MISSION

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

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

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

PURPOSE

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

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

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

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

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

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

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

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– Chairman, Rasmussen, Inc.
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– Vice Chairman, Rasmussen, Inc.
– President Emeritus, Northwestern University
  Evanston, Illinois

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  Commission on Institutions of Higher
  Education of the North Central Association

Jack C. Staley
– Former Managing Partner, Ernst & Young
  Lake Michigan Area

Kristi A. Waite
– President, Rasmussen College

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Congratulations on taking the first steps to earning your degree and achieving your professional goals. If you haven't already done so, schedule a time to discuss your educational and career objectives with a member of our admission team, contact information is at the end of this document and on our website at www.Rasmussen.edu. Our staff is skilled in helping you select the right major to prepare you for your desired career. Whether you are looking at campus, online, or a blended learning model, they will also assist you in planning your course schedule and connect you with our student financial services team to make sure you can fit education into your busy life.

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.
- Graduates of High Schools outside of the United States need to provide a copy of their transcript or diploma along with the standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the students education level equivalent to U.S. standards.
- Individuals applying for admission to the Medical Laboratory Technician, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- In addition, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.

Rasmussen College will notify you in writing of your acceptance or rejection. All money paid to the College will be refunded if you are not accepted except any non-refundable test fees required for the Medical Laboratory Technician, Surgical Technologist, or School of Nursing programs. All new students will complete an orientation program prior to beginning classes which includes an experiential course and an informational session covering college policies and services. This required orientation program provides students with valuable tools and knowledge necessary for success at Rasmussen College.

PICKING A START DATE

2010 - 2011 Academic Calendar

- 2010 Summer Quarter
  July 6 – September 19
- Early Fall Quarter
  August 9 – September 19
- Fall Quarter
  October 4 – December 19
- Early Winter Quarter
  November 8 – December 19
- Winter Quarter
  January 3 – March 20
- Early Spring Quarter
  February 7 – March 20
- Spring Quarter
  April 4 – June 19
- Early Summer Quarter
  May 9 – June 19
- Summer Quarter
  July 5 – September 19

College Holidays

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

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

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

Tuition Rates

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

### PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY.

<table>
<thead>
<tr>
<th>Gift Aid</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$555 - $5550</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid – Awarded by the College</td>
</tr>
<tr>
<td>Academic Competitiveness Grant (ACG)</td>
<td>Award based on Pell Grant eligibility and academic rigor requirements of state high school coursework eligibility.</td>
<td>$750 for first year; $1300 for second year</td>
<td>Free Application for Federal Student Aid</td>
</tr>
<tr>
<td>ND State Grant*</td>
<td>Gift aid based upon undergraduate student status with ND residency. Student must attend full time to receive and is notified by the state regarding eligibility.</td>
<td>$1200</td>
<td>Free Application for Federal Student Aid</td>
</tr>
</tbody>
</table>

### Employment

<table>
<thead>
<tr>
<th>Employment</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

### Federal Loan Programs

<table>
<thead>
<tr>
<th>Federal Subsidized Stafford Loan Program</th>
<th>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</th>
<th>1st Year - $3,500, 2nd Year - $4,500, 3rd Year+ - $5,500</th>
<th>Free Application for Federal Student Aid and Promissory Note processed through College and Lender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half-time.</td>
<td>Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st &amp; 2nd Year $6000, 3rd Year &amp; above $7000.</td>
<td>Free Application for Federal Student Aid and Promissory Note processed through College and Lender</td>
</tr>
</tbody>
</table>

### Federal Parent Loan for Undergraduate Students (PLUS)

| For credit-worthy parents of dependent undergraduates. | Up to college cost of attendance. | PLUS application and Promissory Note processed through College and Lender |

### Veterans’ Benefits

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

*These programs are available only for Moorhead site students.

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

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

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

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

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

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

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

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

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

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

Restrictions
Students are eligible for only one of the following scholarship and grant programs at a time:
- Grade Point Achievement Scholarship
- Early Start Program
- 10% Military Discount
- Corporate Discount

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

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Description</th>
<th>Associate's</th>
<th>Bachelors'</th>
<th>January 30, Your Award is:</th>
<th>April 30, Your Award is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success Award</td>
<td>You will receive the Scholarship:</td>
<td>$1,000</td>
<td>$2,000</td>
<td>$600</td>
<td>$1,200</td>
</tr>
<tr>
<td>Achievement Award</td>
<td>You will receive the Scholarship:</td>
<td>$1,500</td>
<td>$3,000</td>
<td>$700</td>
<td>$1,400</td>
</tr>
<tr>
<td>Silver Circle Award</td>
<td>You will receive the Scholarship:</td>
<td>$2,000</td>
<td>$4,000</td>
<td>$700</td>
<td>$1,400</td>
</tr>
<tr>
<td>Gold Circle Award</td>
<td>You will receive the Scholarship:</td>
<td>$2,500</td>
<td>$5,000</td>
<td>$700</td>
<td>$1,400</td>
</tr>
<tr>
<td>Platinum Circle Award</td>
<td>You will receive the Scholarship:</td>
<td>$3,000</td>
<td>$6,000</td>
<td>$700</td>
<td>$1,400</td>
</tr>
<tr>
<td>Director's Award</td>
<td>You will receive the Scholarship:</td>
<td>$4,000</td>
<td>$8,000</td>
<td>$700</td>
<td>$1,400</td>
</tr>
<tr>
<td>President's Award</td>
<td>You will receive the Scholarship:</td>
<td>$5,000</td>
<td>$10,000</td>
<td>$700</td>
<td>$1,400</td>
</tr>
</tbody>
</table>
HEALTH INFORMATION TECHNICIAN AAS DEGREE**

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

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

### Foundation Courses

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

**Objective**

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

### Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</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>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M140</td>
<td>Basic ICD-9-CM Coding</td>
<td>4</td>
</tr>
<tr>
<td>M140A</td>
<td>Intermediate ICD-9-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>M141</td>
<td>Ambulatory Care Coding</td>
<td>3</td>
</tr>
<tr>
<td>M208</td>
<td>Introduction to Health Information Management</td>
<td>4</td>
</tr>
<tr>
<td>M209</td>
<td>Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>M211</td>
<td>Quality Analysis and Management</td>
<td>4</td>
</tr>
<tr>
<td>M218</td>
<td>Management of Health Information Services</td>
<td>4</td>
</tr>
<tr>
<td>M229</td>
<td>Healthcare Information Technologies</td>
<td>4</td>
</tr>
<tr>
<td>M232</td>
<td>Pathophysiology</td>
<td>5</td>
</tr>
<tr>
<td>M243</td>
<td>Health Information Laws &amp; Ethics</td>
<td>4</td>
</tr>
<tr>
<td>M251</td>
<td>Medical Coding Practicum</td>
<td>1</td>
</tr>
<tr>
<td>M252</td>
<td>Health Information Practicum</td>
<td>2</td>
</tr>
<tr>
<td>MA135</td>
<td>Pharmacology for the Allied Health Professionals</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Degree Credits** 90*

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

**The Health Information Technician Associate Degree Program offered at the Brooklyn Park, Eagan, Eden Prairie, Lake Elmo/Woodbury, Mankato, Online, and St. Cloud Campuses in Minnesota – the Rockford Campus in Illinois – and the Green Bay Campus in Wisconsin - is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Health Information Technician Associate’s Degree offered at the Aurora campus is in Candidacy Status for accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM).

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

<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>G220</td>
<td>Writing About Literature</td>
<td>4</td>
</tr>
<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>G225</td>
<td>Ethics</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G238</td>
<td>Conversational Spanish</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>G136</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G146</td>
<td>Human Geography</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G203</td>
<td>Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>G204</td>
<td>Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>G242</td>
<td>American/U.S. National Government</td>
<td>4</td>
</tr>
<tr>
<td>G270</td>
<td>United States History: 1900 to the Present</td>
<td>4</td>
</tr>
</tbody>
</table>

**Foundation Courses**

**English Composition** (Required course)

<table>
<thead>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
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<td>English Composition</td>
<td>4</td>
</tr>
</tbody>
</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>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
</tbody>
</table>

**Humanities** (Select 2 courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G220</td>
<td>Writing About Literature</td>
<td>4</td>
</tr>
<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
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<td>Conversational Spanish</td>
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**Math** (Required course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G233</td>
<td>College Algebra</td>
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**Natural Sciences** (Required course)

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<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G136</td>
<td>Structure and Function of the Human Body</td>
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**Social Sciences** (Select 2 courses)

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<td>American/U.S. National Government</td>
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<tr>
<td>G270</td>
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**General Education Courses**

<table>
<thead>
<tr>
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<td>Medical Insurance and Billing</td>
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<tr>
<td>M211</td>
<td>Quality Analysis and Management</td>
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<tr>
<td>M218</td>
<td>Management of Health Information Services</td>
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<tr>
<td>M229</td>
<td>Healthcare Information Technologies</td>
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<tr>
<td>M232</td>
<td>Pathophysiology</td>
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<tr>
<td>M243</td>
<td>Health Information Laws &amp; Ethics</td>
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<tr>
<td>M251</td>
<td>Medical Coding Practicum</td>
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<tr>
<td>M252</td>
<td>Health Information Practicum</td>
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</tr>
</tbody>
</table>

**This Degree Program is also offered online**

**NOTE:** Students who take Principles of Economics may not take Macroeconomics or Microeconomics.

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.

**The Health Information Technician Associate Degree Program offered at the Brooklyn Park, Eagan, Eden Prairie, Lake Elmo/Woodbury, Mankato, Online, and St. Cloud Campuses in Minnesota – the Rockford Campus in Illinois – and the Green Bay Campus in Wisconsin - is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Health Information Technician Associate’s Degree offered at the Aurora campus is in Candidacy Status for accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM).

In addition to meeting all other admissions requirements, applicants to this program must also complete a criminal background check.
MEDICAL ADMINISTRATION 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>
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</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

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

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td></td>
<td>English Composition (Required course)</td>
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<tr>
<td>G124</td>
<td>English Composition</td>
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<tr>
<td>G141</td>
<td>Introduction to Communication</td>
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<td>G227</td>
<td>Oral Communication</td>
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<td>G125</td>
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<td>G145</td>
<td>Film Appreciation</td>
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<tr>
<td>G201</td>
<td>Creative Writing</td>
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<tr>
<td>G220</td>
<td>Writing About Literature</td>
<td>4</td>
</tr>
<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>G225</td>
<td>Ethics</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G238</td>
<td>Conversational Spanish</td>
<td></td>
</tr>
<tr>
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<td>Humanities (Select 2 courses)</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
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<td></td>
<td>Math (Required course)</td>
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</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td></td>
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<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
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<tr>
<td>G146</td>
<td>Human Geography</td>
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</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
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<tr>
<td>G203</td>
<td>Macroeconomics</td>
<td>4</td>
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<tr>
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<td>G242</td>
<td>American/U.S. National Government</td>
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<tr>
<td>G270</td>
<td>United States History: 1900 to the Present</td>
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Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</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>
<td>2</td>
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<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
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<tr>
<td>M130</td>
<td>Medical Writing, Style and Grammar</td>
<td>3</td>
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<tr>
<td>M140</td>
<td>Basic ICD-9-CM Coding</td>
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<td>M140A</td>
<td>Intermediate ICD-9-CM Coding</td>
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<tr>
<td>M141</td>
<td>Ambulatory Care Coding</td>
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<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
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<tr>
<td>M202</td>
<td>Introduction to Medical Transcription</td>
<td>4</td>
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<tr>
<td>M201</td>
<td>Medical Transcription I</td>
<td>4</td>
</tr>
<tr>
<td>M209</td>
<td>Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
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<tr>
<td>M232</td>
<td>Pathophysiology</td>
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<tr>
<td>M251</td>
<td>Medical Coding Practicum</td>
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<td>M290</td>
<td>Medical Administration Capstone</td>
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<tr>
<td>S115</td>
<td>Keyboarding I</td>
<td>3</td>
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<tr>
<td>S120</td>
<td>Word for Windows</td>
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</table>

Total Degree Credits 90*

This Degree Program is also offered online

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

OBJECTIVE

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

Standard Length of Program • 8 Quarters Full-Time

Career Areas • Medical Laboratory Technician

OBJECTIVE

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

MEDICAL OFFICE ASSISTANT AAS DEGREE**

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

Career Areas  • Medical Office Administrative Assistant  • Phlebotomist  • Patient Care Technician

OBJECTIVE

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

Foundation Courses

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

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<tr>
<th>Number</th>
<th>Course</th>
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<td>English Composition</td>
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<td>G124</td>
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<td>G227</td>
<td>Oral Communication</td>
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<td>Humanities</td>
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<td>Creative Writing</td>
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<td>Writing About Literature</td>
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<td>Introduction to Critical Thinking</td>
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<td>G225</td>
<td>Ethics</td>
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<td>Introduction to Language</td>
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<td>G238</td>
<td>Conversational Spanish</td>
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<td>College Algebra</td>
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<td>Natural Sciences</td>
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<td>G215</td>
<td>Introduction to Human Biology</td>
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<td></td>
<td>Social Sciences</td>
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<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G146</td>
<td>Human Geography</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology**</td>
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<tr>
<td>G203</td>
<td>Macroeconomics</td>
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<tr>
<td>G204</td>
<td>Microeconomics</td>
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<td>G242</td>
<td>American/U.S. National Government</td>
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<tr>
<td>G270</td>
<td>United States History: 1900 to the Present</td>
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</table>

Major and Core Courses

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<th>Number</th>
<th>Course</th>
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<tbody>
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<td>D132</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
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<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
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<td>Pathophysiology</td>
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<td>MA110</td>
<td>Clinical Skills I</td>
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<td>MA135</td>
<td>Pharmacology for the Allied Health Professional</td>
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<td>MA145</td>
<td>Clinical Skills II</td>
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<td>MA225</td>
<td>Laboratory Skills for Medical Assisting</td>
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<td>MA230</td>
<td>Medical Assistant Externship</td>
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<td>MA241</td>
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<tr>
<td>MA250</td>
<td>Radiography Skills</td>
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</table>

Total Degree Credits 91*

This program is only available at the Moorhead site.

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

The Medical Assisting program at the Brooklyn Park, Eagan, Eden Prairie, Green Bay, Mankato, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

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

Standard Length of Program: 7 Quarters Full-Time

Career Areas: Hospitals • Medical Clinics • Operating Rooms • Physician Offices

Objective

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

Foundation Courses

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

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<td>English Composition (Required course)</td>
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<tr>
<td>G124</td>
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<td></td>
<td>Communication (Select 1 course)</td>
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<tr>
<td>G141</td>
<td>Introduction to Communication</td>
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<tr>
<td>G227</td>
<td>Oral Communication</td>
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<td>Humanities (Select 2 courses)</td>
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<td>Film Appreciation</td>
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<td>Creative Writing</td>
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<td>Introduction to Critical Thinking</td>
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<td>G225</td>
<td>Ethics</td>
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<tr>
<td>G239</td>
<td>Introduction to Literature</td>
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<td>Conversational Spanish</td>
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<tr>
<td></td>
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<td>College Algebra</td>
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</tr>
<tr>
<td></td>
<td>Natural Sciences (Required course)</td>
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<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
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<td></td>
<td>Social Sciences (Required**, select 1 additional course)</td>
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<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
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<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
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<tr>
<td>G148</td>
<td>General Psychology**</td>
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<tr>
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<tr>
<td>M232</td>
<td>Pathophysiology</td>
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<td>MA241</td>
<td>Human Anatomy and Physiology I</td>
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<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
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<td>ST107</td>
<td>Introduction to Surgical Technology</td>
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<td>ST115</td>
<td>Surgical Procedures I</td>
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<td>ST203</td>
<td>Surgical Procedures II</td>
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<tr>
<td>ST207</td>
<td>Surgical Procedures III</td>
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<td>ST215</td>
<td>Surgical Tech Practicum I</td>
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</tr>
<tr>
<td>ST220</td>
<td>Surgical Tech Practicum II</td>
<td>8</td>
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</tbody>
</table>

Total Degree Credits 90*

This program is only available at the Moorhead site.

*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.

The Surgical Technologist AAS Program offered at the Brooklyn Park and St. Cloud Campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahp.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Applicants to this program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. Please see the application procedures for this program under Academic Information and College Policies.
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, diverse perspectives, technology and information literacy, leadership, and integrity.

ACCOUNTING BACHELOR OF SCIENCE DEGREE

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

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

General Education Courses

<table>
<thead>
<tr>
<th>Level</th>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>Lower</td>
<td>English Composition (Required course) G124 English Composition</td>
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<tr>
<td></td>
<td>Communication (Select 1 course) G141 Introduction to Communication G227 Oral Communication</td>
</tr>
<tr>
<td></td>
<td>Humanities (Select 2 courses) G125 Humanities G145 Film Appreciation G201 Writing About Literature G224 Introduction to Critical Thinking G225 Ethics G230 Introduction to Literature G238 Conversational Spanish</td>
</tr>
<tr>
<td></td>
<td>Math (Required course) G233 College Algebra</td>
</tr>
<tr>
<td></td>
<td>Natural Sciences (Select 1 course) G150 Structure and Function of the Human Body G215 Introduction to Human Biology G239 Introduction to Astronomy G245 Introduction to Geology</td>
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<td>Social Sciences (Required courses) G203 Macroeconomics G204 Microeconomics</td>
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<tr>
<td>Upper</td>
<td>Communication (Select 1 course) G324 Advanced Composition G332 Visual Communication in the Media</td>
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<td>Humanities (Select 1 course) G330 American Literature G333 Contemporary World Literature: 1900 to the Present G420 Studies in American Literature and Culture G435 Literature of American Minorities G440 Political Thought</td>
</tr>
<tr>
<td></td>
<td>Math/Natural Sciences (Select 1 course) G328 Human Uses of the Environment G346 Physical Geography G350 Conservation of Resources G434 Gender in Math and Science</td>
</tr>
<tr>
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<td>Social Sciences (Select 2 courses) G333 American Religious History G335 Geography of the United States and Canada G360 Contemporary World Religions G365 Social Problems G380 Visions of America Since 1945 G401 Comparative Politics G425 Work and Family</td>
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Foundation Courses

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

Major and Core Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>A140 Financial Accounting I 4</td>
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<tr>
<td>A141 Financial Accounting II 4</td>
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<tr>
<td>B136 Introduction to Business 4</td>
</tr>
<tr>
<td>B232 Principles of Marketing 4</td>
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<td>B233 Principles of Management 4</td>
</tr>
<tr>
<td>B234 Business Law 4</td>
</tr>
<tr>
<td>B271 Professional Communication 4</td>
</tr>
<tr>
<td>B293 Business Ethics 4</td>
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<tr>
<td>D132 Computer Applications and Business Systems Concepts 3</td>
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<td>E240 Career Development 2</td>
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Total Course Credits: 180 *

* 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.
FOUNDATION COURSES

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

GENERAL EDUCATION COURSES

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<td>Natural Sciences</td>
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LOWER LEVEL

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UPPER LEVEL

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MAJOR AND CORE COURSES

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GENERAL BUSINESS SPECIALIZATION

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</table>

TOTAL CREDITS 28

This Degree Program is also offered online.

BUSINESS MANAGEMENT SPECIALIZATION

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<td>B415</td>
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<table>
<thead>
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<th>Course</th>
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</table>

TOTAL CREDITS 28

TOTAL DEGREE CREDITS 28

OBJECTIVE

Graduates of this program know concepts in management, human resources, marketing, and business ethics. 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. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

INFORMATION TECHNOLOGY SPECIALIZATION

<table>
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<tbody>
<tr>
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<td>N420</td>
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TOTAL CREDITS 29

TOTAL DEGREE CREDIT HOURS 45

TOTAL GENERAL EDUCATION CREDITS 56

TOTAL CREDITS 180-181*

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

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

Career Areas • Health and Human Services director • Compliance Analyst • Home Care Health Director • Physician Office Manager

OBJECTIVE

Graduates of this degree program understand the planning and coordination of health services in a variety of settings, and know the information and processes used to diagnose and treat human injuries and diseases. They acquire critical-thinking skills through a program of general education and are able to apply them to the healthcare setting. Graduates can apply, analyze, synthesize, and evaluate facts and theories pertaining to healthcare management; 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 applying their management expertise to serve the healthcare community.

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 B099.

General Education Courses

Number Course Credits
Lower Level
English Composition (Required course) G124 English Composition 4
Communication (Select 1 course) G141 Introduction to Communication 4
G227 Oral Communication 4
Humanities (Select 2 courses) G125 Humanities 4
G145 Film Appreciation 4
G201 Creative Writing 4
G220 Writing About Literature 4
G224 Introduction to Critical Thinking 4
G225 Ethics 4
G230 Introduction to Literature 4
G238 Conversational Spanish 4
Math (Required course) G233 College Algebra 4
Natural Sciences (Select 1 course) G150 Structure and Function of the Human Body 4
G215 Introduction to Human Biology 4
G239 Introduction to Astronomy 4
G245 Introduction to Geology 4
Social Sciences (Both courses are required) G203 Macroeconomics 4
G204 Microeconomics 4
Upper Level
Communication (Select 1 course) G324 Advanced Composition 4
G332 Visual Communication in the Media 4
Humanities (Select 1 course) G330 American Literature 4
G333 Contemporary World Literature: 1900 to the Present 4
G420 Studies in American Literature and Culture 4
G435 Literature of American Minorities 4
G440 Political Thought 4
Math/Natural Sciences (Select 1 course) G328 Human Uses of the Environment 4
G346 Physical Geography 4
G350 Conservation of Resources 4
G434 Gender in Math and Science 4
Social Sciences (Select 2 courses) G333 American Religious History 4
G355 Geography of the United States and Canada 4
G360 Contemporary World Religions 4
G365 Social Problems 4
G380 Visions of America Since 1945 4
G401 Comparative Politics 4
G425 Work and Family 4

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

Major and Core Courses

Number Course Credits
Lower Division
A140 Financial Accounting I 4
A141 Financial Accounting II 4
B136 Introduction to Business 4
B165 Introduction to Human Resource Management 4
B230 Principles of Finance 4
B233 Principles of Management 4
B267 Employment Law 4
B271 Professional Communication 4
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
G148 General Psychology 4
H200 US Healthcare Systems 4
H210 Marketing and Communication in Healthcare 4
M120 Medical Terminology 4
M200 Medical Office Procedures 4
M230 Medical Law and Ethics 4
Upper Division
B371 Research and Report Writing 4
B440 Managing a Diverse Workforce 4
B492 Contemporary Leadership Challenges 4
H300 Introduction to Healthcare Administration 4
H310 Foundations of Managed Care 4
H320 Financial Management of Healthcare Organizations 4
H330 Quality Improvement in Healthcare 4
H340 Regulation and Compliance in Healthcare 4
H350 Healthcare Statistics 4
H360 Healthcare Planning and Policy Management 4
H400 Healthcare Information Systems 4
H410 Healthcare Operations Management 4
H420 Advanced Healthcare Law and Ethics 4
H430 Epidemiology 4
H440 International Healthcare 4
H490 Healthcare Management Capstone 3

Total Degree Credit Hours
Total lower division major/core credits 61
Total upper division major/core credits 63
Total general education credits 56

Total credits 180*

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

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

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

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

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

### Foundation Courses

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

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

### General Education Courses

#### English Composition (Required course)
- G124 English Composition | 4

#### Communication (Select 1 course)
- G141 Introduction to Communication | 4
- G227 Oral Communication | 4

#### Humanities (Select 2 courses)
- G125 Humanities | 4
- G145 Film Appreciation | 4
- G201 Creative Writing | 4
- G220 Writing About Literature | 4
- G224 Introduction to Critical Thinking | 4
- G225 Ethics | 4
- G230 Introduction to Literature | 4
- G238 Conversational Spanish | 4

#### Math (Required course)
- G233 College Algebra | 4

#### Natural Sciences (Select 1 course)
- G150 Structure and Function of the Human Body | 4
- G215 Introduction to Human Biology | 4
- G239 Introduction to Astronomy | 4

#### Social Sciences (Both courses are required)
- G203 Principles of Macroeconomics | 4
- G204 Principles of Microeconomics | 4

### Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tr>
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<td>Financial Accounting II</td>
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<td>A276</td>
<td>Financial Investigations</td>
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### Total Degree Credits
- **92***

*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.*

**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.*
O B J E C T I V E

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

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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General Education Courses

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<td>G145  Film Appreciation</td>
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<td>G220  Writing About Literature</td>
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<td>G215  Introduction to Human Biology</td>
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<td>G239  Introduction to Astronomy</td>
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<td></td>
<td>G245  Introduction to Geology</td>
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<td></td>
<td>Social Sciences (Both courses are required)</td>
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<td>G203  Principles of Macroeconomics</td>
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Major and Core Courses

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<tr>
<td>A140</td>
<td>Financial Accounting I</td>
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<tr>
<td>A141</td>
<td>Financial Accounting II</td>
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<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
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<tr>
<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B230</td>
<td>Principles of Finance</td>
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</tr>
<tr>
<td>B232</td>
<td>Principles of Marketing</td>
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<tr>
<td>B233</td>
<td>Principles of Management</td>
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<tr>
<td>B234</td>
<td>Business Law</td>
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<tr>
<td>B271</td>
<td>Professional Communication</td>
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<td>B280</td>
<td>Business Capstone</td>
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<tr>
<td>B293</td>
<td>Business Ethics</td>
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<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
</tbody>
</table>

* Credit totals do not include Foundations of English II or Foundations of Math. These courses may be required of some students based upon placement examinations.
** Principles of Economics is required. Students must select an additional course from the Social Sciences category to meet the required amount of general education credits in that category.
### Foundation Courses

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

**English Composition (Required course)**

G124 English Composition 4

**Communication (Select 1 course)**

G141 Introduction to Communication 4

G227 Oral Communication 4

**Humanities (Select 2 courses)**

G125 Humanities 4

G145 Film Appreciation 4

G201 Creative Writing 4

G220 Writing About Literature 4

G224 Introduction to Critical Thinking 4

G225 Ethics 4

G230 Introduction to Literature 4

G238 Conversational Spanish 4

**Math (Required course)**

G233 College Algebra 4

**Natural Sciences (Select 1 course)**

G150 Structure and Function of the Human Body 4

G215 Introduction to Human Biology 4

G239 Introduction to Astronomy 4

G245 Introduction to Geology 4

**Social Sciences (Required course)**

G142 Introduction to Sociology 4

G148 General Psychology 4

**Upper Level**

**Communication (Select 1 course)**

G324 Advanced Composition 4

G332 Visual Communication in the Media 4

**Humanities (Select 1 course)**

G330 American Literature 4

G335 Contemporary World Literature: 1900 to the Present 4

G420 Studies in American Literature and Culture 4

G435 Literature of American Minorities 4

G440 Political Thought 4

**Math/Natural Sciences (Select 1 course)**

G328 Human Uses of the Environment 4

G346 Physical Geography 4

G350 Conservation of Resources 4

G434 Gender in Math and Science 4

**Social Sciences (Select 2 courses)**

G333 American Religious History 4

G355 Geography of the United States and Canada 4

G360 Contemporary World Religions 4

G365 Social Problems 4

G380 Visions of America Since 1945 4

G401 Comparative Politics 4

G425 Work and Family 4

### Total lower division general education credits 32

### Total upper division general education credits 24

### Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Lower Division</td>
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<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
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<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>
<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>
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<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>

### Upper Division

**J310** Criminal Behavior 4

**J315** Criminal Law and Procedures II 4

**J350** Cultural Diversity and Justice 4

**J352** Victims in Criminal Justice 4

**J355** Realities of Crime and Justice 4

**J360** Statistics in Criminal Justice 4

**J365** Research Methods in Criminal Justice 4

**J410** Criminal Justice Leadership and Management 4

**J415** Crime Prevention 4

**J471** Fieldwork in Criminal Justice II 2

**J472** Fieldwork in Criminal Justice II 2

**J490** Critical Issues in Criminal Justice 4

### Client Services/Corrections Specialization

**J340** Women and Criminal Justice 4

**J345** Diversion and Rehabilitation 4

**J425** Community Corrections 4

**J435** Special Populations in Criminal Justice 4

### Total Degree Credits 183*

*This Degree Program is also offered online*

### Criminal Offenders Specialization

**J330** Organized Criminal Syndicates 4

**J340** Forensic Psychology 4

**J440** Special Offenders: Sex Offenders 4

**J445** Special Offenders: Serial Killers 4

### Total Degree Credits 183*

*This Degree Program is also offered online*

### Homeland Security Specialization***

**J332** Homeland Security Policy 4

**J335** Risk Analysis 4

**J405** Emergency Management 4

**J420** Crimes Across Borders 4

### Total Degree Credits 183*

*This Degree Program is also offered online*

### Investigation/Law Enforcement Specialization

**J305** Examination of Forensic Science 4

**J320** Criminal Investigations 4

**J325** Criminal Evidence 4

**J430** Forensic Psychology 4

### Total Degree Credits 183*

*This Degree Program is also offered online*

---

**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 critical thinking, communication, diverse perspectives, technology and information literacy, lifelong learning, honesty, and integrity in the criminal justice system.

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Total lower division major/core credits 49

Total unrestricted elective credits 12

Total upper division major/core credits 50

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 examination.

*Students taking the Homeland Security specialization must take as their electives J130 Introduction to Homeland Security, J230 Terrorism, and J245 Security Challenges.*

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

*This program is only available at the Bismarck campus and the Moorhead site.*
OBJECTIVE

Graduates of this program know the history and development of the criminal-justice system and its effect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system. They can apply critical thinking to issues in criminal justice such as law enforcement, corrections, security, juvenile justice, and domestic violence. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system.

Foundation Courses

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

Students must 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>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G220</td>
<td>Writing About Literature</td>
<td>4</td>
</tr>
<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>G225</td>
<td>Ethics</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G238</td>
<td>Conversational Spanish</td>
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Math (Required course)

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

Natural Sciences (Select 1 course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
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</table>

Social Sciences (Both courses are required)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
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</tbody>
</table>

English Composition (Required course)

<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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Communication (Select 1 course)

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<tr>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
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<td>G227</td>
<td>Oral Communication</td>
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Humanities (Select 2 courses)

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<tr>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G125</td>
<td>Humanities</td>
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</tr>
<tr>
<td>G145</td>
<td>Film Appreciation</td>
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</table>

Correctional Services (Both courses are required)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
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<tbody>
<tr>
<td>J116</td>
<td>Case Management</td>
<td>4</td>
</tr>
<tr>
<td>J211</td>
<td>Counseling Clients</td>
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</table>

Legal Principles in Corrections (4 credits)

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

Total Degree Credits 93*

This Degree Program is also offered online

HOMELAND SECURITY SPECIALIZATION

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

Total Degree Credits 93*

This Degree Program is also offered online

LAW ENFORCEMENT SPECIALIZATION

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>H260</td>
<td>Community Psychology</td>
<td>4</td>
</tr>
<tr>
<td>H270</td>
<td>Social Psychology</td>
<td>4</td>
</tr>
<tr>
<td>H280</td>
<td>Abnormal Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 93*

This Degree Program is also offered online

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

Criminal Justice Professional Peace Officer Education (PPOE)

** Students seeking licensing as professional peace officers must take the Law Enforcement specialization. In order to sit for the licensing exam, students are also required to successfully complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete skills training. Students must provide the Rasmussen College Law Enforcement POST Coordinator with a copy of their required first-aid certification (e.g., a photocopy of their first-responder card) for inclusion in each student’s POST file maintained at Rasmussen College. Some skills training providers may require additional academic coursework.

In addition to completing all other admissions requirements, applicants to this program must also complete a criminal background check.
Standard Length of Program • 6 Quarters Full-Time • 8 Quarters Part-Time

Career Areas • Community Service Specialist • Social Service Specialist • Human Service Assistant • Program Assistant Specialist

**OBJECTIVE**

Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. They value critical thinking, communication, diverse perspectives, technology and information literacy, and providing services to individuals or groups with varying needs.

**Foundation Courses**

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

**Humanities (Select 2 courses)**

<table>
<thead>
<tr>
<th>Number</th>
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</tr>
</thead>
<tbody>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
</tr>
<tr>
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<td>Creative Writing</td>
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<td>G225</td>
<td>Ethics</td>
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<td>G238</td>
<td>Conversational Spanish</td>
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</table>

**Math (Required course)**

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<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>
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</table>

**Natural Sciences (Select 1 course)**

<table>
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<tr>
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</table>

**Social Sciences (Both courses are required)**

<table>
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<tr>
<th>Number</th>
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<tbody>
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<td>G148</td>
<td>General Psychology</td>
<td>4</td>
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</tbody>
</table>

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>E130</td>
<td>Success Strategies</td>
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</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
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</tr>
<tr>
<td>HS100</td>
<td>Introduction to Human Services</td>
<td>4</td>
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<tr>
<td>HS110</td>
<td>Cultural Diversity in Human Services</td>
<td>4</td>
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<tr>
<td>HS115</td>
<td>Introductory Strategies to Crisis Intervention</td>
<td>4</td>
</tr>
<tr>
<td>HS250</td>
<td>Organization and Leadership in Human Services</td>
<td>4</td>
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<td>HS260</td>
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<td>4</td>
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<td>HS280</td>
<td>Abnormal Psychology</td>
<td>4</td>
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<td>HS290</td>
<td>Human Services Internship</td>
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<td>J116</td>
<td>Case Management</td>
<td>4</td>
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<td>J205</td>
<td>Juvenile Justice</td>
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</tr>
<tr>
<td>J211</td>
<td>Counseling Clients</td>
<td>4</td>
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</tbody>
</table>

**Total Degree Credits 90***

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

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

LAW ENFORCEMENT AAS DEGREE

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

Career Areas • Police Officer • Deputy Sheriff • Law Enforcement Officer • State Trooper • Conservation Officer

OBJECTIVE

Graduates of this program know the history and development of the criminal justice system and the role of law enforcement in the system. They understand the legal process from arrest, to the courts, and through the corrections system. They understand the policy and practice of traffic enforcement, firearms use, defensive tactics, investigations, and pursuit driving, and can perform skills in each area. They value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system.

Graduates will be eligible to take the Minnesota Professional Peace Officer (POST) licensing exam.

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Communication (Select 1 course)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G141 Introduction to Communication</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G227 Oral Communication</td>
<td>4</td>
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</tr>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>4</td>
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<tr>
<td>G125 Humanities</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G145 Film Appreciation</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G201 Creative Writing</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G220 Writing About Literature</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G224 Introduction to Critical Thinking</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G225 Ethics</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G230 Introduction to Literature</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G238 Conversational Spanish</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Math (Required course)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G233 College Algebra</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences (Select 1 course)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G150 Structure and Function of the Human Body</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G215 Introduction to Human Biology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G239 Introduction to Astronomy</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G245 Introduction to Geology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Social Sciences (Both courses are required)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G142 Introduction to Sociology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G148 General Psychology</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
</tr>
<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
</tr>
<tr>
<td>J120</td>
<td>Policing in America</td>
</tr>
<tr>
<td>J122</td>
<td>Crime Scene to Conviction: Critical Skills in Documentation</td>
</tr>
<tr>
<td>J125</td>
<td>Criminal Law and Procedures</td>
</tr>
<tr>
<td>J200</td>
<td>Domestic Violence</td>
</tr>
<tr>
<td>J205</td>
<td>Juvenile Justice</td>
</tr>
<tr>
<td>J222</td>
<td>Practical Psychology for Law Enforcement</td>
</tr>
<tr>
<td>J255</td>
<td>Ethics in Criminal Justice</td>
</tr>
<tr>
<td>LE200</td>
<td>Traffic Enforcement</td>
</tr>
<tr>
<td>LE211</td>
<td>Firearms I</td>
</tr>
<tr>
<td>LE212</td>
<td>Firearms II</td>
</tr>
<tr>
<td>LE221</td>
<td>Defensive Tactics I</td>
</tr>
<tr>
<td>LE222</td>
<td>Defensive Tactics II</td>
</tr>
<tr>
<td>LE230</td>
<td>Police Investigation Process</td>
</tr>
<tr>
<td>LE240</td>
<td>Minnesota Traffic Code</td>
</tr>
<tr>
<td>LE245</td>
<td>Minnesota Criminal Code</td>
</tr>
<tr>
<td>LE280</td>
<td>Patrol Practicals with Pursuit Driving</td>
</tr>
<tr>
<td>LE290</td>
<td>Law Enforcement Capstone</td>
</tr>
</tbody>
</table>

Total Degree Credits 97

This program is only available at the Moorhead site.

Program-specific Law Enforcement (LE) coursework is available only at the Eagan, MN campus.

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

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

<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>
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</tbody>
</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>G227</td>
<td>Oral Communication</td>
<td>4</td>
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</tbody>
</table>

### Humanities (Select 2 courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G220</td>
<td>Writing About Literature</td>
<td>4</td>
</tr>
<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>G225</td>
<td>Ethics</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G238</td>
<td>Conversational Spanish</td>
<td>4</td>
</tr>
</tbody>
</table>

### Math (Required course)

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

### Natural Sciences (Select 1 course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</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 (Both courses are required)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>

## Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</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>PL100</td>
<td>Introduction to Law and the Legal System</td>
<td>4</td>
</tr>
<tr>
<td>PL121</td>
<td>Civil Litigation and Procedure I</td>
<td>4</td>
</tr>
<tr>
<td>PL122</td>
<td>Civil Litigation and Procedure II</td>
<td>4</td>
</tr>
<tr>
<td>PL140</td>
<td>Contracts</td>
<td>4</td>
</tr>
<tr>
<td>PL145</td>
<td>Paralegal Ethics</td>
<td>4</td>
</tr>
<tr>
<td>PL215</td>
<td>Real Estate Law</td>
<td>4</td>
</tr>
<tr>
<td>PL216</td>
<td>Corporate Law</td>
<td>4</td>
</tr>
<tr>
<td>PL219</td>
<td>Law Office Operations and Technology</td>
<td>4</td>
</tr>
<tr>
<td>PL223</td>
<td>Torts</td>
<td>4</td>
</tr>
<tr>
<td>PL230</td>
<td>Family Law</td>
<td>4</td>
</tr>
<tr>
<td>PL235</td>
<td>Legal Research</td>
<td>4</td>
</tr>
<tr>
<td>PL240</td>
<td>Legal Writing</td>
<td>4</td>
</tr>
<tr>
<td>PL290</td>
<td>Paralegal Internship</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Degree Credits: 94**

This Degree Program is also offered online.

This program is only available at the Moorhead site.

*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.

Rasmussen College's Eagan and Ocala Campus locations have been approved by the National Association of Legal Assistants (NALA) as a testing center for the Certified Legal Assistant/Certified Paralegal (CLA/CP) examination.

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

## Objective

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

Graduates of this program know the history and development of the criminal justice system, and the role of law enforcement in the system. They understand the legal process from arrest, to the courts, and through the corrections system. They can apply critical thinking to issues including policing, criminal law and procedure, documentation, and legal code for law enforcement. They value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system.

Upon completing this program and additional required practical skills coursework, graduates will be eligible to take the Minnesota Professional Peace Officer (POST) licensing exam.

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>
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<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>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
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<tr>
<td>J120</td>
<td>Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J122</td>
<td>Crime Scene to Conviction:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Critical Skills in Documentation</td>
<td></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>
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<tr>
<td>J205</td>
<td>Juvenile Justice</td>
<td>4</td>
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<tr>
<td>J222</td>
<td>Practical Psychology for Law</td>
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<tr>
<td></td>
<td>Enforcement</td>
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<tr>
<td>J255</td>
<td>Ethics in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>LE240</td>
<td>Minnesota Traffic Code</td>
<td>2</td>
</tr>
<tr>
<td>LE245</td>
<td>Minnesota Criminal Code</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Certificate Credits 36*

This program is only available at the Moorhead site.

Program-specific Law Enforcement (LE) coursework is available only at the Eagan, MN campus.

Admission into the Law Enforcement Academic Certificate program requires applicants to have earned an associate's degree or higher (including general education courses equivalent to those in the Law Enforcement AAS) from a regionally accredited school. Applicants are also required to interview with an admissions representative and complete a Rasmussen College placement test as part of the admissions process.

In order to sit for the licensing exam, students are also required to successfully complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response, and practical skills coursework meeting POST objectives. Students must provide the Rasmussen College Law Enforcement POST Coordinator with a copy of their required first-aid certification (e.g., a photocopy of their first-responder card) for inclusion in each student's POST file maintained at Rasmussen College.

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

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.
In addition to meeting all other admissions requirements, applicants to this program must complete a criminal background check.

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.

Admission into the Law Enforcement Academic Certificate program requires applicants to have earned an associate's degree or higher (including general education courses equivalent to those in the Law Enforcement AAS) from a regionally accredited school. Applicants are also required to interview with an admissions representative and complete Rasmussen College placement test as part of the admissions process.

In order to sit for the licensing exam, students are also required to successfully complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response, and practical/skills coursework meeting POST objectives. Students must provide the Rasmussen College Law Enforcement/POST Coordinator with a copy of their required first-aid certification (e.g., a photocopy of their first-responder card) for inclusion in each student's POST file maintained at Rasmussen College.

This program is only available at the Moorhead site.

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

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

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

This Degree Program is also offered online

This program is only available at the Moorhead site.

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

Students must 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.

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

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

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

This Degree Program is also offered online

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

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</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>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
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</tbody>
</table>

Math/Natural Sciences (Required)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
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</table>

Humanities (Select 2 courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G125</td>
<td>Humanities</td>
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</tr>
<tr>
<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
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<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
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</tbody>
</table>

Social Sciences (Both courses are required)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
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<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MA241</td>
<td>Human Anatomy and Physiology I</td>
<td>5</td>
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<tr>
<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
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<tr>
<td>NU115</td>
<td>Comprehensive Pharmacology</td>
<td>4</td>
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<td>NU115L</td>
<td>Comprehensive Pharmacology Lab</td>
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<tr>
<td>NU205</td>
<td>Human Nutrition</td>
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<td>PN100</td>
<td>Nursing Foundations</td>
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<tr>
<td>PN115</td>
<td>Nursing I</td>
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<tr>
<td>PN120</td>
<td>Psychosocial Nursing</td>
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</tr>
<tr>
<td>PN125</td>
<td>Nursing II</td>
<td>6</td>
</tr>
<tr>
<td>PN130</td>
<td>Maternal – Child Nursing</td>
<td>4</td>
</tr>
<tr>
<td>PN135</td>
<td>Nursing III</td>
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<tr>
<td>PN140</td>
<td>Geriatric Nursing</td>
<td>4</td>
</tr>
<tr>
<td>PN145</td>
<td>Nursing Seminar</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Degree Credits 96*

*Students must complete those general education courses listed as required to graduate in this program (G124, G141, G142, G148, G215, and G233) or transfer in the equivalent. In addition, the student must complete two courses from the four listed Humanities electives (G125, G145, G201, and G230) or transfer in the equivalent. Credits accepted in transfer must meet the institution’s guidelines for transfer.

To graduate in the program, students must complete all required PN or MA coursework with a grade of C or better, achieve all required skill competencies, and satisfactorily complete all required clinical learning experiences.

This program is only available at the Moorhead site.

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

NOTE: Students who take Principles of Economics may not take

Total Degree Credits 90*

B220 Project Planning and Documentation 4
B218 E-Commerce 4
D187 Professional Presentations 3
N112 PC Hardware and Software I 3
N228 Microsoft Windows Server 3
Total Degree Credits 93*

E242 Career Development 2

and Business Systems Concepts 3

Elective Courses for Computer Information Technology

W290 Web Programming Capstone 2

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

Group II - Multimedia Web Elective Group

N290 Information Technology Capstone 2
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
S120 Word for Windows 3
Total Degree Credits 96*

B218 E-Commerce 4
D187 Professional Presentations 3
D283 Access 3
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N290 Information Technology Capstone 2
S120 Word for Windows 3
W108 Introduction to Website Design 3
Total Degree Credits 93*

B220 Project Planning and Documentation 4
N112 PC Hardware and Software I 3
N113 PC Hardware and Software II 3
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N236 Microsoft Windows Server 3
N235 Cisco Networking Fundamentals and Routing 3
N235 Cisco Networking Fundamentals and Routing 3
N238 Conversational Spanish 4
N141 Networking Security 3
N226 Windows Active Directory 3
N228 Microsoft Windows Server 3
N234 Microsoft Exchange Server 3
N235 Cisco Networking Fundamentals and Routing 3
N290 Information Technology Capstone 2
Total Degree Credits 90*

Network Administration Specialization

B220 Project Planning and Documentation 4
N112 PC Hardware and Software I 3
N113 PC Hardware and Software II 3
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N208 Linux Administration 3
N226 Windows Active Directory 3
N228 Microsoft Windows Server 3
N234 Microsoft Exchange Server 3
N235 Cisco Networking Fundamentals and Routing 3
N290 Information Technology Capstone 2
Total Degree Credits 90*

Web Programming Specialization
N209 PHP/MySQL Administration 4
NM115 Networking and Internet Technologies 3
W110 JavaScript 3
W112 Relational Databases 3
W114 Fundamentals of Programming 3
W116 Introduction to Web Design Software 3
W118 Introduction to HTML 3
W125 Introduction to Visual Basic 3
W201 Advanced Visual Basic 3
W210 Java I 3
W215 PERL/CGI 3
W222 Advanced Visual Basic 3
W290 Web Programming Capstone 2

Total Degree Credits 90*

OBJECTIVE

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

Standard Length of Program  • 6 Quarters Full-Time  • 8 Quarters Part-Time
Career Areas  • 2D Graphic Design  • Print & Digital Advertising  • Video Game Art
• Interactive Multimedia Specialist  • Website Design and Creation

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

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
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</tr>
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<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>
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</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td></td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td></td>
</tr>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td></td>
</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
<td></td>
</tr>
<tr>
<td>G145</td>
<td>Film Appreciation</td>
<td></td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
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<tr>
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<tr>
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<td>College Algebra</td>
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</tbody>
</table>

Natural Sciences (Select 1 course)

<table>
<thead>
<tr>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
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<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
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</tr>
<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td></td>
</tr>
<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td></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>G132</td>
<td>Principles of Economics</td>
<td></td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>G146</td>
<td>Human Geography</td>
<td></td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td></td>
</tr>
<tr>
<td>G203</td>
<td>Macroeconomics</td>
<td></td>
</tr>
<tr>
<td>G204</td>
<td>Microeconomics</td>
<td></td>
</tr>
<tr>
<td>G242</td>
<td>American/U.S. National Government</td>
<td></td>
</tr>
<tr>
<td>G270</td>
<td>United States History: 1900 to the Present</td>
<td></td>
</tr>
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Major and Core Courses

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<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td></td>
</tr>
<tr>
<td>B218</td>
<td>E-Commerce</td>
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</tr>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td></td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td></td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td></td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td></td>
</tr>
<tr>
<td>NM111</td>
<td>Introduction to Computer Graphics</td>
<td></td>
</tr>
<tr>
<td>NM113</td>
<td>Introduction to Multimedia Design</td>
<td></td>
</tr>
<tr>
<td>NM121</td>
<td>Typography</td>
<td></td>
</tr>
<tr>
<td>NM122</td>
<td>Digital Publishing</td>
<td></td>
</tr>
<tr>
<td>NM124</td>
<td>Color Theory and Techniques</td>
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</tr>
<tr>
<td>NM100</td>
<td>Audio/Video Editing</td>
<td></td>
</tr>
<tr>
<td>NM141</td>
<td>Digital Media Production</td>
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</tr>
<tr>
<td>NM212</td>
<td>Fundamentals of Web Authoring and Design</td>
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<tr>
<td>NM215</td>
<td>Digital Media Assembly</td>
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<tr>
<td>NM220</td>
<td>Multimedia Technologies</td>
<td></td>
</tr>
<tr>
<td>NM280</td>
<td>Multimedia Portfolio Development</td>
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</table>

Digital Design and Animation Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NM110</td>
<td>Drawing Design and Art Theory</td>
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</tr>
<tr>
<td>NM131</td>
<td>Introduction to 3D Arts and Animation</td>
<td></td>
</tr>
<tr>
<td>NM240</td>
<td>3-Dimensional Animation</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>
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<tbody>
<tr>
<td>NM115</td>
<td>Networking and Internet Technologies</td>
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</tr>
<tr>
<td>NM250</td>
<td>Dynamic Content Management</td>
<td></td>
</tr>
<tr>
<td>NM260</td>
<td>Server Side Scripting</td>
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</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 students based upon placement examinations.

This program is only available at the Fargo/Moorhead site.
### Foundation Courses

<table>
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<tbody>
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<td>English Composition</td>
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</tr>
<tr>
<td></td>
<td>Communication (Select 1 course)</td>
<td></td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Humanities (Select 2 courses)</td>
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</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
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<td>G230</td>
<td>Introduction to Literature</td>
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</tr>
<tr>
<td>G238</td>
<td>Conversational Spanish</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Math (Required course)</td>
<td></td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
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<td>Introduction to Geology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Social Sciences (Select 2 courses)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NOTE: Students who take Principles of Economics may not take Microeconomics or Macroeconomics</td>
<td></td>
</tr>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
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### Major and Core Courses

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<th>Number</th>
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</tr>
</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>

### Embedded Systems Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SD100</td>
<td>Fundamentals of Computer-Integrated Electronics</td>
<td>3</td>
</tr>
<tr>
<td>SD120</td>
<td>Discrete Structures for Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>SD130</td>
<td>Software Quality Assurance</td>
<td>3</td>
</tr>
<tr>
<td>SD140</td>
<td>Microcontroller Embedded Systems</td>
<td>3</td>
</tr>
<tr>
<td>SD200</td>
<td>Mobile Application Development</td>
<td>3</td>
</tr>
<tr>
<td>SD210</td>
<td>Assembly Language Programming</td>
<td>3</td>
</tr>
<tr>
<td>SD215</td>
<td>Digital Circuit Design</td>
<td>3</td>
</tr>
<tr>
<td>SD220</td>
<td>Real-Time Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>SD225</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>SD230</td>
<td>Microcontroller Embedded Systems II</td>
<td>3</td>
</tr>
<tr>
<td>SD290</td>
<td>Software Systems Design Capstone</td>
<td>2</td>
</tr>
<tr>
<td>W114</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Degree Credits**: 92

* 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 understand basic computer software and hardware concepts. They can design and implement computer programs, plan digital and software architecture, and evaluate programs to improve performance. They are also able to manage software design projects. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and business and professional skills.
COURSE DESCRIPTIONS

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

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

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

Clock Hour - Equal to 50 minutes of instruction.

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

A - Accounting
B - Business
C - Computers
D - Early Childhood Education
E - Exercise Science
EE - Banking and Finance
ES - General Education
HS - Human Services
J - Criminal Justice
LA - Law
LE - Law Enforcement
M - Medical/Allied Health
MA - Medical Assisting
ML, PB - Medical Laboratory Technician
MT - Massage Therapy
N - Network
NM - Multimedia
PL - Paralegal
PN - Practical Nursing
PT - Pharmacy Technician
R - Retail/Sales
S - Secretarial/Office Administration
ST - Surgical Technologies
W - Web Programming

A140 Financial Accounting I
Course Description
This course defines accounting objectives and their relationship to business. The student will be taught to distinguish the fundamental principles of bookkeeping. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced. The course will emphasize valuing assets, including property, plant and equipment, inventory, and accounts receivable, and will address the classification of accounts, notes, payroll liabilities, and monthly adjustments.

Prerequisite: none

A141 Financial Accounting II
Course Description
This course is a further continuation of Financial Accounting I and will stress financial statement analysis for partnerships and corporations. It will also emphasize corporate accounting, corporate issuing and investing in debt and equity securities, financial and cash-flow analysis, and decision-making. The course will include manufacturing accounting methods used for budgeting and forecasting.

Prerequisite: Financial Accounting I

A177 Payroll Accounting
Course Description
Focus is on computing and paying of wages and salaries, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records.

Prerequisite: Financial Accounting I

A209 Income Tax
Course Description
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.

Prerequisite: Financial Accounting I

A276 Financial Investigation
Course Description
This course will introduce students to the field of fraud examination and how fraud occurs and is detected within financial statements. This course will expand in areas of revenue, inventory, liabilities, assets, and inadequate disclosures related to financial statement investigations and fraud.

Prerequisite: Financial Accounting I

A280 Accounting Capstone*
Course Description
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting associate’s degree program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, and inter-personal communication and class presentations.

Prerequisite: Offered last or second-to-last quarter for associate’s degree students.

A315 Government and Non Profit Accounting
Course Description
This course is a study of accounting principles as they apply to governmental organizations and not-for-profit entities.

Prerequisite: Financial Accounting II

A322 Risk Management for Accountants
Course Description
This course will cover topics such as culture and approaches in management, risk strategy, risk evaluation, enterprise risk management, audit functions, treatment, reporting, and decision making.

Prerequisites: Advanced Auditing Concepts and Standards, Managerial Accounting Theory and Practice

A330 Managerial Accounting
Course Description
This course focuses on the importance of the accounting, reporting, and class presentations.

Prerequisite: Financial Accounting II

A340 Advanced Auditing Concepts and Standards
Course Description
This course is a further continuation of Financial Accounting I and will stress financial statement analysis for partnerships and corporations. It will also emphasize corporate accounting, corporate issuing and investing in debt and equity securities, financial and cash-flow analysis, and decision-making. The course will include manufacturing accounting methods used for budgeting and forecasting.

Prerequisite: Financial Accounting II

A343 Business Law II
Course Description
This course is a study of auditing standards and procedures and an integration of professional ethics within the accounting discipline. Emphasis is placed on analytical thinking, evaluation of business risks, and internal control practices and a thorough study of Sarbanes-Oxley and other relevant laws and regulations as they relate to publicly traded companies.

Prerequisite: Financial Accounting II

A360 Taxation of Individuals
Course Description
This course is a further continuation of Financial Accounting I and will stress financial statement analysis for partnerships and corporations. It will also emphasize corporate accounting, corporate issuing and investing in debt and equity securities, financial and cash-flow analysis, and decision-making. The course will include manufacturing accounting methods used for budgeting and forecasting.

Prerequisite: Financial Accounting II

A375 Intermediate Financial Reporting I
Course Description
This course builds on Intermediate Financial Reporting I. Topics include stockholder’s equity, valuation of assets and liabilities, interpretation of financial statements, accounting changes and errors, and prior period adjustments.

Prerequisite: Intermediate Financial Reporting I

A380 Intermediate Financial Reporting III
Course Description
Intermediate Financial Reporting III focuses on topics in financial accounting measurement, including reporting of income taxes, accounting changes and correction of errors, revenue measurement, leases, pensions, cash flow, financial statement analysis, interim financial reports, and reporting for segments of a business enterprise.

Prerequisite: Intermediate Financial Reporting II

A406 Cost Accounting Principles and Applications
Course Description
This course provides a survey of the theory and application of cost accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control. Topics include how to identify, measure, and allocate direct and indirect costs, how to apply burden, introduction to job costing systems, budgeting, cost-volume-profit relationships, and relevant costing.

Prerequisite: Financial Accounting II

A410 Advanced Federal Tax Theory
Course Description
This course provides advanced instruction in the tax laws as implemented by the Internal Revenue Services, addressing individuals, corporations, and partnerships.

Prerequisite: Taxation of Individuals

A416 Advanced Financial Accounting
Course Description
This course focuses on the importance of the operational functions in organizations today to include business combinations and the related financial accounting transactions necessary, segment reporting, output planning, international transaction accounting, foreign currency transactions, inventory control, scheduling, and quality control. An interweaving emphasis will be placed on quality and its impact in securing a strategic advantage for manufacturing and service entities.

Prerequisite: Advanced Principles of Financial Management

A420 Accounting Information Systems
Course Description
This advanced course that further develops an understanding of the elements, relationships, and issues associated with manual and computerized accounting information systems.

Prerequisite: Management of Information Systems

A425 Corporate Fraud Examination
Course Description
This course is a study of the internal audit principles, procedures, and controls that are utilized to ensure accountability, responsibility and ethical operations within an organization.

Prerequisite: Advanced Auditing Concepts and Standards

Courses designated with an asterisk (*) are generally offered only as online classes.
A430 International Accounting
40 hours, 4 credits
This course includes a study of the international dimension of financial reporting and analysis. It provides students with an overview of the accounting practices of multinational enterprises and the preparation and presentation of financial statements in different countries. Topics covered include international corporate taxation, transfer pricing, foreign currency translation, financial disclosure, and international accounting harmonization.
Prerequisite: Advanced Financial Accounting
A490 Accounting Capstone II
40 hours, 4 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This study focuses on research, case analysis, inter-personal communication and class presentation. Students have the opportunity to participate in an optional internship/externship project.
Prerequisite: Intended for student’s last quarter
B007 Foundations of English I
40 hours, 4 credits
This course emphasizes grammar usage, basic punctuation, and sentence structure.
Prerequisite: Placement determined by placement test score.
B008 Foundations of English II
40 hours, 4 credits
This course emphasizes mastery of grammar and punctuation usage, paragraph structure, and strategy.
Prerequisite: Placement determined by placement test score.
B009 Foundations of Math
40 hours, 4 credits
This course is a study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages.
Prerequisite: Placement determined by placement test score.
B119 Customer Service
40 hours, 4 credits
This course covers the basic concepts of essential communication skills needed in business to interact/ work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction.
Prerequisite: none
B136 Introduction to Business
40 hours, 4 credits
This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation.
Prerequisite: none
B140 Sales Techniques
40 hours, 4 credits
An introductory course in sales emphasizing the principles and practices of a professional salesperson. Course focus is on the information, skills, and activities necessary for success in today’s marketplace.
Prerequisite: none
B146 Introduction to Entrepreneurship
40 hours, 4 credits
Students will learn the basic concepts of entrepreneurship. Through real-life case studies, students will examine entrepreneurship as a means to executing against market opportunities. They will explore entrepreneurship for products and services across industries, sectors, markets, and regions. Students will also review the lifecycle of entrepreneurial business development.
Prerequisite: Introduction to Business
B165 Introduction to Human Resource Management
40 hours, 4 credits
This course is an introduction to the management and development 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, intervieew techniques, motivation, safety, hiring, discipline, and employment guide lines.
Prerequisite: none
B216 Network Fundamentals for Business Professionals
40 hours, 3 credits
This course teaches the foundations of networks in a business context. The course covers Local Area Networks and Wide Area Networks and includes how communication is accomplished in those environments and how they are used to support business processes.
Prerequisite: Computer Application and Business Systems Concepts
B218 E-Commerce
40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to the timely contract fulfillment, this course engages the student in analyzing the potential problems and problems the Internet offers. Topics covered include: a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of e-commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of e-commerce.
Prerequisite: none
B224 Business Law
40 hours, 4 credits
This course presents fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business and sales contracts, Principles of law that apply to government, regulations, commercial paper, property, bailments, agency and business organizations are addressed.
Prerequisite: none
B240 Entrepreneurial Product and Service Planning
40 hours, 4 credits
Students will explore the ways in which products and services are developed. They will review the various methods used to identify market opportunities, to engage in market sizing, and to develop an understanding of the market condition. Students will develop a basic product or service plan, which will include a detailed description of how the product or service will be designed, sourced or manufactured, and delivered to the client. Students will also examine the lifecycle of products and services once they are launched.
Prerequisite: Introduction to Entrepreneurship
B242 Multicultural Communications for Business*
40 hours, 4 credits
This course provides an introduction to the challenges a diverse workforce presents in today’s global marketplace. Specific areas of study will be coping with diverse communication styles, allowing for divergent approaches to task completion, mitigating different attitudes toward conflict, and resolution management and protocols for ensuring multicultural collaboration.
Prerequisite: none
B244 Entrepreneurial Finance: Capitalization for the Entrepreneur
40 hours, 4 credits
Students will learn the ways in which entrepreneurial ventures are financed. They will explore how to raise both start-up and operating capital. Students will participate in a simulation designed to develop their understanding of financial management and the practical use of tools such as profit and loss statements, balance sheets, income and cash flow statements.
Prerequisite: Principles of Finance
B249 Risk Management and Insurance*
40 hours, 4 credits
This course covers 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 the likelihood and severity of losses, and selection of an appropriate management response, implementation, and review.
Prerequisite: Introduction to Human Resource Management
B250 Training and Development*
40 hours, 4 credits
This course is a study of training and development fundamentals including how training relates to Human Resource Management and Human Resource Development, how internal and external factors influence employee behavior, and the role of adult learning in training. Students will examine how training needs are determined, best practices in developing and implementing training programs, and how to evaluate training efforts.
Prerequisite: Introduction to Human Resource Management
B263 Principles of Advertising
40 hours, 4 credits
Theory, principles and functions of advertising, its role in its social and economic structure. Newspapers, magazines, radio and television area reviewed as advertising media.
Prerequisite: Principles of Marketing
B267 Employment Law*
40 hours, 4 credits
Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.
Prerequisite: Introduction to Human Resource Management
B288 Compensation and Benefits Management*
40 hours, 4 credits
This course content addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. This course will help students understand the role that an integrated total compensation program can play in contributing to organizational success. You will learn about effective compensation strategies and how various emerging issues impact program design.
Prerequisite: Introduction to Human Resource Management

Courses designated with an asterisk (*) are generally offered only as online classes.
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**B271 Professional Communication** 40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.
Prerequisite: Passing grade in Foundations of English II or placement determined by STEP assessment score.

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

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

**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 while meeting budget margins critical to the overall success of the business. As such, this course will focus on the forecasting of labor force needs, staffing requests, understanding of daily service management requirements and the benefits and barriers to the incorporation of automated software tools to assist in this process.
Prerequisite: none

**B277 Call Center Operations Management** 40 hours, 4 credits
This course provides an introduction to technologies and tools available for call centers and their applications. Starting with the importance of site selection, facility design and management, this course will progress systematically through the process of developing a call center from inception to execution.
Prerequisite: none

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

**B303 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

**B323 Advanced Principles of Marketing** 40 hours, 4 credits
This course examines developing, designing, and implementing marketing programs, processes, and activities. Key areas of focus include capturing market insights, brand building strategies, market segmentation, and delivering and communicating value.
Prerequisite: Principles of Marketing

**B330 Advanced Principles of Financial Management** 40 hours, 4 credits
This course provides an introduction to advanced concepts and methods of financial management for organizations. Topics include an analysis of corporate finance, asset pricing, leverage, risk and return, short- and long-term investment decisions, business financial planning, working capital management, capital structure, multinational finance, as well as other topics.
Prerequisite: Financial Accounting II

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

**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 integrating integrated management information systems.
Prerequisite: Computer Applications and Business Systems Concepts, Introduction to Business

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

**B353 E-Marketing** 40 hours, 4 credits
This course is designed to give students an in-depth understanding of e-Marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives. Key areas of focus include email marketing, social media, and online PR.
Prerequisite: E-Commerce

**B375 Advanced Human Resource Management** 40 hours, 4 credits
This course examines the role of human resource information systems in today’s organizations and human resources departments. Key areas of focus include human resource information systems design, acquisition, and implementation. The role of these systems in talent acquisition and management is also examined.
Prerequisite: Computer Applications and Business Systems Concepts

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

**B410 Law and E-Commerce** 40 hours, 4 credits
This course gives students an in-depth understanding of Internet law and how it applies to online commerce and today’s business transactions.
Prerequisite: Business Law

**B415 Risk Management** 40 hours, 4 credits
This upper-level business course explores the elements of risk management and insurance essential to the business environment. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn, analyze, and evaluate approaches to measuring and managing risks in various business environments.
Prerequisite: Introduction to Human Resource Management

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

**B421 Statistics for Business** 40 hours, 4 credits
This course teaches students how to use statistics in each business discipline, including marketing, management, accounting, and finance.
Prerequisite: College Math course

**B422 Website Development for Business** 40 hours, 4 credits
This course teaches students the business strategies and techniques for website design and development. Key areas include usability studies, information architecture design, and working with information technology professionals to develop the website.
Prerequisites: Advanced Search Engine Marketing Strategies, Marketing and Web Analytics

**B428 Money and Banking** 40 hours, 4 credits
This course is an examination of the structure and operations of our monetary systems. In this course topics covered include the fundamentals of money and financial markets, commercial banking and its regulation.
Prerequisite: Principles of Economics or equivalent

**B433 Human Resources Recruitment and Selection** 40 hours, 4 credits
This course introduces students to the basic principles and techniques of staffing the workplace. Students will analyze theories and strategies utilized in staffing, planning, recruiting, and selection and performance assessment.
Prerequisite: Principles of Management

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

**B442 Advanced Search Engine Marketing Strategies** 40 hours, 4 credits
This course is designed to give students an in-depth understanding of search engine optimization and search engine marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives.
Prerequisite: Search Engine Marketing
B444 Statistics for Managers
40 hours, 4 credits
In this course students will utilize a statistical computer package, and examine applied statistical methods and applications in business situations.
Prerequisite: College Math course

B453 Compensation Administration
40 hours, 4 credits
This course addresses tangible and intangible compensation and the use of compensation to motivate and reward employee performance. The course also covers job analysis, job description, and job evaluation on the basis of compensable factors as well as designing an equitable pay structure. In addition, students analyze the influence of unions and government in determining the compensation of the labor force, including compensation of both hourly workers and managerial employees.
Prerequisite: Principles of Management

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

B461 Labor Relations Management
40 hours, 4 credits
This course deals with the relationship of labor unions and management, the fundamentals of collective bargaining and labor legislation. The structure and growth of unions as well as the relationships and problems that exist among private and public sector organizations, the labor force, and government are surveyed.
Prerequisite: Principles of Management

B474 Small Business Management I
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 business feasibility study, and start-up of the business, successful management and options for successful management. Students will prepare a sample business plan.
Prerequisite: Principles of Management

B491 Legal and Ethical Environment of Business
40 hours, 4 credits
This course presents an overview of the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.
Prerequisite: none

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

B498 Management Capstone*
30 hours, 3 credits
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, integrating, 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.

D132 Computer Applications and Business Systems Concepts
40 hours, 3 credits
This course teaches students basic to advanced computer concepts and skills, including creating and modifying Word documents, designing databases, spreadsheet creation and analysis, using the Internet and e-commerce tools, and creating presentations with enhanced features and web tools.
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 Applications and Business Systems Concepts

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

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

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

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 skills will lead students to develop and utilize appropriate study techniques, ensuring academic success. Topics in life skills will lead to a better understanding of self and others in our diverse world, and encourage the development and utilization of strategies to promote positive relationships, self-management, and professionalism.
Prerequisite: none

E242 Career Development
20 hours, 2 credits
This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation; documentation of work and educational history, and demonstration of skills through examples of student work.
Prerequisite: none

ES100 Introduction to Exercise Science
40 hours, 3 credits
This course introduces students to the field of exercise science. It covers subfields of exercise science, including physiological responses to exercise, nutrition, and biomechanics. Students will learn the field’s history, philosophy, and current trends and issues. Career paths and professional organizations will also be discussed. Students will become CPR-certified.
Prerequisite: none

ES110 Fitness Theory and Assessment
40 hours, 3 credits
This course covers the theory and practice of fitness assessment, exercise prescription, and program design. Students will learn the professional standards behind fitness assessment and program design. The stages necessary to design and implement a client’s fitness and exercise program will also be covered.
Prerequisite: Introduction to Exercise Science, Human Anatomy and Physiology I

ES200 Exercise Physiology
40 hours, 4 credits
This course examines the human physiological response to exercise. The topics covered include nutrition, exercise’s effects on the neuromuscular, cardiovascular, and respiratory systems, and the exercise physiology of selected populations. The effects of acute and chronic exercise will be explored.
Prerequisite: Kinesiology II

ES205 Nutrition for Exercise Science
40 hours, 4 credits
This course provides an advanced study of nutrition’s relationship to exercise and physical health. Students will explore nutritional requirements for people with specific health concerns or dietary requirements. Students will learn approaches to developing nutrition and food-preparation recommendations for clients interested in maintaining or losing weight.
Prerequisite: Nutrition and Diet Therapy

ES210 Biomechanics
40 hours, 4 credits
Introduces students to scientific concepts on the natural physical laws that will then be applied to human movement in exercise and sport skills.
Prerequisite: Kinesiology I

ES220 Resistance Training Techniques
40 hours, 3 credits
This course will introduce students to programs for building strength and endurance. Students will begin with the aspects of safe and effective training programs. They will explore conditioning techniques in a laboratory setting.
Prerequisite: Fitness Theory and Assessment

E235 Group Fitness
40 hours, 3 credits
This course is designed to provide theoretical knowledge and practical skills in preparation for a national certification and group fitness instruction. Topics include guidelines for instructing safe, effective, and purposeful exercise, essentials of the instructor-participant interaction, the principles of motivation to encourage adherence in the group fitness setting, effective instructor-to-participant communication techniques, methods for enhancing group leadership, and the group fitness instructor’s professional role.
Prerequisite: Fitness Theory and Assessment

ES240 Exercise for Special Populations
40 hours, 3 credits
A continuation of Fitness Theory and Assessment, this course introduces students to the considerations involved in developing exercise programs for special populations. The benefits and risks of physical activity for various populations will be addressed. Students will learn to assess members of special populations and develop appropriate fitness plans.
Prerequisite: Fitness Theory and Assessment

ES280 Exercise Science Capstone
60 hours, 4 credits
This course is designed to help students integrate the information and skills learned in the Exercise Science program. Students will complete a capstone project at a fitness center that incorporates fitness assessment, exercise prescription, nutrition recommendation, and training techniques.
Prerequisite: Completion of all other Exercise Science Core courses.

F108 Financial Markets and Institutions
40 hours, 4 credits
This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.
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 view of lending to individuals for the purchase of a residence, but also that of providing loans for apartment buildings and loans for real estate developers and builders. It covers construction and permanent financing for residential property; real estate law; documentation; mortgage loan servicing; the secondary mortgage market; the role of government in mortgage lending; and residential real estate as an investment.
Prerequisite: Introduction to Banking

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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
A survey of the contribution of religion to American culture, including the differences between rural and urban society, the development of religious freedom and the rise of a "secular religion." Examines the emergence of new forms of belief and practice and the variety of religious issues confronting American society today.
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 through research on literary topics, authors, etc.
Prerequisite: English Composition

G346 Physical Geography
40 hours, 4 credits
This course presents a study of the development and distribution of landforms, climates, minerals, soils and water resources. Interrelationships between the physical environment and regional patterns formed by these elements are analyzed against man’s utilization of them.
Prerequisite: none

G350 Conservation of Resources
40 hours, 4 credits
The purpose of this course is to provide students with important principles of ecology and resource management. Emphasis will be on local, national, and global environment problems and possible solutions to these problems.
Prerequisite: none

G355 Geography of the United States and Canada
40 hours, 4 credits
This course presents a comprehensive study of the physical, economic, and social character of the geographic regions of the US and Canada and their significance in the economic and political affairs of the world.
Prerequisite: none

G360 Contemporary World Religions
40 hours, 4 credits
This course explores the unity and diversity of religious traditions in a global context in order to understand the mutual interactions between religions and cultures. Emphasis is placed on the role of religions in shaping human values which can either create or resolve social conflicts, and the impact these values can have on issues of race, ethnicity and religious diversity in a multicultural world.
Prerequisite: none

G365 Social Problems
40 hours, 4 credits
This course is designed to acquaint students with the causes, consequences and solutions surrounding current social problems in the US. Issues such as crime, poverty, prejudice and discrimination, pollution and environmental despoliation, drug abuse, mental illness and others will be explored.
Prerequisite: Introduction to Sociology

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 America's history and an important element in many of our lives. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role Hollywood films played in the popular culture will be examined.
Prerequisite: None

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

G420 Studies in American Literature and Culture
40 hours, 4 credits
A variable topics course examining issues, movements, forms or themes that cross traditional period boundaries. Topics may include the city and the country in American fiction, Southern masculinity, reading and literacy in America, representations of class and religion in American literature, the body and technology, American regionalism, the Pragmatist tradition, and the nature and eco-criticism in American letters.
Prerequisite: Introduction to Literature

G425 Work and Family
40 hours, 4 credits
This course focuses on the overlapping worlds of work and family. It examines both the nature of the links that exist between the two major social institutions as well as the issues and problems that result from the combination of individuals' work and family responsibilities. An emphasis is placed on female labor force participation.
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 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, 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

G440 Political Thought
40 hours, 4 credits
The aim of this course is to understand and appreciate some important authors and traditions of political thought. The course will cover such topics as authority, consent, freedom, and obligation.
Prerequisite: none

H200 US Healthcare Systems
40 hours, 4 credits
This course provides an overview of the United States healthcare system. The history of the evolution of health care will be explored, along with the role of local, state, and federal government in healthcare delivery. An introduction to a variety of provider models and service delivery systems found in both private and public healthcare facilities will be covered, including different types of healthcare facilities. The influence of reimbursement methodologies and finance on healthcare delivery will be explored.
Prerequisite: none

H210 Marketing and Communication in Healthcare
40 hours, 4 credits
This course is an introduction to marketing concepts and how they are applied in the healthcare industry. Topics include consumer buying behavior, business-to-business markets, market research techniques, pricing concepts, marketing channels, and promotional strategies and techniques.
Prerequisite: none

H300 Introduction to Healthcare Administration
40 hours, 4 credits
This course provides an exploration of the administrative principles and practices within health care organizations. Emphasis is placed on organization, structure, and operation of healthcare facilities. Management principles will be applied to case studies of healthcare industry scenarios.
Prerequisite: none

H310 Foundations of Managed Care
40 hours, 4 credits
In this course, students will analyze controversial issues surrounding the managed-care delivery system, focusing on theory and the foundational concepts of managed care.
Prerequisite: Introduction to Healthcare Administration

H320 Financial Management of Healthcare Organizations
40 hours, 4 credits
This course focuses on healthcare finances, assets, cost concepts, capital budgeting, and general principles of accounting applied in the healthcare environment. Students will discuss the development and management of department budgets, and the common sources of healthcare revenues and expenses.
Prerequisites: Introduction to Healthcare Administration, Financial Accounting II

H330 Quality Improvement in Healthcare
40 hours, 4 credits
This course examines methods for assuring quality in health care and the statistical applications of measuring outcomes. There will be an emphasis on performance improvement and the relationship between healthcare quality, organizational performance, and the role of governing and accrediting bodies in healthcare organizations. Common methods and trends in quality improvement will be explored.
Prerequisite: Introduction to Healthcare Administration

H340 Regulation and Compliance in Healthcare
40 hours, 4 credits
This course is an exploration of the many entities that regulate healthcare delivery, from local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of health care as a business is explored.
Prerequisite: Introduction to Healthcare Administration

H350 Healthcare Statistics
40 hours, 4 credits
Students will discuss and apply the common terms, formulae, and computations used in healthcare statistics through effective data collection, interpretation of information, and the display of data.
Prerequisite: Introduction to Healthcare Administration

H360 Healthcare Planning and Policy Management
40 hours, 4 credits
This course provides a study of current healthcare-policymaking issues, with emphasis on the role of government in health care delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic theory, trends, and the future of health care will be explored.
Prerequisite: Introduction to Healthcare Administration

H400 Healthcare Information Systems
40 hours, 4 credits
This course focuses on the use of health care management information systems in clinical and non-clinical applications, including pathology, radiology, physiology, and financial management.
Prerequisite: Computer Applications and Business Systems Concepts

H410 Healthcare Operations Management
40 hours, 4 credits
In this course students examine the operations function of managing people, information technology, materials, and facilities in the healthcare industry.
Prerequisite: Principles of Management

H420 Advanced Healthcare Law and Ethics
40 hours, 4 credits
This course explores ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical problems in the healthcare field.
Prerequisite: Medical Law and Ethics

H430 Epidemiology
40 hours, 4 credits
This course examines the patterns and causes of disease in populations, how diseases are documented, and how to analyze the data to understand disease causes.
Prerequisite: none

H440 International Healthcare
40 hours, 4 credits
In this course, students will compare and contrast foreign healthcare services and systems, focusing on cultural, geographic, environmental, economic and ethical differences.
Prerequisite: Introduction to Healthcare Administration
H490 Healthcare Management Capstone 30 hours, 3 credits
This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management Management. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare management concepts via completion of a Capstone project approved by the instructor. Students have the opportunity to participate in an optional internship/work-study program.
Prerequisites: Students must be enrolled in the Healthcare Management BS Degree program and in their last or second-to-last quarter
HS100 Introduction to Human Services 40 hours, 4 credits
Introduction to Human Services exposes the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how current economics shape programs. Human service intervention strategies utilized in daily practice are explored along with stressors faced in the workplace. Comparisons of human services systems from a variety of countries will also be examined.
Prerequisite: none
HS110 Cultural Diversity in Human Services 40 hours, 4 credits
This course will examine diversity in many communities and the cross-cultural service delivery available in those communities. Specific client populations will be explored, with an understanding of what cultural, physical, and mental diversity is and why it is important. Special attention will be paid to working with people of both mental and physical disabilities. Those disabilities include, but are not limited to, mental retardation, autism, and Asperger’s Syndrome.
Prerequisite: Introduction to Human Services
HS115 Introductory Strategies to Crisis Intervention 40 hours, 4 credits
This course sets the foundation for students to develop the morals, ethics, and attitude necessary to strategically help those in crisis situations. The value and ethics intrinsic to the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function as change agents and must therefore attain and develop a core of intervention, knowledge, theory, skills, and professional behaviors that are concurrently being taught within the classroom. It is an integral part of the total educational process.
Prerequisite: Students must be in their last or second to last quarter before graduation.
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 interact. Students are introduced to various legal concepts especially the structure and operation of America’s court systems.
Co-requisite: Criminology
J102 Criminology 40 hours, 4 credits
This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals.
Co-requisite: Introduction to Criminal Justice
J115 Introduction to Corrections 40 hours, 4 credits
A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, policies 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 report courts, 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.
Prerequisites: Introduction to Criminal Justice, Introduction to Human Services
J120 Policing in America 40 hours, 4 credits
Students will examine the theoretical underpinnings of police work in the United States, including its historical roots, its current status, and the trends that will shape its future. They will explore the problems and solutions facing citizens, patrol officers, administrators, and agencies. They will also cover contemporary practices such as Community Oriented Policing, Problem Oriented Policing, and Directed Patrol. In investigating these topics, students will develop skills in critical thinking and problem solving.
Prerequisite: Introduction to Criminal Justice
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 legal and ethical issues, and develop skills related to communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.
Prerequisite: Introduction to Criminal Justice
J125 Criminal Law and Procedures 40 hours, 4 credits
This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State court systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses and factors and circumstances which may excuse criminal responsibility, and common law principles are examined.
Prerequisite: Introduction to Criminal Justice
J130 Introduction to Homeland Security* 40 hours, 4 credits
This course provides an introduction to the philosophical, historical, and multidisciplinary challenges of Homeland Security in combating terrorism. This course includes a review of the driving forces that resulted in the creation of the current Department of Homeland Security. This will be accomplished through a review of the field of homeland security, its evolution and critical issues, and an examination of current threats and vulnerabilities. The course also looks at the complexities of defining the roles of federal, state, local government, and the private sector.
Prerequisite: Introduction to Criminal Justice
J200 Domestic Violence 40 hours, 4 credits
This course examines violence in the family; social and legal relations within families; theories and solutions to 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 of domestic violence.
Prerequisite: Introduction to Criminal Justice
J205 Juvenile Justice 40 hours, 4 credits
An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services
J211 Counseling Clients* 40 hours, 4 credits
Students will examine the process and effects of counseling. Assessment tools, methods of evaluation, and case plans are explored. They will consider a variety of counseling settings, including prisons, jails, group homes, in-patient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will also explore diverse clients including juveniles and adults, men and women, and people from various cultures.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services
J212 Legal Principles in Corrections* 40 hours, 4 credits
Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders’ rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.
Prerequisite: Criminal Law and Procedures
J222 Practical Psychology for Law Enforcement* 40 hours, 4 credits
Students will examine how principles of psychology relate to law-enforcement work. They will explore fundamental concepts from a policing perspective, focusing on the real-world effects these principles produce on peace officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim–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.
J226 Legal Code for Law Enforcement* 40 hours, 4 credits
Students will use state’s criminal and traffic codes to become familiar with law and statutes. They will review penal statutes covering issues from homicide to misconduct, and will examine legislation and 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
Students in this course will receive an in-depth overview of terrorism, both domestic and international. This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists’ perceptions and motivations. The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.

Prerequisite: Introduction to Criminal Justice

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

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

Prerequisite: Introduction to Criminal Justice

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

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

Prerequisite: Introduction to Criminal Justice

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

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

Prerequisite: Introduction to Criminal Justice

**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 I

**J310 Criminal Behavior 40 hours, 4 credits**

This course will examine serial behavior by crime type and criminal profiles. 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 complex of Bill of Rights and the application of those rights to the criminal justice system. The analysis of case studies 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 examine various techniques, methods, and processes for interviewing and interrogating crime suspects and witnesses. They will also explore techniques for conducting negotiations with special populations.

Prerequisite: Criminal Law and Procedures I

**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: 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.

Prerequisites: Criminal Law and Criminal Justice

**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 role of female criminality and corrections professionals will be examined and analyzed.

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.

Prerequisites: Juvenile Justice, Domestic Violence

**J350 Cultural Diversity and Justice 40 hours, 4 credits**

This course will examine the true picture and statistics of minority representation at every 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 relating to special populations.

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.

Prerequisites: 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

**J360 Statistics in Criminal Justice 40 hours, 4 credits**

Students will learn to interpret research data on issues in criminal justice. They will explore fundamentals of statistical analysis through statistical tools typically used in criminal justice. They will apply statistical analysis using UCR and NCVS data sets.

Prerequisite: Introduction to 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

**J370 Management and Governance 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 management in the public will be explored.

Prerequisites: 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 deterrence.

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.

Prerequisite: 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 community 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 of 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**

Students will examine the special populations of offenders in the criminal justice system. The experience of women, minorities, the physically and mentally challenged, the elderly, and the socioeconomically deprived in all parts of the criminal justice system will be explored. Students will analyze programs, policies, and case studies relating to 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

**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

Courses designated with an asterisk (*) are generally offered only as online classes.
Psychology for Law Enforcement
Prerequisites: Ethics in Criminal Justice, Practical physical fitness and mental survival.

Students will learn the skills for legal, effective, and safe traffic enforcement on city streets and major thoroughfares. They will examine implications of traffic codes and relevant court decisions through practical application. They will explore criminal and drug interdiction strategies through effective traffic enforcement, and special considerations in impaired driver enforcement. They will learn to operate enforcement tools such as speed detection devices and alcohol sensory equipment. Students will examine the written and articulated enforcement decisions, and potential court outcomes of enforcement actions.

Prerequisites: Ethics in Criminal Justice, Practical Psychology for Law Enforcement

LE211 Firearms I
40 hours, 2 credits

Students will learn the fundamental principles of marksmanship for firearms competency, and will progress to police-specific skills needed for proficiency in firearms use. They will practice the care and maintenance of firearms.

Prerequisites: Ethics in Criminal Justice, Practical Psychology for Law Enforcement

LE212 Firearms II
40 hours, 2 credits

Students will build upon fundamental principles of marksmanship to gain firearms skills unique to law enforcement and operational survival. They will examine considerations related to use of force and deadly force, focusing on decision-making in force levels and articulation of force decisions. They will implement tactical considerations throughout training, including combat firearms skills and mental preparation for use of deadly force. Students will experience scenario-based and simulation training to help them synthesize shooting skills with proper use-of-force decisions in real-time situations.

Prerequisites: Firearms I

LE221 Defensive Tactics I
40 hours, 2 credits

Students will learn fundamental fighting principles, including technical and psychological aspects of physical combat. They will use tactical positioning, command presence, verbalization skills, and interpretation of body language in confrontational situations. Compliance and control techniques will be taught, ranging from empty-hand techniques, ground defense, and weapon retention to application of common police officer tools such as handcuffs, chemicals, batons, and electronic control devices. They will explore concepts of physical fitness and mental survival.

Prerequisites: Ethics in Criminal Justice, Practical Psychology for Law Enforcement

LE222 Defensive Tactics II
40 hours, 2 credits

Students will build upon fundamental police defensive tactics to synthesize physical knowledge with use-of-force decision-making. They will learn decision-making skills in ambiguous use-of-force incidents, demonstrating their ability to assess situations, respond appropriately, apply reasonable force, and articulate their reasoning. They will use practical application exercises and scenario-based training to maximize training effects.

Prerequisites: Defensive Tactics I

LE230 Police Investigation Process
60 hours, 3 credits

Students will examine the investigation processes for crime scenes and crashes. They will explore issues of scene security, evidence collection, handling, and processing, and documentation. They will discuss legal issues of crime scene processing, and review basic investigation and reporting forms and the reporting requirements established by statute and policy.

Prerequisites: Ethics in Criminal Justice, Practical Psychology for Law Enforcement

LE240 Minnesota Traffic Code
20 hours, 2 credits

Students will explore motor vehicle laws and statutes related to traffic enforcement in Minnesota. They will examine rules pertaining to driving equipment, motor vehicle insurance, and driver licensing. They will identify unique circumstances and vehicles in traffic law, including commercial vehicles, vehicles of husbandry, boats, and all-terrain vehicles. Students will also review alcohol and drugs impairments to driving, and enforcement of related laws.

Prerequisites: Introduction to Criminal Justice or enrolled in certificate

LE245 Minnesota Criminal Code
20 hours, 2 credits

Students will examine Minnesota criminal code and related statutes to gain a thorough understanding of police officer responsibilities under Minnesota law. They will review specific Minnesota crimes and their elements, levels of offense, and the proper handling of suspects involved in various crimes. Charging, defenses, and sentencing will also be explored.

Prerequisites: none

LE280 Patrol Practicals with Pursuit Driving
80 hours, 4 credits

Students will synthesize learning from all areas of training. They will respond to realistic calls for service and apply their knowledge of law enforcement to achieve resolution of a variety of common policing scenarios. They will discuss fire arson, and exploits response. They will learn principles of good judgment and decision-making, and will articulate their enforcement choices and the legal implications of each. Students will also learn fundamental driving principles for routine and high-speed pursuit driving, and will apply these principles in laboratory exercises. They will discuss the legal and policy aspects of police pursuits and effective call response.

Prerequisites: Ethics in Criminal Justice, Practical Psychology for Law Enforcement

LE290 Law Enforcement Capstone
20 hours, 2 credits

Students will examine the future of law enforcement by reviewing the topical areas of law enforcement required for success in the field. They will discuss current employment opportunities, certification requirements, and application and hiring processes. They will review specialty areas for successful certification and licensing, and discuss the potential ethical, legal, social, and political ramifications for the future.

Prerequisites: Students must be enrolled in the Law Enforcement program and in their last or second to last quarter.

M120 Medical Terminology
40 hours, 4 credits

This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and 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.

Prerequisites: none

M130 Medical Writing, Style and Grammar
30 hours, 3 credits

A focused look at English grammar, punctuation and sentence structure that will lead to accurate and appropriate medical documents being transmitted or edited. Common English language regulations used in medical transcription are explored, as well as correct use of number formatting, capitalization and abbreviations. Aids will be used and practiced on a medical terminology will be mandatory.

Prerequisites: none

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

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

Prerequisites: Medical Terminology, Pathology I (pre-requisite or corequisite)

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

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

Prerequisites: Basic ICD-9-CM Coding

M141 Ambulatory Care Coding
30 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.

Prerequisites: Intermediate ICD-9-CM Coding

M200 Medical Office Procedures
40 hours, 4 credits

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

Prerequisites: Medical Terminology

M201 Medical Transcription I
80 hours, 4 credits

This course will teach medical records of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and coding process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format.

Prerequisites: Medical Writing, Style and Grammar; Introduction to Medical Transcription; Medical Terminology; Keyboarding I

M202 Introduction to Medical Transcription
40 hours, 4 credits

An introduction to the profession of medical transcription and medical editing. Topics covered will be the medical transcription process and the skills needed as well as technology and equipment used, work scenarios and work stations, employer expectations, salary methods, the job search, and professional associations. The student will explore the lifecycle of the patient record and how electronic health records impact the profession. Speech recognition and other technology will be presented along with resources that a medical transcriptionist will need to use on the job.

M208 Introduction to Health Information Management
40 hours, 4 credits

This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of health care facilities, the members of the health care team who contribute to and use health information, and trends in the management of health care records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.

Prerequisites: none

M209 Medical Insurance and Billing
40 hours, 3 credits

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

Prerequisites: Medical Terminology

M211 Quality Analysis and Management
40 hours, 4 credits

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

Prerequisites: Introduction to Health Information Management

M218 Management of Health Information Services
40 hours, 4 credits

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

Prerequisites: Introduction to Health Information Management (or co-requisite)
MA229 Healthcare Information Technologies 40 hours, 4 credits
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.
Prerequisites: Introduction to Health Information Management, Computer Information Systems

MA230 Medical Law and Ethics 40 hours, 4 credits
A study of the United States legal system and court process with emphasis on legal and ethical issues within the health care environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student's program of study.
Prerequisite: none

MA232 Pathophysiology 50 Hours, 5 Credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology, and treatment of common diseases of selected human body systems.
Prerequisite: Human Anatomy and Physiology I, or Structure and Function of the Human Body

MA243 Health Information Law and Ethics 40 hours 4 Credits
A study of the impact of the United States legal system and various health care regulations and ethics on the health information management environment. Fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored.
Prerequisite: Introduction to Health Information Management

MA251 Medical Coding Practicum* 30 hours, 1 credit
This course applies supervised practical experience in a simulated campus or online setting, or a health care facility arranged by the student, with a minimum of 30 hours of practical experience in medical coding under the direction of a college HIT/Coding instructor or practicing medical coding professional. The practicum offers the student experience as a medical coder using actual or simulated medical documentation, and is essential to training.
Prerequisite: Ambulatory Care Coding

MA252 Health Information Practicum* 60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HM departments and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.
Prerequisites: Medical Law and Ethics, Healthcare Information Technologies, Quality Analysis and Management

MA290 Medical Administration Capstone* 10 hours, 1 credit
This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills.
Prerequisite: Medical Administration student in last or second-to-last quarter.

MA110 Clinical Skills I 60 hours, 4 credits
In this course students will begin their study of the essential and basic core of back-office medical assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill-development and performance objectives.
Prerequisites: Medical Terminology, Human Anatomy and Physiology I

MA135 Pharmacology for the Allied Health Professional 40 hours, 4 credits
Students in this course will learn the pharmacology concepts necessary for a variety of allied-health programs. They will study drugs according to their therapeutic applications. They will examine pertinent physiology and related diseases before discussing the pharmacology of the drug. Students will also learn basic regulations that apply to drugs.
Prerequisites: Medical Terminology, Human Anatomy and Physiology I, or Structure and Function of the Human Body

MA145 Clinical Skills II 60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical assisting skills. They will master knowledge and skills including patient examination and assessment, minor surgical procedures, pharmacology, procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will follow applied-learning approaches to all skill-development and performance objectives.
Prerequisites: Clinical Skills I

MA218 Introduction to Microbiology 70 hours, 5 credits
This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and impact of microorganisms, including mechanisms of pathogenicity.
Prerequisite: none

MA225 Laboratory Skills for Medical Assisting 60 hours, 4 credits
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect specimen samples, and to perform laboratory procedures including urinalysis and hematology, chemotherapy, immunology, and microbiology testing.
Prerequisites: Clinical Skills II

MA230 Medical Assistant Externship 240 hours, 8 credits
Students will engage in an 11-week on-the-job training experience in a physician’s office or clinic, in their first clinical externship for medical-assisting specialty. The extern will perform medical-assisting job duties in both the front-office administrative area and the back-office-clinical area, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked. In the lecture portion of the course, students will learn job-search techniques and skills for entry-level medical assistants.
Prerequisites: All core program courses; Attendance at Externship Meeting; Attendance at Site Meeting

MA241 Human Anatomy and Physiology I 80 hours, 5 credits
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology is emphasized. Students will complete laboratory exercises coordinated with the course content and including microscopic observation, experimentation, study of anatomical models, dissection activities, and a study of the structure and function of the human body. A body system approach to learning will include the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems. Students will complete laboratory exercises coordinated with course content and will include microscopic observation, experimentation, dissection activities and study of anatomical models.
Prerequisite: Introduction to Human Biology

MA242 Human Anatomy and Physiology II 80 hours, 5 credits
In this course, students will continue their study of human anatomy and physiology begun in Human Anatomy and Physiology I. They will examine the circulatory, lymphatic and immune, respiratory, urinary, digestive, and reproductive systems, as well as fluid and electrolyte balance, acid-base balance, and nutrition and metabolism. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Human Anatomy and Physiology I

MA250 Radiography Skills 40 hours, 3 credits
A comprehensive study for limited scope of practice in radiography. Skills and processes covered will be: protection, protection, equipment operation and quality control, image production and evaluation, and patient care and education. Along with radiographic procedure modules that will cover each anatomic region. The course is designed to prepare students for the examination for Limited Scope of Practice in Radiography and Clinical Laboratory Science as an X-ray operator.
Prerequisite: Anatomy and Physiology II

ML100 Introduction to Clinical Laboratory Science 40 hours, 3 credits
An introduction to laboratory medicine and the profession of clinical laboratory science. This course will emphasize professionalism, laboratory safety, and routine laboratory procedures including quality control and lab math.
Prerequisite: Program admission

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

ML151 Hematology 40 hours, 4 credits
Introduction to the theory and practical application of routine and special hematology procedures. Presents red-blood-cell function, hemopoiesis, and associated diseases. The student laboratory focuses on identifying normal and abnormal red-blood-cell morphology and the evaluation of stained blood smears.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

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

ML153 Clinical Microbiology 40 hours, 3 credits
This course includes 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 an 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, hemopoiesis 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. Emphasis will be placed on selected infectious diseases and autoimmune disorders. The theory of immunologic and serologic procedures will also be presented.
Prerequisite: Human Anatomy and Physiology I

Courses designated with an asterisk (*) are generally offered only as online classes.
ML205 Immunohematology
40 hours, 3 credits
An introduction to the fundamentals of the immune system and the principles of genetics as they apply to blood group inheritance and blood banking procedures. Includes donor selection, blood collection, blood component processing and administration of blood components. Utilizes a student laboratory for experiences in routine blood banking procedures.
Prerequisites: Hematology I, Immunology

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

ML291 Clinical Practicum I
360 hours, 12 credits
Students will perform in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate. Prerequisite: Approval by campus coordinator; completion of all coursework required by clinical affiliate.

ML292 Clinical Practicum II
360 hours, 12 credits
Students will continue in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate. Prerequisite: Clinical Practicum I

N112 PC Hardware and Software I
40 hours, 3 credits
In this course the students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. The topics covered include: the relationship between computer hardware and software, the installation, support, and troubleshooting of system boards, microprocessors, devices, 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
40 hours, 3 credits
This course is a continuation of PC Hardware and Software I. The topics covered include review of previously covered topics, telecommunications and networking, the Internet, and printing. Additional topics in this course are virus protection, disaster recovery and maintenance planning. Finally, the student will learn about the conduct and responsibilities of being a professional PC technician. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course in addition to PC Hardware and Software I helps prepare students to take the CompTIA A+ certification exam. Prerequisite: PC Hardware and Software I

N127 Microsoft Windows Workstations*
40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist Exam. Prerequisite: PC Hardware and Software I

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 and how communications are accomplished in these environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic-troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course helps prepare students to take the CompTIA Network+ certification exam. Prerequisite: Pre- or Co-requisite: PC Hardware and Software II

N136 Operating Systems Fundamentals
60 hours, 4 credits
Students are introduced to the principles of various types of microcomputer operating systems. Topics include system resources, memory management, processor management, user interface and operating system functions especially related to database resource management. Emphasis is placed on how the user, hardware, and software interface with the operating system. Prerequisite: none

N137 Programming I
60 hours, 4 credits
This course is designed to teach the student C++ programming utilizing object oriented terminology. C++ expressions, decisions, and loops within the C++ realm are explored and practiced. This first course introduces a two course series where students will learn the theory behind programming languages,elixir and the use of these elements in different programming projects. Prerequisite: none

N138 Game Preproduction
40 hours, 4 credits
This course has been designed to teach you the fundamental philosophies of game design and apply them in a hands-on manner using a step-by-step process that develops problem solving strategies. The techniques taught in this course exist to provide the practical resources needed to build a firm understanding of game development from a production standpoint. In addition, the information this course provides is a grounded study for any real life application where inspiration must combine with practical knowledge and application to create a marketable product. Prerequisite: none

N139 Game Design Theory I
40 hours, 4 credits
The goal of this course is to study the design process for digital games as it pertains to social and structural issues within games and gameplaying behavior. The course covers many topics, including social and cultural elements of games, games as a global commodity, games as instigators for technical innovation, and emerging gaming areas such as mobile games. Prerequisite: none

N141 Networking Security *
40 hours, 3 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Security+ exam. Prerequisite: Networking Fundamentals

N164 Voice Over IP Fundamentals
40 hours, 3 credits
This course has been designed to introduce students to Voice over IP (VoIP) communications and the different features and benefits inherent in deploying communications in this way. Students will learn the differences inherent between Public Switched Telephone Networks (PSTN) and VoIP systems. They will discover the signaling that is done with VoIP and learn about the configuration issues when switching over a system to VoIP. Prerequisite: Networking Fundamentals

N180 Math for Game and Simulation Production I
40 hours, 4 credits
This course has been designed to teach concepts in linear algebra. The course covers linear equations and matrices, and how these can be applied in various situations. In addition, topics will include determinants, vectors in the plane, and how to calculate cross determinants. Prerequisite: College Algebra

N205 Platform Design and Human-computer Interaction
60 hours, 4 credits
How a person interacts with a game is one of the more crucial aspects in determining the success of the game among consumers. This course will emphasize the details and planning process that must be followed to ensure a successful interface for the game that is to be played. Various techniques of creating buttons, menus, and other types of interfaces will be explored to give the student a wide exposure to this important element in game design. Prerequisite: none

N206 Data Structures
60 hours, 4 credits
This course is designed to be an introduction to data structures using C++. Topics to be covered include lists, stacks, and queues. In addition, additional time is spent on templates and algorithmic analysis as it relates to recursion. Prerequisites: Programming I

N207 Programming II
60 hours, 4 credits
This course is a continuation of Programming I. Topics that will be covered in this course include design analysis, inheritance, and the use of templates in programming. Input/output issues are discussed, along with advanced topics in C++ programming and a brief look at how C++ can start to be utilized in game programs. Prerequisites: Programming I

N208 Linux Administration*
40 hours, 3 credits
This course is designed to introduce the Linux operating system. The students will learn to install, configure, maintain, administer, and use programming features of the Linux operating system. Students will learn how to download and install source application from the Internet, run Windows emulation, and apply 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. Further, this course helps prepare students to take the CompTIA Linux+ certification exam. Prerequisite: Pre- or Co-requisite: PC Hardware and Software II

N209 PHP/MySQL Administration
60 hours, 4 credits
Students learn the fundamentals of two widely used Web application database tools, PHP and MySQL for implementing and managing database-driven websites. Topics will include PHP scripting and advanced administration of MySQL database applications to be utilized through the Internet. Prerequisite: SQL Server Administration

N226 Windows Active Directory*
40 hours, 3 credits
The course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, set up, 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 Certified Technology Specialist exam. Prerequisite: Microsoft Windows Server

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

N234 Microsoft Exchange Server*
40 hours, 3 credits
In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real-world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam. Prerequisite: Pre-requisite: Windows Active Directory

Courses designated with an asterisk (*) are generally offered only as online classes.
N235 Cisco Networking Fundamentals and Routing*  
40 hours, 3 credits  
In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco networking 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 the Cisco CCENT Exam.  
Prerequisite: Networking Fundamentals and Microsoft Windows Server

N236 Database Security  
60 hours, 4 credits  
This course covers the basic principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, passwords, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database transactions.  
Prerequisite: SQL Server Administration

N252 Networking Security Advanced  
40 hours, 3 credits  
This course takes an in-depth look at network defense concepts and techniques. Students will examine the tools, techniques and technologies used in the securing of information assets. This course is designed to provide in-depth information on the software and hardware components of Information Security and Assurance. Topics covered include: intrusion detection, virtual private networks (VPNs), and incident response strategies and planning.  
Prerequisite: Cisco Networking Fundamentals and Routing

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

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

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

N266 Console Development  
60 hours, 4 credits  
One aspect of creating games is determining how they will work with different consoles from various manufacturers. This course guides the student through the various aspects of a console that will have an impact on the game (memory, processing, storage, and debugging to name a few). This systematic approach will allow the game programmer to determine what modifications and changes need to be made as games become part of the game libraries for different vendors.  
Prerequisite: IP Telephony

N271 SQL Server Administration  
40 hours, 3 credits  
The goal of this course is to prepare individuals to work with and administer SQL Server. Students will learn how to install and maintain SQL Server and also how to use various tools helpful in creating systems, promoting security, and to enhance availability and performance of the database.  
Prerequisite: Relational Databases

N272 SQL Server Development  
40 hours, 3 credits  
This course seeks to prepare the students for programming in the SQL Server environment. Students will learn how to manipulate and work with database objects 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 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 gained by Crystal Reports as the basis for deriving this information.  
Prerequisite: SQL Server Administration

N276 Applied Game and Simulation Theory  
60 hours, 4 credits  
This course addresses the dissection and application of interfaces for video games and simulations in regards to the fundamentals of design. Studies include a range of simulation styles including: basic manual simulation, real time monitoring (graphic displays during simulation); and state-of-the-art object-oriented software that includes real-time and three dimensional animation. Students are expected to create many small simulations relevant to their environment and to create at least one major simulation for final assessment purposes.  
Prerequisite: Platform Design and Human-Computer Interaction

N280 Graphics Development with DirectX  
60 hours, 4 credits  
During this course the fundamentals of DirectX are examined and backed up by a solid foundation in software engineering practices. The student will gain a professional game developer understanding of how DirectX (the most current version) works. The student will also be able to develop a programming knowledge of DirectX and will have a practical, Software Engineering approach to creating software.  
Prerequisite: none

N285 Game Design Theory II  
40 hours, 4 credits  
During this course we will explore the more advanced aspects of gaming and the history and cultural impact of interactive simulations and video games. As an advanced theory course discussions will cover researching the cultural, business, and technical perspectives involved with game and simulation production. Insights into design, production, marketing, and sociocultural impacts of interactive entertainment and communication will also be considered.  
Prerequisite: Game Design Theory I

N285 Game and Simulation Marketing  
40 hours, 4 credits  
This course examines the combination of art, science, commerce and culture and its effects on shaping the production, marketing, distribution, and consumption of contemporary media. It combines perspectives on media industries and systems with an awareness of the creative process, the audience, and trends shaping content. The focus of this course is on the rapidly growing segment of entertainment media known as computer gaming.  
Prerequisite: none

N286 Math for Game and Simulation Production I  
40 hours, 4 credits  
This course builds on topics introduced in Math for Game and Simulation Production I. These topics include graphing and solving equations; polynomial, rational, logarithmic, and exponential functions; analytic geometry; and determining equations from the shape of a graph.  
Prerequisite: Math for Game and Simulation Production I

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.

N300 Introduction to Computer Science Concepts  
40 hours, 3 credits  
Course covers basic computer organization, computer languages and software, language translation and interpretation, object oriented design, object oriented programming, classes, objects, and inheritance, and file systems.  
Prerequisite: Computer Applications and Business System Concepts

N301 The Business of Digital Media  
40 hours, 4 credits  
This course is designed to equip digital media students with the basic tools and processes of production and project management. The course is not tied to specific and is not geared towards any particular media type—artist, programmer, theme park designer, movie producer, or architect of virtual worlds and video games. The course will build students’ understanding of creative leadership, techniques for management, and personal strengths required to succeed in a career in media. Many of the skills required to bring media projects from concept to completion are not purely technical but more directed to intangible but essential tasks of planning, time management, and motivation of self and others.  
Prerequisite: Introduction to Business

N302 Graphics Development with OpenGL  
60 hours, 4 credits  
The goal of the course is to teach fundamental principles of computer graphic algorithms in relation to video game and simulations. The focus is on graphics algorithms used to render photorealistic images of scenes applied to the OpenGL system. Much of this involves solutions to problems such as how we represent 3D models, describe their position and motion in 3D, project them into 2D images, and render these 2D projections with pixels. We will also consider photometric problems, such as how we represent light, model the way objects reflect light, and the path that light takes as it refracts through the scene.  
Prerequisite: none

N305 Figure Drawing  
60 hours, 4 credits  
Figure Drawing will emphasize the traditional and realistic approaches used to draw the human figure accurately. There will be an emphasis on gesture, proportion and form with an emphasis using the human figure in studio and in public settings. The basic structural and anatomical concepts will be covered along with an in depth study of motion and gesture drawing skills.  
Prerequisite: Color Theory and Techniques

N310 The Study of Animation  
60 hours, 4 credits  
This hands-on animation course is intended for students with a computer science background who would like to improve their sense of observation, timing, and motion through the real art of animation. An important foundation for using computers and technology to their full potential for the creation of animation. This class also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development and dramatic structure.  
Prerequisite: none

N311 Game and Simulation Lighting Techniques  
60 hours, 4 credits  
This course provides an introduction to 3D programming, with an emphasis on using real-time shaders with DirectX 9.0. The fundamentals of DirectX 9 is covered along with how to do the shader programming to achieve more realistic “looks” in games. 3D lighting, texturing, alpha blending, and stenciling are covered in detail in this course.

Prerequisite: 3D Content Creation, Graphics Development with DirectX
Between digital photography and traditional manual

N315 Flash Animation
60 hours, 4 credits
This course is an introduction to Macromedia’s
Flash. The course will cover the basics of Flash,
importing, creating & editing vector graphics and
creating simple animations, interacting
elements and incorporating sound and video
and Flash movies. Also, students explore stepsto
creating Flash productions from start-to
finishing, including site map and navigation building,
buck making and output.
Prerequisite: Multimedia Technologies

N320 Polygon Modeling
60 hours, 4 credits
This course provides students with a solid
 grounding in a variety of three-dimensional
 modeling methodologies. Students will research
the development issues associated with this software
(S3D Max). We will then explore various creation
and sculpting techniques in both Z-Brush and S3D
Max as they apply to the computer game model.
Students will also identify the various roles in a

game art development team.
Prerequisite: The Study of Animation

N321 3D Content Creation
60 hours, 4 credits
During this course, students will learn about the
primary industry software tools used in the creation
of 3D objects and textures. Students will work with
industry standard 3D applications in order to create
and manipulate two-dimensional texture mapping and
three-dimensional models for video game production.
Through the use of this software and programming
experience a student will be able to bridge the gap between the programming and
designer's mind.
Prerequisite: Game Preproduction

N325 Advanced Methods
of Computer Graphics
60 hours, 4 credits
This course is for photographers and artists, who
wish to go well beyond the basics of Photoshop.
In addition to covering more sophisticated methods
of color correction, image manipulation and printing,
students will learn scanning, digital camera usage,
the mechanics of calibration and other more
advanced sets of controls in Photoshop, all within
a framework of artistically professional sensibility
which will allow the student to develop their own
professional work.
Prerequisite: Introduction to Computer Graphics

N330 MIS Techniques
40 hours, 3 credits
This course is an introduction to computer use
required of users and developers of management
information systems.
Prerequisite: Computer Applications and Business Systems Concepts

N335 Digital Photography
60 hours, 4 credits
This course shows students how to evaluate
images for communicative effectiveness and
esthetic appeal. They will also digitize images,
adjust and manipulate them in the computer,
and output them for on-screen and printed
use. Through the course students will gain a
firm foundation on the fundamental differences
between digital photography and traditional manual
film including lighting and print.
Prerequisite: Audio/Video Editing

N340 Information Technology
Project Management
40 hours, 4 credits
This course will introduce students to the
processes of project planning from the early stages
of brainstorming through project planning including
creating timelines, resource management, and
implementation, along with the basics of
writing project proposals. Students will learn
to select appropriate planning techniques and
software. Students will plan and propose a project
appropriate to their fields of study.
Prerequisite: Computer Applications and Business Systems Concepts

N345 Advanced HTML Coding with CSS
60 hours, 4 credits
This course covers advanced elements of web-
page creation using a text editor and HTML
and XML standard tags. This class will focus
on web terminology, advanced HTML coding to
include hyperlinks, anchors, tables, forms, CSS,
frames, design principles and accessibility issues.
Emphasis will be placed on understanding values
and creation of CSS for business environments.
We will also explore the availability of tools for site
management, validation and accessibility checks.
Prerequisite: Fundamentals of Web Authoring and Design

N346 Practical Game Development
60 hours, 4 credits
This course approaches the study of computer
games from different viewpoints. First is an
examination of the technical programming
approaches to create an intelligent
demonstrated by the authors, and
its presentation will include the
creation of intelligent
centers of the industry.
Prerequisite: Game Development Theory

N350 Concept Development for Digital Media
40 hours, 4 credits
This course is concerned with the cultivation
of ideas and problem-solving strategies for still
photography. It is an overview of the
professional digital photography and video
production industry. The course will cover
the principles of design and how
they can be used to analyze and
create
problems in digital photography and
videography. The course will also address
the legal and ethical issues involved in
digital photography and video production.
Prerequisite: none

N355 Game Planning and Development Strategies
60 hours, 4 credits
This course is designed to introduce students
to the production, managerial and business
issues of digital games. Students will learn how
to manage a game production project including
pipeline assignment, projected release dates and
distribution of work load. They will also decide how
to effectively plan and execute a game production
process. Students will begin the writing of game
development documents, game production teams,
game development tools and techniques, play
testing and the game publication process.
Prerequisite: Game and Simulation Marketing

N360 Mobile Platform Development
60 hours, 4 credits
As more devices become smaller and more
mobile, the need to have games to entertain
users in downtime increases. This course looks at
how to create games for mobile platforms using

N410 Database Management and Administration
40 hours, 3 credits
This course covers essentials of database management and administration, including
business environment and provides hands-on experience
that includes transaction management, storage
management, data administration, security and
database tuning issues. The course also covers
distributed and client/server environments.
Prerequisites: MIS Techniques, Management of Information Systems

N415 Digital Effects Creation
60 hours, 4 credits
During this course students will learn advanced
techniques in manipulating digital imagery, video
and 3D special effects. Topics include image and
video representation, digital workflow, lighting,
rendering, compositing mixed environments (live and
CG), morphing, particle effects, dynamics,
camera properties, match-moving, filters, and
virtual cinematography. The students will learn the
proprietary nature of effects and video at a
professional production level.
Prerequisite: Polygon Modeling

N420 Network Security and Cryptography
40 hours, 4 credits
This course examines threats to computer networks and vulnerabilities, techniques
for strengthening and security, tools for establishing an active network defense, and
products for enforcing forensic analysis of crimes and attacks on computer networks. Topics
include private and public key cryptography, digital
signatures, secret sharing, security protocols,
formal methods for analyzing network security,
electronic mail security, firewalls, intrusion
detection, Internet privacy and public key
infrastructures.
Prerequisite: Computer Applications and Business Systems Concepts, Networking Fundamentals for Business Professionals

N421 Software Engineering for Game and Simulation Production
60 hours, 4 credits
In order to create games or simulations an
effective approach needs to be taken to the design
and overall strategy of creating the product.
Topics include project management, planning, and
development strategies, risk analysis, and process
improvement. The course will also cover
the creation of new games and simulations and the
purpose and method for producing documentation that can be used in the
creation of new games.
Prerequisite: Programming II

N425 Storyboard Development for Digital Media
40 hours, 4 credits
Introduction to storyboard and the planning processes of visual storytelling. Translation of
concepts such as storyboards and visual storytelling into a visual narrative. The course
teaches students how to develop a cinematic
storyboard and to create a visual narrative from
the creation of personal and professional
expression.
Prerequisite: Multimedia Portfolio Development

N430 Computer Forensics
40 hours 3 credits
This course examines computer literacy and
C.I. legal issues regarding seizure and chain
of custody, and technical issues in acquiring
computer evidence. Popular file systems are
examined. Reporting issues in the legal system are discussed.
Prerequisite: Computer Applications and Business Systems Concepts
Prerequisite: Programming II

N435 Digital Video/Audio Project
60 hours, 4 credits

This course combines the accumulated knowledge of students in the design and creation in 3D environments. The culmination of this knowledge will be a final 3D Animation project using modeling, texturing and animation techniques. Students are expected to explore various theories and techniques to complete a professional summative 3D animation project.

Prerequisite: The Study of Animation

N450 Game Assets
60 hours, 4 credits

This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as performance tuning, debugging, designing for test, pipeline management and distribution, study of software architecture design between platforms, object oriented practices for game play, asset management and coding best practices. It also covers areas like cross-platform porting and multilingual techniques.

Prerequisite: Programming II

N455 Game Audio Assets
60 hours, 4 credits

In this course, we will cover the fundamentals of audio programming for games. Topics include basics such as audio formats and common hardware configurations and loading sounds in ADPCM format. Students will explore play back “one shot” and looping sounds; and stream audio from an external device. They will then use these building blocks to write a low-level sound engine that will be implemented into a game engine.

Prerequisite: Programming II

N460 Application of Physics for Game and Simulation Production
60 hours, 4 credits

An important aspect in a game or simulation is to be able to render what is happening in the game in realistic terms based on standard real physics principles. This course is designed to allow the game or simulation programmer to be able to translate the ideas and sequences of a game into realistic actions. Key components in this class will be the opportunity for students to develop tools, demos, and working games that utilize and follow real physics.

Prerequisites: Programming II, The Physics of Gaming

N465 Industrial Simulation Project
60 hours, 4 credits

This course is designed around a final project in Industrial Simulation. We will focus on design and research issues pertinent to design exploration and simulation. Students will explore the study and the course we will explore concepts in modeling, simulation, and design common to many domains, and investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity.

Prerequisites: Graphics Development with Open GL, Game and Simulation Lighting Techniques

N470 Video Game Production Project
70 hours, 4 credits

This course will provide an understanding of advanced techniques for electronic game design and programming. Topics will include techniques in graphics games engine, motion generation, behavioral control for autonomous characters, interaction structure, and social and interface issues of multi-user play. Students will culminate these projects into a final project that will demonstrate their understanding of proper game creation techniques.

Prerequisites: Graphics Development with DirectX, Graphics Development with OpenGL, Applications of Physics in Game and Simulation Production

N4111 Drawing Design and Art Theory
40 hours, 3 credits

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

Prerequisite: The Study of Animation

N4112 Color Theory and Techniques
40 hours, 3 credits

This course introduces basic compositional principles of harmony and contrast through the study of color applications/digital input devices and graphic software packages. Basic exercises are introduced and practiced to learn how to achieve different visual effects and create visual effectiveness. The use of color in printing is also explored.

Prerequisite: Introduction to Computer Graphics

N4130 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 digital media. Students produce and edit a series of short videos for video, disk and Internet applications.

Prerequisite: Introduction to Multimedia Design

N4131 Introduction to 3D Arts and Animation
40 hours, 3 credits

This course introduces students to the fundamentals of 3D 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: Multimedia Design

N4141 Digital Media Production
40 hours, 3 credits

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

Pre- or Co-requisite: Audio/Video Editing

N4240 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 principles using advanced methods of modeling and texturing. Students will create photo-realistic products and environments utilizing complex techniques and thorough creative design. Emphasis will be placed on detailed modeling and texture mapping creating elementary 3D animation and story development.

Prerequisite: Introduction to 3D Arts and Animation

N4250 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, the database language is utilized to obtain dynamic information for multimedia authoring.

Pre- or Co-requisite: Fundamentals of Web Authoring & Design

N4252 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 graph and multimedia creation — adding interactivity, color use, file management and formats, testing, publishing, and publishing are addressed. Students use interactively and multimedia elements to enhance their site design.

Prerequisite: Introduction to Multimedia Design

N4260 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

N4262 Digital Media Assembly
40 hours, 3 credits

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

Pre- or Co-requisite: Multimedia Technologies

N4272 Multimedia Technologies
40 hours, 3 credits

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

Prerequisite: Digital Media Production

Courses designated with an asterisk (*) are generally offered only as online classes.
PL100 Introduction to Law and the Legal System 40 hours, 4 credits
Students will examine the American legal system from a variety of perspectives. They will survey topics including essential history, the working structure of government, issues of court procedure, and specific legal concepts. In addition, they will investigate the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. Paralegal students will gain a foundation for further paralegal study, and students from other disciplines will gain an appreciation of the legal system’s impact on their disciplines. Students will prepare a resume as part of this course.
Prerequisite: none.
PL121 Civil Litigation and Procedure I 40 hours, 4 credits
Students will examine the lawyers and paralegals’ roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.
Prerequisite: Introduction to Law and the Legal System.
PL122 Civil Litigation and Procedure II 40 hours, 4 credits
This course will provide students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.
Prerequisite: Introduction to Law and the Legal System.
PL140 Contracts 40 hours, 4 credits
This course will provide an overview of the legal system’s impact on their discipline. Students will be required to prepare complaints, motions, and answers.
Prerequisite: Introduction to Law and the Legal System.
PL145 Paralegal Ethics 40 hours, 4 credits
This course provides a strong theoretical and practical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in paralegal studies, but also how to resolve these issues with sound moral and legal responsibilities.
Prerequisite: Introduction to Law and the Legal System.
PL219 Law Office Technology 40 hours, 4 credits
This course introduces students to the practice of law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects, and supervised legal research, students will develop an overview of duties of torts and their relevancy to their life as paralegals.
Prerequisite: Introduction to Law and the Legal System.
PL230 Family Law 40 hours, 4 credits
This course introduces the student to the supervising instructor describing his/her responsibilities in the following role: paralegal.
Prerequisite: Introduction to Law and the Legal System.
PL235 Legal Research 40 hours, 4 credits
This course introduces the student to the supervising instructor describing his/her responsibilities in the following role: paralegal.
Prerequisite: Introduction to Law and the Legal System.
PL240 Legal Writing 40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case analysis and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions. Students will use the results of their research from the Legal Research course in connection with at least three (3) significant writing projects, including memoranda of law. High level communication skills will be developed to effectively communicate in writing to different potential readers, including clients, attorneys in an office, trial court judges, and appellate panel judges. Analysis and preparation of high level legal content as well as formatting, citation rules, and other items needed for writing in this field will be developed. Students will organize an appellate brief which requires specific, rule-based, formatting and structural content. This content includes items such as tables of cases and other authorities, a table of contents, statement of the case, argument, and conclusion.
Prerequisites: Legal Research and English Composition.
PL290 Paralegal Internship 130 hours, 5 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.
Prerequisite: Final-quarter status and consent of program coordinator.
PN100 Nursing Foundations 120 hours, 6 credits
This introductory course is comprised of both a theoretical and a clinical component. Students are introduced to the concepts and nursing abilities required to meet basic human needs. Emphasis is placed on safety, psychomotor skills, therapeutic communication, and adult growth and development. The student must achieve a variety of nursing competencies to successfully complete this course.
Prerequisites: Program admission
Co-requisites: Introduction to Pharmacology, Human Anatomy and Physiology I.
PN115 Nursing I 90 hours, 5 credits
This course is an introduction to medical/surgical nursing and is comprised of both a theory and clinical component. Content includes nursing documentation, medication administration, the nursing process, and transcultural considerations. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the cardiovascular and respiratory systems.
Prerequisites: Nursing Foundations, Introduction to Pharmacology, Human Anatomy and Physiology I.
Co-requisite: Psychosocial Nursing.
Prerequisites: Nursing Foundations
Co-requisites: Nursing I, Introduction to Psychology

PN125 Nursing II 120 hours, 6 credits
This course is a continuation of Nursing I and is comprised of both a theory and clinical component. Content includes surgical care, fluid and electrolyte balance, pain management, and care environments. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the reproductive, musculoskeletal, urologic, and endocrine systems.

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

PN130 Maternal - Child Nursing 80 hours, 4 credits
This course integrates maternal-child nursing and is comprised of both a theory and clinical component. Students explore concepts relevant to care of the obstetrical, newborn, and pediatric patient as well as sexuality and fertility issues. Emphasis is placed on family-centered care. Obstetrical content includes progression through pregnancy, childbirth, and postpartum care including newborn and high-risk infant care. Pediatric content includes concepts of growth and development and fundamentals of health maintenance, health promotion, and disease prevention.

Prerequisite: Nursing I
Co-requisites: Nursing II, Nutrition and Diet Therapy

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

Prerequisites: Nursing II, Maternal - Child Nursing, Nutrition and Diet Therapy
Co-requisites: Nursing Seminar, Geriatric Nursing

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

Prerequisites: Nursing II, Maternal - Child Nursing, Nutrition and Diet Therapy
Co-requisites: Nursing III, Nursing Seminar

PT285 Pharmacy Technician Capstone* 30 hours, 3 credits
This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.

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

R200 Principles of Retailing 40 hours, 4 credits
This course is an overview of retail management, including organization, merchandising, retail sales, customer service, personnel management, and operations.

Prerequisite: none

S115 Keyboarding I* 40 hours, 3 credits
This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with 5 or fewer errors is the course goal.

Prerequisite: none

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

SD100 Fundamentals of Computer-Integrated Electronics 40 hours, 3 credits
This course will present microcomputer programming analysis and troubleshooting for real-time applications. Emphasis will be placed in the development of student-assembled programs that use both serial and parallel input-output devices on a microcomputer system. Topics include: numbering systems, microprocessor unit, memory, input/output, instruction sets, addressing modes, assembler techniques, systems configuration, hardware, subroutines and example programs. This course will conclude with a final programming project.

Prerequisite: Fundamentals of Programming

SD110 Discrete Structures for Computer Science 40 hours, 3 credits
This course will provide a basic understanding of discrete mathematical topics that form the basis of computer science. Topics to be covered include truth tables, logical propositions, elements of set theory, as well as basic notions of functions and mathematical induction. Students will explore the logical constructs that are the underlying model of discrete systems.

Prerequisite: Fundamentals of Computer-Integrated Electronics

SD120 Software Quality Assurance 40 hours, 3 credits
Students will gain an understanding of quality assurance standards as it applies to software design. They will learn to use different testing methods as appropriate for various software applications, and will be able to recommend improvements to software testing.

Prerequisite: none

S225 Object-Oriented Programming 40 hours, 3 credits
Students will receive a rigorous introduction to the concepts behind object-oriented programming. They will explore incremental programming, type-safety, polymorphism, encapsulation, and set-based abstraction, and apply these concepts through a variety of projects implemented in the Java programming language.

Prerequisite: Fundamentals of Programming

SD230 Microcontroller Embedded Systems 40 hours, 3 credits
This class will explore the fundamentals of embedded system hardware and firmware design. Issues included embedding processor selection, hardware/firmware partitioning, glue logic, circuit design, circuit layout, circuit debugging, development tools, firmware architecture, firmware design, and firmware debugging will be discussed.

Prerequisite: Fundamentals of Computer-Integrated Electronics

SD240 Mobile Application Development 40 hours, 3 credits
This course covers the development of applications on mobile and wireless computing platforms using the Java programming language. Programming techniques for the development of standalone applications and mobile portals to enterprise and m-commerce software systems will be explored. Emphasis is placed on the processes, tools and frameworks required to develop applications for current and emerging mobile computing devices touching on all stages of the software development life-cycle.

Prerequisite: Fundamentals of Programming

SD260 Assembly Language Programming 40 hours, 3 credits
Students will gain experience in assembly language programming techniques and an understanding of machine code development. They will explore addressing modes, pseudo operations, stack processing, subroutine linkage, arithmetic and logical instructions, and input/output. They will design, code, test, and debug programs in a microprocessor development environment.

Prerequisite: Fundamentals of Programming

SD280 Digital Circuit Design 40 hours, 3 credits
Students will learn the basic concepts of digital systems, including analysis and design. They will explore both combinational and sequential logic. Students will gain experience with several levels of digital systems, from simple logic circuits to hardware description language and interface programming.

Prerequisite: Fundamentals of Computer-Integrated Electronics

SD290 Real-Time Java Programming 40 hours, 3 credits
Students will learn the skills necessary to build powerful, real-time multitthreaded Java-based software. They will examine the Java concurrency model exploring its strengths and weaknesses, and will learn the semantics, extensions, and modifications to the Java programming environment that enable the Java platform (Virtual Machine) to meet the requirements and constraints of real-time development.

Prerequisite: Fundamentals of Programming

SD295 Object-Oriented Programming 40 hours, 3 credits
Students will receive a rigorous introduction to the concepts behind object-oriented programming. They will explore incremental programming, type-safety, polymorphism, encapsulation, and set-based abstraction, and apply these concepts through a variety of projects implemented in the Java programming language.

Prerequisite: Fundamentals of Programming

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**SD230 Microcontroller Embedded Systems II**
40 hours, 3 credits
Students will examine the principles of embedded and real-time systems inherent in many hardware platforms and applications. These will include robotics and manufacturing, interactive and multimedia, and immersive and omnipresent applications. Students will learn about real-time operating systems and the resource management issues that arise. They will explore platforms including specialized systems used in applicationspecific contexts, such as autonomous robots, smart sensors, and others.
Prerequisite: Microcontroller Embedded Systems I

**SD290 Software Systems Design Capstone**
20 hours, 2 credits
Students will integrate the knowledge and skills learned in the Software Systems Design program. They will complete a capstone project involving programming, application development, and critical thinking.
Prerequisite: Software Systems Design student in last or second-to-last quarter.

**ST107 Introduction to Surgical Technology**
40 hours, 3 credits
This course will introduce the student to the surgical technology and prepare them to become a part of the operating room team. Areas explored in this course are medical terminology for the operating room, introduction to microbiology, medical and surgical asepsis, operating room design, and surgical equipment, patient care, procedures, and instrumentation.
Prerequisites: Medical Terminology

**ST115 Surgical Procedures I**
60 hours, 4 credits
This course will orient the student to surgical technology and prepare them for scrub and circulating duties as well as Surgical Practicum I. Topics include standards of conduct, special populations, safety standards, biomedical medicine, asepsis and sterile technique, anesthesia, and instrumentation.
Prerequisite: Introduction to Surgical Technology

**ST202 Surgical Procedures II**
60 hours, 4 credits
This course will expand on the duties and responsibilities as the role of scrub or SS/SR and circulating in the field of surgical technology. Areas explored and applied in this course include wound healing, surgical case management, instrumentation, diagnostic procedures, and an introduction to general surgery and the scrub role. This course is a preparatory class for Surgical Practicum I.
Prerequisite: Surgical Procedures I

**ST207 Surgical Procedures III**
60 hours, 4 credits
This course will expand on the duties and responsibilities in the role of scrub in the field of surgical technology. Students will continue and apply knowledge gained in Surgical Procedures I and II as well as become a part of the operating room team. This course is a preparatory class for Surgical Practicum I and II.
Prerequisite: Surgical Procedures II

**ST215 Surgical Tech Practicum I**
250 hours, 8 credits
This course is designed to provide the student with a clinical experience that includes a solid introduction to the operating room, and to scrub and circulating routines. This course functions to expand and apply knowledge gained in the Surgical Procedures courses. One of the assumptions of this curriculum is that the student who has passed the Clinical Readiness portion of the program will be ready to apply knowledge by scrubbing and circulating in a supervised setting beginning Week 1 of this course.
Prerequisite: Surgical Procedures III

**ST220 Surgical Tech Practicum II**
250 hours, 8 credits
This course is designed to provide the student with a clinical experience that includes a solid introduction to the operating room, and to scrub and circulating routines. This course functions to expand and apply knowledge gained in the Surgical Procedures courses and the Surgical Tech Practicum I clinical experience. One of the assumptions of this curriculum is that the student who has passed Surgical Practicum I will continue to apply knowledge by scrubbing and circulating in a supervised setting beginning Week 1 of this course.
Prerequisite: Surgical Tech Practicum I

**ST203 Surgical Procedures II**
60 hours, 4 credits
This course will introduce beginners to the tools and knowledge needed in creating interesting, usable, and well-designed websites.
Prerequisite: none

**ST204 Surgical Procedures III**
60 hours, 4 credits
This course will introduce students to the basics of HTML. Students will learn the latest in HTML, including advanced techniques for the design, developing, and testing websites. The course will include advanced techniques for the design, development, and testing of websites.
Prerequisites: none

**ST205 Surgical Procedures IV**
60 hours, 4 credits
This course will teach students how 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, loops, and database access files.
Prerequisite: none

**W101 JavaScript**
40 hours, 3 credits
In this course students learn how to effectively create web pages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing web pages created with this language. This course builds upon HTML principles.
Prerequisites: Introduction to HTML and Fundamentals of Programming

**W112 Relational Databases**
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.
Prerequisites: Operating Systems Fundamentals and Fundamentals of Programming

**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, including advanced techniques for the design, developing, and testing websites. The course will include advanced techniques for the design, development, and testing of websites.
Prerequisites: none

**W125 Introduction to Visual Basic**
40 hours, 3 credits
This course will teach students how 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, loops, and database access files.
Prerequisite: none

**W201 Advanced Visual Basic**
40 hours, 3 credits
The students who take this course will learn to create applications using Visual Basic .NET. This course incorporates the fundamental 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

**W208 Advanced Website Design**
40 hours, 3 credits
This course will teach students how to use web publishing tools used most often by professional designers. Topics include advanced techniques for creating web pages, layout, and authoring of webpages.
Prerequisite: Introduction to Website Design

**W210 Java I**
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

**W216 Advanced Website Design**
40 hours, 3 credits
This course will teach students how 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, loops, and database access files.
Prerequisite: none

**W218 Introduction to HTML**
40 hours, 3 credits
This course will introduce students to the basics of HTML. Students will learn the latest in HTML, including advanced techniques for the design, developing, and testing websites. The course will include advanced techniques for the design, development, and testing of websites.
Prerequisites: none

**W220 Web Programming Capstone**
20 hours, 2 credits
This course summarizes 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.

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Academic Information and College Policies

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The College has an academic assessment plan which is essential for measuring and improving the quality of learning and instruction. The academic assessment plan evaluates incoming student skills through a placement test to ensure that all students have basic literacy and numeracy skills, in an ongoing fashion in individual courses, and at the end of programs through the Graduate Achievement Profile (GAP) and program outcomes assessment.

Submission of a Graduate Achievement Portfolio, in which students demonstrate their communication, critical thinking, and information literacy skills, is a graduation requirement which students fulfill in E424 Career Development or in an appropriate capstone course for their program.

Applying to the School of Nursing

Applicants must achieve a sufficient STEP score, they will be scheduled for the Evolve A2 entrance exam. Applicants must pay a $75 non-refundable testing fee (covering the exam, and the study guide to be issued to the student) at time of scheduling. Applicants will take the Evolve A2 at a Rasmussen College campus. To be considered for admission, applicants must achieve a score of 70% in the areas of Math, Vocabulary, Reading, and Grammar. Applicants who achieve the required Evolve A2 score will be contacted by the College to complete the following:

- Application
- Application fee
- Background screening
- Any additional program-specific requirements as specified at the time of enrollment. A Health physical will be required and must be completed within the 6 months prior to the internship/practicum.

Applicants who wish to repeat the Evolve A2 to increase their score must submit a $30 non-refundable re-test fee. Current students in other programs wishing to transfer into a course of study requiring the Evolve A2 standards outline (CAP) will be required to take or retake the Evolve A2.

Once the applicant file is complete, the College will schedule an interview between the applicant and Program Coordinator/Director.

Students accepted into their program will receive a letter from the College via registered mail.

The College may choose two additional applicants to be given the opportunity to enroll in the program if an alternate individual is determined ineligible or decides not to begin class. These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment in the next cohort provided they remain eligible for admission.

Students must attend programmatic orientation as well as general orientation or risk being dismissed from the cohort.

Applying to the School of Nursing

Applicants must achieve a score on the STEP exam above that requiring a Foundations course as detailed in the current Rasmussen College catalog. Applicants must be able to qualify for Math and English Composition coursework even if plans are to transfer credits from a previously attended program. Former Rasmussen students who have achieved a STEP score above that requiring a Foundations course are not required to repeat the STEP test.

Once applicants have achieved a sufficient STEP score, they will be scheduled for the Evolve A2 entrance exam. Applicants must pay a $75 non-refundable testing fee (covering the exam, and the study guide to be issued to the student) at time of scheduling. Applicants will take the Evolve A2 at a Rasmussen College campus. To be considered for admissions, applicants must achieve a score of 70% in the areas of Math, Vocabulary, Reading, and Grammar. Applicants who achieve the required Evolve A2 score will be contacted by the College to complete the following:

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Students must attend programmatic orientation as well as general orientation or risk being dismissed from the cohort.

Applying to the School of Nursing

Applicants must achieve a score on the STEP exam above that requiring a Foundations course as detailed in the current Rasmussen College catalog. Applicants must be able to qualify for Math and English Composition coursework even if plans are to transfer credits from a previously attended program. Former Rasmussen students who have achieved a STEP score above that requiring a Foundations course are not required to repeat the STEP test.

Once applicants have achieved a sufficient STEP score, they will be scheduled for the Evolve A2 entrance exam. Applicants must pay a $75 non-refundable testing fee (covering the exam, and the study guide to be issued to the student) at time of scheduling. Applicants will take the Evolve A2 at a Rasmussen College campus. To be considered for admissions, applicants must achieve a score of 70% in the areas of Math, Vocabulary, Reading, and Grammar. Applicants who achieve the required Evolve A2 score will be contacted by the College to complete the following:

- Application
- Application fee
- Background screening
- Any additional program-specific requirements as specified at the time of enrollment. A Health physical will be required and must be completed within the 6 months prior to the internship/practicum.

Applicants who wish to repeat the Evolve A2 to increase their score must submit a $30 non-refundable re-test fee. Current students in other programs wishing to transfer into a course of study requiring the Evolve A2 standards outline (CAP) will be required to take or retake the Evolve A2.

Once the applicant file is complete, the College will schedule an interview between the applicant and Program Coordinator/Director.

Students accepted into their program will receive a letter from the College via registered mail.

The College may choose two additional applicants to be given the opportunity to enroll in the program if an alternate individual is determined ineligible or decides not to begin class. These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment in the next cohort provided they remain eligible for admission.

Students must attend programmatic orientation as well as general orientation or risk being dismissed from the cohort.
Applying to the School of Nursing continued
Applicants who wish to repeat the Evolve A2 to increase their score must submit a $30 non-refundable re-test fee. Former Rasmussen College School of Nursing students who have not been enrolled within the last 12 months must successfully repeat the Evolve A2 to be deemed eligible for reenrollment. Current Rasmussen College students not enrolled in the School of Nursing but wishing to apply must follow the Rasmussen College School of Nursing admissions process.

Upon completing the application process, the completed files will be reviewed by the Admissions Coordinator or Representative to complete the following:
• Rasmussen College background check
• Information session
• Certified driving record documentation
• Criminal history record documentation
• Two-page written autobiography
• Health physical
• Psychological evaluation

Once the applicant file is complete, the Admissions Coordinator/Representative will schedule a face-to-face interview with the applicant and Program Coordinator/Dean. Following this interview, applicants can continue with the necessary steps to proceed, which include:
• Application
• Application fee (if deemed necessary)
• Provide official high school and college transcripts
• Any additional program-specific requirements as specified at the time of enrollment

Once the applicant file is complete, the Admissions Coordinator/Representative will schedule a face-to-face interview with the applicant and Program Coordinator/Dean. Following this interview, applicants can continue with the necessary steps to proceed, which include:
• Application
• Application fee (if deemed necessary)
• Provide official high school and college transcripts
• Any additional program-specific requirements as specified at the time of enrollment

Upon completing the application process, the completed files will be reviewed by the Acceptance Committee. A letter of acceptance will be sent via mail to the applicant. Applicants must also attend programmatic orientation as well as general orientation or risk being dismissed as an applicant.

Individual Progress
Students may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. To be considered for admission, individual progress students must complete the application form and attestation of high school graduation. The STEP test is not required for individual progress students. Individual progress coursework is assessed at the full cost per credit for each course. Individual progress students remain enrolled at Rasmussen College as long as they continue to select coursework and meet all additional requirements. Upon successful completion of their courses, individual progress students will receive a letter grade and be awarded credits. To enroll in a program at Rasmussen College, students must complete all remaining programmatic application requirements (including the STEP test). Eligible individual progress courses will be applied to their degree program, and count as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).

Immunization Requirements
Minnesota law (M.S. 135A.14) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Non-exempt students must submit the required vaccination information within 45 days after their first enrollment, or they cannot remain enrolled. Please see the campus for a list of possible exceptions.

In addition to other enrollment requirements, Allied Health and Nursing programs may require specific immunizations upon enrollment. Please see your campus for details.

Developmental Education
The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students and to providing educational opportunities to those who enroll. All new students who enroll in a degree, diploma, or certificate program are required to take the STEP reading, writing, and math placement tests. Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundations courses are prerequisites, or their equivalents, do not need to take the STEP test. Returning students who have not successfully completed the Foundations courses, their equivalents, or the courses for which Foundations courses are prerequisites must take the STEP test. Coursework in math or English that is numbered below 100 is considered to be developmental. STEP scores are used to appropriately place students in English and math courses according to skill level. See Entrance Assessment Table for placement scores. These credits are not counted toward graduation, and each must be passed with a grade of ‘C’ in order to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the foundation courses. Students who test at remediation level, and who wish to transfer courses that have foundations courses as prerequisites, must first complete the foundations courses. Students enrolled in foundation courses are eligible for financial aid. Foundation courses must be completed in conjunction with courses contained in an eligible program.

B097 Foundations of English I is not offered online. In addition, students who place at the level of either B097 Foundations of English I or B098 Foundations of English II are not eligible to enroll in fully online programs until the successful completion of B098.


Students who place at the level of B097 Foundations of English I or B098 Foundations of English II are not eligible to admission to Rasmussen College – Online.

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

Students with disabilities do not have to self-disclose or register with the Campus Accommodations Officer, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Officer to request such services. Students who are unsure of what 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 a Foundations level 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 enrollment student to feel that the STEP test results do not accurately reflect his or her true abilities or if the College determines a re-test is needed to accurately determine the student’s ability level. 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. Students who place at the level of B097 Foundations of English I are not eligible for program admission in any of the following campuses: Rasmussen College – Blaine, Rasmussen College–Brooklyn Park, Rasmussen College – Eagan, Rasmussen College – Eden Prairie, Rasmussen College – Lake Elmo, Rasmussen College– St. Cloud.

Allied Health Programs Grade Scale
The following grade scale applies to all PN, ML, MT, PB, PT, ST and MF coursework.
Letter Grade Percentage Range
A+ 90 to 100 %
A  89 to 90 %
B+  89 to 90 %
B 86 to 89 %
B-  85 to 86 %
C+  84 to 85 %
C 79 to 84 %
C-  79 to 78 %
D+  78 to 79 %
D 74 to 77 %
D-  73 to 74 %
F Below 73 %

Nursing Programs Grade Scale
The following grade scale applies to all PN coursework.
Letter Grade Percentage Range
A+  100 to 104 %
A  99 to 100 %
B+  90 to 99 %
B  89 to 90 %
B-  88 to 89 %
C+  87 to 88 %
C 79 to 87 %
C-  78 to 83 %
D+  73 to 78 %
D  Below 73 %

All grades are to be credits successfully completed with the exception of the “W/D” and “U/F” which is counted as an attempted course for the purposes of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress. See “Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines.”
Foundations Course Grading

1. All Foundations courses are satisfactory/un satisfactory (S/U/X) courses. In each of these courses, the final exam comprises 40% of the final grade. The remaining 60% of the final grade is determined by coursework.

2. Students automatically pass B998 Foundations of English II if they achieve a score of 25 or more (out of 35 items) on the final exam/end of quarter post-test in this class.

3. Students who do not achieve the scores listed above on their final exams may still pass these courses. In such cases, the final exam counts as 40% of their overall grade, with their weekly work comprising the remaining 60%.

The following grading scale is then used to determine if students have passed the courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Fail</td>
</tr>
<tr>
<td>D</td>
<td>Dangerously Poor</td>
</tr>
<tr>
<td>C</td>
<td>Competent</td>
</tr>
<tr>
<td>B</td>
<td>Outstanding</td>
</tr>
<tr>
<td>A</td>
<td>Exceptional</td>
</tr>
</tbody>
</table>

Repeating Failed Courses

Failed courses may be repeated, but only at regular tuition rates. Students repeating a course may count the credits for that course in a financial aid award calculation only if the original grade earned was an “F/F-A”. If a student elects to repeat a course for which a grade above “F/F-A” was earned, the credits are not included in the financial aid award calculation, thereby making the student responsible for payment-out-of-pocket at regular tuition rates. The credits for all repeated courses will be included in credits attempted for the purposes of determining the satisfactory progress evaluation, along with the credits from the first time the course was taken. The passing grade earned from a repeated course will replace the grade in the student’s cumulative GPA from the first time the student took the course. The student’s GPA should be recalculated to reflect the new letter grade.

Students who fail a required course twice may be able to switch to another program that does not include the course as a required part of the program curriculum. Students who fail a course twice, and who cannot switch to another program, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere and transfer it back in to Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of credit transfer, the “TR” replaces one of the “F/F-A” grades for purposes of GPA calculation. However, all of the course credits, both failed and transferred, count in the student’s Cumulative Completion Rate (CCR).

2x2 Matriculation Policy

Students who have completed an associate’s degree from an accredited institution may enroll in a Rasmussen College bachelor’s degree in the same program area (i.e., business degrees are available for business, accounting, criminal justice/law enforcement for criminal justice) with immediate junior-level standing. A block of 90 quarter credits for graduates from other accredited institutions or the number of credits earned from Rasmussen College graduates—minus any credits needed because of prerequisites and emphasis credits that are lacking—will be posted in the student’s academic transcript upon enrollment.

Students who have not completed emphasis courses or prerequisite courses for junior- or senior-level coursework may be required to complete the emphasis courses or prerequisites, depending on the applicability of their prior coursework. Students must complete the required number of total credits, including all emphasis credits, to graduate from the bachelor’s degree program installed.

Incomplete Grade Policy

An “IN” indicates an incomplete grade, and is a temporary grade for a course which a student cannot 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 class),
   d. the grade to be entered should the student notify the instructor of the work by the deadline (the calculated grade),
   e. instructors will have one week for grading, recalculation of grades and processing of all assignments required.

2. 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 incomplete grades. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
   a. the work to be completed must be regularly assigned work, identified in the course syllabus.
   b. the student can reasonably be expected to complete the work by the deadline.
   c. the student’s grade will be substantially improved.
   d. the student has demonstrated a commitment to completing work in a timely fashion.
   e. the course is not currently offered on-site or online.

Grading Policies

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 one week 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 second week of the subsequent quarter. Grade disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean.

Circumstances under which a grade change may be authorized later by or 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 appeals.

Program Changes

If a student chooses to change his/her academic program, the student defaults to the current catalog curriculum requirements. On occasion, a student may be in their original catalog, assuming the desired program is still offered. The student must provide written authorization to change the program. A new enrollment agreement will be completed only upon a resulting change in tuition.

Early Childhood Education AAS Degree and Business Management Bachelor’s Degree with Child Development Specialization

Students who have earned a CDA Credential with the Academy of Childcare, currently being offered by the National Council of Professional Recognition, and are enrolled in the Early Childhood Education Associate’s degree or Business Management – Business Administration Specialization Associate’s degree may request a waiver from Foundations of Child Development, Curriculum and Instruction; and Health, Safety and Nutrition if they wish.

The Academic Dean will review the student’s credential, and if the criteria are met, will waive the course requirements and the grades will be posted on the student record as a “CN.”

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:

- Emergencies situations that prevent a student from submitting a petition to receive an incomplete grade, regardless of such emergency (an automobile accident, hospitalization, car accident, death of a close family member, or mandatory military service).
- Misclassification of the final grade by the student.
- 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.

High School Professional Program

Rasmussen College waives tuition for High School Teachers and Counselors who meet the below criteria as part of this program. Participants are responsible for acquiring any books or materials needed for the class. Books may be purchased through the online bookstore. This program is only available to teachers and counselors in Minnesota, North Dakota, Florida, Illinois and Wisconsin. Current status as a high school professional will be verified by Rasmussen College prior to the initial start of the program. In order to qualify for this program, teachers and counselors must be employed at a high school (grades 9 – 12). Attendance is required at an orientation which must be completed prior to the start date of the professional’s first offer. Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in our online courses will be made available to high school teachers and counselors, each quarter. There is no maximum on cumulative number of classes that may be taken. Tuition-free courses for high school professionals are offered on a space-available basis, with priority given to other enrolled Rasmussen students who must complete the course as part of their degree program at Rasmussen College. Grades will be recorded as audit grades with the student classified as an unclassified student.

Independent Study Policy

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

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

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for the course in the quarter in question does not arise from the student’s decision to withdraw from the College 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 evaluate the student’s progress by reviewing work completed.

Independent study 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 weekly objectives defined by the syllabus for on-site class.
  c. Progress checks to be reviewed by the Dean.
  d. Standards of academic quality for the work to be completed.

ACADEMIC INFORMATION AND COLLEGE POLICIES
A C A D E M I C  I N F O R M A T I O N  A N D  C O L L E G E  P O L I C I E S

Independent Study Policy continued

1. If a bachelor’s degree program student has taken a previous lower-level Rasmussen College course that corresponds to an upper-level course, and the student has completed an equivalent of other lower-level credits, the lower-level course will be taken in internal transfer and a grade entry of “GW” 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 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.

Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technology, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

For some courses, industry certification may be considered for credit.

Course Withdrawals

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

Transfer Credit Policy

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

2. Students must request that official transcripts containing coursework be reviewed for transfer of credit be sent directly to Rasmussen College.

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

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

5. E242 Career Development is a course designed to facilitate lifetime career success and the completion of the Graduate Achievement Portfolio. Therefore, although transfer credits may be considered for the E242 Career Development course, it is not available for credit by examination. Further, if previous college credits are accepted in transfer for this course, students will be required to communicate with College placement representatives to review their employment status and to submit their Graduate Achievement Portfolio (which is a requirement for graduation). E150 Success Strategies is not available for credit by examination because its completion is deemed vital to student success. However, E150 will be considered for transfer if a similar course with appropriate content has been completed with a grade of C or higher at an accredited institution of higher education.

6. Rasmussen College awards quarter credits. In consideration of transfer courses, a semester credit is equivalent to 1.33 quarter credits.

7. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technology, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

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

   a. Transfer credits from accredited colleges, other than Rasmussen College, will be evaluated on course content.

   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 identical to general-education requirements will be considered in the General Education categories listed in the Rasmussen College catalog.

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

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

      i. The student completes an appeal form.

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

      iii. The student will receive written notice of the decision.

   f. Students who enter Rasmussen College are required to take the STEP placement exam. If a student tests at a level of remediation in English or Math, the College will not accept transfer of courses with prerequisites that require completion of the Foundations of Education or General Education courses.

   g. For courses that are not part of a conferred degree but are considered for transfer, credits for majorcore courses completed at other institutions must have been earned within the previous ten years of the transfer request date; for courses that are part of a conferred degree that are applicable to the program in which the student enrolls, the time restriction may be waived. Credits in information technology or computer science/computer applications completed at other institutions must have been earned within the previous five years of the transfer request date.

   h. The student will receive written notice of the decision.

   i. The student may then file an appeal through the following process:

      i. The student completes an appeal form.

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

      iii. The student will receive written notice of the decision.

   j. Credits in nursing completed at other institutions or at Rasmussen College must have been earned within the previous one year of the transfer request date. General education credits may be considered for transfer regardless of completion date.

   k. General education courses that are included as part of the major requirements are to be considered as general education credits for purposes of transfer.

Mobility Practical Nursing Block Transfer Courses

Students who have successfully completed a practical nursing program and hold a current MN practical nursing license will receive credit in the mobility program for the following courses through block transfer.

- NU105 Pharmacology
- NU120 Adult Medical Surgical Nursing I
- NU125 Clinical Nursing Skills I
- NU100 Critical Thinking in Nursing
- NU205 Human Nutrition

College Equivalency Credits

The College recognizes the following college-equivalency credits:

- Advanced Placement (AP) examinations administered by the College Board. A score of 3 or higher required. Applicable to General Education areas only.
- College-Level Examination Program (CLEP) examinations administered by the College Board. A score of 50 or higher required. Applicable to General Education areas only.
- DSST, DANTES, Excelsior College Exams. Passing scores are determined by the individual test requirements. Applicable to General Education areas only. (Nursing exams are not applicable.)
- PLA Credits

Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Campus Registrar.

Credits earned through college-equivalency programs will be posted on student transcripts as test-out credits (TO) and may not be assigned letter grades or applied to cumulative grade-point average credits. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technology, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

Requisites

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

General Education Philosophy

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

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

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

In addition to these cross-curricular general education concepts and skills, the general education coursework that is part of degree and diploma programs is organized into categories, each of which emphasizes a set of general knowledge and content areas.

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

In the area of Humanities, students will demonstrate understanding of different forms of art; the difference between creative and critical thinking; the elements associated with various art forms; and/or the function of creative production and expression in society.

In the area of Math and Natural Sciences, students will demonstrate understanding of the notation and terminology used in mathematics; the effect that such calculations accomplish; the difference between the valid and invalid use of data and statistics; the fundamental scientific processes; theories, facts, concepts, and principles; the difference between facts and opinions; and/or the steps of the scientific method.

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

General Education Requirements for Rasmussen College Credentials

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

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 sixteen (16) or twenty-four (24) additional upper division general education credits, depending on program, distributed across the following categories: Communication, Humanities, Math/Natural Science, and Social Science.

Diploma candidates must successfully complete twelve (12) credits of general education coursework, including English Composition, Communication, Humanities, and an additional course as designated by program.

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

Allied Health Externships, Practicums, and Clinicals

Exterships, internships, and practicums for Allied Health programs are to be conducted in Rasmussen-approved locations. Each practicum site will be established utilizing an agreement to determine the responsibilities of the practicum partner, Rasmussen College, and the participating student. Students must have completed their course of study in the chosen degree program. Students must maintain regular attendance and be in good academic standing. Students who do not complete all required practicum hours for the course will be assigned grades according to the Rasmussen College Drop Class Policy.
When a student notifies the College of withdrawal from a class:
1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.
2. Following the first week of the quarter and on or before the third Friday of the quarter, students will receive a W/D on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the third week of the quarter, students will receive an F/FA for any classes dropped.

Rasmussen College Early Honors Program

High School juniors and seniors have the opportunity to earn college credit through Rasmussen College’s Early Honors Program.

Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty.

Limitations
Although this catalog was prepared on the basis of the best information available at the time, all information (including the academic calendar, admission and graduation requirements, course offerings, course descriptions, online courses and programs, and statements of tuition and fees) is subject to change without notice. For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of the Rasmussen College’s curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary from time to time. The content of a course or program may be altered to meet particular class needs. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty.

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams or to secure employment in one’s chosen profession.

Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent. In addition, these students must complete an officially recognized first aid course in First Responder, Emergency Medical Technician, or Emergency Response to be eligible to sit for the Peace Officer Standards and Training (POST) licensing exam. Students must provide Rasmussen College with a copy of their required first aid certification (or any other certification that is their first responder card) for inclusion in the student’s file at Rasmussen College.

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 operation, including its meaning.

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

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

Student Senate
The Student Senate assists the College in providing a successful, positive, and rewarding atmosphere by organizing campus events.

The Student Senate meets on a regular basis. Students are encouraged to participate in the open forum discussions or may petition to be one of the board representatives.

The representatives include: President, Vice President, Treasurer, and Secretary.
Academic Information and College Policies

Military Leave and Refund
Enlisted students who are given official orders to deploy and cannot complete the academic quarter may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and mandatory fees for the term subject to applicable laws governing federal or state financial aid programs and allocation or refund as required under those programs. Students will not receive credit toward a grade for classes from which they withdraw.

Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the appropriate Excess Funds Form (completed upon enrollment).

Students in good standing who withdraw under this policy may be readmitted and re-enrolled under the catalog it is current or at the time of re-enrollment, without penalty or redetermination of admission eligibility, within one year following their release from active military service.

Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of enrollment.

Medical Leave of Absence and Medical Withdrawal Policy
Medical Leave: Each leave will be for one quarter and can be extended through the following quarter if the student is engaged in less than two consecutive quarters, although there is no limit to the total number of quarters that a student may accumulate.

Medical leave is intended for students who need to take time away from Rasmussen College for health reasons.

Medical Withdrawals may be one of the following:
1. Medical Withdrawal: intended for students who do not return to Rasmussen College.
2. Involuntary Medical Withdrawal: initiated by campus administration for students who are suspended or are dismissed due to conduct policy violations or who pose a direct threat to themselves or others.

Applying for a leave or withdrawal:
To apply for a Medical Leave or Medical Withdrawal the student must obtain the application form from the Campus Accommodations Officer, have it signed by the appropriate person(s), and return the completed form to the Campus Accommodations Officer.

When a Student Wants to Return After a Medical Leave of Absence or Medical Withdrawal:
To return from Medical Leave, the student must contact the Campus Accommodations Officer prior to the first day of classes to complete a re-admission application. Additionally, the Campus Accommodations Officer must receive a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College.

Students must be cleared by all of the following once the re-admission application is received: Dean of Student Learning, Financial Aid Office and Campus Director.

Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal:
1. If a student is granted Medical Leave or a Medical Withdrawal on or before the close of the drop/add period the course(s) will be dropped without being recorded on the student’s transcript and tuition will not be charged.
2. A grade of “WX” will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College for the first time following the first week of the quarter.
Involuntary Medical Withdrawal Appeal Process
A student who is placed on an Involuntary Medical Withdrawal may appeal the decision to the College President within three (3) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The College President (or their designee) has three (3) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final. The College President (or their designee) may extend the time limits set forth above as necessary. While the appeal is pending, the original decision of Campus Administration will stand.

When a Student Wants to Return After an Involuntary Medical Withdrawal
Re-enrollment will require a completed re-admission application from the student along with a letter from the student’s professional therapist and/or physician stating the student's medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College. Students must be cleared by all of the following once the re-admission application is received:

Dean of Student Learning, Financial Aid Office, and Campus Director

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

• All refund monies shall first be applied to reduce the student’s Federal Direct Unsubsidized Stafford, Federal Direct Subsidized Stafford, and Federal Direct Plus loans received on behalf of the student.
• Any remaining refund monies will then be applied to reduce the student’s Federal Pell Grant award.
• Any remaining refund monies will then be applied to reduce the student’s Federal SEOG award.
• Other Federal SFA Programs authorized by Title IV Higher Education Act (if any).

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

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

- Amount of Institutional Share of the Title IV Refund
- Remaining refund due to the State Aid Programs(*)

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

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

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

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

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

Library Fine Policy
Rasmussen College Library reserves the right to collect late fees for Rasmussen Library materials that are kept out past the due date without renewal. The current late fee is as follows: $0.20 per hour for 5 hours, the maximum late fine is $10.00.

After the materials are kept out past the maximum late period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge the cost of replacing the item plus a $5.00 processing fee. In the event that replaceable items are lost or damaged, the library will charge up to $100.00. Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late.

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

The College may ensure that students pay their fines at Rasmussen College Library or other libraries by withholding the student’s grade report, transcript, diploma, degree or certificate.

There are many instances when campus libraries may check out materials for patrons from other libraries with an institutional card. The College believes that this is an extension of its services and that it benefits the busy patron who is unclear how to navigate a variety of different library databases. When materials are checked out in these instances and the librarian is unable to get the other library to dismiss the fines, either Rasmussen College will pay the fine or the patron will be notified of the amount of the fine and may be held accountable by the College.

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

Non-Discrimination Policy
Rasmussen is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the only acceptable way to operate our College. Rasmussen employment practices conform both with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, compensation, and benefits.

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

It is a violation of policy for any of our employees to speak to any member of the College community in an offensive manner that is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to recruit, retain, employ, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance.

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 employee, 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 report the incident to an advisor and the College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences. While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed, the College will be committed to protect it to the greatest degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

If the person bringing the complaint is willing to be identified to others but not the person against whom the complaint is made, the College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences. While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed, the College will be committed to protect it to the greatest degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

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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) and when the College receives any reports from two or more different people that an individual has engaged in other forms of sexual harassment, the College may inform the person complained against without revealing the identity of the complainants.

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

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

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

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

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

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Verbal sexual advances or propositions;
- Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
- Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements; and
- Physical conduct, such as: touching, assault, or impeding or blocking movements.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under the third part of the definition often consists of callous insensitivity to the experience of others.

Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including the treatment of women, that is acceptable to and welcomed by both parties, are not considered to be harassment, including sexual harassment.

There are basically two types of sexual harassment:

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

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

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

Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or customers. Hostile environment harassment consists of verbal or physical conduct of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment.

Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling fall into this category.

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

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

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

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

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

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

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 or another, the threat of use to a weapon by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by state laws on Criminal Sexual Conduct and Under the Crime Victims Bill of Rights.

Formal Complaints by Students and Employees
a. A formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as an aid to 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 informal 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. If it is necessary for the College to speak to any other person 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 complaint will be informed of procedures being followed throughout the investigation although not of the specific communications held with the person complained against.

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

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

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

1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President; or

2. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or

3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

Following receipt of the report, the Campus Director, Associate Campus Director/Director of Campus Operations or will report their findings to an Executive Vice President or President with appropriate recommendations. The President will 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 may, in good faith claim of a suspected violation of its policies about inappropriate behavior or participates in an investigation. Complaints of retaliation (actual, threatened, or feared) should be directed to the Campus Director.

Complaint Process. If a party to a complaint does not agree with its resolution, that party may appeal to Corporate Counsel.

Recommended Corrective Action
The purpose of any recommended corrective action to resolve a complaint will be to correct or to remedy the injury, if any, to the complainant and to prevent further harassment. Recommended action may include counseling; a written or verbal reprimand of the harasser; suspension, dismissal, demotion, or transfer of the harasser; 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, the Executive Vice President or the President will be notified. The Executive Vice President or President may recommend appropriate disciplinary action, up to and including suspension from the College or termination of employment or enrollment.

Sexual Violence
Rasmussen College expects that all employees and students will conduct themselves in a responsible manner that shows respect for others and the community at large. The same behavioral standards apply to employees as to students.

As part of the larger community we are subject to, abide by, and support federal, state and local statutes and ordinances regarding criminal sexual conduct.

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

The administrative office at each campus shall, at all times, provide all available (if available) of local law enforcement agencies and sexual assault centers that are to be called for immediate help. If the assault takes place outside the College Campus or other Rasmussen facility, the victim/survivor should immediately contact the police or local law enforcement agencies and sexual assault centers that are to be called for immediate help. If the assault takes place outside the College Campus or other Rasmussen facility, the victim/survivor should immediately contact the police or local law enforcement agencies and sexual assault centers that are to be called for immediate help.
Sexual Violence continued

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 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, or Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident;
3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;
5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;
7. The assistance of campus or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes; and
8. Further information can be obtained from either of the following sources:

North Dakota Victim Service Program
http://www.nd.gov/doc/programs/victims.html
701-328-6183 or 888-568-4410

Minnesota Department of Human Rights
190 E 5th Street, Suite 700
St. Paul, MN 55101
1-800-657-3704 • (651) 296-7274
TTY (651) 296-1283
http://www.humanrights.state.mn.us/

Office of Justice Programs
(651) 201-7310 • 800-247-0390
Website: www.ogp.state.mn.us

The campus administration will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victim Reparations Board. For further information refer to the Office of the Crime Victim Ombudsman website:
http://www.consumer.state.mn.us/851-642-5054 or the Crime Victim Reparations Board website at:
http://www.consumer.state.mn.us/MCCVS/(651-282-4100).
Grievance Policy

In the event an applicant, student, graduate, former student, other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:

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

Students or other interested parties may also contact:
- 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
- The Higher Learning Commission (www.ncahlc.org), a commission of the North Central Association of Colleges and Schools
  30 North La Salle Street, Suite 2400
  Chicago, IL 60602-2504
  (312) 263-0456.

Appeal Procedure

Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their appeal.

For appeals involving academic issues such as final grades, students should appeal first to their instructor within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, who will have one week from the time they are contacted by students to consider any such appeals, students should appeal to the Academic Dean for their campus. If the issue remains unresolved after a thorough investigation of the matter by the Academic Dean, who will have one week from the time they are contacted by students to consider any such appeals, students may submit a written statement of appeal to the Assistant Vice President of Academic Affairs thereafter. Response will be given within 30 days.

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

Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Students who feel they have been unjustly treated can request the Campus Director to hear their appeal.

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

Arbitration

Any controversy or claim arising out of, or relating to a current or former student’s recruitment by, enrolment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (the “Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator shall have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and administrative costs paid by the American Arbitration Association but otherwise the Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney’s fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or result of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

Disclosure Policy

Availability of financial information regarding the College may be requested by the Student.

Statement of Ownership

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

Corporate Officers:
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- J. Michael Locke, President, Chief Executive Officer, Secretary
- Susan Falotico, Executive Vice President, Chief Financial Officer, Assistant Secretary
- Krista A. Waite, Executive Vice President, President/CEO of Rasmussen College, Inc. and President of Rasmussen College
- Craig E. Pines, Executive Vice President
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 each quarter or semester. A three-quarter time student must be enrolled for and successfully complete a minimum of 6, 7, or 8 credit hours per quarter of attendance. A half-time student must be enrolled for and successfully complete a minimum of 4, 5, or 6 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/D" and "U/N," which are counted as an attempted course for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress.

Courses which have been transferred from other institutions will be listed on the student’s transcript with a "TR" designation. Courses for which a student has received credit by examination will be listed as "TO" (Test-Out) on the student’s transcript. Grade points from institutions other than Rasmussen College and credit by examination will not be computed in the Rasmussen College grade point average, but they will be counted as credits attempted and earned for determining Satisfactory Progress. All credits that are considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are therefore also treated as attempted.

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.

- 1. A Cumulative Grade Point Average (CGPA)
- 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 completion of any degree or certificate.
- 3. A Cumulative Completion Rate (CCR)
- 4. 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.
- 5. 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 following will not be considered as credits successfully completed or earned:

- FFA, ULN, W/D, U/N. In addition, Foundation 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 CGP (the necessary percentage of attempted/earned credits), or duration of eligibility requirements, the student is placed on academic warning during the subsequent quarter. After counseling, the student signs an agreement to the conditions of the warning period. During the academic warning period, eligibility for financial aid continues.

The Surgical Technologist AAS program at the Brooklyn Park and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Program Details include a minimum of 12 credit hours attempted each quarter in order of priority: successful completion of the course, followed by fiscal aid. A student who does not meet the 2.00 CGPA, CCR, or duration of eligibility requirements at the end of the academic warning period will be placed on academic probation. Students who are placed on academic probation do not receive financial aid.

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

Mitigating Circumstances: Academic Probation and Termination from college, due to probationary status may be appealed to the Academic Review Committee. This committee is composed of the Academic Dean and two instructors who will determine if mitigating circumstances apply. All appeals must be made in writing addressing the nature of the circumstances that warranted 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 included in the student’s CGPA and CCR.

Students who withdraw from the institution and later re-enter the College in the same program are treated as continuing students and must meet program requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. 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 CGPA and CCR requirements will be followed from the re-entry point and for each quarter thereafter.
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