110 Years of Academic Excellence
2010–11 CATALOG & STUDENT HANDBOOK

Effective August 9, 2010. This edition replaces previous editions.

WISCONSIN
Wisconsin Campus Locations:
Appleton • Green Bay • Wausau

INSIDE THIS CATALOG
• Programs Of Study
• Course Descriptions
• College Policies
• Administration
• Faculty & Staff

www.Rasmussen.edu
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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  Lake Michigan Area

Kristi A. Waite
– President, Rasmussen College

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Enrollment Procedures

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 program 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. Potential 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>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gift Aid</strong></td>
<td><strong>Federal Pell Grant Program</strong></td>
<td>Grant based on financial need.</td>
<td>$555 - $5550</td>
</tr>
<tr>
<td><strong>Federal Supplemental Educational Opportunity Grant (SEOG)</strong></td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid — Awarded by the College</td>
</tr>
<tr>
<td><strong>Academic Competitiveness Grant (ACG)</strong></td>
<td>Award based on Pell Grant eligibility and academic rigor requirements of state high school coursework eligibility.</td>
<td>$750 for first year; $1300 for second year</td>
<td>Free Application for Federal Student Aid</td>
</tr>
<tr>
<td><strong>Employment</strong></td>
<td><strong>Federal Work Study</strong></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>
</tr>
<tr>
<td><strong>Federal Loan Programs</strong></td>
<td><strong>Federal Subsidized Stafford Loan Program</strong></td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500, 2nd Year - $4,500, 3rd Year+ - $5,500</td>
</tr>
<tr>
<td><strong>Federal Unsubsidized Stafford Loan Program</strong></td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half-time. Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st &amp; 2nd Year $6000, 3rd Year &amp; above $7000.</td>
<td></td>
<td>Free Application for Federal Student Aid and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td><strong>Federal Parent Loan for Undergraduate Students (PLUS)</strong></td>
<td>For credit-worthy parents of dependent undergraduates. Up to college cost of attendance.</td>
<td></td>
<td>PLUS application and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td><strong>Veterans’ Benefits</strong></td>
<td><strong>Veterans’ Benefits</strong></td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component. Monthly benefit based on service contributions</td>
<td>Veterans Administration or Veterans Service Officer</td>
</tr>
</tbody>
</table>
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 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. (Students who interrupt attendance under the Medical Leave or Involuntary Medical Withdrawal policy are exempt from this limit.)*

*The GPA Scholarships cannot be used in conjunction with Corporate Partner discounts.*

**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 dependent 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 an tuition discount from Rasmussen College for eligible employees. Contact your campus for details.

**On-Time Graduation Scholarship and Accelerated Graduation Scholarship**

Rasmussen College is committed to helping students get their degree and start their new careers. To help our students reach that goal faster, Rasmussen 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.

**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>GPA Range</th>
<th>Scholarship</th>
<th>Associates</th>
<th>bachelor's</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.75 – 3.99</td>
<td>Director's Award</td>
<td>$4,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>3.50 – 3.74</td>
<td>Platinum Circle Award</td>
<td>$3,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>3.25 – 3.49</td>
<td>Gold Circle Award</td>
<td>$2,500</td>
<td>$4,000</td>
</tr>
<tr>
<td>3.00 – 3.24</td>
<td>Silver Circle Award</td>
<td>$2,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>2.75 – 2.99</td>
<td>Achievement Award</td>
<td>$1,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>2.00 – 2.74</td>
<td>Success Award</td>
<td>$1,000</td>
<td>$1,200</td>
</tr>
</tbody>
</table>

Additional, 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.

If you apply for admission prior to January 30, your award is:

- $8,000
- $4,000
- $2,000
- $1,200
- $1,000

If you apply between January 30, and April 30, your award is:

- $8,000
- $4,000
- $2,000
- $1,200
- $1,000

If you apply for admission prior to January 30, your award is:

- $6,000
- $3,000
- $2,000
- $1,200
- $1,000

If you apply between January 30, and April 30, your award is:

- $6,000
- $3,000
- $2,000
- $1,200
- $1,000

If you apply for admission prior to January 30, your award is:

- $4,000
- $2,000
- $1,200
- $1,000

If you apply between January 30, and April 30, your award is:

- $4,000
- $2,000
- $1,200
- $1,000

If you apply for admission prior to January 30, your award is:

- $2,000
- $1,200
- $1,000

If you apply between January 30, and April 30, your award is:

- $2,000
- $1,200
- $1,000
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>

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

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Communication (Select 1 course)</td>
<td></td>
</tr>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities (Select 2 courses)</td>
<td></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>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>G150</td>
<td>Natural Sciences (required course)</td>
<td></td>
</tr>
<tr>
<td>G172</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>

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>M135</td>
<td>Pharmacology for the Allied Health Professionals</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 90*

This Degree Program is also offered online

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

** 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).

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

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.
### 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.

<table>
<thead>
<tr>
<th>Foundation Courses</th>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
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<th>Number</th>
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<tbody>
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<td>G124</td>
<td>English Composition</td>
<td>(Required course)</td>
<td>4</td>
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<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
<td></td>
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<tr>
<td>G123</td>
<td>Humanities</td>
<td>4</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
<td></td>
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<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
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<td></td>
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<table>
<thead>
<tr>
<th>Major and Core Courses</th>
<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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<td>E150</td>
<td>Success Strategies</td>
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<td>E242</td>
<td>Career Development</td>
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<td>M120</td>
<td>Medical Terminology</td>
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<td>Medical Writing, Style and Grammar</td>
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<td>Medical Transcription</td>
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**Total Degree Credits:** 90*

*This Degree Program is also offered online

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

## Medical Assisting AAS Degree**

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

**Career Areas**  • Medical Assistant  • Medical Office Administrative Assistant

### 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 student to seek national certification as a medical assistant.

### General Education Courses

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<thead>
<tr>
<th>Number</th>
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<tr>
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<td>English Composition</td>
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<td>Introduction to Communication</td>
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<tr>
<td>G145</td>
<td>Film Appreciation</td>
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<td>Creative Writing</td>
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<td>G227</td>
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### Foundation Courses

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<td>B099</td>
<td>Foundations of Math</td>
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### Major and Core Courses

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<th>Number</th>
<th>Course</th>
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<tr>
<td>D132</td>
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<td>M200</td>
<td>Medical Office Procedures</td>
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<td>Medical Law and Ethics</td>
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<tr>
<td>MA110</td>
<td>Clinical Skills I</td>
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<tr>
<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>MA250</td>
<td>Radiography Skills</td>
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### Total Degree Credits

91*

*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.

This program is available only at the Green Bay and Wausau campuses.

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.
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.

Foundation Courses

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

General Education Courses

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<th>Number</th>
<th>Course</th>
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<tr>
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<td>G145</td>
<td>Film Appreciation</td>
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<td>Creative Writing</td>
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<td>G220</td>
<td>Writing About Literature</td>
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<td>G224</td>
<td>Introduction to Critical Thinking</td>
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<td>G225</td>
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<td>Introduction to Literature</td>
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<td><strong>Math</strong></td>
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<td>G215</td>
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<td>G239</td>
<td>Introduction to Astronomy</td>
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<td>G245</td>
<td>Introduction to Geology</td>
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<td>Principles of Economics</td>
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<td>G142</td>
<td>Introduction to Sociology</td>
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<td>G204</td>
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<td>G242</td>
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<td>G270</td>
<td>United States History: 1900 to the Present</td>
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Major and Core Courses

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Total Degree Credits 111*

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

This program is available only at the Green Bay campus. The Medical Laboratory Technician Program at the Bismarck, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud Campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

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.
Foundation Courses

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<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tr>
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<td>B099</td>
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HUMANITIES (SELECT 2 COURSES)

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MATH (REQUIRED COURSE)

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NATURAL SCIENCES (SELECT 1 COURSE)

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<td>Introduction to Astronomy</td>
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SOCIAL SCIENCES (SELECT 2 COURSES)

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</tr>
<tr>
<td>G270</td>
<td>United States History: 1900 to the Present</td>
<td>4</td>
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Note: Students who take Principles of Economics may not take Macroeconomics or Microeconomics.

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<td>Professional Communication</td>
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<td>Structure and Function of the Human Body</td>
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<td>PT120</td>
<td>Pharmacy Math and Dosages</td>
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<tr>
<td>S115</td>
<td>Keyboarding I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits 90*

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

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 medical terminology, medical law and ethics, and pharmacy math. They understand the theory of pharmacy practice. Graduates can receive, interpret, input, and fill prescriptions, and can use software programs to complete these tasks. They can perform pharmacy tasks in retail and hospital pharmacy settings. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, honesty and integrity, compassion for patients, and patient confidentiality.
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

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.

General Education Courses

<table>
<thead>
<tr>
<th>Lower Level</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>B124</td>
<td>English Composition</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communication</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B140</td>
<td>Introduction to Communication</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B227</td>
<td>Oral Communication</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B125</td>
<td>Humanities</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B145</td>
<td>Film Appreciation</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B201</td>
<td>Creative Writing</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B220</td>
<td>Writing About Literature</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B225</td>
<td>Ethics</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B230</td>
<td>Introduction to Literature</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B238</td>
<td>Conversational Spanish</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Math (Required course)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

Natural Sciences (Select 1 course)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>B215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>B239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>B245</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
</tbody>
</table>

Social Sciences (Required courses)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B203</td>
<td>Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>B204</td>
<td>Microeconomics</td>
<td>4</td>
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</tbody>
</table>

Upper Level

<table>
<thead>
<tr>
<th>Communication (Select 1 course)</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B324</td>
<td>Advanced Composition</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B332</td>
<td>Visual Communication in the Media</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Humanities (Select 1 course)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B330</td>
<td>American Literature</td>
<td>4</td>
</tr>
<tr>
<td>B335</td>
<td>Contemporary World Literature: 1900 to the Present</td>
<td>4</td>
</tr>
<tr>
<td>G420</td>
<td>Studies in American Literature and Culture</td>
<td>4</td>
</tr>
<tr>
<td>G435</td>
<td>Literature of American Minorities</td>
<td>4</td>
</tr>
<tr>
<td>G440</td>
<td>Political Thought</td>
<td>4</td>
</tr>
</tbody>
</table>

Math/Natural Sciences (Select 1 course)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B328</td>
<td>Human Uses of the Environment</td>
<td>4</td>
</tr>
<tr>
<td>B346</td>
<td>Physical Geography</td>
<td>4</td>
</tr>
<tr>
<td>B350</td>
<td>Conservation of Resources</td>
<td>4</td>
</tr>
<tr>
<td>G434</td>
<td>Gender in Math and Science</td>
<td>4</td>
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</tbody>
</table>

Social Sciences (Select 2 courses)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G333</td>
<td>American Religious History</td>
<td>4</td>
</tr>
<tr>
<td>G355</td>
<td>Geography of the United States and Canada</td>
<td>4</td>
</tr>
<tr>
<td>G360</td>
<td>Contemporary World Religions</td>
<td>4</td>
</tr>
<tr>
<td>G365</td>
<td>Social Problems</td>
<td>4</td>
</tr>
<tr>
<td>G380</td>
<td>Visions of America Since 1945</td>
<td>4</td>
</tr>
<tr>
<td>G401</td>
<td>Comparative Politics</td>
<td>4</td>
</tr>
<tr>
<td>G425</td>
<td>Work and Family</td>
<td>4</td>
</tr>
</tbody>
</table>

Total lower division general education credits 32
Total upper division general education credits 24
BUSINESS MANAGEMENT BACHELOR OF SCIENCE DEGREE

BUSINESS MANAGEMENT • HUMAN RESOURCES • INFORMATION TECHNOLOGY • INTERNET MARKETING

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

Career Areas • Sales Worker Supervisor • Human Resource Manager
• Marketing Manager • E-Retail Manager • Director • Operations Manager

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

B216 Network Fundamentals for Business Professionals 3
B220 Project Planning and Documentation 4
N300 Introduction to Computer Science Concepts 3
N330 MIS Techniques 3
N340 Information Technology Project Management 4
N400 Programming Languages Principles 3
N410 Database Management and Administration 3
N420 Network Security and Cryptography 3
N430 Computer Forensics 3

Total Credits 29

Total Degree Credit Hours

Total lower division major/core credits 45
Total upper division major/core credits 51
Total Specialization credits 28 – 29
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

**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.

### General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Lower Level</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Communication</strong> (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><strong>Humanities</strong> (Select 2 courses)</td>
<td></td>
</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G145</td>
<td>Film Appreciation</td>
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<td>Creative Writing</td>
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<tr>
<td>G202</td>
<td>Writing About Literature</td>
<td>4</td>
</tr>
<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td></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></td>
<td><strong>Math</strong> (Required course)</td>
<td></td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Natural Sciences</strong> (Select 1 course)</td>
<td></td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>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>
<tr>
<td></td>
<td><strong>Social Sciences</strong> (Both courses are required)</td>
<td></td>
</tr>
<tr>
<td>G203</td>
<td>Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>G204</td>
<td>Microeconomics</td>
<td>4</td>
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<tr>
<td></td>
<td><strong>Upper Level</strong></td>
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</tr>
<tr>
<td>G324</td>
<td>Advanced Composition</td>
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</tr>
<tr>
<td>G440</td>
<td>Political Thought</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Math/Natural Sciences</strong> (Select 1 course)</td>
<td></td>
</tr>
<tr>
<td>G328</td>
<td>Human Uses of the Environment</td>
<td>4</td>
</tr>
<tr>
<td>G346</td>
<td>Physical Geography</td>
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<td>Conservation of Resources</td>
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<td>Gender in Math and Science</td>
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<td><strong>Social Sciences</strong> (Select 2 courses)</td>
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</tr>
<tr>
<td>G333</td>
<td>American Religious History</td>
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<td>Geography of the United States and Canada</td>
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<td>Social Problems</td>
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<td>Visions of America Since 1945</td>
<td>4</td>
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<tr>
<td>G401</td>
<td>Comparative Politics</td>
<td>4</td>
</tr>
<tr>
<td>G425</td>
<td>Work and Family</td>
<td>4</td>
</tr>
</tbody>
</table>

### Foundation Courses

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

### 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 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.

---

### Required courses

- G401 Comparative Politics
- G380 Visions of America Since 1945
- G365 Social Problems
- G330 American Literature
- G435 Literature of American Minorities
- G430 Regulation and Compliance in Healthcare
- G230 Introduction to Literature
- G335 Contemporary World Literature: 1900 to the Present
- G420 Studies in American Literature and Culture
- G425 Work and Family
- G434 Gender in Math and Science
- G440 International Healthcare
- G490 Healthcare Management Capstone

---

### Career Areas
- Health and Human Services director
- Compliance Analyst
- Home Care Health Director
- Physician Office Manager
### Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</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>Domain</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>G124 English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td>G141 Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G227 Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>Humanities</td>
<td>G125 Humanities</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G145 Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G201 Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G220 Writing About Literature</td>
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</tr>
<tr>
<td></td>
<td>G224 Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G225 Ethics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G230 Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G238 Conversational Spanish</td>
<td>4</td>
</tr>
<tr>
<td>Math (Required course)</td>
<td>G233 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>G130 Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G215 Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>G203 Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G204 Microeconomics</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>A140</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>A141</td>
<td>Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>A177</td>
<td>Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>A269</td>
<td>Income Tax</td>
<td>4</td>
</tr>
<tr>
<td>A276</td>
<td>Financial Investigations</td>
<td>4</td>
</tr>
<tr>
<td>A280</td>
<td>Accounting Capstone</td>
<td>2</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B232</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Marketing</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>B234</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>D279</td>
<td>Computer Focused Principles</td>
<td>3</td>
</tr>
<tr>
<td>D181</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
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<tr>
<td>F108</td>
<td>Financial Markets and Institutions</td>
<td>3</td>
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</tbody>
</table>

**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.

### 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.
OBJECTIVE

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

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

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
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<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>
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<tr>
<td>G200</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>
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<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>
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<tbody>
<tr>
<td>G233</td>
<td>College Algebra</td>
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</table>

Natural Sciences (Select 1 course)

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

Social Sciences (Both courses are required)

<table>
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<tbody>
<tr>
<td>G203</td>
<td>Macroeconomics</td>
<td>4</td>
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<td>G204</td>
<td>Microeconomics</td>
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Major and Core Courses

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

Business Administration Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>A177</td>
<td>Payroll Accounting</td>
<td>4</td>
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<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>D181</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>D279</td>
<td>Computer Focused Principles</td>
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</table>

Total Degree Credits 93*

This Degree Program is also offered online

Call Center Management Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B272</td>
<td>Call Center Strategic Leadership</td>
<td>4</td>
</tr>
<tr>
<td>B275</td>
<td>Call Center Customer Service Representative Skills</td>
<td>4</td>
</tr>
<tr>
<td>B276</td>
<td>Call Center Labor Force Management</td>
<td>4</td>
</tr>
<tr>
<td>B278</td>
<td>Call Center Operations Management</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 95*

This Degree Program is also offered online

Child Development Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>E110</td>
<td>Early Childhood Education</td>
<td>4</td>
</tr>
<tr>
<td>E120</td>
<td>Health, Safety, and Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>E211</td>
<td>Dynamics of the Family</td>
<td>4</td>
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</table>

Total Degree Credits 95*

This Degree Program is also offered online

Entrepreneurship Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B146</td>
<td>Introduction to Entrepreneurship</td>
<td>4</td>
</tr>
<tr>
<td>B240</td>
<td>Entrepreneurial Product and Service Planning</td>
<td>4</td>
</tr>
<tr>
<td>B244</td>
<td>Entrepreneurial Finance: Capitalization for the Entrepreneur</td>
<td>4</td>
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</tbody>
</table>

Total Degree Credits 91*

This Degree Program is also offered online

Human Resource Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B249</td>
<td>Risk Management and Insurance</td>
<td>4</td>
</tr>
<tr>
<td>B250</td>
<td>Training and Development</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B268</td>
<td>Compensation and Benefits Management</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 95*

This Degree Program is also offered online

Internet Marketing Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B218</td>
<td>E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>B228</td>
<td>Search Engine Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B231</td>
<td>Web Media Marketing</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 91*

This Degree Program is also offered online

Marketing and Sales Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B140</td>
<td>Sales Techniques</td>
<td>4</td>
</tr>
<tr>
<td>B218</td>
<td>E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>B263</td>
<td>Principles of Advertising</td>
<td>4</td>
</tr>
<tr>
<td>R200</td>
<td>Principles of Retailing</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 95*

This Degree Program is also offered online

* Credit totals do not include Foundations of English VII 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.
EARLY CHILDHOOD EDUCATION AAS DEGREE
CHILD AND FAMILY STUDIES • CHILD DEVELOPMENT
ENGLISH LANGUAGE LEARNER • CHILD WITH SPECIAL NEEDS
Standard Length of Program • 6 Quarters Full-Time • 8 Quarters Part-Time
Career Areas • Early Childhood Instructor • Child Care Administrator
• Early Childhood Paraprofessional • Child Care Center Director

OBJECTIVE

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

Foundation Courses

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

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

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td></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>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>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<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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</tbody>
</table>

Social Sciences (Select 2 courses)

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
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</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>Microeconomics</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>
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</table>

English Language Learner Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EC240</td>
<td>Introduction to English Language Learners</td>
<td>4</td>
</tr>
<tr>
<td>EC241</td>
<td>Language and Literacy Acquisition</td>
<td>4</td>
</tr>
<tr>
<td>EC242</td>
<td>Involving Parents of English Language Learners</td>
<td>4</td>
</tr>
<tr>
<td>EC243</td>
<td>Curriculum and Instruction for English Language Learners</td>
<td>4</td>
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</tbody>
</table>

Child with Special Needs Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EC250</td>
<td>Advocating for Children with Special Needs</td>
<td>4</td>
</tr>
<tr>
<td>EC251</td>
<td>The Inclusive Classroom</td>
<td>4</td>
</tr>
<tr>
<td>EC252</td>
<td>The Exceptional Child</td>
<td>4</td>
</tr>
<tr>
<td>EC253</td>
<td>Curriculum and Instruction for Children with Special Needs</td>
<td>4</td>
</tr>
</tbody>
</table>

BUSINESS MANAGEMENT AAS DEGREE
Child Development • See School of Business on Page 16
CRIMINAL JUSTICE BACHELOR OF SCIENCE DEGREE

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

Career Areas • Detective Investigator • Probation/Parole Officer • Crime Victims Advocate • Juvenile Justice Specialist • Homeland Security Supervisor

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.

Foundation Courses

<table>
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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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<tr>
<td>B098</td>
<td>Foundations of English II</td>
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<td>Foundations of Math</td>
<td>4</td>
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</table>

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General Education Courses

Lower Level

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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<td>G124 English Composition</td>
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</tr>
<tr>
<td>Communication</td>
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</tr>
<tr>
<td>G141 Introduction of Communication</td>
<td>4</td>
</tr>
<tr>
<td>G227 Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
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<tr>
<td>G125 Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G145 Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>G201 Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G220 Writing About Literature</td>
<td>4</td>
</tr>
<tr>
<td>G224 Introduction to Critical Thinking</td>
<td>4</td>
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<tr>
<td>G225 Ethics</td>
<td>4</td>
</tr>
<tr>
<td>G230 Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G238 Conversational Spanish</td>
<td>4</td>
</tr>
</tbody>
</table>

Math (Required course)

G233 College Algebra

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

Social Sciences (Required courses)

G142 Introduction to Sociology

G148 General Psychology

Upper Level

Communication (Select 1 course)

G324 Advanced Composition

G332 Visual Communication in the Media

Humanities (Select 1 course)

G330 American Literature

G335 Contemporary World Literature: 1900 to the Present

G420 Studies in American Literature and Culture

G435 Literature of American Minorities

G440 Political Thought

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

Social Sciences (Select 2 courses)

G333 American Religious History

G355 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

Total lower division general education credits 32

Total upper division general education credits 24

* 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.

** 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.

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D112</td>
<td>Computer Applications</td>
<td></td>
</tr>
<tr>
<td>D113</td>
<td>and Business Systems Concepts</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>J100</td>
<td>Introduction to Criminal Justice</td>
<td></td>
</tr>
<tr>
<td>J101</td>
<td>Criminal Justice</td>
<td></td>
</tr>
<tr>
<td>J115</td>
<td>Introduction to Corrections</td>
<td></td>
</tr>
<tr>
<td>J120</td>
<td>Policing in America</td>
<td></td>
</tr>
<tr>
<td>J124</td>
<td>Criminal Law and Procedures</td>
<td></td>
</tr>
<tr>
<td>J200</td>
<td>Domestic Violence</td>
<td></td>
</tr>
<tr>
<td>J205</td>
<td>Juvenile Justice</td>
<td></td>
</tr>
<tr>
<td>J230</td>
<td>Drugs and Crime</td>
<td></td>
</tr>
<tr>
<td>J235</td>
<td>Ethics in Criminal Justice</td>
<td></td>
</tr>
<tr>
<td>J280</td>
<td>Contemporary Issues in Criminal Justice</td>
<td></td>
</tr>
<tr>
<td>J410</td>
<td>Criminal Justice Leadership and Management</td>
<td></td>
</tr>
<tr>
<td>J415</td>
<td>Crime Prevention</td>
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<tr>
<td>J471</td>
<td>Fieldwork in Criminal Justice</td>
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<tr>
<td>J472</td>
<td>Fieldwork in Criminal Justice II</td>
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</tr>
<tr>
<td>J490</td>
<td>Critical Issues in Criminal Justice</td>
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</table>

Client Services/Corrections Specialization

J340 Women and Criminal Justice

J345 Diversion and Rehabilitation

J425 Community Corrections

J435 Special Populations in Criminal Justice

Total Degree Credits 183*

* This Degree Program is also offered online.

Criminal Offenders Specialization

J330 Organized Criminal Syndicates

J430 Forensic Psychology

J440 Special Offenders: Sex Offenders

J445 Special Offenders: Serial Killers

Total Degree Credits 183*

* This Degree Program is also offered online.

Homeland Security Specialization***

J332 Homeland Security Policy

J335 Risk Analysis

J405 Emergency Management

J420 Crimes Across Borders

Total Degree Credits 183*

* This Degree Program is also offered online.

Investigation/Law Enforcement Specialization

J305 Examination of Forensic Science

J320 Criminal Investigations

J325 Criminal Evidence

J430 Forensic Psychology

Total Degree Credits 183*

* This Degree Program is also offered online.

** 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.
## Foundation Courses

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

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

## General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>E124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>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>
<td>4</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
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<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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<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
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<tr>
<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
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<tr>
<td>G148</td>
<td>General Psychology</td>
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</table>

## Natural Sciences

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
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<tbody>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
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<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J102</td>
<td>Criminology</td>
<td>4</td>
</tr>
<tr>
<td>J115</td>
<td>Introduction to Corrections</td>
<td>4</td>
</tr>
<tr>
<td>J120</td>
<td>Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J125</td>
<td>Criminal Law and Procedures</td>
<td>4</td>
</tr>
<tr>
<td>J200</td>
<td>Domestic Violence</td>
<td>4</td>
</tr>
<tr>
<td>J205</td>
<td>Juvenile Justice</td>
<td>4</td>
</tr>
<tr>
<td>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>
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</table>

### Corrections Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</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>
<td>4</td>
</tr>
<tr>
<td>J212</td>
<td>Legal Principles in Corrections</td>
<td>4</td>
</tr>
</tbody>
</table>

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

## Criminal Justice Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>J130</td>
<td>Introduction to Homeland Security</td>
<td>4</td>
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<tr>
<td>J230</td>
<td>Terrorism</td>
<td>4</td>
</tr>
<tr>
<td>J245</td>
<td>Security Challenges</td>
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**Total Degree Credits**: 93*  
This Degree Program is also offered online

## Law Enforcement Specialization

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

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

## Psychology Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>H260</td>
<td>Community Psychology</td>
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<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

## 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.
**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.

---

**Foundation Courses**

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

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

**General Education Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>English Composition</strong> (Required course)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G124  English Composition</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Communication</strong> (Select 1 course)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G141  Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G227  Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Humanities</strong> (Select 2 courses)</td>
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</tr>
<tr>
<td></td>
<td>G125  Humanities</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G145  Film Appreciation</td>
<td>4</td>
</tr>
<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>
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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><strong>Math</strong> (Required course)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G233  College Algebra</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Natural Sciences</strong> (Select 1 course)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G150  Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G215  Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G239  Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G245  Introduction to Geology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Social Sciences</strong> (both courses are required)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G142  Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G148  General Psychology</td>
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</table>

**Major and Core Courses**

<table>
<thead>
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<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>
<td>3</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>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>
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<tr>
<td>PL215</td>
<td>Real Estate Law</td>
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</tr>
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<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>PL225</td>
<td>Torts</td>
<td>4</td>
</tr>
<tr>
<td>PL230</td>
<td>Family Law</td>
<td>4</td>
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<tr>
<td>PL235</td>
<td>Legal Research</td>
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<td>PL240</td>
<td>Legal Writing</td>
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<tr>
<td>PL290</td>
<td>Paralegal Internship</td>
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</tbody>
</table>

**Total Degree Credits**

|         | **94** |

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.*

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.
School of Justice Studies

Paralegal Certificate

Standard Length of Program • 4 Quarters Full-Time

Career Areas • Paralegal • Legal Assistant • Legal Secretary • Compliance Specialist

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.

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.

Paralegal Certificate Program Requirements

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

Rasmussen College's Eagan campus location has 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.

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PL100</td>
<td>Intro 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>
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<td>Torts</td>
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<td>Family Law</td>
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<tr>
<td>PL235</td>
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<tr>
<td>PL240</td>
<td>Legal Writing</td>
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<tr>
<td>PL290</td>
<td>Paralegal Internship</td>
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<tr>
<td>PL215</td>
<td>Real Estate Law</td>
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</table>

Electives (choose 1, for 4 credits)

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PL215</td>
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<tr>
<td>PL216</td>
<td>4</td>
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</tbody>
</table>

Total Certificate Credits 61*

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.

** Students must complete one additional general-education course (with a course designator of G) or transfer in the equivalent.
DIGITAL DESIGN AND ANIMATION  BACHELOR OF SCIENCE DEGREE

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

Career Areas  •  3D Modeler  •  Character Animator  •  Graphic Designer
  •  Web Designer  •  Visual Media Producer  •  Web Operations Manager

OBJECTIVE

Graduates of this program know basic theories of visual design, object modeling, project management, and portfolio development. They understand business and can apply this understanding to multimedia projects. Graduates can develop and guide visual designs and digital projects from concept to product using techniques from both traditional art and multimedia design, and industry-standard software tools and applications. They have skills in critical thinking, communication, and project management, and can apply these skills to serve their businesses. They can apply, analyze, and evaluate theories and techniques of digital design and animation. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, lifelong learning, collaborative project development, and honesty and integrity in applying their multimedia design and animation skills to supporting users and businesses.

General Education Courses**

<table>
<thead>
<tr>
<th>Level</th>
<th>Course</th>
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<tbody>
<tr>
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<tr>
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<td>(Required course)</td>
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<td></td>
<td>G124 English Composition</td>
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<td></td>
<td>G141 Introduction to Communication</td>
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<td></td>
<td>G227 Oral Communication</td>
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<td>G229 Writing About Literature</td>
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</tr>
<tr>
<td></td>
<td>G224 Introduction to Critical Thinking</td>
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</tr>
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<td></td>
<td>G225 Ethics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G230 Introduction to Literature</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G238 Conversational Spanish</td>
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<td>G215 Introduction to Human Biology</td>
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<td></td>
<td>G248 Microeconomics</td>
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<tr>
<td></td>
<td>G249 United States History: 1900 to the Present</td>
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<tr>
<td>Upper</td>
<td>G324 Advanced Composition</td>
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<td></td>
<td>G332 Visual Communication in the Media</td>
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<td>G330 American Literature</td>
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<td></td>
<td>G335 Contemporary World Literature: 1900 to the Present</td>
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<td>G420 Studies in American Literature and Culture</td>
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<td>G435 Literature of American Minorities</td>
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<td>G328 Human Uses of the Environment</td>
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<td>G346 Physical Geography</td>
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<td>G350 Conservation of Resources</td>
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<td>G434 Gender in Math and Science</td>
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<td>G333 American Religious History</td>
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<td>G380 Visions of America Since 1945</td>
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<td>G401 Comparative Politics</td>
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<td>G425 Work and Family</td>
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<tr>
<td>Total upper division general education credits</td>
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** 32 credits of lower-division general-education coursework and 24 credits of upper-division general-education coursework are required.

Foundation Courses

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<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>B097</td>
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<td>Foundations of English II</td>
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<td>B099</td>
<td>Foundations of Math</td>
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<td>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.</td>
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Major and Core Courses

Lower Division

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<td>B218 E-Commerce</td>
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<tr>
<td>B220 Project Planning and Documentation</td>
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<td>B271 Professional Communication</td>
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<td>E150 Success Strategies</td>
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<td>E242 Career Development</td>
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<tr>
<td>NM111 Introduction to Computer Graphics</td>
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<td>NM113 Introduction to Multimedia Design</td>
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<tr>
<td>NM121 Typography</td>
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<td>NM130 Audio/Video Editing</td>
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<tr>
<td>NM141 Digital Media Production</td>
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<td>NM252 Fundamentals of Web Authoring and Design 3</td>
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<td>NM262 Digital Media Assembly</td>
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<tr>
<td>NM272 Multimedia Technologies</td>
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<td>NM280 Multimedia Portfolio Development</td>
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Upper Division

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<thead>
<tr>
<th>Course</th>
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</tr>
<tr>
<td>N305 Figure Drawing</td>
<td>4</td>
</tr>
<tr>
<td>N310 The Study of Animation</td>
<td>4</td>
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<tr>
<td>N315 Flash Animation</td>
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<tr>
<td>N320 Polygon Modeling</td>
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<tr>
<td>N325 Advanced Methods of Computer Graphics</td>
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<tr>
<td>N326 Digital Photography</td>
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<tr>
<td>N345 Advanced HTML Coding with CSS</td>
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<tr>
<td>N350 Concept Development for Digital Media</td>
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<tr>
<td>N405 Advanced Applications of Digital and Experimental Art</td>
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<td>N415 Storyboard Development for Digital Media</td>
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<tr>
<td>N416 Digital Video/Audio Project</td>
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<tr>
<td>N440 Web Design Project</td>
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<td>N441 3-D Game Character Creation</td>
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<td>N445 Animation Graphics Project</td>
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Elective Courses (Select 3 courses)

<table>
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<tbody>
<tr>
<td>NM110 Drawing Design and Art Theory</td>
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<tr>
<td>NM115 Networking and Internet Technologies</td>
<td>3</td>
</tr>
<tr>
<td>NM131 Introduction to 3D Arts and Animation</td>
<td>3</td>
</tr>
<tr>
<td>NM240 3-Dimensional Animation</td>
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<tr>
<td>NM250 Dynamic Content Management</td>
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<tr>
<td>NM260 Server Side Scripting</td>
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</table>

Total Elective credits: 9

Total lower division major/core credits: 63

Total upper division major/core credits: 64

Total credits: 183*
GAME AND SIMULATION PROGRAMMING

BACHELOR OF SCIENCE DEGREE

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

Career Areas • Game Programmer • Simulations Programmer • Video Game Asset Manager • Interactive Media Technical Director • Video Game Level Designer

---

General Education Courses**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tr>
<td></td>
<td>English Composition (Required course)</td>
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<tr>
<td></td>
<td>G124 English Composition</td>
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<tr>
<td></td>
<td>Communication (Select 1 course)</td>
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<td></td>
<td>G141 Introduction to Communication</td>
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<tr>
<td></td>
<td>G237 Oral Communication</td>
<td></td>
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<tr>
<td></td>
<td>Humanities (Select 2 courses)</td>
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<td></td>
<td>G125 Humanities</td>
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<tr>
<td></td>
<td>G145 Film Appreciation</td>
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<tr>
<td></td>
<td>G201 Creative Writing</td>
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</tr>
<tr>
<td></td>
<td>G220 Writing About Literature</td>
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<tr>
<td></td>
<td>G224 Introduction to Critical Thinking</td>
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<tr>
<td></td>
<td>G225 Ethics</td>
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</tr>
<tr>
<td></td>
<td>G230 Introduction to Literature</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G238 Conversational Spanish</td>
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</tr>
<tr>
<td></td>
<td>Math (Required course)</td>
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<td></td>
<td>G233 College Algebra</td>
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<td>Natural Sciences (Select 1 course)</td>
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<td>G239 Introduction to Astronomy</td>
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</tr>
<tr>
<td></td>
<td>G245 Introduction to Geology</td>
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</tr>
<tr>
<td></td>
<td>Social Sciences (Select 2 courses)</td>
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<td></td>
<td>G227 Introduction to Communication</td>
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<tr>
<td></td>
<td>G237 Oral Communication</td>
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Foundation Courses

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

Major and Core Courses

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<th>Course</th>
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<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
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<td>Success Strategies</td>
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<td>E242</td>
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<td>N137</td>
<td>Programming I</td>
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<td>N138</td>
<td>Game Preproduction</td>
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<td>N139</td>
<td>Game Design Theory I</td>
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<td>N180</td>
<td>Math for Game and Simulation Production I</td>
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<tr>
<td>N205</td>
<td>Platform Design and Human-Computer Interaction</td>
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<tr>
<td>N206</td>
<td>Data Structures</td>
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<td>N207</td>
<td>Programming II</td>
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<td>N266</td>
<td>Console Development</td>
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<td>N276</td>
<td>Applied Game and Simulation Theory</td>
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<td>N280</td>
<td>Graphics Development with DirectX</td>
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<td>N281</td>
<td>Game Design Theory II</td>
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<td>N285</td>
<td>Game and Simulation Marketing</td>
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<td>N286</td>
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<td>N214</td>
<td>Fundamentals of Programming</td>
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Upper Division

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<tr>
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<td>N311</td>
<td>Game and Simulation Lighting Techniques</td>
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<td>N321</td>
<td>3D Content Creation</td>
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<td>N346</td>
<td>Practical Game Development</td>
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<td>N355</td>
<td>Game Planning and Development Strategies</td>
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<td>N360</td>
<td>Mobile Platform Development</td>
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<td>N365</td>
<td>The Physics of Gaming</td>
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<td>N401</td>
<td>Artificial Intelligence</td>
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<td>N421</td>
<td>Software Engineering for Game and Simulation Production</td>
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<td>Game Assets</td>
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<td>Game Audio Assets</td>
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<td>Applications of Physics for Game and Simulation Production</td>
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<td>Industrial Simulation Project</td>
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<td>Video Game Production Project</td>
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Total lower division major/core credits 64

Total upper division major/core credits 60

Total 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.

---

Objective

Graduates of this program understand and can apply the technical concepts and knowledge needed to develop games and simulation projects from concept to product. They understand games and simulations in terms of storyline, plot, visual elements, interface design, hardware requirements, and the necessary coding to complete projects. They can develop stories and characters for games and simulations, and employ programming techniques, applied math and physics, and networking skills for multi-player games. They can perform software testing, product documentation, audience analysis, and implementation efficacy research while delivering products to consumers. The program will enhance critical thinking and reasoning faculties, information literacy, and communication competence, enabling students to excel in the game and simulation production industry. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, collaborative team strategies for project completion, standard industry ethical practices, and lifelong learning.
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.

Foundation Courses

<table>
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<tr>
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<tbody>
<tr>
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<td>Communication</td>
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<td>Oral Communication</td>
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<td>Humanities</td>
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<tr>
<td>English Composition</td>
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<tr>
<td>Communication</td>
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Elective Courses for Computer Information Technology

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

Group I - Information Technician Elective Group

<table>
<thead>
<tr>
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<tbody>
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<tr>
<td>N113 PC Hardware and Software II</td>
<td>3</td>
</tr>
<tr>
<td>N228 Microsoft Windows Server</td>
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Total Degree Credits 93*

Group II - Multimedia Web Elective Group

<table>
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<tr>
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<tr>
<td>W208 Advanced Website Design</td>
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</table>

Total Degree Credits 93*

Network Administration Specialization

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<thead>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
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<tr>
<td>N112 PC Hardware and Software I</td>
<td>3</td>
</tr>
<tr>
<td>N113 PC Hardware and Software II</td>
<td>3</td>
</tr>
<tr>
<td>N227 Networking Fundamentals</td>
<td>3</td>
</tr>
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<td>N209 Linux Administration</td>
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<td>N262 Windows Active Directory</td>
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<tr>
<td>N228 Microsoft Windows Server</td>
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<tr>
<td>N234 Microsoft Exchange Server</td>
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</tr>
<tr>
<td>N235 Cisco Networking Fundamentals and Routing</td>
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<tr>
<td>N290 Information Technology Capstone</td>
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Total Degree Credits 90*

Web Programming Specialization

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<tr>
<td>N115 Networking and Internet Technologies</td>
<td>3</td>
</tr>
<tr>
<td>W110 JavaScript</td>
<td>3</td>
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<tr>
<td>W112 Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>W114 Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>W116 Introduction to XHTML</td>
<td>3</td>
</tr>
<tr>
<td>W125 Introduction to Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>W201 Advanced Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>W210 Java</td>
<td>3</td>
</tr>
<tr>
<td>W215 PERL/CGI</td>
<td>3</td>
</tr>
<tr>
<td>W222 Advanced Visual Basic</td>
<td>2</td>
</tr>
<tr>
<td>W290 Web Programming Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Degree Credits 96*

Tablet Degree Credits: This Degree Program is also offered online

Computer Information Technology Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B218 E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>D181 Excel</td>
<td>3</td>
</tr>
<tr>
<td>D187 Professional Presentations</td>
<td>3</td>
</tr>
<tr>
<td>D283 Access</td>
<td>3</td>
</tr>
<tr>
<td>N127 Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>N133 Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N290 Information Technology Capstone</td>
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<tr>
<td>S290 Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>W108 Introduction to Website Design</td>
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</tr>
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</table>

Elective Courses for Computer Information Technology

Total Degree Credits 90*

Database Administration Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B220 Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>N112 PC Hardware and Software I</td>
<td>3</td>
</tr>
<tr>
<td>N113 PC Hardware and Software II</td>
<td>3</td>
</tr>
<tr>
<td>N228 Microsoft Windows Server</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits 90*

IP Telephony Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B220 Project Planning and Documentation</td>
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<td>3</td>
</tr>
<tr>
<td>N113 PC Hardware and Software II</td>
<td>3</td>
</tr>
<tr>
<td>N227 SQL Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>N290 Information Technology Capstone</td>
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</tbody>
</table>

Total Degree Credits 90*

Networking Security Specialization

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>B220 Project Planning and Documentation</td>
<td>4</td>
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<tr>
<td>N112 PC Hardware and Software I</td>
<td>3</td>
</tr>
<tr>
<td>N113 PC Hardware and Software II</td>
<td>3</td>
</tr>
<tr>
<td>N227 SQL Server Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits 90*
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.

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

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>Humanities</td>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G220</td>
<td>Writing About Literature</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G225</td>
<td>Ethics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G238</td>
<td>Conversational Spanish</td>
<td>4</td>
</tr>
<tr>
<td>Math</td>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

| Natural Sciences          | 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           | G123   | Principles of Economics | 4 |
|                           | G142   | Introduction to Sociology | 4 |
|                           | G146   | Human Geography | 4 |
|                           | G148   | General Psychology | 4 |
|                           | G203   | Macroeconomics | 4 |
|                           | G204   | Microeconomics | 4 |
|                           | G242   | American/U.S. National Government | 4 |
|                           | G270   | United States History: 1900 to the Present | 4 |

<table>
<thead>
<tr>
<th>Major and Core Courses</th>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
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</tr>
<tr>
<td>B218</td>
<td>E-Commerce</td>
<td>4</td>
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<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
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<tr>
<td>E130</td>
<td>Success Strategies</td>
<td>4</td>
<td></td>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
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<tr>
<td>NM111</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
<td></td>
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<tr>
<td>NM113</td>
<td>Introduction to Multimedia Design</td>
<td>3</td>
<td></td>
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<tr>
<td>NM121</td>
<td>Typography</td>
<td>3</td>
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<tr>
<td>NM122</td>
<td>Digital Publishing</td>
<td>3</td>
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<tr>
<td>NM124</td>
<td>Color Theory and Techniques</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NM130</td>
<td>Audio/Video Editing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NM141</td>
<td>Digital Media Production</td>
<td>3</td>
<td></td>
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<tr>
<td>NM252</td>
<td>Fundamentals of Web Authoring and Design</td>
<td>3</td>
<td></td>
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<tr>
<td>NM262</td>
<td>Digital Media Assembly</td>
<td>3</td>
<td></td>
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<tr>
<td>NM272</td>
<td>Multimedia Technologies</td>
<td>3</td>
<td></td>
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<tr>
<td>NM280</td>
<td>Multimedia Portfolio Development</td>
<td>2</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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</thead>
<tbody>
<tr>
<td>NM110</td>
<td>Drawing Design and Art Theory</td>
<td>3</td>
</tr>
<tr>
<td>NM131</td>
<td>Introduction to 3D Arts and Animation</td>
<td>3</td>
</tr>
<tr>
<td>NM240</td>
<td>3-Dimensional Animation</td>
<td>3</td>
</tr>
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</table>

**Total Degree Credits**  95*

**Web Design Specialization**

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

**Total Degree Credits**  95*

*This Degree Program is also offered online

*Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.
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 (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. Please check with your Campus Director 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 100-189 are considered entry level courses. Course description numbers that range from 200-299 are considered to be more advanced courses and may function as second-year courses or capstone courses. Course description numbers that range from 300-399 are considered upper division courses that may function as third-year courses. Course description numbers that range from 400-499 are considered advanced upper division courses that may function as fourth-year requirements for a Bachelor’s degree.

A - Accounting
B - Business
C - Computers
D - Early Childhood Education
E - Banking and Finance
F - General Education
G - Criminal Justice
H - Law
I - Medical/Allied Health
J - Medical Assistance
K - Medical Laboratory Technician
L - Massage Therapy
M - Network
N - Multimedia
O - Phlebotomy
P - Paralegal
Q - Pharmacy Technician
R - Retail/Sales
S - Secretarial/Office Administration
T - Web Programming

A140 Financial Accounting I
40 hours, 4 credits
This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of 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.

A141 Financial Accounting II
40 hours, 4 credits
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.

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

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

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

A280 Accounting Capstone
20 hours, 2 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting 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.

A315 Government and Non Profit Accounting
40 hours, 4 credits
This course is a study of accounting principles as they apply to governmental organizations and not-for-profit entities.

A322 Risk Management for Accountants
40 hours, 4 credits
This course will cover topics such as culture and appetite, risk categorization, risk strategy, risk evaluation, enterprise risk management, audit functions, treatment, reporting, and decision making.

A330 Managerial Accounting Theory and Practice

A340 Advanced Auditing Concepts and Standards
40 hours, 4 credits
This course includes 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 risk, and internal control practices and a thorough study of Sarbanes Oxley and other regulatory requirements and regulations as they relate to publicly traded companies.

A343 Business Law II
40 hours, 4 credits
This course covers a review of accounting theory, its conceptual framework, and how to understand and analyze financial reports, including income statements, the statement of cash flows, and the balance sheet.

A357 Intermediate Financial Reporting II
40 hours, 4 credits
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.

A360 Taxation of Individuals
40 hours, 4 credits
This course provides a review of the theory and application of 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 accumulate direct and indirect costs, how to apply burden, introduction to job costing systems, budgeting, cost-volume-profit relationships, and relevant costing.

A371 Ethics

A372 Intermediate Financial Reporting I
40 hours, 4 credits
This course covers a review of accounting theory, its conceptual framework, and how to understand and analyze financial reports, including income statements, the statement of cash flows, and the balance sheet.

A375 Intermediate Financial Reporting II
40 hours, 4 credits
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.

A380 Intermediate Financial Reporting III
40 hours, 4 credits
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.

A406 Cost Accounting Principles and Applications
40 hours, 4 credits
This course provides a survey of the theory and application of 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 accumulate direct and indirect costs, how to apply burden, introduction to job costing systems, budgeting, cost-volume-profit relationships, and relevant costing.

A410 Advanced Federal Tax Theory
40 hours, 4 credits
This course provides advanced instruction in the tax laws as implemented by the Internal Revenue Services, addressing individuals, corporations, and partnerships.

A416 Advanced Financial Accounting
40 hours, 4 credits
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, and quality control. An interweaving emphasis will be placed on quality and its impact in securing a strategic advantage for manufacturing and service entities.

A420 Accounting Information Systems
40 hours, 4 credits
An advanced course that further develops an understanding of the elements, relationships, and issues associated with manual and computerized accounting information systems.

A425 Corporate Fraud Examination
40 hours, 4 credits
This course is a study of the internal audit principles, practices and control evaluations that are utilized to ensure accountability, responsibility and ethical operations within an organization.

A448 Advanced Auditing Concepts and Standards
40 hours, 4 credits
This course is a continuation of Advanced Auditing Concepts and Standards I and will stress advanced auditing procedures and standards and advanced auditing theories. Topics include professional ethics, risk evaluation, enterprise risk management, audit functions, treatment, reporting, and decision making.

A720 Advanced Federal Tax Theory
40 hours, 4 credits
This course provides a review of the theory and application of 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 accumulate direct and indirect costs, how to apply burden, introduction to job costing systems, budgeting, cost-volume-profit relationships, and relevant costing.

Courses designated with an asterisk (*) are generally offered only as online classes.
A430 International Accounting  
40 hours, 4 credits  
This course deals with 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 nations. 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 course focuses on research, case analysis, interpersonal 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.

B099 Foundations of Math  
40 hours, 4 credits  
This course is a study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages.

Prerequisite: Placement determined by placement test score.

B119 Customer Service  
40 hours, 4 credits  
This course covers the basic concepts of essential communication skills needed in business to interact/work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction.

Prerequisite: none

B136 Introduction to Business  
40 hours, 4 credits  
This course is a study of the characteristics and functions of 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 operations.

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 leadership of an organization’s human resources. It explores the importance of establishing or administering the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guide lines.

Prerequisite: none

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. Pre-requisite: 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 timely contract fulfillment, this course engages the student in analyzing the potential and problems the Internet offers. Topics covered include: a survey of technologies and organizational models for new and existing businesses on the Internet, the impact of e-commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and software, and designing strategies for keeping current with changes in the practice of e-commerce.

Prerequisite: none

B220 Project Planning and Documentation*  
40 hours, 3 credits  
This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is set with pre-defined scenarios to assist with the definition of project roles and phases. The students work through related issues and produce a resolution in a well written report.

Prerequisite: Intended for student’s last quarter

B228 Search Engine Marketing*  
40 hours, 4 credits  
This course combines a unique mix of business, writing, and technical skills as students develop an understanding of the basics of search marketing, a search marketing program, and the steps involved in the execution and tracking of success. This course will assist students in understanding the complexities and similarities of online marketing vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating a quality marketing mix.

Prerequisite: E-Commerce

B230 Principles of Finance  
40 hours, 4 credits  
This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and cash flows.

Prerequisite: Financial Accounting I

B231 Web Media Marketing*  
40 hours, 4 credits  
This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations.

Prerequisite: E-Commerce

B232 Principles of Marketing  
40 hours, 4 credits  
This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include consumer buying behavior, business-to-business markets and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrated marketing communications, and marketing’s role in electronic commerce.

Prerequisite: none

B233 Principles of Management  
40 hours, 4 credits  
This course is a study of the management and leadership of an organization’s human resource. It explores the importance of establishing or administering the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guide lines.

Prerequisite: none

B234 Business Law  
40 hours, 4 credits  
This course presents fundamental principles of law applicable to business transactions. This 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  
This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations.

Prerequisite: E-Commerce

B242 Multicultural Communications for Business*  
40 hours, 4 credits  
This course provides an introduction to the challenge of a diverse workforce presents in today’s global economy. 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 examine 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 test 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. Risk management, resources and finance. Emphasis is placed on the risk management process which includes the identification of risks; evaluation of risks, and selection of an appropriate management response, implementation, and review.

Prerequisite: Introduction to Human Resource Management

B250 Training and Development*  
40 hours, 4 credits  
This course is a study of training and development fundamentals including how training relates to Human Resource Management and Human Resource Development, how individual 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

B253 Principles of Advertising  
40 hours, 4 credits  
Theory, principles and functions of advertising, its role and its social and economic structure. Newspapers, magazines, radio and television area reviewed as advertising media

Prerequisite: Principles of Marketing

B267 Employment Law*  
40 hours, 4 credits  
Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.

Prerequisite: Introduction to Human Resource Management

B268 Compensation and Benefits Management*  
40 hours, 4 credits  
This course content addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. This course will help students understand the role that an integrated total compensation program can play in 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.
B271 Professional Communication
40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations, as well as the role of interpersonal skills 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 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 requisite 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 measuring 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.

Courses designated with an asterisk (*) are generally offered only as online classes.
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 an examination of the factors involved in starting and managing a small- to medium-sized business. Emphasis is on the conduct of a pre-business feasibility study, and start-up of the business, successful management and options for succession or termination. Students will prepare a sample business plan.
Prerequisite: 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. The 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 and reflecting upon the theorectical concepts studied throughout their degree in creating a solution for an actual management problem. 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 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 of Accounting 40 hours, 3 credits
This course is designed to introduce accounting professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, and protecting public health and safety.
Prerequisite: Computer Applications and Business Systems Concepts

EC110 Early Childhood Education Curriculum and Instruction 40 hours, 4 credits
This course focuses on the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized.
Prerequisite: none

EC120 Health, Safety, and Nutrition 40 hours, 4 credits
This course examines the role of early childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, and protecting public health and safety.
Prerequisite: Health, Safety, and Nutrition

EC170 Early Childhood Education Externship I 180 hours, 6 credits
Under on-site supervision, the student will observe and implement developmentally appropriate practices while interacting with children and adults.
Prerequisite: none

EC171 Early Childhood Education Externship II 180 hours, 6 credits
Students continue their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.
Prerequisite: Early Childhood Education Externship I

EC172 Early Childhood Education Externship III 180 hours, 6 credits
Students will complete their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.
Prerequisite: Early Childhood Education Externship II

EC200 Observation and Assessment in Early Childhood Education 40 hours, 4 credits
Students will explore effective strategies for observation and assessment in early childhood education. They will understand the observation, assessment, and planning cycle and its impact on promoting children’s development.
Prerequisite: Early Childhood Education Externship III

EC210 Infant and Toddler Development 40 hours, 4 credits
This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care which foster optimum socioemotional, physical, and cognitive development.
Prerequisite: none

EC211 Dynamics of the Family 40 hours, 4 credits
This course will focus on the dynamics of the family and the family’s influence on the growth and development of children. The history of family systems, child rearing, and parenting styles will be discussed. The course will explore issues that families of today face.
Prerequisite: none

EC212 Emerging Literacy Through Children’s Literature 40 hours, 4 credits
This course covers the history, selection, and integration of literature and language in the early childhood education curriculum. Topics include developmentally appropriate children’s literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, puppetry, and flannel-board use will be emphasized.
Prerequisite: none

EC230 Guiding Children’s Behavior 40 hours, 4 credits
Students will explore how to use guidance in the early childhood setting, with an emphasis on understanding why young children exhibit certain behaviors and how we can meet the child’s needs effectively and with support. Students will learn how to provide positive guidance to young children with challenging behavior.
Prerequisite: Early Childhood Education Externship II

EC231 Family Resource Management 40 hours, 4 credits
Students will investigate how resources are assessed, allocated, and utilized within families. They will explore strategies for helping families manage resources through various problem-solving methods.
Prerequisite: Early Childhood Education Externship II

EC232 Child and Family Advocacy 40 hours, 4 credits
Students will explore and develop skills to advocate for children and families. They will review legislation, social policy, and advocacy techniques. Students will evaluate current and controversial issues within the early childhood profession, and explore current research on early childhood issues and trends.
EC240 Introduction to English Language Learners
40 hours, 4 credits
Students will explore effective ways to adapt English language instruction to teach learners in our increasingly diverse population of young children and families. They will examine a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses.
Prerequisite: Early Childhood Education Externship II

EC242 Involving Parents of English Language Learners
40 hours, 4 credits
Students will learn how to engage and support family involvement for English Language Learners. They will examine methods for maintaining effective communication and developing strong relationships with the families of English Language Learners.
Prerequisite: Early Childhood Education Externship II

EC243 Curriculum and Instruction for English Language Learners
40 hours, 4 credits
Students will explore practical strategies in curriculum and instruction for English Language Learners. They will apply principles of developmentally appropriate practice in the context of educating dual language learners.
Prerequisite: Early Childhood Education Externship II

EC250 Advocating for Children with Special Needs
40 hours, 4 credits
Students will study current trends, resources and advocacy on behalf of young children with special needs. They will examine their role in supporting and advocating for young children with special needs and their families.
Prerequisite: Early Childhood Education Externship III

EC251 The Inclusive Classroom
40 hours, 4 credits
Students will learn strategies for promoting and supporting an inclusive classroom. They will analyze environmental restrictions and explore how to support young children with special needs in the early childhood setting.
Prerequisite: Early Childhood Education Externship III

EC252 The Exceptional Child
40 hours, 4 credits
This course is designed to explore the benefits of inclusion in the early childhood setting. Students will develop an understanding of exceptional development. Students will identify the parties relevant to exceptional development and their roles as resources in support of the child and their families.
Prerequisite: none

EC253 Curriculum and Instruction for Children with Special Needs
40 hours, 4 credits
Students will explore how to adapt developmentally appropriate curriculum to support the development of children with special needs. They will learn strategies for effective partnering with other professionals and parents in the achievement of developmental goals.
Prerequisite: Early Childhood Education Externship III

EC290 Early Childhood Education Capstone
20 hours, 2 credits
Students will integrate the knowledge and skills gained from coursework in the Early Childhood Education program. They will complete a capstone project that integrates knowledge and skills in child development, health and nutrition, curriculum and instruction, observation and assessment, and other areas relevant to the field.
Prerequisite: Early Childhood Education student in last or second-to-last quarter

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 prescription. The stages necessary to design and implement a client’s fitness and exercise program will also be covered.
Prerequisite: Introduction to Exercise Science

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
This course 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, 4 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

EC235 Group Fitness
40 hours, 3 credits
This course is designed to provide theoretical knowledge and practical skills in preparation for a national certification exam in group fitness instruction. Topics include guidelines for instructing safe, effective, and purposeful exercise classes, and an analysis of the instructor-participant relationship, 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 integrates 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

F211 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 origins of regulations protecting consumer credit transactions, and reviews specific regulations that apply to consumer credit.
Prerequisite: Introduction to Banking

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

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

G123 Principles of Economics
40 hours, 4 credits
Introduction to national income theories, price theories and behavior of the firm under varying economic conditions. Includes the economic roles of business, government and households; economic fluctuations and growth; money and banking; and international economics.
Prerequisite: none

G124 English Composition
40 hours, 4 credits
This course is intended to help students develop their ability to write and express ideas in an organized, unified, coherent manner that reflects an appropriate awareness of purpose and audience. Through writing, reading, and discussion, students will learn to synthesize their thoughts as they communicate more effectively. Course content is designed to apply to essays, research projects, and specialized writing. Regular writing and revision will improve students’ grammar, punctuation and usage skills.
Prerequisite: Passing grade in Foundations of English II or placement determined by STEP assessment score.

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

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

G142 Introduction to Sociology
40 hours, 4 credits
A study of society, including the roles, interactions and cultural patterns that organize everyday life. Includes the analysis of social conflict, the structure and function of institutions, the dynamics of individual and group interactions, social stratification and interactions among diverse groups of people.
Prerequisite: none

G145 Film Appreciation
40 hours, 4 credits
An introduction to film as an art form, emphasizing a study of the aesthetic and production elements of the medium, including narrative genres, directional style, cinematography, acting, and editing.
Prerequisite: none

Courses designated with an asterisk (*) are generally offered only as online classes.
G146 Human Geography
40 hours, 4 credits
A systematic or regional introduction to the basic concepts of human geography, including the causes and consequences of the uneven distribution of human activity.
Prerequisite: none

G148 General Psychology
40 hours, 4 credits
A survey of the theory of human and animal behavior with emphasis on the scientific nature of contemporary psychological investigation. Topics may include the biology of behavior, sensation and perception, learning, memory, cognition, motivation, emotion, life-span development of behavior, personality, abnormal behavior and its therapies, social behavior and individual differences.
Prerequisite: none

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

G201 Creative Writing
40 hours, 4 credits
This course will develop the student's talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays and non-fiction. Works by students and others will be critiqued. Students will also develop editorial skills so that each writer may revise and improve his/her work. Students will compose a minimum of 6000 words over the course of the program.
Prerequisites: Passing grade in Foundations of English II or placement determined by STEP assessment score.

G203 Macroeconomics
40 hours, 4 credits
Introduction to national income theories, economic fluctuations and growth, money and banking, and international economics.
Prerequisite: none

G204 Microeconomics
40 hours, 4 credits
Introduction to price theories, the behavior of the firm under varying market conditions and the behavior of the consumer.
Prerequisite: none

G215 Introduction to Human Biology
50 hours, 4 credits
Students will explore the fundamental concepts of human biology. They will examine cell structure and function, body systems, and biochemistry. They will also learn basic concepts of genetics and evolution. Students will explore the relationship of human populations and the ecosystem.
Prerequisites: none

G220 Writing About Literature
40 hours, 4 credits
This course is designed to expose the student to both a variety of literary forms and important writing topics such as symbolism, myth, and character. Utilizing writing as a major mode of thinking, continued emphasis is placed on construction and composition, including word usage, grammar and sentence analysis. A documented research paper is required.
Prerequisite: English Composition

G224 Introduction to Critical Thinking
40 hours, 4 credits
A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional, language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.
Prerequisite: English Composition

G225 Ethics
40 hours, 4 credits
This course is designed as a study of ethical practices and principles and its relationship to personal and social morality. Emphasis is placed on the application of ethical theories to problems faced in business and society.
Prerequisite: none

G230 Introduction to Literature
40 hours, 4 credits
This course offers an introduction to the most common literary genres: fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts. Reading and analysis of texts will include a variety of literary forms and periods. Students will engage in approaches to determine literary meaning, form, and value.
Prerequisite: none [English Comp. recommended]

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

G238 Conversational Spanish
40 hours, 4 credits
This course focuses on common words and phrases students need to develop a working vocabulary which will enable them to communicate with Spanish-speaking individuals in the personal and professional lives. Although oral communication is stressed, included is an overview of Spanish grammar, phonetic pronunciation and Hispanic culture.
Prerequisite: none

G239 Introduction to Astronomy
40 hours, 4 credits
Examines astronomical phenomena and concepts, including the solar system, stars and galaxies, planetary motions, atoms and radiation, and the origin and evolution of the universe.
Prerequisite: none

G242 American/U.S. National Government
40 hours, 4 credits
An introduction to the organization and function of the U.S. national government. Includes the U.S. Constitution; the federal system; political behavior; executive, legislative, and judicial powers; and public policy.
Prerequisite: none

G245 Introduction to Geology
40 hours, 4 credits
Examines basic geologic principles from a physical or historical perspective. Includes such topics as the formation of rocks and minerals; internal and external processes modifying the earth’s surface and phenomena; and the evolutionary history of the atmosphere including its life forms, oceans and atmosphere.
Prerequisite: none

G270 United States History: 1900 to the Present
40 hours, 4 credits
Political, social, and economic history of the United States, including the origins and development of its peoples and cultures to the present.
Prerequisite: none

G324 Advanced Composition
40 hours, 4 credits
This advanced writing course is intended to help students further develop and refine their writing, researching, and analytical skills, through the application of these skills to various rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their views of organized, unified, and coherent manner to diverse audiences.
Prerequisite: English Composition

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

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

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 study of the formation of religion in American culture, including the differences between rural and urban society, the development of religious freedom and the rise of a “secular religion.” Students will examine the emergence of new forms of belief and practice and the variety of religious issues confronting American society today.
Prerequisite: none

G335 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 United States and Canada, and the impact these values can have on issues of race, ethnicity, and religious diversity in a multicultural world.
Prerequisite: none

G340 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

G342 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 U.S. 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

G360 Visions of America Since 1945
40 hours, 4 credits
Since the end of World War II, popular culture has become an especially significant aspect of American history and is 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
Courses designated with an asterisk (*) are generally offered only as online classes.
HS260 Community Psychology 40 hours, 4 credits
Community Psychology focuses on the four systems which function in a community: the mental health system, the educational system, the criminal justice system, and the social service system. As human service professionals, students will analyze problems in those communities and will evaluate individuals functioning in these systems, offering both answers and proactive modes of prevention. Community psychology works toward the empowerment of members within a community, while appreciating diversity and understanding human behavior. Social change will be examined as well as understanding that setting or environment is as important as the individual in it. Prerequisite: Introduction to Psychology

HS280 Abnormal Psychology 40 hours, 4 credits
In this course students will understand the applied discipline of abnormal psychology. In order to understand and change abnormal patterns of functioning humans in their communities, thoughts and behaviors will be examined. Students will explore what is abnormal behavior and what is not in current society and cultures. Numerous applications will be examined, including a variety of mental health disorders, individuals who have difficulty functioning effectively in everyday life, the impact of family dysfunction on the individual, and the influence of mental illness on criminal behavior. Variables that may affect a person’s ability to adapt and function in a community will be considered, such as one’s genetic makeup, physical condition, learning, reasoning, and socialization. Prerequisite: General Psychology

HS290 Human Services Internship 260 hours, 4 credits
Field experience is a key learning experience in a human services delivery organization. It is a process of experiential learning that integrates the 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 introduction designed to familiarize students with the facets of the criminal justice system, the sub-systems and how they interrelate. Students are introduced to various legal concepts especially the structure and operation of America’s court systems.
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 the correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined.
Prerequisite: Introduction to Criminal Justice

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

J122 Crime Scene to Conviction: Critical Skills in Documentaion* 40 hours, 4 credits
Students will master the skills of both oral and written communication. They will examine grammatical skills in the forensic context. They will also explore special communication issues, such as communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.
Prerequisite: Introduction to Criminal Justice

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

J130 Introduction to Homeland Security* 40 hours, 4 credits
This course provides an introduction to the philosophical, historical, and multidisciplinary challenges of Homeland Security in combating terrorism. This course includes a review of the driving forces that resulted in the creation of the current Department of Homeland Security. This will be accomplished through a review of the field of homeland security, its evolution and critical issues, and an examination of current threats and vulnerabilities. The course 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 also examine family violence survivors and the consequences of victimization; legal responses; the role of the police; when law enforcement respondents; recognizing client abuse: recognizing elder abuse; associated crimes and stalking and domestic homicide.
Prerequisite: Introduction to Criminal Justice

J205 Juvenile Justice 40 hours, 4 credits
An overview of the Juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.
Prerequisite: Introduction to Criminal Justice 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 various counseling setting, including prisons, jails, group homes, inpatient and outpatient treatment centers, and halfway houses, as places of rehabilitation and correction. Students will explore diverse clients including juveniles and adults, men and women, and people from various cultures.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Sciences

J212 Legal Principles in Corrections* 40 hours, 4 credits
Students will examine constitutional amendments regarding criminal 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 specialized 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 consider fundamental concepts from a policing perspective, focusing on the real-world effects these principles produce on police officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim- and witness-interviewing strategies, offender behavior-modification approaches, and officer coping methods. They will review the short- and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisite: Introduction to Criminal Justice, Legal Code for Law Enforcement*

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

J230 Terrorism* 40 hours, 4 credits
Students in this course will receive an in-depth overview of terrorism, both domestic and international, and the role contemporary terrorism has played in providing 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 business environment. Both personal 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. The role and impact 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 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

J260 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

J300 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 criminology, and analyze problems in forensic science in order to formulate recommendations for change. They will also explore best practices and the future of forensic science.
Prerequisite: Criminal Law and Procedures II

Courses designated with an asterisk (*) are generally offered only as online classes.
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**J310 Criminal Behavior**
40 hours, 4 credits
This course will examine serial behavior by crime type and criminal profile. Crimes such as stalking, arson, murder, and sexual assault will be examined through case files to enhance investigative methods. Students will analyze psychological profiles and behavior patterns.

**Prerequisites:** None

**J315 Criminal Law and Procedures II**
40 hours, 4 credits
This course challenges students to examine the complexities of the Bill of Rights and the application of these 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 investigations with special populations.

**Prerequisites:** Criminal Law and Procedures

**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 Procedures

**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 criminal-justice professionals will be examined and will be 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 point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of underrepresented racial and ethnic theories, and research and practice of behavior and victimization affecting the criminal justice system.

**Prerequisite:** Ethics in Criminal Justice

**J352 Victims in Criminal Justice**
40 hours, 4 credits
This course explores the importance of the victim in the criminal-justice system’s process. The victim’s role in the criminal-justice process, and movements and legislation regarding victims’ impact on judicial proceedings are examined. A variety of crimes and types of victims is explored.

**Prerequisite:** None

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

**Prerequisite:** Ethics in Criminal Justice

**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 UCAR and NV-CSI 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 study the nature of research and the research techniques specific to the criminal-justice field. Students will become familiar with research terminology and the ethics involved in various research designs. To complete the course, students will design and simulate their own research project.

**Prerequisite:** Statistics

**J405 Emergency Management**
40 hours, 4 credits
This course will examine the role of private and public managers in planning for response to natural or man-made emergencies. Response plans will be detailed and developed with the essential elements and participants. Types of hazards and risks of all involved with managing the response to a 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. It will explore management techniques to all areas of criminal justice will be explored, along with leadership and administration techniques and issues particular to the 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 environmental and crime, neighborhood crime prevention, the media, and crime displacement will be explored. The course will examine persons and conditions associated with high rates of deviance.

**Prerequisite:** Introduction to Corrections, Policing in America, Research Methods in Criminal Justice

**J420 Crimes Across Borders**
40 hours, 4 credits
This course will explore the global economy of crime. Various types of transnational crime, and the investigation and prosecution of criminal justice are examined. Current issues in global crime will be examined via rotating articles, books, and other publications.

**Prerequisites:** Introduction to Criminal Justice, Research Methods in Criminal Justice

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

**Prerequisites:** 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 new entrainment, courts, and corrections. A psychological approach to person-to-person crimes will be explored.

**Prerequisites:** 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.

**Prerequisites:** 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 emphasized.

**Prerequisite:** Introduction to Criminal Justice

**J471 Fieldwork in Criminal Justice**
20 hours, 2 credits
This course will guide students through their fieldwork with a public or private criminal justice agency. Throughout the course and fieldwork, students will be participant-observers, supervised by an agency determined authority, and will journal the work experience.

**Prerequisite:** Contemporary Issues in Criminal Justice Capstone. Student in last or next-to-last quarter.

**Co-requisite:** Fieldwork in Criminal Justice II

**J472 Fieldwork in Criminal Justice II**
240 hours, 8 credits
This fieldwork course gives students firsthand experience in the field of criminal justice via an appropriate agency that meets the student’s career objectives. Students will be participant observers, supervised by an agency-determined authority, and will journal the work experience in a course that runs concurrently with the fieldwork.

**Prerequisite:** Contemporary Issues in Criminal Justice Capstone. Student in last or second-to-last quarter.

**Co-requisite:** Fieldwork in Criminal Justice

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

**Prerequisite:** Contemporary Issues in Criminal Justice Capstone

**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.

**Prerequisite:** None

**M130 Medical Writing, Style and Grammar**
30 hours, 3 credits
A focused look at English grammar, punctuation and sentence structure that will lend to accurate and appropriate medical documents being transcribed or edited. Common English language needs in medical transcription are explored, as well as correct use of number formatting, capitalization and abbreviations. Alike words will be studied and practiced. Medical and medical terminology review will be mandatory.

**Prerequisite:** None

**M140 Basic ICD-9-CM Coding**
40 hours, 4 credits
This course covers 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.

**Prerequisite:** Medical Terminology, Pathology (prerequisite or corequisite)

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

**Prerequisite:** Basic ICD-9-CM Coding

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

**Prerequisite:** Intermediate ICD-9-CM Coding

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

**Prerequisite:** Medical Terminology
M201 Medical Terminology I 80 hours, 3 credits
The student will transmit medical reports 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 editing 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.
Pre- or Co-requisite: Medical Writing; Style and Grammar

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

M209 Medical Insurance and Billing 40 hours, 3 credits
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.
Prerequisite: Medical Terminology

M211 Quality Analysis and Management 40 hours, 4 credits
This course covers quality improvement methodologies used in acute and long term care, and the quality issues of health information services. This course includes data collection and compilation of health care statistics.
Prerequisite: Introduction to Health Information Management

M218 Management of Health Information Services 40 hours, 4 credits
The study of management, supervision, and human resource principles with application to health information service departments in various health care settings. Students will learn how to measure and manage productivity of HIM staff and evaluate the HIM management role in relation to other hospital departments.
Prerequisite: Introduction to Health Information Management (or co-requisite)

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

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

M232 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.
Prerequisites: Human Anatomy and Physiology I, or Structure and Function of the Human Body

M243 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

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

M252 Health Information Practicum* 60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinic using software and practical simulation assignments to experience real-world situations within HIM 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

M290 Medical Administration Capstone* 10 hours, 1 credit
This capstone course 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.
Prerequisites: 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, aspirin and injection 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 regimen requirements related to drug abuse.
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 10 hours, 5 credits
Description to come

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, chemistry, 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/clinic in their field of study or medical-specialty interest. The externship 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 be required to pay for the externship hours worked. In the lecture portion of the course, students will learn job-search techniques and skills for entry-level employment in the health care field.
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 continue their study of 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 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 core course study for limited scope of practice in radiography. Skills and processes covered will be: radiation 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 possible employment 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 chemistry methods. Presents the theory and application of biochemical analyses, 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 I 40 hours, 3 credits
Introduction to the theory and practical application of routine and special hematology procedures. Presents red-blood-cell function, hematopoiesis, and anemia. The course 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 Urology 40 hours, 3 credits
An introduction to urology and body fluid analysis. Includes anatomy and physiology of the kidney, and physical, chemical, and microscopic analysis of urine, cerebral spinal fluid, and other body fluids.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I
ML153 Clinical Microbiology I 40 hours, 3 credits
This course will include basic concepts of microbiology. Emphasis will be placed on cell structure and function of human, pathogenic microorganisms. Disease, resistance and immune system function will be included. Methods of microbe control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I
ML201 Clinical Chemistry II 60 hours, 4 credits
Expanding upon concepts learned in Clinical Chemistry I, this course further examines the principles and procedures of various tests performed in Clinical Chemistry. Integral to this course is continued explanation of the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values.
Prerequisite: Clinical Chemistry I
ML202 Hematology II 60 hours, 4 credits
Expanding upon concepts learned in Hematology I, this course further examines the theory and practical application of routine and special hematology procedures. Presents white blood cell function, hematopoiesis and associated diseases. The student laboratory focuses on identifying normal and abnormal white blood cell morphology and the evaluation of stained blood smears. Coagulation principles and techniques will be included.
Prerequisite: Hematology I
ML203 Immunology 40 hours, 3 credits
Basic immunology and serology concepts will be presented with an emphasis on selected infectious diseases and autoimmune disorders. The theory of immunologic and serologic procedures will also be presented.
Prerequisite: Human Anatomy and Physiology I
ML205 Immunohematology 40 hours, 3 credits
An introduction to the fundamentals of the immune system and the principles of genetics as they apply to blood group inheritance and blood banking procedures. Includes donor selection, blood collection, blood component processing and administration of blood components. Utilizes a student laboratory for experiences in 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 virology, fungi and protozoa. The principles of 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 perform 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, memory, hard drives, multimedia, and input/output devices. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Each student will assemble a computer using prescribed parts and materials.
Prerequisite: none
N113 PC Hardware and Software II 40 hours, 3 credits
This course is a continuation of PC Hardware and Software I. The topics covered include review of previously covered topics, telecommunications and networking, the Internet, and printing. Additional topics in this course are virus protection, disaster recovery and maintenance planning.
Finally, the student will learn about the conduct and responsibilities of being a professional PC technician. To reinforce the materials in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course in addition to PC Hardware and Software 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 material. 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 topics such as local area networks and wide area networks and how communications are accomplished within those 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.
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 in a two course sequence ends with an analysis of functions and classes and how these elements are used 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 ground 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 creating games.
Prerequisite: Console Development
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.
Prerequisite: 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.
Prerequisite: Programming I

Courses designated with an asterisk (*) are generally offered only as online classes.
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 simulation, and apply Linux to 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.
Pre- or Co-requisite: PC Hardware and Software II

N209 PHP/MySQL Administration 60 hours, 4 credits
Students learn the fundamental areas of two widely used Web application database tools, PHP and MySQL for implementing and managing database-driven websites. Topics 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 troubleshoot Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course helps prepare students to take the Microsoft 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: 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 troubleshooting 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 Exchange Specialist exam.
Prerequisite: Windows Active Directory

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 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 a database development policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activity.
Prerequisite: SQL Server Administration

N253 Managing Information Security 30 hours, 3 credits
Information security is not only an IT, but a management issue. Therefore, this course introduces students to a detailed examination of the systems-wide perspective of information security. They begin with the strategic planning process for security, which includes an examination of the policies, procedures and staffing functions necessary to organize and administrate 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 parts 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: Programming II

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 backups, promoting security, and to enhance availability and performance of the database.
Prerequisite: Relational Databases

N273 Business Intelligence Reporting 40 hours, 3 credits
The goal of this course is to allow students to understand business intelligence and how it affects the success or failure of organizations. In particular, this course will focus on business intelligence using industry-standard reporting tools 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 two 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 Hardware (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

N281 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 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 have 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
This 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 tool 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 graphics algorithms in relation to video games and simulations. The focus is on graphics methods used to render realistic images of objects 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 images 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
N205  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 work on gesture, proportions and form development 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 to create strong believable animation pieces. A good understanding of motion is 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 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.
Prerequisites: 3D Content Creation, Graphics Development with DirectX

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, creating interactive elements and incorporating sound and video and testing Flash movies. Also, students explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button 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 mechanisms. Students will research the development issues associated with this software (3DS Max). We will then explore various creation and texturing techniques in both 2-Brush and 3DS 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, students who have previous programming experience will now be able to bridge the gap between the programmer and designer cohorts.
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 how to keep their scans and elements will be explored. Students create treatments, inspirational sketches, descriptive drawings, character and object design, storyboards, and animations as a method for developing and communicating concepts for time-based media.
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 aesthetic appeal. They will also digitize images, adjust and manipulate them in the computer, and output them for on-screen and printed use. Throughout 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 procedures of project planning from the early stages of brainstorming through project planning including creating timetables, resource management, and implementation, along with the basics of setting 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
80 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, 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 check.
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 example of media that can be analyzed and critiqued for their thematic elements, formal structure, plot and interactive appreciation. The next is a study of complex software subjects relating to technology constraints and the product of a professional design and implementation process. The last is a study of behaviors and associations comparable to other popular art forms. Students will study the principles of game design and use them both to analyze existing games and to develop their own original game ideas.
Prerequisite: Game Design Theory II

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 and moving imagery. The use of composition and frame, directing methodologies, editing principles and sound elements will be explored. Students create treatments, inspirational sketches, descriptive drawings, character and object design, storyboards, and animatics as a method for developing and communicating concepts for time-based media.
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 involved in creating 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 cycle. Students will begin the writing of game development documents, game production teams, game development tools and techniques, play testing and 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 a systematic approach. The java programming language is utilized in creating these games. How to weave in audio and video is also addressed along with considering factors such as user inputs involved in playing the game.
Prerequisite: Programming I

N365  The Physics of Gaming
40 hours, 4 credits
This course has been designed to teach the foundations of physics. In order to accurately depict events in a “game environment”, the game/simulation programmer must understand the underlying physics principles that determine real world actions in the physical world and have those principles conveyed in the “game world.” Among the topics that will be covered in this course include Newton’s Laws of Motion, kinematics, and the conservation of momentum in physical systems. Where appropriate some hands-on activities will be done to help illustrate important principles for the students.
Prerequisite: Math for Game and Simulation Production II

N400  Programming Languages Principles
40 hours, 3 credits
An introduction to programming language principles, including the history of programming languages, formal models for specifying languages, design goals, run-time structures, and implementation techniques, along with a survey of the principal programming language paradigms.
Prerequisites: none

N401  Artificial Intelligence
60 hours, 4 credits
This course provides the foundation for incorporating artificial intelligence (AI) into games. The C+++ programming language is used to provide the framework for creating intelligent agents for games. Students will step through the design with different elements and programming aspects of creating AI for various games. Various topics including state driven agents and steering behaviors are covered which help provide the A* basis for many games.
Prerequisite: Programming II

N405  Advanced Applications of Digital and Experimental Art
60 hours, 4 credits
In this course, students will combine their knowledge of art techniques with the psychology of art reception to develop art projects aimed at producing specific reactions. Students will experiment with different elements of art, including shape, form, light, color, and movement, and use techniques including digital photography and imaging. In addition, students will learn to analyze mainstream graphic-design projects in terms of their intended effects, and to use their analyses to produce experimental art projects. The course builds upon traditional and digital visual-art skills learned in previous courses to create imaginative solutions to digital problems.
Prerequisite: Advanced Methods of Computer Graphics

N410  Database Management and Administration
40 hours, 3 credits
This course covers essentials of database management and administration in a business environment and provides hands-on experience that includes transaction management, storage management, data administration, security and database recovery 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 movements, and virtual cinematography. The students will learn the proper application of effects in film 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, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing an active network defense, and policies for enhancing forensic analysis of crimes and evidence. 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.
Prerequisites: 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 these products. Development strategies, risk analysis, and process improvement are some the big topics that will be tackled in this class. In addition, this course will delve into how to conduct testing on new games and simulations and the purpose and method for producing documentation that can be used in the overall development cycle.
Prerequisite: Programming II

Courses designated with an asterisk (*) are generally offered only as online classes.
Prerequisite: Polygon Modeling

4454 Animation Graphics 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 encouraged 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 costing best practices. It also covers areas like cross-platform porting and multi-lingual 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 covered include file formats 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 presentation through simulations. Throughout 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 game engines, motion generation, behavioral control for autonomous characters, interaction structure, and social and interface issues of multi-user play. Students will culminate these skills 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

N110 Drawing Design and Art Theory
40 hours, 3 credits
This course introduces the fundamentals of drawing through five elements of art (line, space, value, color, and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and composition studies.

Pre-or Co-requisite: Color Theory & Techniques

N111 Introduction to Computer Graphics
40 hours, 3 credits
This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting.

Prerequisite: none

N113 Introduction to Multimedia Design
40 hours, 3 credits
This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Production of all multimedia elements are stressed throughout the class with an emphasis on trouble shooting and problem solving.

Prerequisite: Introduction to Computer Graphics

N115 Networking and Internet Technologies
40 hours, 3 credits
The goal of this course is to provide an introduction to networking and Internet technologies. This course covers a wide range of material about the Internet, from using the Internet to demonstrating how the Internet works, using different Internet protocols, programming on the Internet, the Internet infrastructure, security, and e-commerce.

It not only introduces a variety of concepts, but also discusses in-depth the most significant aspects of the Internet, such as the G3 protocol of networking. In addition to explaining concepts, the course uses a multitude of real world examples of networking issues from a professional’s standpoint, making it a practical preparation for the real world.

Prerequisite: none

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

Prerequisite: Introduction to Computer Graphics

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

Prerequisite: Typography

NM124 Color Theory and Techniques
40 hours, 3 credits
This course introduces basic compositional principles and harmony and contrast through the practice of color applications, digital input devices and graphic software packages. Basic exercises are used to familiarize and practice how to achieve different visual effects and create visual effectiveness. The use of color in printing is also explored.

Prerequisite: Introduction to Computer Graphics

NM130 Audio/Vide Editing
40 hours, 3 credits
Students learn the theory and processes of audio/ video editing using non-linear editing software on the desktop. This course introduces the fundamental and post- production techniques that will be applied for various delivery media. Students produce and edit a series of short videos for video, disk and Internet applications.

Prerequisite: Multimedia Design

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

Prerequisite: Multimedia Design

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

Pre- or Co-requisite: Audio/Video Editing

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

Prerequisite: Introduction to 3D Arts and Animation

NM250 Dynamic Content Management
40 hours, 3 credits
This course introduces students to the standards for designing relational databases. The course focuses on record creation, modification, and deletion as well as report generation and database design. Students use a database language is utilized to obtain dynamic information for multimedia authoring.

Pre- or Co-requisite: Fundamentals of Web Authoring

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

Prerequisite: Introduction to Multimedia Design

NM260 Server Side Scripting
40 hours, 3 credits
This course focuses on dynamic interactive web sites from a multimedia perspective. Emphasis is on data driven pages, interactivity through client side technologies, web content, 3D modeling and database access through server side scripting.

Prerequisite: Dynamic Content Management, Fundamentals of Web Authoring and Design
PL140 Contracts
40 hours, 4 credits
This course will provide students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts, breached contracts, and the remedies provided for a breach of contract.
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 decisions and proper responses.
Prerequisite: Introduction to Law and the Legal System

PL215 Real Estate Law
40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with perorations and other real estate related documents. The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosure, landlord/tenant law, and zoning regulations.
Prerequisite: Introduction to Law and the Legal System

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

PL219 Law Office Technology
40 hours, 4 credits
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law oriented computer applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and docket management and computer based legal research and document movement.
Prerequisite: Introduction to Law and the Legal System

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

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

PL235 Legal Research
40 hours, 4 credits
This course introduces the Legal Research process for paralegals. An overview of legal source materials and how and when they are incorporated in the legal research process will be examined. Students will develop information literacy skills specific to the Paralegal field by working with primary sources, like state and federal enacted law and secondary sources, like legal encyclopedias, treatises, and state specific practice books. Students will develop skills such as legal application, analysis, and synthesis skills by identifying and classifying the best sources that apply to legal problems. Students will evaluate the relevance of sources for specific problems and critically evaluate the level of authority of various legal sources.
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 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 with a wide variety of potential readers. This includes legal professionals, 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 will provide 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 the internship.

PT105 Introduction to Pharmacy
40 hours, 4 credits
An introduction to the technician’s role in pharmacy practice. The student will gain a basic knowledge of pharmacy, healthcare and pharmacy law, and an understanding of current practices and trends in pharmacy. Students will be exposed to key topics such as the role of the technician in the pharmacy setting, pharmaceutical terminology, common medications, and ethical considerations.
Prerequisite: none

PT120 Pharmacy Math and Dosages
40 hours, 4 credits
This course provides the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform basic math functions related to retail pharmacy practice.
Prerequisites: Introduction to Pharmacy (or co-requisite); College Algebra

PT125 Pharmacy Software/ Automation/ Insurance Billing
40 hours, 3 credits
Hands-on experience using pharmacy software will be gained via entering patient profiles and prescriptions. The student will learn how to process prescriptions, understand common insurance rejection codes, and gain knowledge of how to resolve rejections. Automated ordering, receiving, and maintenance of inventory will be addressed. Student will gain understanding of the various payment methods received by retail pharmacies. The student will explore various automation machines used within pharmacy settings.
Prerequisite: Pharmacy Math and Dosages

PT240 Unit Dose and Medication Preparation
40 hours, 3 credits
In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications within an institutional setting. Emphasis is on correctly filling orders with correct drug, dosage, and frequency. The IV route will stress aseptic techniques and the maintenance of sterile conditions. The student will learn to read an IV label, select appropriate additives and base solutions, and properly prepare the prescribed IV compound.
Prerequisites: Introduction to Pharmacy, Pharmacy Math and Dosages

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

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

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

W109 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  

W110 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  

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

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

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

W125 Introduction to Visual Basic  
40 hours, 3 credits  
The students who take this course will learn to create basic applications using Visual Basic .NET. It covers language basics and program structure. Topics include graphical interface design and development, control properties, event-driven procedures, variables, scope, expressions, operators, functions, decision-making structures, looping structures, and database access files.  
Prerequisite: none  

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 basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, DBMS, SQL, and ASP.NET.  
Prerequisite: Introduction to Visual Basic  

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

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

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

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

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

NOTES
the programs that require a background check for admission are the following:

- Business Management AAS
- Childcare Management BS
- Health Information Technician AAS
- Massage Therapy AAS
- Medical Administration AAS
- Medical Assisting AAS
- Medical Laboratory Technician AAS
- Pharmacy Technician AAS
- Criminal Justice BS
- Criminal Justice AAS
- Human Services AAS
- Paralegal AAS / Certificate

In addition to this general background check, applicants to the Law Enforcement programs must also submit to a Minnesota Bureau of Criminal Apprehension background check. Applicants to the Human Services, Medical Assisting, Medical Laboratory Technician, Pharmacy Technician, Surgical Technology, and Nursing programs must also submit to a Minnesota Department of Human Services background check, in addition to the general background check.

A student enrolling in any of the designated programs must complete a Background Release Form, as well as a Background Check Attestation. Campuses will be notified directly of applicants whose background check results are clear. If the background check reveals a potential problem, Rasmussen College will review the applicant’s background to determine whether the applicant is eligible to start the program. The College will send either a possible issue letter, or a pre-adverse action letter to all applicants whose background check reveals a potential problem.

A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing prerequisite activities and/or finding employment after graduation. Applicants who receive a possible issue letter may acknowledge the issue and make an informed decision to continue with the program, or they may choose to change programs.

A pre-adverse action letter informs the student that the College either will not allow the applicant to enroll in a certain program, or will remove a student from a certain program, based on the background check. The student may contact the background check firm to dispute the information contained in the background check. The College must be informed within seven days of sending the pre-adverse action letter that the student is disputing the information. If this does not occur, the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available. If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision.

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 above 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 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 requiring the admissions standards outlined above 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 as alternates to join the program if another applicant is deemed ineligible or decides not to begin class. These two alternates must complete all the necessary steps for admission. Alternates will be notified that the cohort had not been filled because of insufficient enrollment. Students must attend programmatic orientation as well as general orientation or risk being dismissed from the cohort.

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

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

**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 IP 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 coursework, 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, and admission requirements (including the STEP test). Eligible individual progress courses will be applied to their degree program, and count as credits attempted and earned towards the degree and completion of Satisfactory Academic Progress (SAP).

**Immunization Requirements**

In addition to other entrance requirements, Allied Health 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. 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 approve students for developmental math and English 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 ‘SK’ 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 taken in conjunction with courses contained in an eligible program.

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 – Bâine, Rasmussen College – Brooklyn Park, Rasmussen College – Eagan, Rasmussen College – Eden Prairie, Rasmussen College – Lake Elmo / Woodbury, Rasmussen College – Murfreesboro, Rasmussen College – St. Cloud. Students who place at the level of B097 Foundations of English I or B098 Foundations of English II, are not eligible for 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 who to contact should check with their Academic Advisor.

**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 enrolling 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, except for students starting during a mid-term start who may complete the course within their first two quarters. If for some reason students fail to do this, they cannot continue their education at Rasmussen College.

**Equipment**

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

**Educational Records Definition**

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

**Grading System**

<table>
<thead>
<tr>
<th>Percentage Scale</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100 %</td>
<td>Excellent</td>
</tr>
<tr>
<td>A</td>
<td>90 to 99 %</td>
<td>Very Good</td>
</tr>
<tr>
<td>A-</td>
<td>89 to 89 %</td>
<td>Good</td>
</tr>
<tr>
<td>B+</td>
<td>86 to 89 %</td>
<td>B+</td>
</tr>
<tr>
<td>B</td>
<td>82 to 86 %</td>
<td>B</td>
</tr>
<tr>
<td>C+</td>
<td>79 to 82 %</td>
<td>C+</td>
</tr>
<tr>
<td>C</td>
<td>76 to 79 %</td>
<td>C</td>
</tr>
<tr>
<td>D+</td>
<td>69 to 76 %</td>
<td>D+</td>
</tr>
<tr>
<td>D</td>
<td>62 to 69 %</td>
<td>D</td>
</tr>
<tr>
<td>F</td>
<td>Below 62 %</td>
<td>F</td>
</tr>
</tbody>
</table>

**Point Scale**

- **Letter Grade Percentage Range**
  - A+ 100 to 99%
  - A 90 to 99%
  - B+ 89 to 86%
  - B 86 to 83%
  - C+ 79 to 82%
  - C 76 to 79%
  - D+ 69 to 76%
  - D 62 to 69%
  - F Below 62%

- **Grading System Alphabetical Scale**
  - A+ Excellent
  - A Very Good
  - A- Good
  - B+ Good
  - B Very Good
  - B- Average
  - C+ Average
  - C Average
  - C- Below Average
  - D+ Below Average
  - D Failing
  - F/FA Failure

- **Grade Point Scale (Computation Procedure)**
  - 2.00 average
  - 3.00 average
  - 4.00 average

- **Letter Grade Percentage Range**
  - A+ 100 to 99%
  - A 90 to 99%
  - B+ 89 to 86%
  - B 86 to 83%
  - C+ 79 to 82%
  - C 76 to 79%
  - D+ 69 to 76%
  - D 62 to 69%
  - F Below 62%

**Allied Health Programs Grade Scale**

The following grade scale applies to all ES, MA, ML, MT, PT, ST, and M coursework.

- **Letter Grade Percentage Range**
  - A 100 to 93 %
  - A- 92 to 90%
  - B+ 89 to 67%
  - B 86 to 65%
  - B- 82 to 80%
  - C+ 79 to 77%
  - C 76 to 73%
  - F Below 73%

**Foundation Courses Grading**

1. All foundations courses are satisfactory/unsatisfactory (SU/XU) courses. In each of these courses, the final exam comprises 40% of the final grade. The remaining 65% of the final grade is determined by other coursework.

2. Students automatically pass B097 Foundations of English I if they achieve a score of 17 or more (out of 35 items) on the final exam/end of quarter post-test in this class. Students in B097 Foundations of English I who earn a score of 25 or more (out of 35) on the post-test have achieved the necessary basic literacy skills and will not be required to take B098 Foundations of English II.

3. Students automatically pass B098 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. Students automatically pass B099 Foundations of Math if they achieve a score of 17 or more (out of 35 items) on the final exam/end of quarter post-test in this class.

4. Students who test at either B097 Foundations of English I or B098 Foundations of English II, are not eligible for admission to Rasmussen College - Online.

5. The Academic Dean must be informed of all incompletes granted. Incompletes will be assigned work, identified in the course syllabus.

**Incomplete Grade Policy**

An ‘VIN’ indicates an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. An incomplete 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:
   - the work to be completed,
   - the deadline for completing the work (within two weeks of the last day of class),
   - the grade to be entered should the student not complete the work by the deadline (the calculated grade).

2. Instructors will have one week for grading, recalculation of grades and processing of all documents required.

3. 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.

4. The Academic Dean must be informed of all incompletes granted. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
   - the work to be completed must be regularly assigned work, identified in the course syllabus.
   - the student can reasonably be expected to completing the work by the deadline.

5. The student’s grade will be substantially improved.

6. The student has demonstrated a commitment to completing work in a timely fashion.

7. Granting the incomplete is truly in the best interest of the student.
Incomplete Grade Policy continued

6. By completing the work, one of the following two options applies:
   a. The student will learn substantive information by completing the work.
   b. The student will learn higher-level thinking skills or gain substantive knowledge of greater command of the subject matter.

7. Allowing the student extra time compensates for events or conditions not within the student’s control (e.g., illness, emergencies, etc.) as opposed to compensating for poor planning, poor attendance, or failure to take assignments seriously.

8. Incomplete grades may not be granted only for
   a. The sake of improved cumulative grade point average,
   b. The student will be granted to allow students to make up “extra credit” work.

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

The final grade awarded for the course is included in the calculation of the cumulative grade point average.

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

Students who have earned a CDA Credential within the past three years, awarded by the National Council of Professional Recognition, and are enrolled in the Early Childhood Education Associate’s degree or Business Management – Child Development 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 credentials, and if the criteria are met, waive the course requirements and the grades will be posted on the student record as a “CW.”

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 a change. Instructors may change grades at their discretion, with the following guidelines:

Circumstances that may warrant a change of grade include:

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

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

Students must contact their instructors within 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 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 instructor and students should be directed to the appropriate Dean.

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

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

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 purchasing 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 any course. 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 course. 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 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 audit student.

Independent Study Policy

Independent study applies when the student requests 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 self-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 to satisfy the frequent grade changes. No grade may be completed by an instructor at the end of the quarter. Students may take, and the College may offer, a course through independent study under the following conditions:

1. The course is currently offered on-site or online.

2. Completion of the course is necessary for on-time graduation.

3. The need for the course in the quarter in question does not arise from the student’s decision to withdraw from the course in an earlier quarter, the student’s failure to satisfactorily complete the course in an earlier quarter, or the student’s decision to change their major.

4. The student will complete work of a similar quantity and quality as required for the class.

5. Allowing the student extra time compensates for poor planning, lack of time, or failure to take assignments seriously.

6. The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the coursework requirements of the course.

7. At least twice and at regular intervals during the quarter, the Dean will evaluate the student’s progress by reviewing work completed.

Independent studies must meet the following guidelines:

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

- When and where will they meet each week.
- Weekly objectives for work to be completed.
- Course progress checks to be reviewed by the Dean.
- Standards of academic quality for the work to be completed.
- Deadline for all work to be completed at the end of the quarter.

Credit by Examination

Enrolled students may request credit by examination for 100-level and 200-level courses if an exam has been developed. Credit by examination is not offered for 300-level or 400-level courses, or for Success Strategies, Career Counseling, Practicums, or Capstone or designated capstone.

Program-specific Massage Therapy, Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses, and 200-level Pharmacy Technician courses are not available for credit by examination. In addition, the Healthcare Information Technologies and Pharmacy Software/ Automation Assurance Billing courses are not available for credit by examination.

An examination score of 83% or higher is required to receive credit by examination. The examination grade will be reflected as “TO” (test-out) on the transcript, and will not count in the student’s grade-point average. These credits will not count as credits for financial-aid purposes.

A credit by examination may be taken only once for each course. If a student has already attempted the course, as indicated by a posted W/WD or F/A grade, no test-out attempt will be allowed. 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 may not 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.

Course Waivers

Students who have earned at least 24 semester or 36 quarter credits at an accredited institution of higher education, regardless of program of study, with a minimum cumulative GPA of 2.0, may request a waiver for a course from Success Strategies. Students with a two-year degree or higher from an accredited institution of higher education, with a minimum cumulative GPA of 2.0, also qualify for a course waiver from Success Strategies. The student’s academic transcript will be reviewed, and if the criteria are met, the student’s transcript will be approved. The student must provide written authorization to the Dean.

Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for any scheduled M or PT practicum coursework if they wish. Students must complete and submit the required paperwork to their Program Coordinator/Director in order to be granted the grade posted in the Rasmussen College student record will be a “CW.”

In some instances, the content of upper-level courses at Rasmussen College corresponds to lower-level courses in previous versions of the College’s two-year degree programs. (Although these courses were included in previous two-year degree programs, their content was more suited to the upper-level core of a four-year degree program.) Depending on the total credits needed to complete a program, a waiver may be applied:

1. If a bachelor’s degree program student has taken a previous lower-level Rasmussen College course that corresponds to an upper-level course, and the student has completed an excess of other lower-level credits, the lower-level course will be taken in internal transfer and a grade entry of “CW” will be posted to the student record, and the course will be counted as part of 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, appropriate, upper-level course in sequence 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 Technologist, 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.

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 to be transferred for transfer of credit be sent directly to Rasmussen College.

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

4. Rasmussen College reserves the right to 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 collection 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 credits has been completed with a grade of C or higher at an accredited institution of higher education.

6. Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.53 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 Technologist, 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 transfer credit is evaluated with the following guidelines:

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

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

   c. Courses from accredited degree-granting colleges which are intended to transfer as general-education requirements will be considered in the 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, on a point-for-point basis, 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. Supplemental information such as a syllabus, course description, or text may be required.

      ii. The information will be reviewed by the Academic Dean, Campus Director, or Director of Campus Operations, 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 courses or passing the STEP exam. Once the student successfully completes the necessary Foundations courses and passes the placement exams, the College may reconsider transfer of credit for those courses.

   g. For courses that are not part of a conferred degree to be considered for transfer, credits for major/core 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 credits, 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. 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 must be considered for transfer regardless of time of completion date. General education courses that are included as part of a program major/core are to be considered as general education credits for purposes of transfer.

   h. College Equivalency Credits

      a. Advanced Placement (AP) examinations administered by the College Board. A score of 3 or higher required. Applicable to General Education areas only.

      b. College-Level Examination Program (CLEP) examinations administered by the College Board. A score of 50 or higher. Applicable to General Education areas only.

      c. 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.)

      d. 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 used to establish the student's transfer status as test-out credits (TO) and may not be assigned letter grades or applied to cumulative grade-point-average credits. Students must complete 35% 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.

General Education Program Requirements for Rasmussen College Credit Transfer

AAS degree candidates must successfully fulfill the general education requirements detailed in their chosen degree program and credits 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, College Algebra, and an additional course as designated by program.

Certificate programs typically do not include general education course requirements because they are designed to meet specific career goals.

Courses that are primarily developmental or remedial in nature and content may not be included in the general educational total.

Allied Health Externships, Practicums, and Clinicals

Externships, clinicals, 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 may need to travel out of the immediate area to complete practicum activities. The cost of any such travel is the responsibility of the student.

Practicums/Externships in Allied Health programs have attendance expectations that differ from the attendance policy above. These attendance policies can be found in the program-specific manuals/handbooks.

In order to successfully complete a practicum experience, students must complete the required number of practicum hours for the course. Students who do not complete all required practicum hours during the quarter in which the course is scheduled will fail the practicum course.

All student activities associated with the curriculum, especially while the student is completing his or her clinical rotations, will be educational in nature. The student will not receive any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution.

Often, students will be offered a position towards the end of their rotation. It must be understood by both parties that should compensation occur for time associated with the practicum requirement, the student may be disqualified from the program and forfeit any accumulated hours.

School of Business Mission Statement

The Rasmussen School of Business prepares students for an ever-changing business environment. This goal is accomplished by offering market-focused skills and leading-edge programs that address the global marketplace. We measure our success in academic performance, commitment to lifelong learning, and professional contributions of our graduates. Graduates of the School of Business will be active contributors and leaders in their chosen fields and diverse communities.
Graduation Requirements
Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 55% 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 enrolled in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, 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. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each area. Completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length. Certificates or transcripts of credits may be given to those students taking individual subjects or individual progress courses of study.

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

Transfer of Credits
Transfer courses designated with a “PN”, “PRN” or “NUR” will not be charged. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period. Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class, the credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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

Early Honors coursework is available to high school juniors and seniors on-campus or online with enrollment in the program dependent upon space availability.

Early Honors Program Terms and Conditions
Students must meet the following criteria and expectations to participate in the Rasmussen College Early Honors Program:

1. Students must be enrolled in an Early Honors Program Application, which includes a high school attestation indicating expected graduation date. Early Honors Applicants are not required to submit an application fee.
2. Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
3. Students must submit a signed Early Honors High School Approval Form.
4. Students are required to be a junior or senior, and have a minimum cumulative high school grade point average of 2.25 (out of a possible 4.00). Such GPA must be validated by the High School Counselor or Administrator on the Early Honors High School Approval Form.
5. The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
6. A maximum of 20 Early Honors students will be accepted per quarter, per campus.
7. To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00 (out of a possible 4.00).
8. Students must score at least a 25 on the writing portion of the Rasmussen College STEP assessment to be accepted and admitted into the Early Honors Program.
9. Juniors or seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the DOA and Dean of Student Learning before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Program.
10. Applicants will be accepted on a space available basis for each course selected.
11. Early Honors students must meet all course prerequisites as listed in the catalog. All leading courses designated with a “PN”, “PRN” or “NUR” are not available to Early Honors students.
Tuition Structure
Tuition Rates are as follows: New Starts and Re-entering Students as of 10-1-2010

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>COST (for all class levels)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education</td>
<td>$325 per credit</td>
</tr>
<tr>
<td>Health Information Technician, Massage Therapy, Medical Administration, Medical Assisting, Medical Transcription, Pharmacy Technician</td>
<td>$375 per credit for Foundations courses and all 100-200 level courses</td>
</tr>
<tr>
<td>Accounting, Business Management, Healthcare Management</td>
<td>$420 per credit for all 300-400 level courses</td>
</tr>
<tr>
<td>Criminal Justice, Human Services, Paralegal</td>
<td>$395 per credit</td>
</tr>
<tr>
<td>Medical Laboratory Technician</td>
<td>$400 per credit for Foundations courses and all 100-200 level courses</td>
</tr>
<tr>
<td>Digital Design and Animation, Game and Simulation Production, Information Systems Management, Multimedia Technology</td>
<td>$420 per credit for all 300-400 level courses</td>
</tr>
</tbody>
</table>

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 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 the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy Technician students convicted of drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy Technician students convicted of drug- or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam.

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 card (such as a 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, process, and functions as an educational institution and business.

The administration of Rasmussen College reserves the right to address any issue in this catalog or its operations regarding its meaning.

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.

The State of Wisconsin Cancellation, Termination, Refund Policy
If a student is cancelled or terminated, for whatever reason, the following apply:

- Students who withdraw from the college in any term should give written notice to the college. Date of withdrawal is the last day of recorded attendance. Students who have not attended classes for ten (10) consecutive days without giving the college an explanation about the absences, before or during the period of absence, may be regarded as having withdrawn from the college.

- Students who have been accepted and who give written notice of cancellation before the fifth business day after the day of their acceptance, or prior to the end of the drop/add period, whichever is later, shall have all tuition, fees and other charges refunded to them. Books are to be included as part of the tuition and to be provided by the College. As such, students will be charged $100 per course for books, if any, that are not returned to the College in a condition that would allow them to be returned to the supplier.

- Students who give notice of cancellation following the end of the drop/add period but before completion of 60% of the period of instruction for which they have been charged (“Period of Instruction”), the amount for tuition, fees and all other charges for the completed portion of the Period of Instruction charged shall not exceed the prorated portion of the total charges for tuition, fees and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. Additionally, students will be charged a $100 book fee per class. The books received by a student from the College are the student’s property. After completion of 60% of the Period of Instruction, no refunds will be made.

- Any valid notice of cancellation will be honored by the College. Refunds not related to the five business day cancellation period will be refunded within forty days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the case where notice is hand carried, it shall occur on the date of notice is delivered to the College.

- Refunds are made within 45 days of the date of determination of withdrawal if a student does not officially withdraw and does not cancel within the five (5) business day cancellation period.

- The refund policy is not linked to compliance with the College’s regulations or rules of conduct. A refund will be made in accordance with this policy regardless of whether students terminate their enrollment or the College terminates their enrollment.

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

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

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

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 courses 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 courses in which they are enrolled to the quarter in which they withdrew. However, these terms are 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 or a grade for classes from which they withdraw.

Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be refunded in accordance with the student’s Excess Funds Form (completed upon enrollment). Students in good standing who withdraw under this policy may be readmitted and re-enroll under the catalog that is current 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 re-enrollment.

Medical Leave of Absence and Medical Withdrawal Policy

Medical Leave: Each leave for a one-quarter and can be extended through the following quarter’s end if the student leave is extended beyond 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 plan to 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 the appropriate person complete and return the completed form to the Campus Accommodations Officer.

When a Student Wants to Return After a Medical Leave of Absence

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 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 the student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/add period the courses will be dropped without being recorded on the student’s transcript and tuition will not be charged.

2. A grade of “W” will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter.

NOTE: Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been met.

The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply to any academic work done by the student while on leave or while on Medical Withdrawal from the College.

All academic probations, warnings and dismissals take precedence over any Medical leaves or Medical Withdrawals. If a student is already on probation or is placed on probation while on leave, the conditions of his or her probation are continued to the quarter in which he or she returns to the College.

Involuntary-Medical-Walking-Process Appeal

A student who is on 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 determination that the student is unable to return to the College.

Each 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 limit 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 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:

•  Any 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 awards.
•  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.

Non-Federal Refund Distribution Policy

Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other state Aid Programs (with the exception of the State Work Study Program), the following formula is used: Amount of funds (financial aid and cash) applied to institutional charges (including post-withdrawal disbursements of Title IV aid applied to institutional charges) less:

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

Note that for purposes of calculating institutional charges for the determination of the Title IV refunds, 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 event a veteran discontinues training for any reason, the College will retain a $10 registration fee. Any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. The remaining amount of prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.

Library Fine Policy

Rasmussen College Library System reserves the right to collect late fees for Rasmussen Library materials that are kept out past the due date without renewal. The current late fee is as follows: for all circulating books, videos, audiotapes, and CD-ROMs there is a 5 day grace period, after the grace period the charge is $0.25 a day for 10 days; the maximum late fine is $25. For reference books and reserve materials there is a 10 hour grace period beyond the 24 hour check-out period; after the grace period the charge is $3.00 per hour for 5 hours; the maximum fine is $150.00.

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 nonplaceable 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 kept 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 fines incurred by students.

The College may ensure that students pay the fine or the patron will be notified of the amount of the fine owed and 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 current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/ drug abuse.

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 employees practice conduct 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 underlines 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, employ, retain, and promote employees with regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or President will be notified of all allegations. This will ensure a prompt, consistent, and appropriate investigation.

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

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

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

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

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

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

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

3. Go to a sexual harassment/violence information center or discuss the matter with a friend.

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

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

A Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem.

During the informal inquiry process, all information will be kept confidential so as to give it the greatest possible protection.

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

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

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

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

While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed to everyone in every instance, the College strives to protect against any individual for reporting sexual harassment creates an offensive and unpleasant working environment. The College is inherently risky where a power differential exists between the involved parties. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perceptions that a power differential exists between the involved parties which limits the student or employee’s ability to make informed choices about the relationship. Claims of consensual romantic/ssexual relationships will not protect individuals from sexual harassment claims. 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 advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

2. “Hostile work environment,” where the harassment creates an offensive and unpleasant working environment. Hostile work environment can be created by anyone in the work environment, whether he be supervisors, other employees, or customers.

Sexual orientation harassment includes harassment based on sexual orientation. Sexual orientation harassment can include verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent as to have the 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:

- Sexual advances; and
- Conduct or conduct of a sexual nature that is sufficiently severe, pervasive, and/or persistent so as to affect the other person’s work performance or learning environment.

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 as to have the effect of unreasonably interfering with an individual’s work performance or learning environment.

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

Having a previous relationship of any nature, including prior sexual contact with the victim/survivor is not an accepted defense for sexual assault. The victim/survivor does not need to prove that he/she resisted or another witness is not needed to prosecute the case. The relative age of the persons involved, the victim/survivor’s fear of bodily harm to self or another, the use of threat to use 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 must be prepared at the College’s direction by the complainant or a designee as a record of the complaint. The complaint must be addressed to the Campus Director, Associate Campus Director/Director of Campus Operations, or other manager who will immediately report such complaint to an Executive Vice President or President and Human Resource Director or Corporate Counsel. The Human Resource Director and/or Corporate Counsel, with the assistance of the Campus Director, Associate Campus Director/Director of Campus Operations, or other manager will formally investigate the complaint and present the findings and recommendations to an Executive Vice President or President.

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

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

2. If the circumstances warrant an investigation, Rasmussen will inform the person complained against of the complaint and of the possibility that any violation of the College’s policy may result. 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 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 complainant will be informed of procedures being followed through the investigation although not of the specific conversations held with the person complained against.

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

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

7. After an investigation of the complaint the College will:
   a. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment occurred and report its findings and the resolution to an Executive Vice President or President; or
   b. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or
   c. 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 and 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 has heard or believed a suspicion 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; a change of grade or other academic record for a student who has been the victim of harassment; or other appropriate action.

Any student who is suspended 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 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 all individuals.

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

Sexual assault is an act of aggression and coerced sexual contact or 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.

Executive Vice President or President determines whether the name of the victim/survivor unless he/she chooses to be identified.

The administrative office at each College shall, at all times, have readily available the name(s) 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, or have a friend contact, the local law enforcement and sexual assault center.

Following the incident the victim/survivor should notify the Campus Director, Associate Campus Director/Director of Campus Operations, of the assault for support and assistance.

Further, in either case, the victim/survivor should do the following:

1. It is helpful to have a written summary of what happened while the memory is still clear.

2. No attempt should be made to bathe, change clothing, or otherwise clean up prior to examination by a medical practitioner qualified to make determinations regarding sexual assault.

3. In most cases it will be helpful to have a friend with you when talking to the local law enforcement officials or sexual assault center personnel.

Victims’ Rights Under Sexual Assault Policy

If it is determined that a sexual assault has or is alleged to have been committed by a member of our College community on property owned by the Rasmussen following additional policy applies:

1. The victim is aware of criminal charges that may 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 proceedings 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 incident;

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 presence of campus and/or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes;

8. Further information can be obtained from the following sources:

   a. Wisonsin Office of Crime Victim Services http://www.doj.state.wi.us/cvs/
   b. 800-446-6564 • 608-264-9497
The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the authority to evict residents found to be involved in drug-related crimes on or near the public housing premises. Businesses with federal contracts are subject to loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with drugs could lose their eligibility for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive and injurious to the person and can cause harmful effects to virtually every aspect of a person’s life, i.e., relationships, family, job, school, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, irritable, anxious, or experience sexual indifference. Use of physical or verbal abuse and appetite, go into a coma, experience convulsions, or even death. Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be impaired as well. Some examples of this are a hangover, or a feeling of being “burnt out,” being preoccupied with plans for the next drink, or “high” or slowed reflexes that can be especially dangerous while driving. Alcohol related driving deaths are the top killer of 15 to 24 year olds.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:
- inability to get along with family or friends
- uncharacteristic temper flare-ups
- increased “secret” type behavior
- abrupt changes in mood or attitude
- resistance to discipline at home or school
- getting into a “slump” at work or school
- increased borrowing of money
- a complete set of new friends

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

Family Educational Rights and Privacy Act (FERPA)
Amended 10/01 to include the USA Patriot Act

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

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

2. The right to request the amendment of the student’s education records to correct any inaccurate or misleading information. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the Campus Director, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

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

3. The right to request to conditionally disclose or destroy personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to inform law enforcement officials in the event of a “violent crime” on campus.

5. The right to inspect and review the student’s education records within 45 days of the day the institution receives a request for information from a standard court order or subpoena. The institution will notify the student of the right to a hearing if the institution discloses any information in response to a court order or subpoena.

6. The right to disclose – without the written consent of the student or parent – information in education records to “appropriate parties in connection with an emergency, if known by the educational institution, in order to protect the health and safety of the student or other individuals.” “Imminent danger” of student or other individuals.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of the FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

Directory Information

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

Directory Information includes: student’s name, date of birth, address(es), course of study, extracurricular activities, degrees and/or awards received, last school attended; sex; list or equivalent; attendance status (full-time, part-time) and dates of attendance (the period of time a student attends or attended Rasmussen College, not to include specific daily records of attendance). Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Business Office. Once filed this becomes a permanent part of the student’s record until the student instructs the institution, in writing, to have the request removed.

Grievance Policy

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

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

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

Grievance Procedure

In the event an applicant, student, graduate, former student, or other party who has dealings with the College 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 person involved.

If the matter is not resolved to the person’s satisfaction he/she has the option to follow the appeal procedure:

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/Dean of Campus Operations for their campus. The Associate Campus Director/Dean of Campus Operations will investigate the grievance, attempt to resolve it, and issue a decision to the student.

c. If the grievance is not still resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigations, if necessary, to resolve the grievance, and issue a decision to the student.

Students or other interested parties may also contact:
- State of Wisconsin Education Approval Board 2020-4605.
- (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 unfairly 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 may submit a written statement of appeal to the Associate Vice President of Academic Affairs thereafter. Response will be given within 30 days.

If individuals wish to appeal a decision or request a hearing from the institution, in writing, to have the request removed.

Arbitration

Any controversy or claim arising out of, or relating to a current or former student’s recruitment by, enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (“the Student”) or Rasmussen College (“the 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 American Arbitration Association’s Code of Procedure for the Resolution of Consumer Disputes. As they relate to the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any controversy or claim which is not or cannot be resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and the College otherwise agree, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator.
Arbitration continued

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 also shall have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise including attorney’s fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

Disclosure Policy

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

Statement of Ownership

Rasmussen College, 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:

– Robert E. King, Chairman
– J. Michael Locke, President, Chief Executive Officer, Secretary
– Susan Falotico, Executive Vice President, Chief Financial Officer, Assistant Secretary
– Kristi A. Waite, Executive Vice President, President/CEO of Rasmussen College, Inc. and President of Rasmussen College
– Craig E. Pines, Executive Vice President

Accreditation, Licensing & Approvals

Accreditation:

Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association 30 N. La Salle Street, Suite 2400, Chicago, IL 60602-2504 (600) 621-7440 or (312) 263-0456; 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).

• Commission on Accreditation for Health Informatics and Information Management Education

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.caahp.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

• Commission on Accreditation of Allied Health Education Programs

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 (www.caahp.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

• Commission on Accreditation of Allied Health Education Programs (CAAEP)

The Medical Laboratory Technician Program at the Bismarck, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud Campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The National Accrediting Agency for Clinical Laboratory Sciences 5600 N River Road Rosemont, IL 60018-5119 Phone: (773) 714-8880 Fax: (773) 714-8886

Programs or campuses not listed above are not programmatically accredited.

Licensing

Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The education programs may not meet the needs of every student or employer.

• State of Wisconsin Educational Approval Board 30 West Mitflin Street Madison, WI 53708-8606 (608) 266-1996

The State of Wisconsin Educational Approval Board has approved all of Rasmussen College’s programs except the Surgical Technologist AAS and the Law Enforcement AAS degree and certificates. Approved For:

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

### Credit Information
A full-time student must be enrolled for and successfully complete a minimum of 12 credit hours per quarter of attendance. A three-quarter time student must be enrolled for and successfully complete a minimum of 9, 10, or 11 credit hours per quarter of attendance. A half-time student must be enrolled for and successfully complete a minimum of 6, 7, or 8 credit hours per quarter of attendance. The exception to this is that as of July 1, 1992, the Minnesota State Grant Program adopted the policy whereby 1.5 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” or “W/D” and “UQN” which is counted as an attempted course for the purpose of maximum time frame credits attempted and earned toward completion of the degree when assessing standards of satisfactory progress. All credits that are considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are therefore also treated as credits attempted.

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

The components are:
1. A Cumulative Grade Point Average (CGPA) consistent with graduation requirements.
2. Duration of eligibility, or maximum time frame for program completion, which is equal to 1.5 times the number of total credits required for cumulative completion Rate (CCR)

Duration of eligibility, or maximum time frame for program completion, is a period equal to 1.5 times the number of credits required for program completion. Total credits are indicated by each program listing in the catalog. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted and earned, and as part of the total credits required, for purposes of determining the maximum program time frame and duration of eligibility. A student cannot exceed 1.5 times the maximum time frame.

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

The table below lists the minimum CCR:

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

The following will not be considered as credits successfully completed or earned:
- F/F/A, UQN, W/W/D, W/N final examination are considered as part of CCR calculation.

### Mitigating Circumstances:

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

- **Students who fail a class are allowed to repeat the course one time. The credits are counted in the financial aid award. Students who wish to repeat a course, and have earned above a failing grade, are responsible for paying for the class out of pocket in this instance.** These credits cannot be included in the student’s financial aid award. Failed course credits count as credits attempted that are not earned. If a student repeats a failed course, the failing grade will be removed and replaced with the grade from the course when repeated and the student’s CGPA will be recalculated to reflect the new letter grade.

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

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

A student who does not meet the 2.00 CGPA, CCR, or duration of eligibility requirements at the end of the academic warning period will be placed on academic probation. Students who are placed on academic probation do not receive financial aid. At the end of the academic probation period a student must meet the 2.0 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.

Faculty and Staff

**Central Office**
- **Kristi A. Waite**
  - President, Rasmussen College
  - B.A., Concordia University
- **Dwayne Bertotto**
  - Campus President
  - B.S., University of Wisconsin-Superior
- **Patrick Branham**
  - Chief Financial Officer
  - M.B.A., University of Chicago
  - CPA, B.S., Illinois State University
- **Laureen Cahill**
  - Regional Vice President
  - J.D., B.A. Loyola University-Chicago
- **Tawnie L. Cortez**
  - Vice President of Operations
  - B.A., Montana State University
- **Donald J. DeVito**
  - Campus President
  - B.S., Excelsior College
- **Greta Ferkel**
  - Vice President of Enrollment Management
  - M.M.Ed., University of North Texas
  - B.M.E., University of Hartford
- **George Fogel**
  - Vice President of Compliance and Financial Services
  - M.B.A., University of Chicago
  - B.A., DePaul University
- **Douglas Gardner**
  - Campus President
  - B.A., Buena Vista College
- **Susan M. Hammerstrom**
  - Campus President of Student Recruitment
  - B.S., St. Cloud State University
- **Bob King, Jr.**
  - Vice President of Marketing
  - M.B.A., Northwestern University
  - B.A., DePaul University
- **Carrie Ann Potenza**
  - Vice President of Academic Affairs
  - M.A., Rutgers University
  - B.A., University of Albany
- **Eric Rasmussen**
  - Regional Vice President
  - M.Ed., B.S., University of Minnesota
- **Larry A. Waite**
  - Vice President of Real Estate
  - M.A., University of St. Thomas
  - B.S., Metropolitan State University
- **Shawn Walden**
  - Regional Vice President
  - B.S., Emporia State University
- **Claire Walker**
  - Campus President
  - B.A., Ithaca College
- **Greg Witte**
  - Senior Vice President
  - B.M.E., Central Missouri State University
**Faculty and Staff**

### Campus Administration

- **Bill Panella**
  - Campus Director
  - M.B.A., Clarkson University
  - B.A., Central Michigan University
  - Appleton

- **Tony Possley**
  - Director of Admissions
  - B.A., University of Wisconsin-La Crosse
  - Appleton

- **Scott Borley**
  - Campus Director
  - M.A., M.S.W., University of Wisconsin-Milwaukee
  - B.S., University of Wisconsin-Green Bay
  - Green Bay

- **Juliana Klocek**
  - Director of Campus Operations
  - M.B.A., West Virginia Wesleyan College
  - B.A., John Carroll University
  - Green Bay

- **Andrew Anderson**
  - Director of Admissions
  - M.B.A., Colorado Technical University
  - B.S., Northern Illinois University
  - Green Bay

- **Mark Taggart**
  - Director of Admissions
  - B.A., University of Wisconsin-Green Bay
  - Green Bay

- **Sue Williams**
  - Campus Director
  - Director of Admissions
  - B.S., University of Wisconsin-Eau Claire
  - Wausau

- **Lynne Croteau**
  - Campus Director
  - M.B.A., M.H.R.M., Keller Graduate School of Management
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- **Kevin Roberts**
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- **JoAnn Bloom**
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  - Wausau

- **Tony Guzman**
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