<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>
</tr>
<tr>
<td>J260</td>
<td>Introduction to Investigations</td>
<td>4</td>
</tr>
<tr>
<td>J261</td>
<td>Crime Scene Analysis</td>
<td>4</td>
</tr>
</tbody>
</table>

** This Degree Program is also offered online.

## Homeland Security Specialization

<table>
<thead>
<tr>
<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>
</tr>
<tr>
<td>J230</td>
<td>Terrorism</td>
<td>4</td>
</tr>
<tr>
<td>J245</td>
<td>Security Challenges</td>
<td>4</td>
</tr>
</tbody>
</table>

** This Degree Program is also offered online.

## Law Enforcement Specialization

<table>
<thead>
<tr>
<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>
</tr>
<tr>
<td>J222</td>
<td>Practical Psychology for Law Enforcement</td>
<td>4</td>
</tr>
<tr>
<td>J226</td>
<td>Legal Code for Law Enforcement</td>
<td>4</td>
</tr>
</tbody>
</table>

** This Degree Program is also offered online.

---

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

---

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

INFORMATION SYSTEMS MANAGEMENT AAS DEGREE

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

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

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

Foundation Courses

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

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

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G226</td>
<td>Speech</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>G122</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

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G112</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>
<th>Credits</th>
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</thead>
<tbody>
<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>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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</table>

Network Administration Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>N112</td>
<td>PC Hardware and Software I (A+)*</td>
<td>3</td>
</tr>
<tr>
<td>N113</td>
<td>PC Hardware and Software II (A+)*</td>
<td>3</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N141</td>
<td>Networking Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N208</td>
<td>Linux Administration</td>
<td>3</td>
</tr>
<tr>
<td>N226</td>
<td>Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N234</td>
<td>Microsoft Exchange Server</td>
<td>3</td>
</tr>
<tr>
<td>N235</td>
<td>Cisco Networking Fundamentals and Routing</td>
<td>3</td>
</tr>
<tr>
<td>W112</td>
<td>Introduction to Visual Basic 2005</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits 94*

Web Programming Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>N1272</td>
<td>Multimedia Technologies</td>
<td>3</td>
</tr>
<tr>
<td>W110</td>
<td>JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>W112</td>
<td>Database Design &amp; SQL</td>
<td>3</td>
</tr>
<tr>
<td>W114</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>W116</td>
<td>Introduction to Web Design Software</td>
<td>3</td>
</tr>
<tr>
<td>W118</td>
<td>Introduction to HTML</td>
<td>3</td>
</tr>
<tr>
<td>W122</td>
<td>Introduction to Visual Basic 2005</td>
<td>3</td>
</tr>
<tr>
<td>W210</td>
<td>Java I</td>
<td>3</td>
</tr>
<tr>
<td>W215</td>
<td>PERL/CGI</td>
<td>3</td>
</tr>
<tr>
<td>W216</td>
<td>PHP/MySQL</td>
<td>3</td>
</tr>
<tr>
<td>W222</td>
<td>Visual Basic 2005 Advanced</td>
<td>3</td>
</tr>
<tr>
<td>W290</td>
<td>Web Programming Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits 92*

Elective Courses for Computer Information Technology

Select one of the following elective groups, for 9 credits

Group I - Information Technology 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>N112</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>W114</td>
<td>Networking Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>W122</td>
<td>Introduction to Visual Basic 2005</td>
<td>3</td>
</tr>
</tbody>
</table>

This Degree Program is also offered online.

Database Administration Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B19</td>
<td>SQL Server 2005 Administration</td>
<td>3</td>
</tr>
<tr>
<td>N271</td>
<td>SQL Server 2005 Development</td>
<td>3</td>
</tr>
<tr>
<td>N273</td>
<td>Business Intelligence Reporting</td>
<td>3</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
<tr>
<td>W112</td>
<td>Business Intelligence Reporting</td>
<td>3</td>
</tr>
<tr>
<td>W114</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>W122</td>
<td>Introduction to Visual Basic 2005</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits 93*

IP Telephony Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>N112</td>
<td>PC Hardware and Software I (A+)*</td>
<td>3</td>
</tr>
<tr>
<td>N113</td>
<td>PC Hardware and Software II (A+)*</td>
<td>3</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N141</td>
<td>Networking Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N164</td>
<td>Voice Over IP Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N235</td>
<td>Cisco Networking Fundamentals and Routing</td>
<td>3</td>
</tr>
<tr>
<td>N264</td>
<td>IP Telephony</td>
<td>3</td>
</tr>
<tr>
<td>N265</td>
<td>Quality of Service (QoS)</td>
<td>3</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Degree Credits 90*

Networking Security & Forensics Specialization

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

Total Degree Credits 93*

* Credit totals do not include Foundations of English Ill or Foundations of Math. These courses may be required of some students based upon placement examinations.
** G233 College Algebra is required. Students must complete one additional course from the Math/Natural Sciences category.

This Degree Program is also offered online.
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.

**MULTIMEDIA TECHNOLOGIES AAS DEGREE**

**Digital Design and Animation • Web Design**

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

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

<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.

<table>
<thead>
<tr>
<th>General Education Courses</th>
<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>
<td></td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G226</td>
<td>Speech</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**Social Sciences** (Select 2 courses):
- G122          World Geography        4
- G123          Principles of Economics 4
- G137          Introduction to Psychology 4
- G142          Introduction to Sociology 4
- G243          Contemporary U.S. Government 4

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

**Total Degree Credits** 95*

**Web Design Specialization**

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

**Total Degree Credits** 95*

This Degree Program is also offered online.

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

This program is offered only at the Fargo campus.

**BUSINESS MANAGEMENT AAS DEGREE**

**Internet Marketing • See School of Business on Page 16**
Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technical or 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.
<table>
<thead>
<tr>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B096 English for Second Language Learners</strong></td>
</tr>
<tr>
<td>40 hours, 4 credits</td>
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<tr>
<td>This is an intensive course in English for Second Language Learners (ESL). Students will explore grammar and punctuation usage, sentence and paragraph structure, and strategy. Problems and issues that non-native speakers of English have when learning the language will be reviewed. Prerequisite: Placement determined by placement test score.</td>
</tr>
<tr>
<td><strong>B097 Foundations of English I</strong></td>
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<tr>
<td>40 hours, 4 credits</td>
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<tr>
<td>This course emphasizes grammar usage, basic punctuation, and sentence structure. Prerequisite: Placement determined by placement test score.</td>
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<tr>
<td><strong>B098 Foundations of English II</strong></td>
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<tr>
<td>40 hours, 4 credits</td>
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<tr>
<td>This course emphasizes mastery of grammar and punctuation usage, paragraph structure, and strategy. Prerequisite: Placement determined by placement test score.</td>
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<tr>
<td><strong>B099 Foundations of Math</strong></td>
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<tr>
<td>40 hours, 4 credits</td>
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<tr>
<td>This course is a study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages. Prerequisite: Placement determined by placement test score.</td>
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<tr>
<td><strong>B119 Customer Service</strong></td>
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<td>40 hours, 4 credits</td>
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<tr>
<td>This course covers the basics 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</td>
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<tr>
<td><strong>B136 Introduction to Business</strong></td>
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<tr>
<td>40 hours, 4 credits</td>
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<tr>
<td>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</td>
</tr>
<tr>
<td><strong>B140 Sales Techniques</strong></td>
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<tr>
<td>40 hours, 4 credits</td>
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<tr>
<td>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</td>
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<tr>
<td><strong>B156 Introduction to Human Resource Management</strong></td>
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<tr>
<td>40 hours, 4 credits</td>
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<tr>
<td>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</td>
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<tr>
<td><strong>B180 Meeting Management</strong></td>
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<tr>
<td>40 hours, 4 credits</td>
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<tr>
<td>This course will introduce students to the basic tools and skills needed to host and facilitate a variety of types of meetings. The course will also study the theory and practice of parliamentary procedure skills that are used in larger and more formal assemblies. Prerequisite: none</td>
</tr>
<tr>
<td><strong>B182 E-Commerce</strong></td>
</tr>
<tr>
<td>40 hours, 4 credits</td>
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<tr>
<td>This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of e-commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of business. Prerequisite: none</td>
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<tr>
<td><strong>B218 Project Planning and Documentation</strong></td>
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<tr>
<td>40 hours, 4 credits</td>
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<tr>
<td>This course encompasses timelines, deadlines, team building, communication issues and problem solving. The course is set with pre-defined scenarios to assist with the definition of project roles and phases. The students work through related issues and produce a resolution in a well written format. Prerequisites: Intended for student's last quarter.</td>
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<tr>
<td><strong>B223 Internet Consumer Behavior</strong></td>
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<tr>
<td>40 hours, 4 credits</td>
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<tr>
<td>This course is designed in three basic sections which provide students a full understanding of the way consumers shop and how products are best marketed. Section one explores the consumer motives for buying specific to personality traits, demographics and psychographics. Section two covers marketing tactics for the savvy non-consumer and the final section covers managerial and group decision making. This course assists students to understand and apply the concepts of consumer behavior to real companies and marketing scenarios through the use of current case-studies, visuals and scientific research on consumer behavior. Prerequisite: E-Commerce</td>
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<tr>
<td><strong>B224 Marketing Ethics</strong></td>
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<tr>
<td>40 hours, 4 credits</td>
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<tr>
<td>Using current case-studies, this course is designed to provide students the opportunity to discuss and debate the difference between ethical and unethical business conduct. Students will then use this information to understand how today's ideals and principles are applied to the practice of ethical reasoning, marketing decision making and accurate reporting with the purpose of understanding guidelines designed to protect and inform today's consumers. Prerequisite: E-Commerce</td>
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<tr>
<td><strong>B228 Search Engine Marketing</strong></td>
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<tr>
<td>40 hours, 4 credits</td>
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<tr>
<td>This course combines a unique mix of business, writing, and technical skills. Students develop an understanding of the basics of search marketing, a search marketing program, and the steps involved in the execution and tracking of such a campaign. This course will explain the steps in understanding the complexities and similarities of online marketing vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating a quality marketing mix. Prerequisite: E-Commerce</td>
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<tr>
<td><strong>B229 Target/Audience Messaging</strong></td>
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<tr>
<td>40 hours, 4 credits</td>
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<tr>
<td>This course explores the necessity of using DDM (data driven marketing) to decide between your best market, marginal market and those who are not your market. This course begins with the concept of “Allowable Cost Per Order” (ACPO) This course will provide students an understanding of the critical economic factors which determine market success and how to use them as a competitive advantage. Prerequisite: E-Commerce</td>
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<tr>
<td><strong>B230 Principles of Finance</strong></td>
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<td>40 hours, 4 credits</td>
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<tr>
<td>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 1</td>
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<tr>
<td><strong>B231 Web Media Marketing</strong></td>
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<td>40 hours, 4 credits</td>
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<tr>
<td>This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations. Prerequisite: E-Commerce</td>
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<tr>
<td><strong>B232 Principles of Marketing</strong></td>
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<tr>
<td>40 hours, 4 credits</td>
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<tr>
<td>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</td>
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<tr>
<td><strong>B233 Principles of Management</strong></td>
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<td>40 hours, 4 credits</td>
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<tr>
<td>A study of the aspects of the practice of management necessary for the development of managerial skills and insight. Prerequisite: none</td>
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<tr>
<td><strong>B234 Business Law</strong></td>
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<td>40 hours, 4 credits</td>
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<tr>
<td>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</td>
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<tr>
<td><strong>B242 Multicultural Communications for Business</strong></td>
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<td>40 hours, 4 credits</td>
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<tr>
<td>This course provides an introduction to the challenges a diverse workforce presents in today's global economy. Specific areas of study will be coping with diverse communication styles, allowing students the chance to work on task completion, mitigating different attitudes toward conflict, and resolution management and protocols for ensuring multicultural collaboration. Prerequisite: none</td>
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<tr>
<td><strong>B249 Risk Management and Insurance</strong></td>
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<td>40 hours, 4 credits</td>
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<tr>
<td>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 follow-up. Prerequisite: Introduction to Human Resource Management</td>
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<tr>
<td><strong>B250 Training and Development</strong></td>
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<tr>
<td>40 hours, 4 credits</td>
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<tr>
<td>This course is a study of training and development fundamentals including how training relates to Human Resource Management and Human Resource Development, how internal and external factors influence employee behavior, and the role of adult learning in training. Students will examine how training needs are determined, best practices in developing implementing training programs, and how to evaluate training efforts. Prerequisite: Introduction to Human Resource Management</td>
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<tr>
<td><strong>B263 Principles of Advertising</strong></td>
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<td>40 hours, 4 credits</td>
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<tr>
<td>Theory, principles and functions of advertising, its role and its social and economic structure. Newspapers, magazines, radio and television, advertising media. Prerequisite: Principles of Marketing</td>
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<tr>
<td><strong>B267 Employment Law</strong></td>
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<td>40 hours, 4 credits</td>
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<tr>
<td>Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters. Prerequisite: Introduction to Human Resource Management</td>
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<tr>
<td><strong>B268 Compensation and Benefits Management</strong></td>
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<td>40 hours, 4 credits</td>
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<tr>
<td>This course content addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. This course will help students understand the role that an integrated total compensation program can play in contributing to organizational success. You will learn about effective compensation strategies and how various emerging issues impact program design. Prerequisite: Introduction to Human Resource Management</td>
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</tbody>
</table>

*Courses with an asterisk are generally offered only as online classes.*
B270 Introduction to Global Business * 40 hours, 4 credits
This course will explore the importance of developing varied techniques for managing all aspects of a global business venture. Through real-life case studies, students will investigate the interconnectivity in global business specific to languages, attitudes, religious beliefs, traditions, work ethic, political & legal systems, governmental regulation, fiscal and monetary policies, infrastructure, and market potentials.
Prerequisite: none

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

B272 Call Center Strategic Leadership * 40 hours, 4 credits
This course will focus on strategic leadership specific to assembling and preparing a strong team, defining quality assurance methodologies, determining appropriate performance metrics, executing motivation and retention strategies and understanding legal and personnel issues in correlation with strategic leadership as seen through project, financial and risk management.
Prerequisite: none

B275 Call Center Customer Service Representative Skills* 40 hours, 4 credits
Considering the success of any call center rests in the hands of its Customer Service Representatives, it is critical that training, continual skill assessment and professional development opportunities are incorporated into the business cycle. This course will define the required skills for exemplar reps as well as discuss different assessment tools and skill building techniques. Further, this course will also examine, instruct, and provide a call management (CRM) principles specific to call routing applications.
Prerequisite: none

B276 Call Center Labor Force Management* 40 hours, 4 credits
This course provides an introduction to determining the staffing requirements which balance customer requests and satisfaction, and while meeting budget margins critical to the overall success of the business. As such, this course will focuses on the forecasting of labor force needs, staffing requests, understanding of daily service management requirements, and the benefits and barriers to the incorporation of automated software tools to assist in this process.
Prerequisite: none

B278 Call Center Operations Management* 40 hours, 4 credits
This course provides an introduction to technologies and tools available for call centers and their applications. Starting with the importance of site selection, facility design and management, this course will progress systematically through the process of developing a call center from inception to execution.
Prerequisite: none

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

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

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: Business BS student in last or second-to-last quarter.

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 Business, Risk Management

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

BU308 Operations Management 40 hours, 4 credits
In this course students examine the operations functions and managing people, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations; purchasing 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
This course provides management students with an introduction to international economic, political, cultural and business environments. Students will develop a basic understanding and appreciation of the myriad factors involved in managing people within a global workforce.
Prerequisite: Principles of Management

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

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

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

BU401 Organizational Behavior Analysis 40 hours, 4 credits
This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, stress, 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 include strategic formulation, implementation, and evaluation.
Prerequisite: Introduction to Business

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

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

BU425 Labor and Employment Law 40 hours, 4 credits
This course presents fundamental principles of labor and employment law in the United States. The student will engage in topics such as federal and state regulation of the employment relationship, including wages and hour laws; EEO; affirmative action programs; employee benefits; insurance; workers’ compensation; safety, health; employee’s personal 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 to create Professional Presentations. Students will learn to use PowerPoint and Publisher as partners in creating multimedia presentations.
Prerequisite: Computer Information Systems

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

D283 Access 40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining database integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam. Prerequisite: Computer Information Systems

E150 Success Strategies 40 hours, 4 credits
This course will enable students to develop positive skills that ensure success in the college setting and workplace. Specific topics in learning and study strategies will lead students to develop and utilize appropriate study techniques, ensuring academic success. Topics in life skills will lead to a better understanding of self and others in our diverse world, and encourage the development and utilization of strategies to promote positive relationships, self-management, and professionalism. Prerequisite: none

E242 Career Development 20 hours, 2 credits
The course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview. Prerequisite: none

F111 Introduction to Banking* 40 hours, 4 credits
This course is the standard introduction to the banking profession. It touches on nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. Prerequisite: none

F212 Fundamentals of Consumer Lending* 40 hours, 4 credits
This course provides the basic knowledge about consumer credit. It will cover terminology, basic categories of consumer credit, determining credit worthiness, and the application process. It includes the origin of regulations protecting consumer credit transactions, and reviews specific regulations that apply to consumer credit. Prerequisite: Introduction to Banking

F213 Introduction to Mortgage Lending* 40 hours, 4 credits
This course examines mortgage lending, not only from the aspect of lending to individuals for the purchase of a residence, but also that of providing loans for apartment buildings and loans for new home construction. It covers construction and permanent financing for residential property; real estate law; appraisal; mortgage loan servicing; the secondary mortgage market; the role of government in mortgage lending; and residential real estate as an investment. Prerequisite: Introduction to Banking

F215 Principles of Banking Law* 40 hours, 4 credits
This course will guide students through the legal and regulatory issues. Every part of the banking process, from taking deposits and making loans to operating safe deposit boxes and offering trust services, is governed by laws for the purpose of protecting consumers or maintaining the safety and soundness of the bank. Prerequisite: Introduction to Banking

G122 World Geography 40 hours, 4 credits
This course provides an introduction to the nature of geographic inquiry: the where and why of people's locations and activities. The interactions of physical, political, economic, and cultural systems are studied. These themes are illustrated by various examples from regions, areas, and countries of the world. Prerequisite: none

G123 Principles of Economics 40 hours, 4 credits
This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This course introduces microeconomic and macroeconomic concepts. Prerequisite: none

G124 English Composition 40 hours, 4 credits
This course is intended to help students develop their ability to write and express ideas in an organized, unified, coherent manner that achieves their main purpose. Course topics will include the study of sentence logic, sentence variety, effective function words, and grammar. Prerequisite: Passing grade in Foundations of English II or placement determined by STEP assessment score.

G125 Humanities 40 hours, 4 credits
This course investigates human creative achievement. It is designed to increase the student's understanding and appreciation of cultural literacy and the pursuit of humanistic goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy. Prerequisite: none

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 and to the 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 range of important American as well as international films and to teach them the necessary criteria for closely examining the characteristics of the film medium. As a result of this process, students will become more sophisticated and satisfied viewers. We will look at how films exemplify particular genres and analyze the film's contexts as well as the ways in which viewers formulate meanings. We will concern ourselves with the aesthetic qualities of given films and genres; we will, moreover, investigate the cultural significance of these works. Prerequisite: none

G141 Introduction to Communication 40 hours, 4 credits
The course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate effectively, both personally, and socially and professional settings. Specific topics will include perception, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings. Prerequisite: none

G142 Introduction to Sociology 40 hours, 4 credits
This course is designed to enable students to recognize their own culture-based values, feelings, and attitudes while developing a better understanding of cultural values that may differ from their own. It will cover basic sociological topics such as socialization, gender, race, social organization, and social change. Through the course students should achieve a better understanding of themselves and society. Prerequisite: none

G150 Structure and Function of the Human Body 40 hours, 4 credits
This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems. Prerequisite: none

G201 Creative Writing 40 hours, 4 credits
This course will develop the student's talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, and non-fiction. Work by student 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. Prerequisite: Passing grade in Foundations of English II or placement determined by STEP assessment score.

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

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

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, interrelationships, 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 in parts, institutions, and evolution, and will help students understand how the government works on the national, state and local level. To explore how the US government affects its citizens and how citizens participate in their government, students will address current problems and issues grounded in legal history, theory, and ethics. Prerequisite: none

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

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

G330 American Literature
40 hours, 4 credits
This course surveys authors, genres, and movements in American literature from 1865 to the present, focusing on 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, region, and nation. In their study of the broad range of American fiction, poetry, and drama since 1865, students will analyze literature from a historical, aesthetic, and critical development.
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 events and 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 shaped 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 the 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
This course will introduce students to the field of comparative politics by examining the 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: none

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

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

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

J102 Criminology
40 hours, 4 credits
This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals.
Prerequisite: Introduction to Criminal Justice

J115 Introduction to Corrections
40 hours, 4 credits
A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined.
Prerequisite: Introduction to Criminal Justice

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

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

J122 Crime Scene to Conviction: Critical Skills in Documentation*
40 hours, 4 credits
Students will 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 duties as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communicate documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.
Prerequisite: Introduction to Criminal Justice

J125 Criminal Law and Procedures
40 hours, 4 credits
This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are examined.
Prerequisite: Introduction to Criminal Justice

J130 Introduction to Homeland Security*
40 hours, 4 credits
This course provides an introduction to the philosophical, historical, and multidisciplinary challenges of Homeland Security in combating terrorism. This course includes a review of the driving forces that resulted in the creation of the current Department of Homeland Security. This will be accomplished through a review of the field of homeland security, its evolution and critical issues, and an examination of current threats and vulnerabilities. The course will also look at the complexities of defining the roles of federal, state, local government, and the private sector.
Prerequisite: Introduction to Criminal Justice

J160 Introduction to Forensic Science*
40 hours, 4 credits
A course designed to familiarize students with the application of science to criminal and civil laws. Students are introduced to the five basic services that a crime laboratory supports; examine the analysis of evidence and the collection and preservation of all types of evidence.
Prerequisite: Introduction to Criminal Justice

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

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

J211 Counseling Clients*
40 hours, 4 credits
Students will examine the process and effects of counseling. Assessment tools, methods of evaluation, and case plans are explored. They will consider a variety of counseling settings, including prisons, jail, group homes, in-patient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse clients including juveniles and adults, men and women, and people from various cultures.
Prerequisite: Criminology

J212 Legal Principles in Corrections*
40 hours, 4 credits
Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders’ rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.
Prerequisite: Criminal Law and Procedures

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

RASMUSSEN COLLEGE • North Dakota
J222 Practical Psychology for Law Enforcement* 40 hours, 4 credits
Students will examine how principles of psychology relate to law-enforcement work. They will explore fundamental concepts from a policing perspective, focusing on the real-world effects these theories have on police officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim- and witness-interviewing strategies, offender behavior-modification approaches, and officer coping methods. They will review the short- and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisite: Introduction to Criminal Justice
Introduction to Psychology

J226 Legal Code for Law Enforcement* 40 hours, 4 credits
Students will use states' criminal and traffic codes to become familiar with law and statutes. They will review penal statutes covering issues from homicide to misconduct, and will examine legislation and statutes that govern law-enforcement duties and responsibilities. Students will also examine laws and procedures that apply to specific populations like juveniles and domestic-violence victims.
Prerequisite: Criminal Law and Procedures

J230 Terrorism* 40 hours, 4 credits
Students in this course will receive an in-depth overview of terrorism, both domestic and international. (This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists’ perceptions and motivations.) The course will focus on the tactics, techniques, 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, preparation and response within the governmental and non-governmental regulatory frameworks. Students will come to understand and appreciate the complexities of national and community disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.
Prerequisite: Introduction to Criminal Justice
J245 Security Challenges* 40 hours, 4 credits
This course is an examination of the field of security and the security challenges faced in the current international situation. Both public and private security will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.
Prerequisite: Introduction to Criminal Justice

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

J255 Ethics in Criminal Justice 40 hours, 4 credits
This course provides a strong theoretical foundation for solving dilemmas. Students will gain a realistic picture not only of what ethical questions arise in criminal justice, but also of how sound moral decisions are made in response to them. 
Prerequisite: Introduction to Criminal Justice
J260 Introduction to Investigations* 40 hours, 4 credits
Students will become familiar with the fundamentals of criminal investigation, including the process and responsibilities of investigations. They will examine property and person-to-person crimes, with a special focus on witness skills and the management of an investigation.
Prerequisite: Criminal Law and Procedures

J261 Crime Scene Analysis* 40 hours, 4 credits
Students will learn the process and function of securing and working a crime scene. They will become familiar with different types of evidence, including trace, biological, and impression evidence. They will examine the proper collection and documentation of evidence from a crime scene.
Prerequisite: Introduction to Forensic Science

J280 Contemporary Issues in Criminal Justice Capstone* 40 hours, 4 credits
The capstone class examines the future of the criminal justice system. The current cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected. This course includes ten hours of field experience.
Prerequisite: Introduction to Criminal Justice. Students must be enrolled in the Criminal Justice program and in their last or second to last quarter.

J305 Examination of Forensic Science 40 hours, 4 credits
Students will critically examine the role of forensic science in the criminal justice process and the court of law. They will review historical events in criminalistics, and analyze problems in forensic science in order to formulate recommendations for change. They will also explore best practices and the future of forensic science.
Prerequisite: Criminal Law and Procedures II

J310 Criminal Behavior 40 hours, 4 credits
This course will examine serial behavior by crime type and criminal profile. Crimes such as stalking, arson, murder, and sexual assault will be examined through case files to enhance investigative methods. Students will analyze psychological profiles and behavior patterns.
Prerequisite: Criminology

J315 Criminal Law and Procedures II 40 hours, 4 credits
This course challenges students to examine the complexities of the Bill of Rights and the application of those rights to the criminal justice system. The analysis of cases will allow students to apply criminal law and procedure to fieldwork examination of criminal-justice issues.
Prerequisite: Criminal Law and Procedures

J320 Criminal Investigations 40 hours, 4 credits
Students will learn to conduct full criminal investigations. They will explore various techniques, methods, and processes for interviewing and interrogating crime suspects and witnesses. They will also explore behavioral evidence for conducting investigations with special populations.
Prerequisite: Criminal Law and Procedures II

J325 Criminal Evidence 40 hours, 4 credits
This course will familiarize students with the fundamentals of criminal evidence as it pertains to the legal presentation of evidence in criminal trials, and with the role of legal counsel. Constitutional issues involving evidence are examined. Different varieties of evidence, from hearsay to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.
Prerequisite: Examination of Forensic Science, Criminal Law and Procedures

J330 Organized Criminal Syndicates 40 hours, 4 credits
This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the cause of organized crime, in addition to the investigation, prosecution, and sentencing of syndicates.
Prerequisite: Criminology, Juvenile Justice

J332 Homeland Security Policy 40 hours, 4 credits
This course will include an overview of homeland-security laws and regulations, public-safety requirements and policies, privacy rights in the context of security concerns, human-resource issues, organizational structure, and management priorities. Students will explore FEMA’s role in policy, law, and management of man-made disasters. Local and regional perspectives pertaining to criminal justice agencies will be examined.
Prerequisite: Terrorism

J335 Risk Analysis 40 hours, 4 credits
This course examines the importance of risk analysis and evaluation for designing proper protection and deterrence. Management of security and risk is assessed, as it applies for natural- or man-made-disaster recovery, and crisis management.
Prerequisite: Introduction to Homeland Security, Security Challenges.

J340 Women and Criminal Justice 40 hours, 4 credits
This course examines the role of women as offenders, victims, and professionals in criminal justice. Theories and research that have differentiated women in the criminal-justice system will be explored. The rise of female criminality and criminal-justice professionals will be examined.
Prerequisite: Domestic Violence

J345 Diversion and Rehabilitation 40 hours, 4 credits
Students will examine counseling and intervention methods used for adult and juvenile, and male and female offenders. They will explore theories proven by research and applied to treatment. They will critically evaluate evidence-based policy, best practices, program evaluations, and ‘what works’ in both social service and criminal justice systems.
Prerequisite: Juvenile Justice, Domestic Violence

J350 Cultural Diversity and Justice 40 hours, 4 credits
This course will examine the true picture and statistics of the United States’ representation at every point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of unbiased racial and ethnic theories, and research and practice of behavior and victimization affecting the criminal justice system.
Prerequisite: Ethics in Criminal Justice

J352 Victims in Criminal Justice 40 hours, 4 credits
This course explores the importance of the victim in the criminal-justice system’s process. The victim’s role in the criminal-justice process, and movements and legislation regarding victims’ impact on judicial proceedings are examined. A variety of crimes and types of victims is explored.
Prerequisite: none

J355 Realities of Crime and Justice 40 hours, 4 credits
In this course, students will analyze and critique media portrayals of crime and justice. Public perceptions of crime and realities of crime are evaluated. The mass media and ‘spectacular’ cases are used to exemplify the media’s influence on crime and justice.
Prerequisite: Ethics in Criminal Justice

J365 Research Methods in Criminal Justice 40 hours, 4 credits
This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to the criminal-justice field. Students will become familiar with research terminology and the ethics involved in various research designs. To complete the course, students will design and simulate their own research project.
Prerequisite: Statistics

J405 Emergency Management 40 hours, 4 credits
This course will examine the role of private and public managers in planning for response to natural or man-made emergencies. Response plans will be detailed and developed with the essential elements and participants. Types of hazards and risks of all involved with managing the response and the public will be explored.
Prerequisite: Introduction to Homeland Security, Security Challenges.

J410 Criminal Justice Leadership and Management 40 hours, 4 credits
This course will familiarize students with common management theory and practice in criminal-justice organizations. The application of management techniques to all areas of criminal justice will be explored, along with leadership and administration techniques and issues particular to criminal justice. Organizational philosophy, visioning, planning, and goal development will be examined.
Prerequisite: Ethics in Criminal Justice

J415 Crime Prevention 40 hours, 4 credits
This course will explore the goals and types of various crime-prevention strategies. Physical environments and crime, neighborhood crime prevention, the media, and crime displacement will be explored. The course will examine persons and conditions associated with high rates of deviance.
Prerequisite: Introduction to Corrections, Policing in America, Research Methods in Criminal Justice
J420 Crimes Across Borders
40 hours, 4 credits
This course will explore the global economy of crime. Various types of transnational crime, and the investigation and prosecution of global crimes, are examined. Current issues in global crime will be examined via rotating articles, books, and other publications.
Prerequisites: Introduction to Criminal Justice, Research Methods in Criminal Justice.

J425 Community Corrections
40 hours, 4 credits
This course will examine the role and function of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored.
Prerequisite: Criminal Behavior, Introduction to Corrections

J430 Forensic Psychology
40 hours, 4 credits
This course will examine the role and function of psychology as it applies to the criminal-justice system. Students will examine the responsibilities and tasks forensic psychologists when working with law enforcement, courts, and corrections. A psychological approach to person-to-person crimes will be explored.
Prerequisite: Criminal Behavior, Introduction to Psychology

J435 Special Populations in Criminal Justice
40 hours, 4 credits
This course will examine special populations of offenders in the criminal-justice system. Women, people with mental illness, people with HIV/AIDS, the elderly, and socioeconomically challenged people will be examined in relation to all parts of the criminal-justice system. Programs, policies, and case studies will be analyzed to get a full understanding of the problems presented by special populations.
Prerequisite: Criminal Behavior

J440 Special Offenders: Sex Offenders
40 hours, 4 credits
This course will examine the causes of sexual offenses and treatment of offenders. Laws and policy pertaining to sex offenders will be analyzed. Research on sex offenders, including recidivism, treatment, and re-entry into the community, will be examined.
Prerequisite: Introduction to Criminal Justice

J445 Special Offenders: Serial Killers
40 hours, 4 credits
This course will explore the controversies of serial-killer cases or massive murder investigations. Students will examine the issues of investigating serial killers: maintaining justice, victims’ rights, interrogation techniques, media coverage of crime, and grief. Case examinations will change from quarter to quarter.
Prerequisite: Criminology, Criminal Behavior

J471 Fieldwork in Criminal Justice
20 hours, 2 credits
This course will guide students through their fieldwork at a public or private criminal justice agency. Throughout the course and fieldwork, students will be participant-observers, supervised by an agency determined authority, and will journal the work experience.
Prerequisite: Contemporary Issues in Criminal Justice Capstone. Student in last or next-to-last quarter.
Co-requisite: Fieldwork in Criminal Justice II

J472 Fieldwork in Criminal Justice II
240 hours, 8 credits
This fieldwork course gives students firsthand experience in the field of criminal justice via an appropriate agency that meets the student’s career objectives. Students will be participant-observers, supervised by an agency-determined authority, and will journal the work experience in a course that runs concurrently with the fieldwork.
Prerequisite: Contemporary Issues in Criminal Justice Capstone. Student in last or second-to-last quarter.
Co-requisite: Fieldwork in Criminal Justice

J490 Critical Issues in Criminal Justice
40 hours, 4 credits
This course will examine trends, policies, processes, and programs in criminal justice. Careful analysis of criminal-justice successes and failures is the focus of this course. Students will theorize future initiatives in policing, courts, corrections, juvenile justice, and homeland security.
Prerequisite: Contemporary Issues in Criminal Justice Capstone.

LA125 Law I
40 hours, 4 credits
This course is a study of the fundamentals of law. This includes study of the American legal system, forms of conflict resolution, torts, contracts, and criminal law.
Prerequisite: none

LA130 State and Local Government
40 hours, 4 credits
This course will introduce the constitutional interrelationship of national, state, and local governments. Special emphasis will be placed on the powers and functions of the various branches of state and local governments.
Prerequisite: none

LA225 Law II
40 hours, 4 credits
This course is a continuation of the study of fundamentals of law. This includes study of the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, contracts, and other areas of business law.
Prerequisite: Law I

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

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 healthcare 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.
Prerequisite: 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 CD of health care professionals who are non-native speakers of English and operative reports.
Prerequisite: Medical Transcription II.
M280 Medical Transaction 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

MA241 Human Anatomy and Physiology I 80 hours, 5 credits
This course introduces the structure and function of the human body. Topics include basic chemistry and cell biology, tissues, and the respiratory, integumentary, cardiovascular, skeletal, muscular, nervous and sensory systems of the body. Medical terminology is emphasized. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course.
Prerequisite: none

MA242 Human Anatomy and Physiology II 80 hours, 5 credits
This course is a continuation of the study of human anatomy and physiology begun in Human Anatomy and Physiology I. The digestive, endocrine, lymphatic, immune digestive, urinary and reproductive systems are studied as well as blood, nutrition and metabolism, fluid and electrolyte balance, and acid-base balance. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course.
Prerequisite: Human Anatomy and Physiology I

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 quality control, laboratory safety, and routine laboratory procedures including quality control and lab math.
Prerequisites: Foundations of Math or passing score on STEP examination.

ML150 Clinical Chemistry I 40 hours, 3 credits
An introduction to analytical techniques, instrumentation, and basic principles of clinical chemistry methods. Presents the theory and application of biochemical analyses, including clinical significance and normal reference ranges.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I, and 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, hemoglobinopathy, and associated diseases. The student laboratory focuses on identifying normal and abnormal red-blood-cell morphology and the evaluation of stained blood smears.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

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

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

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

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

ML203 Immunology 40 hours, 3 credits
Basic immunology and serology concepts will be presented with an emphasis on selected infectious diseases and autoimmune disorders. The theory of immunologic and serologic procedures will also be presented.
Prerequisite: Human Anatomy and Physiology I

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

ML206 Clinical Microbiology II 60 hours, 4 credits
Expanding on concepts learned in Clinical Microbiology I, this course presents 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 Practical Chemistry 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

MT101 Introduction to Massage Therapy 40 hours, 3 credits
This course introduces basic massage therapy skills and knowledge necessary to becoming a massage therapist. Students will acquire the knowledge to develop a self care strategy by identifying body awareness and movement habits.
Prerequisite: none

MT105 Deep Tissue Massage 40 hours, 3 credits
This course will incorporate and expand on the techniques learned from Swedish massage. An emphasis will be on other methods of addressing soft tissue dysfunction. Students will have the knowledge to integrate deep tissue massage into their practice as a massage therapist. An emphasis will be placed on communicating and documentation skills for insurance billing.
Prerequisites: Introduction to Massage Therapy, Kinesiology

MT120 Techniques for Special Clients 40 hours, 3 credits
This course will focus on clients who have individualized needs. The emphasis in this course is on pregnancy, infant, pediatric, and geriatric massage. Students will also gain an understanding of how to incorporate a massage environment that best serves individuals that have a physical and/or developmental challenge.
Prerequisites: Introduction to Massage Therapy, Kinesiology

MT140 Pathology for Massage Therapy 40 hours, 3 credits
This course, which is intended as a general one-quarter overview of pathologies for Massage Therapy and allied health students, will cover the most basic concepts and terminology of health and disease. Students will acquire the knowledge of different disorders. Focus is on the structure, nature, causes, diagnostic procedures, and treatment of the most common diseases of selected human body systems.
Prerequisite: none

MT215 Sports Massage 40 hours, 3 credits
This course provides students with the knowledge of how to apply pre-event, immediate, post-event, and restorative massage. Students will have the knowledge of various injuries and the physiological effects that the body undergoes in athletic events. Students will have an understanding of different stretching applications to a client.
Prerequisites: Introduction to Massage Therapy, Kinesiology

MT220 Myofascial Release 40 hours, 3 credits
The purpose of this course is to provide knowledge of Myofascial release. The student is introduced to working on fascia in the body. An emphasis will be on the emotional releases from the client and how to handle these situations.
Prerequisites: Introduction to Massage Therapy, Pathology for Massage Therapy, Human Anatomy and Physiology II, Kinesiology II

MT225 Alternative Modalities 40 hours, 3 credits
This course introduces the basic knowledge of Shiatsu, Reflexology, and Aromatherapy. Students will have an understanding of the five element theory, meridians and shakras. The student will be able to incorporate principles of reflexology and aromatherapy into a massage session.
Prerequisites: Introduction to Massage Therapy, Kinesiology

MT230 Trigger Point Therapy 40 hours, 3 credits
This course is an introduction to Trigger Point Therapy. Students will have the facts of scientific data of a Trigger Point. Students will have the knowledge of the physiological symptoms of a Trigger Point. An emphasis will be on the significance of musculoskeletal disorders and how to manage these with Trigger Point Therapy.
Prerequisite: Deep Tissue Massage

MT237 Clinic I 40 hours, 2 credits
In this course the student will perform a minimum of 15 full body massage treatments. A supervisor is present to evaluate and guide the student’s performance. Students are evaluated on hands-on skills and SOAP Charting.
Prerequisites: Human Anatomy and Physiology II, Kinesiology II, Deep Tissue Massage

MT238 Clinic II 80 hours, 4 credits
In this course the student will perform a minimum of thirty full body massage treatments. A supervisor is present to evaluate and guide the student’s performance. Students are evaluated on hands-on skills and SOAP Charting.
Prerequisite: Clinic I. This course is recommended for a student’s last quarter.

MT245 Kinesiology 40 hours, 4 credits
This course is an introduction to the skeletal and muscular system. An emphasis is on the facial system and movement of the body. The students will have a basic knowledge of kinesiology.
Prerequisite: Human Anatomy and Physiology I

Courses with an asterisk are generally offered only as online classes.
MT245 Kinesiology II
50 hours, 4 credits
The purpose of this course is to provide an in-depth knowledge of muscular and skeletal systems and the relationship to movement. Students will learn the innervation and arterial supply of the head, neck, trunk, leg, arm, and pelvis. An emphasis is placed on how muscles function with the structure of the body will be taught. In this course this lab portion where students will be palpating muscles and the movement that partners with it.
Prerequisite: Kinesiology

MT250 Business and Wellness
40 hours, 3 credits
This course introduces the student to recognize an emergency and how to respond to specific injuries. The student will acquire First Aid and Cardiopulmonary Resuscitation (CPR) certification through the American Red Cross. A general introduction of nutrition and wellness with an emphasis on health promotion will be taught. Students will have the knowledge to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).
Prerequisites: Deep Tissue Massage, Sports Massage. This course is recommended for the last quarter.

N112 PC Hardware and Software I (A+)
40 hours, 3 credits
In this course the students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and software. Any software used to support the hardware. The topics covered include; the relationship between computer hardware and software, the installation, support, and troubleshooting of system boards, memory, hard drives, multimedia, and input/output devices. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Each student will assemble a computer using prescribed parts and materials.
Prerequisite: none

N113 PC Hardware and Software II (A+)
40 hours, 3 credits
This course is a continuation of PC Hardware and Software I. The topics covered include review of protected mode, security, troubleshooting of network interface cards, telecommunications and networking, the Internet, and printing. Additional topics in this course include; server protection, disaster recovery and maintenance planning. Finally, the student will learn about the conduct and responsibilities of being a professional PC technician. To reinforce the materials in this course the instructor will assign direct hands on projects to be performed in a lab setting.
Further, this course in addition to the first course helps prepare students to take the A+ certification Core and D005/Windows Exams.
Prerequisite: PC Hardware and Software I (A+)

N127 Microsoft Windows Workstation
40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course helps prepare students to take the Microsoft Professional Certification exam.
Prerequisite: none

N133 Networking Fundamentals*
40 hours, 3 credits
This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks on how communications is accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the design 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. 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 signal 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, configure, maintain, administration, and use programming features of Linux. 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
This course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, setup, configure, utilize, maintain and trouble shoot Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Further this course helps prepare students to take the Microsoft Certification Exam #70-294.
Prerequisite: Microsoft Windows Server

N228 Microsoft Windows Server*
40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure Windows Servers and perform post-installation and day-to-day administrative tasks. The course gives the student the hands on opportunity to provide technical support for Windows Servers. This course uses a combination of lectures, demonstrations, online assignments, and hands-on labs to reinforce the material covered. Further, the course helps prepare students to take the Microsoft Windows Server certification exam.
Prerequisite: Microsoft Windows Workstations

N234 Microsoft Exchange Server*
40 hours, 3 credits
In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts and features. In addition to explaining concepts, the course uses a multitude of real world examples of planning and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take Microsoft’s MCSE Exam #70-284.
Prerequisite: Microsoft Windows Server

N235 Cisco Networking Fundamentals and Routing*
40 hours, 3 credits
In this course students will learn the skills needed to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with an overview of the basic building blocks of networks through advanced Cisco networking topics such as access control list, WAN connectivity, and virtual LANs. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take Cisco CCNA Exam.
Prerequisite: Networking Fundamentals

N251 Introduction to Computer Forensics
40 hours, 3 credits
This course provides students with a comprehensive understanding of computer forensics and investigation tools and techniques. They learn what computer forensics and investigation is as a profession and gain an understanding of the overall investigative process. All major personal computer operating system architectures and disk structures are discussed. The student learns how to set up an investigator’s office and laboratory, what computer forensic hardware and software tools are available, the importance of digital evidence controls and how to process crime and incident scenes. Finally, they learn the science of data acquisition, computer forensic analysis, e-mail investigations, image file recovery, investigative report writing, and expert witness testimony. The course provides a range of laboratory and hands-on assignments that teach you about theory as well as the practical application of computer forensic investigation.
Prerequisite: Microsoft Windows Server

N252 Networking Security Advanced
40 hours, 3 credits
This course takes an in depth look at network defenses and security. Students will examine the tools, techniques and technologies used in the securing of information assets. This course is designed to provide in-depth information on how secure hardware and software components of Information Security and Assistance. Topics covered include: intrusion detection, wireless security, and incident response strategies and planning. Further, this course helps students prepare to take the Security Certified Program, Network Defense and Countermeasures exam, SCO-402.
Prerequisite: Cisco Networking Fundamentals and Routing

N253 Managing Information Security
30 hours, 3 credits
Information security is not only an IT, but a management issue. Therefore, this course introduces students to a detailed examination of the systems-wide perspective of information security. They begin with the strategic planning process for security, which includes an examination of the policies, procedures and staffing necessary to organize and administer ongoing security functions in an organization. Course subjects include security policies, security architecture models, continuity planning and disaster recovery planning. This course is one step in helping students prepare to take the CISSP certification exam.
Prerequisite: Networking Security Advanced

N264 IP Telephony
40 hours, 3 credits
This course will serve as the foundation for learning Cisco Call Manager Express and Cisco CallManager. Students will learn the concepts, network configurations and environments. In this first of a two course sequence students will learn how to install and initially configure these two products in typical network environments. Students will also learn about the various phone options and features currently available to organizations implementing IP Telephony.
Prerequisite: Voice Over IP Fundamentals

N265 Quality of Service (QoS)
40 hours, 3 credits
This course will look at how Quality of Service can affect not only IP-based applications but also multimedia and general network performance. Various tools and procedures are introduced in this course for dealing with control, traffic policing and shaping, and utilizing drop policies where appropriate. In addition, there will be attention paid to the topic of QoS on the LAN; and why it is an important topic to consider and review for overall network performance.
Prerequisite: IP Telephony

N270 Oracle Database Administration
40 hours, 3 credits
The goal of this course is to prepare individuals to work with and administer Oracle databases. Students will learn the various tools available to set up the database, query, configure performance monitoring, and enhance security for the Oracle database. The course will emphasize the skills needed for day-to-day maintenance of the database.
Prerequisite: Database Design and SQL

N271 SQL Server 2005 Administration
40 hours, 3 credits
The goal of this course is to prepare individuals to work with and administer SQL Server 2005. Students will learn how to install and maintain SQL Server 2005 and also how to use various tools helpful in creating backups, promoting security, and to enhance availability and performance of the database.
Prerequisite: Database Design and SQL
N272 SQL Server 2005 Development 40 hours, 3 credits
This course seeks to prepare the students for programming in the SQL Server 2005 environment. Students will learn how to manipulate and work with database objects through T-SQL, to create and alter tables as needed. In addition, students taking this class will learn to modify queries, work with constraints, and deal with normalization issues as they learn to program in this environment.
Prerequisite: SQL Server 2005 Administration

N273 Business Intelligence Reporting 40 hours, 3 credits
The goal of this course is to allow students to understand what business intelligence is and how it affects the success or failure of organizations. In particular, this course will focus on business intelligence using Crystal Reports as the basis for deriving this information.
Prerequisite: SQL Server 2005 Administration

N290 Information Technology Capstone* 20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.
Prerequisite: This course is intended to be completed in the student’s last quarter.

NM110 Drawing Design and Art Theory 40 hours, 3 credits
This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.
Prerequisite: none

NM111 Introduction to Computer Graphics 40 hours, 3 credits
This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting.
Prerequisite: none

NM113 Introduction to Multimedia and Computer Graphic Arts 40 hours, 3 credits
This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Preproduction of all multimedia elements are stressed throughout the class with an emphasis on trouble shooting and problem solving.
Prerequisite: Introduction to Computer Graphics

NM115 Networking and Internet Technologies 40 hours, 3 credits
The goal of this course is to provide an introduction to networking and internet technologies. This course covers a wide range of material about the Internet, from using the Internet to demonstrating how the Internet works, using different Internet protocols, programming on the Internet, the Internet infrastructure, security, and e-commerce. It not only introduces a variety of concepts, but also discusses in-depth the most significant aspects of Internet, such as the OSI model of networking. In addition to explaining concepts, the course uses a multitude of real-world examples of networking issues from a professional’s standpoint, making it a practical preparation for the real world.
Prerequisite: Introduction to Computer Graphics

NM121 Typography 40 hours, 3 credits
This course focuses on the fundamentals of typography and introduces the students to aspects of type for display and text design. Students become familiar with the categories of type and a variety of font families. They also become proficient at choosing fonts to match a specific message.
Prerequisite: Introduction to Computer Graphics

NM122 Digital Publishing 40 hours, 3 credits
This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploration of illustration, photo retouching and manipulation, and working toward finished results primarily in printed form as well as web.
Prerequisite: Introduction to Computer Graphics

NM124 Color Theory and Techniques 40 hours, 3 credits
This course introduces basic compositional principles of harmony and contrast through the practice of color applications, using felt tip markers, acrylic paints and markers. Basic exercises are introduced and practiced to learn how to achieve different product surfaces and create visual effectiveness. The use of color in printing is also explored.
Prerequisite: Introduction to Computer Graphics

NM130 Audio/Video Editing 40 hours, 3 credits
Students learn the theory and processes of audio/video editing using non-linear editing software on the desktop. Exercises in production and post-production techniques will be applied for various delivery media. Students will produce and edit a series of short videos for video, disk and Internet applications.
Prerequisite: Introduction to Computer Graphics

NM131 Introduction to 3D Arts and Animation 40 hours, 3 credits
This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images.
Prerequisite: Introduction to Computer Graphics

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

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

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

NM252 Fundamentals of Web Authoring and Design 40 hours, 3 credits
This course focuses on the students’ basic authoring skills by focusing on the demands, details, and subtleties of creating web pages. HTML and supplemental client side scripting are the primary focus of the course. In addition, processes of graphic and multimedia creation – adding interactivity, color use, file management and 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 animation using authoring software. The project produced in this class will be available for use on CD-ROM.
Prerequisite: Digital Media Production

NM272 Multimedia Technologies Portfolio Development* 20 hours, 2 credits
In this course, students select a primary and secondary track to create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/demo tape using a consistent theme related to their identity package.
Prerequisite: Multimedia Technologies student in last or second-to-last quarter.

PB105 Phlebotomy 40 hours, 3 credits
Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin punctures, butterfly needles, blood cultures and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Utilizes a student laboratory for experiences in basic phlebotomy procedures.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

R200 Principles of Retailing 40 hours, 4 credits
This course is an overview of retail management, including organization, merchandising, retail sales, customer service, personnel management, and operations.
Prerequisite: none

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

S115 Keyboarding I* 40 hours, 3 credits
This course introduces students to the keyboarding and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with 5 or fewer errors is the course goal.
Prerequisite: none

S116 Keyboarding II* 40 hours, 3 credits
This course is a production course with emphasis on profession composition. Students will build upon skills gained in Keyboarding I and use their higher order thinking skills. This course will require student use of correct formatting in the creation of appropriate ethical and legally correct documents. An objective of 38 wpm on five-minute timed writings with 5 or fewer errors is the course goal.
Prerequisite: Keyboarding I

* Courses with an asterisk are generally offered only as online classes.
S120 Word for Windows* 40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam.
Prerequisite: Computer Information Systems

S150 Legal Office Procedures 40 hours, 4 credits
This course is a study of the structure and functions of the law office. Included will be the theoretical and practical aspects of the practice of law. Students will study the legal office profession, communication and legal recordkeeping.
Prerequisite: Office program student in last or second-to-last quarter.

S172 Legal Terminology* 40 hours, 4 credits
This course serves as a study of terms used in the legal profession. The course emphasizes spelling, pronunciation, definition, research and usage of legal terms that will be required for law office support personnel.
Prerequisite: none

S201 Office Procedures 40 hours, 4 credits
This course is designed to familiarize students with the following office skills: human relations and ethics, mailing procedures, forms and documents commonly used in offices; bookkeeping and financial records; office machines; filing skills, and records management. Students will learn how an office is managed and how to ensure it is operating efficiently.
Prerequisite: Office program student in last or second-to-last quarter.

S219 Legal Document Processing and Transcription* 40 hours, 3 credits
Students will transcribe correspondence, legal papers, and court documents representative of those prepared in a law office using templates and transcription equipment. Legal specialties will include litigation, family law, negligence, wills and estates and real estate
Prerequisite: Keyboarding I

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

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

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

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

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

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

W122 Introduction to Visual Basic 2005 40 hours, 3 credits
The students who take this course will learn to create basic applications using Visual Basic .NET. It covers language basics and program structure. Topics include graphical interface design and development, control properties, event-driven procedures, variables, scope, expressions, operators, functions, decision-making structures, looping structures, and database access files.
Prerequisite: none

W208 Advanced Website Design 40 hours, 3 credits
Students learn how to use web publishing tools used most often by professional designers. Topics include advanced techniques for the design, layout, and authoring of webpages.
Prerequisite: Introduction to Website Design

W210 Java I 40 hours, 3 credits
The focus is on the development of client-server applications and advanced GUI. Topics include Java features (such as enums, autoboxing, and generic types), multithreading, collections, files, advanced multimedia and GUIs, internationalization, and web programming (including database use, networking, security, servlets, JavaServer Pages, JavaBeans, and Remote Method Invocation).
Prerequisite: JavaScript

W215 PERL/CGI 40 hours, 3 credits
This course will cover the PERL scripting language, the development of Perl code for web applications, and client/server socket programming using PERL.
Prerequisite: Java I

W216 PHP/MYSQL 40 hours, 3 credits
This course covers the use of PHP scripting language and the MYSQL database to create dynamic webpages. Topics include PHP scripting fundamentals; creating, accessing, and manipulating data with the MYSQL database within a PHP program; creating HTML forms; and writing secure PHP programs.
Prerequisite: Java I

W222 Visual Basic 2005 Advanced 40 hours, 3 credits
The students who take this course will learn to create applications using Visual Basic .NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, DBMS, SQL, and ASP.NET.
Prerequisite: Introduction to Visual Basic 2005

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

* Courses 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 legal guardian or other 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 where enrollment is under 15 students.

College Acceptance or Rejection of Application for Admission
The College will notify each applicant in writing of acceptance or rejection based on fulfillment of the following requirements:
- Completed application form
- Application fee
- 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 deemed 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 Program
- Applicants must achieve an acceptable score on the STEP entrance/placement exam above that requiring a remedial course as detailed in the current Rasmussen College Catalog. Applicants must be able to qualify for College Algebra and English Composition even if plans are to transfer credits from a previously attended program. Applicants with lower than admissible scores may choose to repeat the application process once an English Composition and/or College Algebra course have been successfully completed.
- Applicants should understand that admission to the program is based on several factors with entrance-test scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition and/or College Algebra course will guarantee admission into the program.
- 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 pass 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 one of the local campuses. 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 will be used for placement purposes.

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

In the spirit of this learning-focused approach, assessment at Rasmussen College follows a pattern of data gathering, analysis, and results.

Entrance Assessment
The STEP Entrance 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 or the courses for which Foundations courses are prerequisites must take the STEP test. Course placements numbered below 100 is considered to be developmental. STEP scores are used to appropriately place students in English and math courses accordingly.

Academic Information

Rasmussen College Admissions Nondiscrimination Policy
Rasmussen College is committed to the principle of equal opportunity in education. Rasmussen College admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status to students at Rasmussen College. Rasmussen College does not discriminate against individuals on the basis of race, color, sex, age, national or ethnic origin, religious orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status, in the administration of its educational policies, admissions policies, scholarships, loan 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 its students and to providing educational opportunities to those who enroll. All new students who enroll in a degree, diploma, or certificate program are required to take the STEP reading, writing, and math placement tests. Returning students who did not take the STEP test or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundations courses are prerequisites do not need to take the STEP test. Returning students who have not successfully completed the Foundations courses or the courses for which Foundations courses are prerequisites must take the STEP test. Course placements numbered below 100 is considered to be developmental. STEP scores are used to appropriately place students in English and math courses accordingly.

See Entrance Assessment Table for placement scores.

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

Students with disabilities do not have to self-disclose or register with the Campus Accommodations Officer, although the College encourages them to do so. Students seeking academic accommodations must contact the Campus Accommodations Officer to request such services. Students who are unsure who to contact should check with their Academic Dean.
STEP Retest Policy
The STEP entrance exam may not be retaken for initial placement purposes after the start of the 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.

Educational Records Definition
A student’s education records are defined as files, materials, or documents that contain information directly related to the student and his/her true abilities. Only one such retest may be allowed, at the discretion of the Academic Dean.

Equipment
Rasmussen College strives to maintain its role as an educational leader by incorporating current technology. Rasmussen College provides technology on campus and access to 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 Scale</th>
<th>A</th>
<th>B+</th>
<th>C+</th>
<th>C</th>
<th>D+</th>
<th>D</th>
<th>F</th>
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<tr>
<td></td>
<td></td>
<td>100 TO 93%</td>
<td>92 TO 90%</td>
<td>89 TO 87%</td>
<td>86 TO 83%</td>
<td>82 TO 80%</td>
<td>79 TO 77%</td>
<td>76 TO 73%</td>
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<td>A</td>
<td>B+</td>
<td>C+</td>
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<td></td>
<td>Percentange Rate</td>
<td>100 TO 93%</td>
<td>92 TO 90%</td>
<td>89 TO 87%</td>
<td>86 TO 83%</td>
<td>82 TO 80%</td>
<td>79 TO 77%</td>
<td>76 TO 73%</td>
</tr>
</tbody>
</table>

Instructors may decide in the case of legitimate extenuating circumstances to waive the final penalty; if not, though, the penalty must be enforced as described. In some cases in the residential classroom, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities.

In some instances students may submit work after the last day of the academic term unless an incomplete grade has been requested and granted beforehand.

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

1. An incomplete form is completed which identifies:
   a. the work to be completed,
   b. qualifications for acceptable work,
   c. the deadline for completing the work (within two weeks of the last day of the course),
   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. Students must request an incomplete prior to the last day of the term.

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

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 understanding of the subject matter.
7. Allowing the student extra time compensates for events or conditions not within the student’s control (i.e., illness, emergencies, etc.) as opposed to compensating for poor planning, poor attendance, or failure to take assignments seriously.
8. Incompletes may not be granted only for the sake of improved cumulative grade point average, but will be granted to allow students to make up "extra credit” work.
9.Credits for all incomplete courses will be counted as credits attempted but not earned in the cumulative grade point average. 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 ‘F’ (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
10. All incompletes, unless approved by the Dean, will be finalized by the 3rd week of the subsequent term.

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

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

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

Students must contact their instructors within two weeks of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the end of the third week of the subsequent quarter. Grade disputes resulting from a change resolved between instructors and students should be directed to the appropriate Dean.

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

- Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified.
- If the original instructor is no longer available to submit a grade change (for example, an adjunct instructor no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.
- The Dean may authorize grade changes in order to settle academic grievances.

Independent Study Policy
Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and organized. Because an independent study does not involve the student with the classroom interaction normally expected in higher education, it is to be offered only when the student is a mature and as infrequently as possible.
Independent Study Policy (Continued)

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

Independent studies must meet the following guidelines:

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

a. When and where they will meet each week.

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

c. Progress checks to be reviewed by the Dean.

d. Standards of academic quality for the work to be conducted.

e. Deadline for all work to be completed at the end of the quarter.

Credit by Examination

Some students have life experiences or knowledge from other sources which they feel would be duplicated by a class at Rasmussen College. Enrolled students may request credit by examination 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, 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 exam-outs 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-planning 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 available for credit by examination because its completion is deemed vital to student success. However, E150 will be considered in the following ways:

1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
2. The information will be reviewed by the Academic Dean, Campus Director, or Associate Campus Director/Director of Campus life, along with appropriate faculty.
3. The student will receive in writing the outcome of the decision.

The examination grade will be reflected as “TO” (Test-Out) on the students’ transcripts and will not count in their grade-point average. In addition, these credits will not count as credits for financial-aid purposes.

A credit by examination may only be taken once for each course. Students must complete 50% of their program requirements at Rasmussen College, and only 50% of their program requirements may be transfer credits from the 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, the Success Strategies course requirement will be waived 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 may request a waiver for any scheduled or PT practicum coursework if they wish. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum for it to be waived. Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student’s employer. The Program Coordinator/Director will communicate to 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 “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 two-year degree programs. (Although these courses were included in previous two-year degree programs, their content was more suited to the upper-level core of a four-year degree program.) Depending on the total credits needed to complete a program, the following may be applied:

1. If a bachelor’s degree program has taken a previous lower-level Rasmussen College course that corresponds to an upper-level course, and the student has completed an excess of other lower-level credits, the lower-level course will be taken in internal transfer and a grade entry of “CW” will be posted in the student record for the upper-level course. Students must still complete the required number of total credits to graduate from the bachelor’s degree program.
2. In some cases, to complete the required number of total credits for the bachelor’s degree program the student must complete an appropriate, additional upper-level course in substitution that has been approved by the Academic Dean. The earned grade for the course taken as a replacement will then be added to the student record and the grade and credits will be counted as part of SAP calculations. The course for which a substitution has been made will not be considered for SAP calculations.

Course Withdrawals

The student may withdraw from any of the courses in which the last date of attendance was after the drop deadline will be counted in the cumulative credits attempted.

Transfer Credit Policy

1. Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
2. A completed application and application fee must be submitted.
3. Official transcripts must be sent directly to Rasmussen College from every institution the student has attended.
4. As part of the acceptance process, official transcripts will be evaluated for transfer credit. Students will receive notification regarding courses which transferred and the Rasmussen College courses they will replace. This information is also noted on the Rasmussen College transcript.
5. Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.

Transfer Credit

1. E242 Career Development is a course specific to the College, facilitating lifelong career-planning services. Therefore, transfer credits 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, this course will be considered for transfer if a similar course with appropriate approval has been completed with a grade of C or higher at an accredited institution of higher education.
2. Rasmussen College awards quarter credits. In considering transfer courses, a semester course is equivalent to 1.33 quarter credits.
3. Students may not transfer in and/or test out of more than a total of 50% of the program credit hour requirements.
4. All transfer credit is evaluated with the following guidelines:

A. Transfer credits from accredited colleges, other than Rasmussen College, will be evaluated on course content. Most courses that are compatible in content from other colleges will be accepted. Students must have received a “C” grade or higher to transfer a course to a Rasmussen College program.
B. Courses which have been transferred will be listed on the student’s transcript with a “TR” designation. However, grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average.
C. Courses from accredited degree-granting colleges which are intended to transfer as general education requirements will be considered in the categories listed as “General Education Requirements” in the Rasmussen College catalog.
D. Transfer credits from within the Rasmussen College system will be transferred directly from one Rasmussen College campus to another. Grade point averages and grades from courses taken at any of the Rasmussen College campuses will be computed in the student’s final grade point average.
E. When courses are not accepted for transfer, a student may file an appeal through the following process:

1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
2. The information will be reviewed by the Academic Dean, Campus Director, or Associate Campus Director/Director of Campus life, along with appropriate faculty.
3. The student will receive in writing the outcome of the decision.

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

Advanced Placement Credit

The College recognizes Advanced Placement (AP) examinations and courses based upon the CollegeBoard’s AP Central for Educators 5-point grade/value scale. Students with AP credits in general-education subjects may receive transfer credit in correlated general-education categories if the examination or course score is 3 or higher. AP credits will be posted on student transcripts as transfer credits (TR) and may be assigned letter grades or applied to cumulative grade point average credits. AP credits will be counted in the 50% maximum allowed for waivers, test-outs, or transfer credits completed outside the College. Only AP examinations or coursework that fit into the College’s general-education categories are eligible for acceptance as transfer credit.

Prerequisites

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

General Education Philosophy

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

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

1. Effectively communicate, orally and in writing, in the workplace, in the community, and interpersonally.
2. Analyze, evaluate, and solve problems that arise in employment and in life.
3. Locate, evaluate, and effectively use information from a variety of sources, print and electronic, meeting common standards for intellectual and academic integrity.

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

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

In the area of Humanities, students will demonstrate understanding of different forms of art, between creative and critical thinking; the elements associated with various art forms; the function of creative production and expression in society.
In the area of Math and Natural Sciences, students will demonstrate understanding of the notation and terminology used in mathematics; the effect that such calculations accomplish; the difference between the valid and invalid use of data and statistics; the fundamental scientific processes, theories, facts, and principles; the difference between facts and opinions; the steps of the scientific method. In the area of Social Sciences, students will demonstrate understanding of major concepts, issues, and ideas in social science; methods of social inquiry as they impact social science; methods of qualitative and quantitative research; how social, cultural, and political factors influence social and historical change.

General Education Requirements for Rasmussen College Credentials

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

BS degree candidates must successfully complete thirty-two (32) credits of general education coursework at the lower-division level; in addition, they must also successfully complete twenty-four (24) additional upper-division general-education credits distributed across the following categories: Communication, Humanities, Math/Natural Science, and Social Science.

Certificate programs typically do not include general education course requirements because they are designed to meet specific career goals. Courses that are primarily developmental or remedial in nature and are not general education courses are not to be included in the general education total.

Graduation Requirements

Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 50% of their program requirements at Rasmussen College, and only 50% of their program requirements may be transfer credits from other post-secondary institutions or credit by examination. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to fulfill the requirements. Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each area.

Completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length.

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

Transcripts

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

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

Transfer to Other Colleges

Graduates or students who are considering transfer from Rasmussen College to other institutions recognize that Rasmussen College courses and programs focus on content 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 to other colleges. Please contact the Academic Dean with questions about transfer to other colleges.

Articulation and Consortium Agreements

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

The College's status as a regionally accredited institution of higher learning (High Learning Commission (www.higherlearningcommission.org)) greatly increases the likelihood of credit transfer from Rasmussen College to other colleges. Specific agreements with detailed transfer guides are available to assist students as they determine their course of study.

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

Attendance

A basic requirement for employment in any business is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Business employers expect employees to call a work 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 that scale 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.

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 or he or she may be withdrawn from the College. Upon withdrawal a student's financial aid eligibility will be recalculated. If the student's financial aid refund policy is as described in the College catalog and will be assigned grades according to the Rasmussen College Drop Class Policy.

Consortium Agreement

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

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

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 assignment.

Second Offense: The student will be expelled from the course, and the final grade assigned for the course will be an ‘F/F’. The administration reserves the right to expel a student from the College if there are more than two offenses. Adding and abetting in cheating is considered as grave as initiating the cheating – and will be treated in the same manner.

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

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

Conduct/Dismissal

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

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

• That interferes with the well-being of the fellow students and/or faculty and staff members.

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

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

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

Anti-Hazing Policy

It shall be the policy of the College to strictly prohibit any behavior 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.

Drop Code

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

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

Drop/Add Class Policy

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

Full-quarter drop/add period: Students may add or drop classes 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 student 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 week in which 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 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.

Rasmussen College Early Start Program

High School juniors and seniors have the opportunity to earn college credit through Rasmussen College’s Early Start Program. The Early Start Program is a great way for high school students to experience college while still supported by high school staff and mentors. Try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course.
Rasmussen College Early Start Program (Continued)

Early Start Program 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 high school official to be admitted to the program as evidenced by a signed Early Start Application and Approval Form.

• Students must complete an Application for Admission to Rasmussen College. Early Start students are not required to submit the application fee.

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

• Students may take up to 8 credits per quarter without a tuition charge with a maximum of 24 credits per year, and all credits earned through the Early Start Program.

• Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software which are available to students on campus; Early Start students electing to complete these courses online will need to secure access to required hardware and software. The college can provide information about course specifics including textbook, 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. The College reserves the right, at its discretion, to transfer these credits, but they may be transferable at the completion of the degree program.

• 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.

Limitations

Although this catalog was prepared on the basis of the best information available at the time, all information concerning 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 calendar 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 program offerings are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary from time to time. The content of a course or program may be altered to meet particular class needs. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty. Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, criminal convictions may impact one’s eligibility to sit for these exams or to secure employment in one’s chosen career field.

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

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

Online Courses

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

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

Textbooks and other resources required for online courses are available at the Rasmussen College bookstore.

There are no additional admissions or testing requirements for taking an online course. However, B097 Foundations of English I is not offered online. Students who place into Foundations of English I after taking the placement examination are not eligible to enroll in fully online programs until they successfully complete 30 credits of English.

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

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

Exit Interviews

Students contemplating the termination of their education at Rasmussen College should contact the Academic Dean or Associate Campus Director/Director of Campus Operations, and then the Financial Aid Department.

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

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

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

Tuition Structure

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

The State of North Dakota Cancellation, Termination, Refund Policy

Rasmussen College shall refund tuition and other charges when written notice of cancellation is given by the student, in accordance with the following schedule:

• When notice is received prior to, or within seven days after completion of the first day of instruction, all tuition and other charges must be refunded to the student.

• When notice is received prior to, or within thirty days after completion of the first day of instruction, or prior to the completion of one-fourths of the educational services, all tuition and other charges except twenty-five percent thereof must be refunded to the student.

• When notice is received upon or after completion of one-fourth of the educational services, but prior to the completion of one-half of the educational services, all tuition and other charges except fifty percent thereof must be refunded to the student.

• When notice is received upon or after completion of fifty percent of the educational services, all tuition and other charges except fifty percent thereof must be refunded to the student.

• When notice is received upon or after completion of ninety days of the educational services, all tuition and other charges except one hundred percent thereof must be refunded to the student.

• When notice is received upon or after completion of the educational services, all tuition and other charges except one hundred percent thereof must be refunded to the student.

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 books and supplies are not returned unused or in a condition such that they can be returned to the supplier, the student will be assessed $100 per course for those books and supplies.

The State of Minnesota Cancellation, Termination, Refund Policy

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

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

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

Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards.

Refund of Book and Supply Costs

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

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

Re-Entry Policy

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

Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards.

For the calculation of satisfactory academic progress, re-entering students are treated as continuing students and must meet progress requirements. Students 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 the extenuating circumstances exist.

Return of Title IV Funds Policy

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

Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student.
Excess Funds Form completed at the time of within one year following release from active or re-determination of admission eligibility, or
withdraws. A student in good standing at the end of the quarter in which
enrolled, even if after the established deadline. The student shall have the
right to withdraw from Rasmussen College library or other libraries by 
withholding the student's grade report, transcript, diploma, degree or certificate.

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

Rasmussen provides prospective and enrolled students and employees with its
current Crime Awareness and Campus Security Statistics. This policy contains information pertaining to the
reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal
defenses reported to the campus or local police. As part of our campus crime
prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/welness/violence and
alcohol/drug abuse.

Rasmussen is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is an acceptable way to operate our College.

Sexual harassment/welness/violence and alcohol/drug abuse.

Anti-Harassment and Violence Policy

It is Rasmussen College’s policy and responsibility to provide our employees and students an environment that is free from
harassment. Rasmussen College expressly prohibits harassment of employees or students on the basis of gender. Harassment undermines our College community morale and our
commitment to treat each other with dignity and respect. This policy is related to and is consistent with the Equal Opportunity
Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin or
physical or other disability, military or veteran status, or receipt of public assistance. Promote investigation of allegations will be made
on confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or
President will be notified of all allegations. This will ensure a prompt, consistent, and appropriate investigation.

It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for
any member of the College community to take action against an individual for reporting sexual harassment.

This policy covers actions of all students and employees, whether co-worker, manager or by any other persons doing business with or for Rasmussen.

Informal and Formal Complaints

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

No retaliatory actions may be taken against any person because he/she has complained or attempted to complain or against any member of the College
community who serves as an advisor or advocate for any party in any such complaint.

No retaliatory actions may be taken against any member of the College community merely
because he/she is or has been the object of such a complaint.

Informal Resolution

Early efforts to control a potentially harassing situation are very important.
1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.

2. Writing a letter to the person or talking to the person’s supervisor can also be effective.

3. Go to a sexual harassment/violence
4. Talk to others who might also be victims of harassment.
5. Any employee facility member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Associate
Director/Director of Campus Operations, Regional Vice President, or College President.

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

No specific circumstances, including the names
of the people involved, will be reported to anyone else, except the President, Executive Vice President and the Human Resources
Director and Campus Director, without the written permission of the person making the complaint. However, in the course of the inquiry Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

Incidents should be reported within 30 days.

At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director.
Resolutions and Informal Complaints

Anyone in the Rasmussen community may discuss an informal complaint with their Campus Director, Associate Campus Director/Director of Campus Operations, Regional Vice President, Executive Vice President or President.

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

While the confidentiality of the information received, the privacy of the individual involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s policy to act upon the charge and the right of the charged party to obtain information.

In most cases, however, confidentiality will be maintained by the College and those involved in the investigation.

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

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

Definitions

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

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

2) submission to or rejection of such conduct by an individual’s work performance or creating an intimidating, hostile, or offensive working or academic environment;

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

This policy prohibits behavior such as, but not limited to:

1. Unwanted sexual advances;

2. Offering employment benefits in exchange for sexual favors;

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

4. Verbal sexual advances or propositions;

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

6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements; and

7. Physical conduct, such as: touching, assault, or impeding or blocking movements.

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

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

Having a previous relationship of any nature, including prior sexual contact with the victim/survivor is not an accepted defense for sexual assault. The victim/survivor does not need to prove that she/he resisted and another witness is not needed to prosecute the case.

The relative age of the persons involved, the victim/survivor’s fear of bodily harm to self or others, or the use of threats or force by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by state laws on Criminal Sexual Conduct and under the Crime Victims Bill of Rights.

Formal Complaints by Students or Employees

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

b. The College will investigate formal complaints in the following manner:

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

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

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

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

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

6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds warrant a formal investigation.

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

1. Look at all the facts and circumstances surrounding the allegations to determine if reasonable grounds exist to believe that sexual 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 in finding that there is insufficient evidence to support the complaint.

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

Retaliation. It is a violation of Rasmussen’s policies to retaliate against anyone who makes a good faith claim of a suspected violation of its policies about inappropriate behavior or participates in an investigation. Complaints of retaliation (Quid Pro Quo, Retaliation) 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 College of Appeals.

Recommended Corrective Action

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

Any action to suspend or to dismiss a member of the staff or faculty is solely within the authority of the Campus Director, Regional Vice President, Executive Vice President, President, or the Chief Executive Officer.

False Charges

If it is determined in any way that a complaint was made by an employee or a student with the knowledge that the facts were false, an Executive Vice President or President will be notified. The Executive Vice President or President may recommend appropriate disciplinary action for the employee up to and including suspension from the College or termination of employment or enrollment.
Sexual Violence
Rasmussen College expects that all employees and students will conduct themselves in a responsible manner that shows respect for others and the community at large. The same behavioral standards apply to all individuals. As part of the larger community we are subject to, abide by, support, and enforce local and state laws and ordinances regarding criminal sexual conduct.

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

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

Victims’ Rights Under Sexual Assault Policy
If the assault is alleged to have been committed by a member of our college community on property owned by the Rasmussen the following additional policy applies:
1. The victim is aware that criminal charges can be made with local law enforcement officials;
2. The prompt assistance of campus administration, at Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident;
3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;
5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;
7. The assistance of campus and/or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to an alternative campus; and
8. Further information can be obtained from either of the following sources:
   North Dakota Victim Service Program http://www.state.nd.us/doc/paralegal/victim_program.htm
   701-328-6183 or 888-568-4410
   Minnesota Department of Human Rights 190 E 5th St, Suite 700
   St. Paul, MN 55101
   1-800-657-3700 • (651) 296-5663
   TTY (651) 296-1283
   Website question: email webmaster@hergplacenet.org
Office of Justice Programs
(651) 201-7310 • (800) 247-0390
Website: www.ojp.state.mn.us/mccvs/index.htm

9. The campus administration will investigate all sexual assault complaints under the Crime Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Resource Board. For further information refer to the Office of the Crime Victim Ombudsman website at www.state.mn.us/obr/ovc/oov/homepage.htm (651-642-0590) or the Crime Victims Reparations Board website at www.dps.state.mn.us/mccvs/ (651-282-6250).

Nothing in this policy shall prevent the complainant or the respondent from pursuing legal remedies or notification through state of federal agencies or the courts.

Drug Abuse Policy
Rasmussen College is committed to providing a safe, drug-free environment for its students and employees and to protecting its business from unnecessary financial loss due to drug or other intoxicant use among its employees. This policy is based in substantial part on Rasmussen concern regarding the safety, health and welfare of its employees and their families, its students and the community. Consistent with this commitment, Rasmussen College is prohibited from:
1. The presence of employees or students on campus or in corporate offices while under the influence of intoxicants, drugs, or any other controlled substances;
2. The use, manufacturing, furnishing, possession, transfer, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or in Rasmussen College corporate offices. Rasmussen College has the right to:
   1. Discipline employees, including dismissal, for felony convictions regarding illegal use, possession or trafficking of drugs.
   2. Take appropriate disciplinary action against any employee who violates this policy. Employees may also be suspended pending outcome of an investigation regarding compliance with the preceding.

Drug-Free School and Workplace
In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, 34 CFR Part 86, this institution is hereby declared a drug-free alcohol-free college and workplace. For more information visit The U. S. Department of Education’s Higher Education Center for Alcohol and Other Drug Prevention website at www.ed.gov/hc.
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 in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

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

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

b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. The institution does not have to give Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence of or contents of the subpoena or the institution’s response. Notification requirements nor recordation requirements apply.

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

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

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.


Directory Information

Directory Information is that information which the College and the Higher Learning Commission has 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 College within fifteen (15) days after the student starts classes.

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

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

Grievance Policy

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

An appropriate grievance is defined as a student’s expressed feeling of dissatisfaction regarding any interpretation or application of school-related policies or the College’s personnel. Students should notify the College in a timely fashion of any grievance considered through grievance procedures. As used in this policy the term’s “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 feels his/her right has been violated, the following procedures should be followed:

1. The individual must first try to resolve the issue with the other member involved.

2. If the matter is not resolved to the person’s satisfaction he/she has the option to follow the appropriate steps:
   a. Requests for further action on educational issues should be made to the Academic Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   b. Students who feel they have an appropriate non-academic grievance should see the Associate Campus Director/Director of Campus Operations for their campus. The Associate Campus Director/Director of Campus Operations will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   c. If the grievance is still not resolved, request should be contact the Campus Director for their campus. The Campus Director will review the previous discussion, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

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) 621-7446 or (312) 263-0456, www.ncalhigherlearningcommission.org

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

• Commission on Accreditation for Health Informatics and Information Management Education
  2331 N. Michigan Ave., 21st Floor
  Chicago, IL 60601-5800
  (312) 233-1100

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

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

Authorization:

• 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

Approved For:

• Veterans’ Benefits by the North Dakota State Approving Agency

• Veterans’ Benefits by the Minnesota State Approving Agency
Standards of Satisfactory Progress For Institutional and Financial Aid Guidelines

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

**Credit Information**

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

**Definition of an Academic Year is a Minimum Of:**

- 36 Quarter Credits
- 30 Weeks

**Standards of Academic Progress**

Mid-quarter and final grade reports are available to all students. Cumulative grade point averages and successful course completion of credits attempted are monitored quarterly. All grades relate to credits successfully completed with the exception of the "W/WD" and "U/UUN" 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. 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) consistant with graduation requirements.**
2. **Duration of eligibility, or maximum time frame for program completion, which is equal to 1.5 times the number of total credits required for program completion.**
3. **Cumulative Completion Rate (CCR)**
   - Duration of eligibility, or maximum time frame for program completion, is a period equal to 1.5 times the number of credits required for program completion. Total credits are indicated by each program listing in the catalog. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted and earned, and as part of the total credits required, for purposes of determining the maximum program time frame and duration of eligibility. A student cannot exceed 1.5 times the maximum time frame.

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

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

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

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

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

A student who does not meet the 2.00 CGPA, CCR, or duration of eligibility requirements at the end of the academic probation period will be placed on academic probation. Students who are placed on academic probation do not receive financial aid. At the end of the academic probation period a student must meet the 2.0 CGPA and required percentage of attempted / earned credits, or duration of eligibility. Students who fail to meet the terms of probation will be terminated from the college.

Mitigating Circumstances: Academic Probation and Termination from college, due to probationary status may be appealed to the Academic Review Committee. This committee is composed of the Academic Dean and two instructors who will determine if mitigating circumstances apply. All appeals must be made in writing addressing the nature of the circumstances that warrant exception to the policy stated above. All appeals are reviewed and ruled on within five business days. Students will be notified in writing regarding the outcome of the appeal. The ruling of the committee is final and cannot be appealed. Should a student choose to transfer from one program to another, only the grades and credits that apply to the new program will be calculated in the student’s CGPA and CCR. Students who withdraw from the institution and later re-enter the College in the same program will continue at the same satisfactory progress and evaluation points in effect at the time of withdrawal. Satisfactory Progress calculations for re-entering students who change programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter.

Courses dropped during the drop/add period do not count toward CCR.
Central Office
Kristi A. Waite, President, Rasmussen College
   B.A., Concordia University
J. Michael Locke, Chief Executive Officer, Rasmussen College, Inc.
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Erin Buzick, Director of Campus Operations – Fargo
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Amy Beito, Director of Campus Operations – Moorhead
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B.A., B.A., North Dakota State University
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B.S. Southwestern Oklahoma State University
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B.A., Minnesota State University – Moorhead
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B.S., North Dakota State University
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Patricia Laney Fargo/Moorhead
J.D., Hamline University
B.S., Minnesota State University – Mankato
Leo Rogolin Fargo/Moorhead
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B.S., Bethel State University
Rachel Wallock Fargo/Moorhead
M.A., University of Mary
B.S., North Dakota State University
<table>
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<tr>
<th>Name</th>
<th>Degree/Institution</th>
<th>Location</th>
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<tr>
<td><strong>School of Business</strong></td>
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<tr>
<td>Wendy Allan</td>
<td>M.S., University of Mary</td>
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<tr>
<td>Becky Bowen</td>
<td>J.D., University of North Carolina, Chapel Hill</td>
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<td>Aimee Copas</td>
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<td>Darcie Dykema</td>
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<td>Rachel Kuntz</td>
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<td>James Long, PHR</td>
<td>Ph.D., Capella University</td>
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<td>Keith Magnusson</td>
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<td>Sheila Moffatt</td>
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<td>Brad Schaffer</td>
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<td>B.S.Ed., Mayville State University</td>
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<td>Brenda Finger</td>
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<td>Robert Johnston</td>
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<td><strong>School of Technology and Design</strong></td>
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<tr>
<td>Hap Aziz, Director, School of Technology and Design</td>
<td>Orlando</td>
<td>M.S., Nova Southeastern University</td>
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<td>Jeff Brown</td>
<td>M.S., University of Denver</td>
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<td><strong>School of Business</strong></td>
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<td>Linda Beuning</td>
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<td>Kathy Saue, CPA</td>
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<td>A.S., North Dakota State College of Science</td>
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<td>Marty Toole</td>
<td>M.S., Chapman University</td>
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