



**Campus Locations**

**Brooklyn Park Campus**  
8301 93rd Avenue North  
Brooklyn Park, MN 55445-1512  
(763) 493-4500 • (877) 495-4500  
FAX: (763) 493-4344

**Eagan Campus**  
3500 Federal Drive  
Eagan, MN 55122-1346  
(651) 687-9000 • (800) 852-6367  
FAX: (651) 687-0507

**Mankato Campus**  
501 Holly Lane  
Mankato, MN 56001-6803  
(507) 625-6556 • (800) 657-6767  
FAX: (507) 625-6557

**Minnetonka Campus**  
12450 Wayzata Boulevard, Suite 315  
Minnetonka, MN 55305-1928  
(952) 545-2000 • (800) 852-0929  
FAX: (952) 545-7038

**St. Cloud Campus**  
226 Park Avenue South  
St. Cloud, MN 56301-3713  
(320) 251-5600 • (800) 852-0460  
FAX: (320) 251-3702

**Online**  
**Worldwide**  
**866-WEB-DEGREE**

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Rasmussen Aakers, Inc.  
1700 West Highway 36, Suite 830  
Roseville, MN 55113  
Rasmussen College - Brooklyn Park  
Rasmussen College - Eagan  
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2005 • 2006 CATALOG



Rasmussen College • 2005-2006 Catalog

**Changing Lives.**

[www.rasmussen.edu](http://www.rasmussen.edu)



## Mission

Rasmussen College is an institution of higher education dedicated to the **empowerment of its students and employees.**

The College community **embraces the breadth of knowledge which comes from general education.**

Rasmussen College students, while attending class and preparing for the demands of a satisfying career, will achieve the skills and knowledge needed for a life of **continuous learning and ethical problem solving in a culture of constant change and increasing diversity.**

## Purposes

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 rigorous curriculum.
- 2 Learning Environment:** Rasmussen College provides learning opportunities in an environment of mutual respect in an unbiased atmosphere which prepares students for challenging careers and life-long 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.
- 5 Relevant Collaboration:** 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 and employees 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 students and employees.



*Welcome*

Congratulations on taking the first step to a better future.

As you begin your educational journey to success you can be assured we're here to help you succeed.

What you'll find in the following pages is a preview of the type of college we are: learning centered, career focused, technology driven, user friendly, and most important of all, committed to student success.

On behalf of the people of Rasmussen College, I wish you success and happiness in your future education and career accomplishments.

*Kristi Waite*

– KRISTI A. WAITE  
President, Rasmussen College

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2005-2006 • Volume 1

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[www.rasmussen.edu](http://www.rasmussen.edu)

Effective September 15, 2005. Revised edition replaces previous editions.



The first step to a new career and securing a better future is all about you. At Rasmussen College, we focus on the skills and resources you'll need to reach your specific career goal, or to excel in a current career.

When you begin your program of study you will take classes with students who share your sense of purpose, determination and commitment. Helping you achieve your objectives is what Rasmussen is all about. Our faculty is committed to your success with a student-centered approach to learning that helps you develop the skills and qualifications necessary to succeed in today's competitive job market. Many of our instructors have real world work experience and strong academic credentials that allow them to relate classroom theory to the workplace conditions in your chosen career.

Small class sizes, individual attention, convenient scheduling, along with career-focused education and placement, are just some of the benefits that make Rasmussen especially attractive to students preparing for a new career. What's more, at Rasmussen, you'll not only study classroom theory, you'll also develop valuable skills and experience on equipment used in your new profession.

For example, students in the growing field of information technology will find their labs equipped with the computers, software and technology used in the field. Health care students will work and familiarize themselves with equipment used in a medical environment. Students in the child care curriculum will work in an early childhood setting. Even more substantial is that students will be taught by many instructors who have personally used the learning equipment on the job.

"I like the small classes and having time with the teachers to ask questions."

– BRIDGET ANN PANZRAM, Rasmussen Student

## Does this sound like the type of college that works for you?

As a future student, you likely have many questions and concerns as you think about your life. We're here to address your needs and offer support as you reach your destination of a promising career. Together we'll explore your options and create a plan that helps you secure your future:

- **Are you ready to change your current situation?**

What would you like to do more of? What talents do you have that are not being used?

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- **What would you like to do in the future?**

What responsibilities would you have? Do you want to work with people, numbers, projects or computers? What type of work environment makes you happy?

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- **Why is now the right time to prepare for a new career?**

Are you ready for your dream job? A promotion? Or to expand your opportunities?

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- **What challenges do you have in getting started?**

Do you need child care? Financial aid? Academic tutoring?  
Time and flexibility to juggle classes with a current job?

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- **Who will support and encourage you as you prepare for a new career?**

What does your family think? Your boss? Your friends?

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You have unique goals, experiences and needs. At Rasmussen College we focus on helping you make the best choices for securing your professional and financial futures.

**Is Rasmussen College right for you?  YES!**



“The faculty is personable and accessible and they make a new experience easy, manageable and enjoyable. ”

– *WILLIAM EWING*  
Rasmussen Student

# What is most important in your college choice?

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“The small class sizes gave me a chance to interact with my fellow students and teachers in a way I wouldn't get at a bigger school. At Rasmussen I felt like I was part of a family, not just another student.”

– **DANIELLE BAUMANN**  
Employee Benefits  
Administrative Assistant,  
Anchor Trust

Business Management  
AAS Degree, Rasmussen

## Campus and Classroom Life

As a Rasmussen student, you are our first priority: your education; your positive experience; your achievements, and your dreams. We understand the challenges you face in meeting your career goals while balancing family life, activities, work, budgets and schedules.

We know it's hard to pursue career options and still keep your personal commitments intact. We respect your values and support you with a campus environment that meets your needs.

### ■ **Class Sizes**

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

### ■ **'Round the Clock Help Desk**

A 24/7 student assistance hotline operates continuously to help when you need it. Whether it's tutoring, research problems, computer services or information about coursework, someone is always standing by to offer direction.

### ■ **The Rasmussen Community**

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

Our focus is on you, the student, from your first call to the Admissions Office, to your success 15 years from now. Upon graduation, you'll become a member of our Alumni Association, which offers ongoing career placement and networking opportunities with other Rasmussen alumni.

### ■ **New Facilities**

Rasmussen is dedicated to providing a quality, hands-on education with day, evening and online programs to be taken at your convenience, letting you live life on your schedule. Our commitment to progress and growth has led to expansion, offering even more opportunities for students.

New facilities include a new campus in Brooklyn Park, expansions on the Mankato and St. Cloud campuses to accommodate allied health programs, and new, upgraded computer labs.

### ■ **Online Support and Services**

Rasmussen supports and guides you all the way with resources to help in your study: high-tech computer labs; an Intranet that offers access to libraries, research, databases and specialized web sites; on and off-site learning programs, and a 24-hour student assistance hotline.

## □ Career Advice and Assistance

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

### ■ Personalized Service

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

### ■ Career Services Program

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

### ■ Job Connect

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

### ■ Preferred Employer Program

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

### ■ Online Support

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



"It's not enough  
to simply get a  
graduate a job  
– I go the distance  
to get students  
their dream jobs."

– *KEVIN DELA CERNA*  
Career Services Advisor  
- Online

*B.A., University of  
Central Florida*

# What is most important in your college choice?



“Many students have said they couldn't have earned their degrees without our online program, allowing them to learn on their own time and in ways that adjust to their needs at home.”

– VIRGINIA KNOX  
Developmental Education  
Program Coordinator  
M.Ed., Capella University  
B.S., Alcorn State University

## Rasmussen College Online

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

### ■ Flexible Scheduling

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

### ■ Innovative Programs

The progressive programs offered through Rasmussen College Online are the same as those offered on campus. Online students have access to the same level of student services offered its on-campus students, including 24/7 student assistance, tutoring and job placement assistance.

Online students complete assignments and activities using chat, email, message boards and interactive web sites.

### ■ Certified Faculty

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

### ■ Online Support Services

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

#### Student Services Coordinator

- The goal of the Student Services Coordinator is to help you with whatever you need to ensure that you graduate on time. Whether it be assistance with the online learning platform or introducing you to various online resources, their focus is on you and your success.

**Career Services Advisor** - From day one as a Rasmussen Online Student your Career Services Advisor will work with you to help you graduate with your dream job in place. With nationwide focus, they can help you wherever you live.

#### Financial Aid Representative

- Navigating the world of financial aid is complex and challenging. Your Financial Aid Representative will help you through the maze and make sure that you receive all eligible funding.

**Technical Solution Team** - Around the clock support is always available to answer any technical questions that come up as you do your coursework. Our Technical Solution Team is in place to serve you and make your experience online excellent.

**Library Services** - All the resources and assistance you come to rely on at a physical library are available to you through Rasmussen College Online. Our Library Services Team gives you the direction and advice to optimize your team and keep you working efficiently.

**Tutoring** - You have questions and need help, and our Tutoring Services are available online to give you the answers and assistance you need.

### ■ Consistent Learning Platform

We have developed coursework using our unique online software platform that is intuitive and ensures consistency across the college. All the coursework you'll need is on the Internet. Each course is set up in the same manner so you won't have to learn the format for instruction every time you take a new class. Students may participate from home, work, school, the public library, or anywhere there is Internet access.



## High Quality Education

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

### Regional Accreditation

Accreditation means that a college meets the needs of students, as well as the criteria and requirements set by the accrediting organization. Rasmussen College made the transition from national to regional accreditation in the early 1990s in order to ensure the highest quality education for its students. Regional accreditation places significant requirements on the receiving institution, but it enables students to transition more easily from one accredited school to another. During this time the college added four more deans to its campuses, and faculty members with masters degrees or higher jumped from 50% to 70%.

For students exploring the nursing field, the Practical Nursing program at Rasmussen College is state-licensed by the Minnesota Board of Nursing. Also, the Health Information Technician program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) of the American Health Information Management Association (AHIMA).

Rasmussen College is licensed by the Minnesota Office of Higher Education and the State of Wisconsin Educational Approval Board.

### Benefits of Regional Accreditation

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

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

### Articulation and Consortium Agreements

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

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

### 100 Years of Excellence

Rasmussen has served over 100,000 students in its 100-year history. Students comment that they were well prepared to meet the demands of their new careers through the practical experience, hands-on training, classroom discussions and independent thinking they explored at Rasmussen. Take charge of your future and see what Rasmussen can offer.



"At Rasmussen I knew I was getting an excellent education. The accreditation from the Higher Learning Commission increases the likelihood of my credits transferring if I decide to further my education."

— JONATHAN KREMER  
Salesperson  
Snell Motors, Mankato

Business Management  
AAS Degree, Rasmussen

# Rasmussen College... Over a century of leadership and innovation.

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**Rasmussen College** was founded in 1900 to meet the needs of the budding business environment at the turn of the century. While the words of the Mission Statement have changed over the past century, the



**Walter Rasmussen**  
- 1900

philosophy of Rasmussen College has stayed the same: Provide students with the education necessary to gain the knowledge and professional confidence to become tomorrow's leaders.

Walter Rasmussen, the founder of Rasmussen College, identified a need for career-focused education in downtown St. Paul. Business owners required skilled office



professionals with secretarial and accounting proficiency, and they needed them quickly.



**Walter Nemitz**  
- 1945

With little delay, Rasmussen graduates were available to step into the professional world and provide the support and expertise business desired. Over the next century the College expanded to five locations to serve the business needs of the entire state of Minnesota.

## 1900

Rasmussen College is founded by Walter Rasmussen in downtown St. Paul, Minnesota. Classes begin in September of 1900.

## 1902

Grove Lake Academy becomes the St. Cloud Business College in St. Cloud, Minnesota.

## 1945

Walter Nemitz, an instructor at Rasmussen, purchases Rasmussen College from Walter Rasmussen.

## 1961

Wilbur C. Nemitz and Robert W. Nemitz, both instructors at Rasmussen College and sons of Walter Nemitz, purchase the College.

## 1963

Northern Technical School of Business founded in Minneapolis.

## 1974

St. Cloud Business College becomes a part of the Rasmussen College System.

## 1979

Northern Technical School of Business becomes a part of the Rasmussen College System as the Minnetonka Campus.

## 1983

Rasmussen College Mankato Campus is founded to meet the needs of career students in southern Minnesota and northern Iowa.

## 1900

Republican William McKinley is re-elected for a second term as U.S. President.

## 1902

Pepsi-Cola is founded.

## 1945

Allies rejoice as Germany and Japan surrender in WWII.

## 1961

Miniskirts hit the catwalks and the Twist is all the rage.

## 1963

U.S. President John F. Kennedy is assassinated.

## 1974

French becomes the official language of Quebec.

## 1979

China and the U.S. establish diplomatic relations.

## 1983

The first laptop computer is launched in the U.S.

Today Rasmussen College is a leader in higher education in Minnesota and surrounding states. Graduates of Rasmussen College have practical career skills combined with the communication, problem solving, and information skills

that employers are looking for. Students receive individualized attention in a variety of learning environments ranging from the traditional classroom to online and collaborative settings.



Brooklyn Park Campus – 2005

## Board of Directors

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– Board Member, Pittsburgh  
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– Trustee, DePaul University

### 1986

Rasmussen College is the first proprietary two-year college in Minnesota authorized to award Associate in Applied Science Degrees.

### 1989

The St. Paul Campus moves to Eagan upon completion of a 20,000 square foot facility in Eagan, Minnesota.

### 1994

To more accurately reflect the scope and mission of the College the name officially changes from Rasmussen Business College to Rasmussen College.

### 1997

A spacious new facility is completed in St. Cloud for the St. Cloud Campus of Rasmussen College.

### 2000

Rasmussen College celebrates a century of leadership and innovation in career education.

### 2001

Rasmussen College is awarded regional accreditation by the Higher Learning Commission and is a member of the North Central Association. The College expands its instructional options to include online course offerings.

### 2004

The Higher Learning Commission grants approval for Rasmussen College to offer fully online programs for Accounting, Business Management, Criminal Justice and Health Information Technician.

### 2005

Rasmussen College celebrates the opening of its newest facility in Brooklyn Park, Minnesota.

### 1986

U.S. space shuttle Challenger explodes in mid-air, killing all seven crew members.

### 1989

The Berlin Wall is opened.

### 1994

Southern California is declared a disaster area following an earthquake measuring 6.6 on the Richter scale.

### 1997

NASA's Pathfinder probe lands on Mars.

### 2000

Wary investors cause Internet stock plunge.

### 2005

U. S. cyclist Lance Armstrong wins his seventh Tour de France.

# Choosing your future career. Allied Health.

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## Allied Health.

Graduates of this growing field have a multitude of opportunities awaiting them. As the demand for health services increase, so does the need for qualified, trained professionals. You will learn the skills necessary in your chosen expertise and have the hands-on experience essential for practical application.

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### Program Options

- Health Information Technician AAS Degree
- Health Unit Coordinator AAS degree
- Health Unit Coordinator Diploma
- Massage Therapy AAS Degree
- Massage Therapy Certificate
- Medical Administrative Specialist Diploma
- Medical Assistant AAS Degree
- Medical Coding Specialist Certificate
- Medical Transcriptionist AAS Degree
- Medical Transcriptionist Diploma
- Pharmacy Technician AAS Degree
- Practical Nursing AAS Degree
- Practical Nursing Diploma
- Surgical Technologist AAS Degree

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### Career Opportunities

- Health Records Manager
- Retail or Clinic Pharmacist Tech
- Hospital or Physician's Nurse
- Massage Therapist
- Medical Office Assistant
- Medical Receptionist or Station Secretary
- Medical Coder

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### What it Takes to Be Successful

- Good social and personal skills
- Ability to listen and communicate
- Ability to interact with patients



“Area employers are thrilled that Rasmussen is now offering practical nursing training. In fact, many of our students are already employed by our clinical facility partners.”

– HEIDI RIEHL, RN  
Practical Nursing Program Coordinator

M.S., Minnesota State University - Mankato  
B.S., Ball State University

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## **Business.**

Business skills are essential to the operations of every industry. Rasmussen offers targeted programs that feature the strategies, financial principles, communication, administration and technology that put you at the forefront of business foundations. As you perfect your skills, you'll be well positioned to meet the needs of growing businesses, and you'll be able to immediately perform in your new function.

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### **Program Options**

- *Accounting AAS Degree*
- *Accounting Certificate*
- *Administrative Specialist Diploma*
- *Business Administration Certificate*
- *Business Management AAS Degree*
- *Legal Office Certificate*
- *Office Systems Specialist AAS Degree*
- *Sales and Marketing Administration Certificate*

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### **Career Opportunities**

- *Accounting Clerk*
- *Account Executive*
- *Small Business Manager*
- *Office Administrator*
- *Sales Representative*
- *Executive Assistant*
- *Legal Secretary*
- *Bookkeeper*
- *Senior Secretary*
- *Benefits Manager*
- *Marketing Assistant*
- *Human Resources Generalist*

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### **What it Takes to Be Successful**

- *Professional communication skills*
- *Problem-solving ability*
- *Decisive leadership*
- *Computer competency*



**"I pass along my knowledge and experience so my students can shine in their new careers."**

– **MARGARET STENZEL**  
*Accounting Instructor*

*M.B.A., Minnesota State University - Mankato  
B.A., College of St. Benedict*

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## **Child Care.**

As families hold two or more jobs to meet the challenges of today's household budgets, professional child care is in great demand on a national level. In fact, over 64% of mothers with small children are now in the workforce and that number is growing every year. The Minnesota Workforce Center projects a 32% increase in the number of professionals needed in the child care industry statewide through the year 2008. You will be an essential part of today's workforce.

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### **Program Options**

- *Child Development AAS Degree*
- *Child Care Specialist Certificate*

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### **Career Opportunities**

- *Child Care Center Director*
- *Preschool Teacher*
- *Family Care Provider*
- *Early Childhood Teacher*
- *Early Childhood Paraprofessional*

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### **What it Takes to Be Successful**

- *Interest in working with children*
- *Enthusiasm, energy, and patience*
- *Dependable and caring personality*
- *Responsible and trustworthy character*



**"Training is geared toward an actual job and instructors are tuned to the ongoing needs of area employers."**

**– REGINA JACKSON**  
*Child Care Instructor*  
*B.A., Concordia University*

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## Legal and Government.

Criminal justice is one of the fastest growing careers in the country, as uncertain times and economic hardships result in a rising crime rate. The Minnesota Workforce Center projects that the demand for security personnel in Minnesota will increase 34.4% through the year 2008, and the number of Corrections Officers needed is projected to increase 32.4% through 2008. More businesses are hiring security guards to protect their customers and goods. You'll learn how the legal system works and be prepared to protect citizens and the law with your skills.

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### Program Options

- *Criminal Justice AAS Degree*

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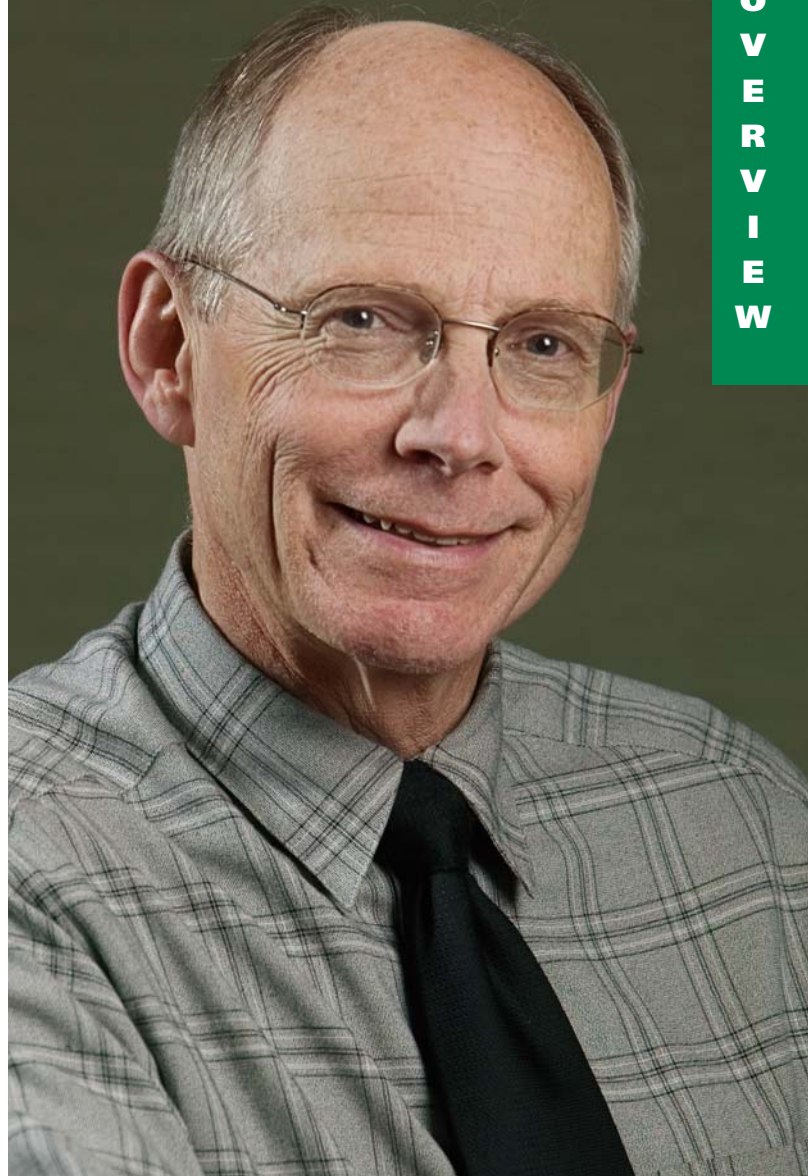
### Career Opportunities

- *Loss Prevention*
- *Private Security*
- *Corrections*
- *Homeland Security*
- *Juvenile Justice*
- *Family Services*
- *Court Clerk*

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### What it Takes to Be Successful

- *Desire and willingness to help others*
- *Patience and diplomacy*
- *Trustworthiness*
- *Alertness and awareness to surroundings*
- *Ability to listen to others and ask questions*



"I keep current with industry standards, so what I teach you is what today's employers expect."

– **ROBERT SUTTER**  
*Criminal Justice Instructor*

*M.S., Minnesota State University - Mankato*  
*B.S., Minnesota State University - Mankato*

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## **Technology.**

We live in a fast-paced information age where multimedia skills and computer networking abilities are valued and in demand. Nationally, the number of jobs for design and production professionals is expected to increase by 21.7% through the year 2012. Additionally, the number of jobs for video producers and editors is expected to increase by 31.6% through the year 2012. Graphic designers and networking specialists are needed in every phase of communications operations. Upon graduating from Rasmussen College, you'll not only have the knowledge and skills for a new career, you'll have a portfolio of projects you completed along the way to showcase.

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### **Program Options**

- *Information Systems Management AAS Degree*
- *Multimedia Technologies AAS Degree*
- *Multimedia Technologies Certificate*
- *Network Support Technician Certificate*
- *Network Security Technician Certificate*

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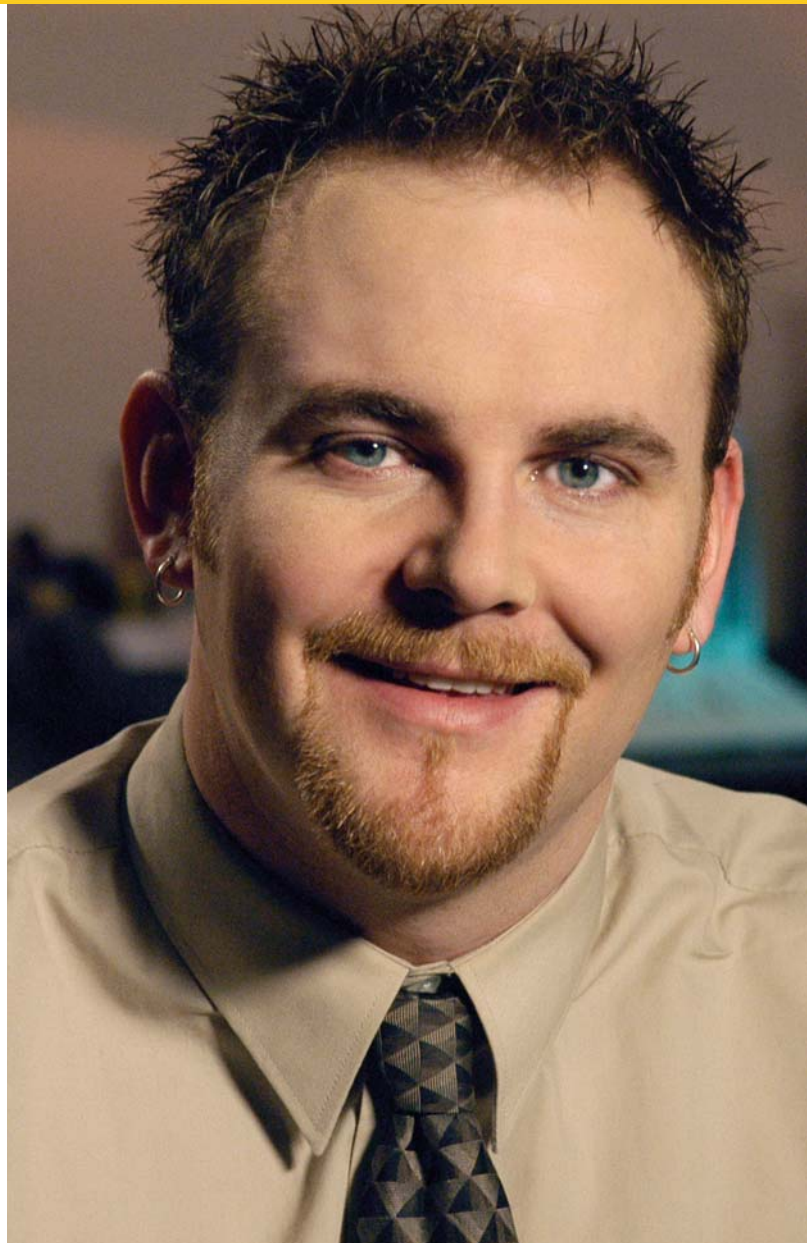
### **Career Opportunities**

- *Internet Application Technician*
- *Network Control Operator*
- *Graphic Designer*
- *Production Artist*
- *Web Site Designer*
- *Advertising Media Planner*
- *Multimedia Developer*
- *Game Designer*

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### **What it Takes to Be Successful**

- *Ability to gather information necessary to plan and complete creative projects*
- *Creativity relative to drawing, typography, color, and images*
- *Ability to schedule projects and present concepts to others, including clients*
- *Computer hardware and software competencies*
- *Project planning and documentation skills*



“The faculty and staff are extremely polite and friendly. They always have smiles on their faces and make you feel welcome.”

– *STEVE HAGEN*  
Rasmussen Graduate



# Let's get started!

By now you most likely have many questions about the cost of tuition, financial aid and admission requirements.

Let's cover them one by one.



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"I'm here to provide knowledge, answer questions, and give you relevant information in a short amount of time. That's what we do."

– **MICHAEL WERNER**, Assistant Dean

*M.Ed., University of Notre Dame  
B.A., University of Notre Dame*

# Checking Out Your Options.

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“Education is an investment you make in yourself, your future and your family's future. It's one of the few things in life that will become more valuable to you every year.”

– JEANNIE LINDGREN  
Director of Admissions  
B.A., Minnesota State  
University - Mankato

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

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

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

- Application Form  
(Apply early for best class choices and scholarship opportunities.)
- \$60 fee for entire program or \$20 per course
- Official high school transcript or GED Certificate

- College placement exam results
- Required credentials for foreign students, including TOEFL test score of 500 paper-based or 173 computer-based, plus first quarter tuition.

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

## Picking a Start Date

### 2005 – 2006 Academic Calendar

- ▼ **2005 Summer Quarter**  
July 6 through September 20
- ▼ **2005 Early Fall Quarter**  
August 15 through September 25
- ▼ **2005 Fall Quarter**  
October 3 through December 18
- ▼ **2006 Winter Quarter**  
January 3 through March 20
- ▼ **2006 Spring Quarter**  
April 3 through June 18
- ▼ **2006 Summer Quarter**  
July 3 through September 17
- ▼ **2006 Early Fall Quarter**  
August 6 through September 17
- ▼ **2006 Fall Quarter**  
October 2 through December 17

### College Holidays

- ▼ New Year's Day
- ▼ Martin Luther King Jr. Day
- ▼ Memorial Day
- ▼ Independence Day
- ▼ Friday prior to Labor Day  
(Rasmussen College Employee Appreciation Day)
- ▼ Labor Day
- ▼ Veterans Day
- ▼ Thanksgiving Day and the following Friday
- ▼ Christmas Day

Each campus has a professionally staffed financial aid department designed to help you apply for federal, state, and private assistance.

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

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

- ▼ Various state and federal student loan programs.
- ▼ Gift Aid, also known as grants, is assistance you do not have to pay back and is usually based upon financial need.
- ▼ Employment may be obtained through the Career Services office to help cover living expenses.

### **Tuition rates are as follows:\***

New starts and re-entering students as of October 3, 2005

- All courses except those designated “CC” “N” or “NM”  
– **\$295 per credit**
- “CC” designated courses  
– **\$190 per credit**
- “N” or “NM” designated courses  
– **\$395 per credit**
- Some courses designated with “CC” “PN” and “PT” require lab fees

\* See page 67 for complete information.



**“The Rasmussen community is very strong and supportive. Every student is a meaningful member of the Rasmussen family.”**

– **SUSAN KEPIC**  
*Wife of Paul Kepic, Campus Director, Brooklyn Park*

# Primary sources of Financial Aid and how to apply.

	<b>Program</b>	<b>Type of Award</b>	<b>Amount Per Year</b>	<b>Application</b>
<b>Gift Aid</b>	<b>Federal Pell Grant Program</b>	Grant based on financial need.	\$400 - \$4050	Free Application for Federal Student Aid (FAFSA)
	<b>MN State Grant</b>	Grant based on financial need and the student's individual tuition and fees. Must be an undergraduate student with MN residency. Student is notified by the College regarding eligibility.	\$100 - \$6435* (The maximum award for Pell + State combined is \$6435.)	Free Application for Federal Student Aid * Estimated amount pending legislative appropriation.
	<b>Federal Supplemental Educational Opportunity Grant (SEOG)</b>	Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.	\$100 - \$900	Free Application for Federal Student Aid – Awarded by the College
<b>Employment</b>	<b>MN State Work Study</b>	Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.	Varies	Free Application for Federal Student Aid – Awarded by the College
	<b>Federal Work Study</b>	Same as State Work Study.	Varies	Free Application for Federal Student Aid – Awarded by the College
<b>William D. Ford Federal Direct Loan Programs</b>	<b>Federal Direct Stafford/Ford Loan Program</b>	Long-term, variable interest rate loan with a 8.25% cap. Payment deferred until six months after student leaves college or attends less than half-time. Need-based calculation.	Up to \$2625 per year for a first year student Up to \$3500 per year for a second year student	Free Application for Federal Student Aid and Promissory Note processed through College and Federal Government
	<b>Federal Direct Unsubsidized Stafford/Ford Loan Program</b>	Long-term variable interest rate loan with an 8.25% cap. Principal and interest may be deferred until after student leaves college or attends less than half-time.	Up to \$2625 including the Federal Direct Stafford/Ford Loan for Dependent and Independent first year students and an additional \$4000 for first and second year independent students (or dependent students whose parents are not eligible for PLUS loans).	Free Application for Federal Student Aid and Promissory Note processed through College and Federal Government
	<b>Federal Direct Parent Loan for Undergraduate Students (PLUS)</b>	Long-term, variable interest rate loan with a 9% cap for credit-worthy parents of dependent undergraduates.	Up to college cost of attendance	PLUS application and Promissory Note processed through College and Federal Government
<b>Minnesota State Loan Programs</b>	<b>Student Educational Loan Fund (SELF)</b>	Supplemental, variable interest rate loan, allows deferment of principal while in college, requires credit-worthy co-signer.	Up to \$4500	SELF application processed through College and the Higher Education Services Office
<b>Veterans' Benefits</b>	<b>Veterans' Benefits</b>	Veterans and dependents of veterans including Guard and Reserve Component.	Monthly benefit based on service contributions	Veterans Administration or Veterans Service Officer

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

# Scholarship and Grant Programs.

## For Graduating High School Seniors

A student who applies for admission to Rasmussen College prior to January 15th or May 1st of his or her senior year, may qualify for the following award amounts:

If your cumulative grade point average upon graduation is	You will receive the following scholarship or grant	If you apply for admission prior to January 15th	If you apply for admission between January 16th and May 1st
2.00 – 2.74	Early Enrollment Grant	\$500	\$300
2.75 – 2.99	Tuition Merit Grant	\$750	\$500
3.00 – 3.24	Tuition Merit Grant	\$1,000	\$750
3.25 – 3.49	Early Enrollment Scholarship	\$1,250	\$1,000
3.50 – 3.74	Early Enrollment Scholarship	\$1,500	\$1,250
3.75 – 3.99	Director's Scholarship	\$2,000	\$1,500
4.00	President's Scholarship	\$2,500	\$2,000

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 Early Enrollment Grant, Tuition Merit Grant, Early Enrollment Scholarship, Director's Scholarship, and President's Scholarship are as follows:

- Eligible students must be current year graduating seniors.
- Students must apply for and begin classes during the Summer Quarter, Early Fall Quarter or Fall Quarter immediately following their graduation from high school.
- Award amounts are designated for tuition only and are divided among the student's first four quarters of attendance. 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.
- Students must carry a minimum of 9 credits per quarter, 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.

### Special Scholarships at Rasmussen College St. Cloud Campus

Rasmussen College St. Cloud Campus, in cooperation with the St. Cloud Area Chamber of Commerce, sponsors one annual scholarship for each area high school. Contact the Admissions Department for the list of qualifying high schools and information on the scholarships.

### Dollars for Scholars

Dollars for Scholars is a volunteer-operated community scholarship foundation. Managed by a Board of Trustees, the purpose of Dollars for Scholars is to raise funds for local scholarships and make awards to deserving local students. Dollars for Scholars programs are affiliate Chapters of the Citizens Scholarship Foundation of America, Inc. As enrolled Collegiate Partners, Rasmussen College matches up to \$500 Dollars for Scholars Awards per student. Total matching funds available from our institution for Dollars for Scholars Awards is \$30,000.

### Early Honors Program

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

### Non-Resident Grant

Students who are not eligible for the Minnesota State Grant program due to state residency requirements, but meet all other criteria, may receive a Non-Resident Matching Grant.

This grant is awarded based upon financial need. Determination of award is calculated using Minnesota State Grant Guidelines. Students may receive an award amount from \$0 to \$6,435 during any nine month period. Amounts are designated for tuition only. The grant is distributed following Minnesota State Grant disbursement guidelines. Recipients are notified in writing of grant amounts.

Students enrolled in an online program are not eligible for the Non-Resident Grant.



ENROLLING



# APPLICATION FORM

- Rasmussen College **Brooklyn Park** • 8301 93rd Avenue N., Brooklyn Park, MN 55445-1512
- Rasmussen College **Eagan** • 3500 Federal Drive, Eagan, MN 55122-1346
- Rasmussen College **Mankato** • 501 Holly Lane, Mankato, MN 56001-6803
- Rasmussen College **Minnetonka** • 12450 Wayzata Boulevard, Minnetonka, MN 55305-1928
- Rasmussen College **St. Cloud** • 226 Park Avenue S., St. Cloud, MN 56301-3713

**Rasmussen College Online** • To apply please visit [www.rasmussenonline.edu](http://www.rasmussenonline.edu)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ e-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Ethnic Origin: (optional) \_\_\_\_\_ Marital Status: (optional) \_\_\_\_\_

High School Attended: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ GED Date (if applicable): \_\_\_\_\_

Name(s) of College(s) Attended: (1) \_\_\_\_\_

(2) \_\_\_\_\_ (4) \_\_\_\_\_

(3) \_\_\_\_\_ (5) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Program Selected: \_\_\_\_\_  Day  Evening  Online

Starting Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Do you wish to transfer any credits into Rasmussen? \_\_\_\_\_

Do you wish to apply for financial assistance? \_\_\_\_\_

## Application Fee

An application fee must accompany this completed application. Please have transcripts from any schools listed on this application form forwarded to us as soon as possible.

I hereby authorize Rasmussen College to furnish referral counselors, prospective employers or other qualified individuals with my academic and performance records.

- Application Fees:\*
  - Degree/Diploma/Certificate Programs: \$60
  - Individual Class: \$20

I have enclosed \$ \_\_\_\_\_ for my application fee.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\* The fee will be refunded if the applicant is not accepted, or if notice of cancellation is received within five business days after student receives written notice of fee payment. Wisconsin residents: Fee is refundable if the applicant is not accepted, or if notice of cancellation is given within three business days after student receives written notice of fee payment.

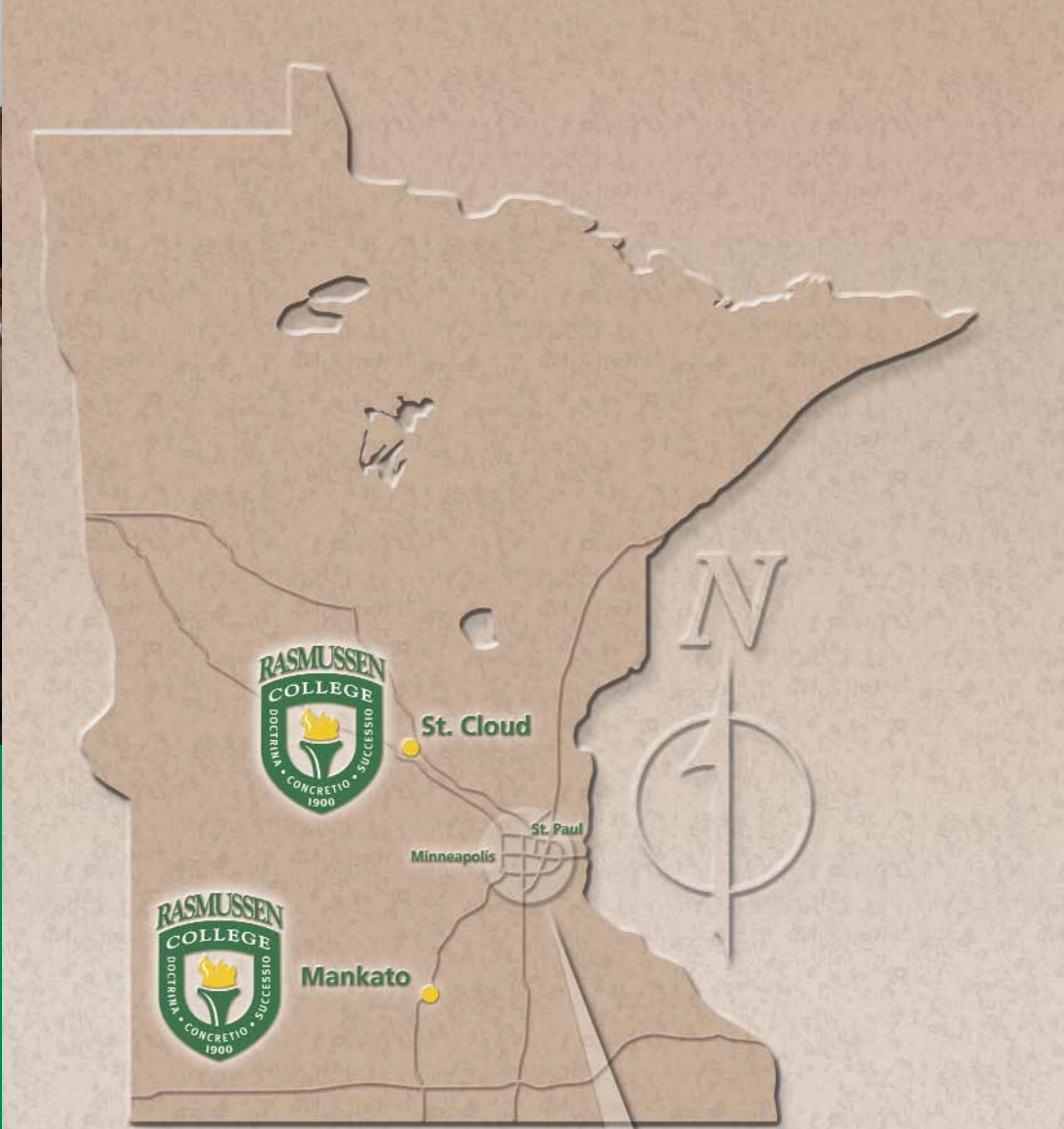
ENROLLING



ENROLLING

“We are dedicated to assisting students with additional help in improving study skill habits, reading and writing skills, test-taking and note-taking skills.”

– JOHN ENQUIST  
Admissions Representative  
B.A., Northwestern College





## Be open to:

- **Curiosity.** Learn about the world around you and your place in it. Think in ways that are new to you. Look at yourself and others in a different way.
- **Attention.** Focus on your goals. Draw from all your current knowledge and apply it to learning new concepts, information, and ideas.
- **Questions.** Learning is an active process that requires you to participate. Be inquisitive, ask about what you don't understand and find the skills to find the answers.

## Be ready for:

- **Hands-on Learning and Experience.** At Rasmussen College we provide the opportunity for you to learn and do. Classroom lecture and discussion are supported by research projects, lab activity, group presentations, and in some programs, internship opportunities are available. You'll not just know what it takes to succeed in your field; you'll have done it.
- **Individualized Attention.** You'll be more than a number at Rasmussen College. Most of our classes have between 15 and 25 students and are led by dedicated and talented faculty members. This is a great environment to ask questions, discuss information, and get to know your instructors and fellow students. When you're part of a community you'll learn more.
- **Industry Current Curriculum.** It's important you learn the skills and information today's employers are looking for. We know what that is, and we design our programs to meet those goals.
- **Up-to-Date Technology.** You'll work on the most requested business and professional software programs in the classroom and have technology access on campus.

## Graduate with:

- **Skills and Smarts for a Fulfilling Career.** You'll know what you need to know to get that first great job. Not only that, you'll have the confidence and professional preparation to make you a prime candidate for promotion and advancement.
- **Critical Thinking Skills for Work and for Life.** Learning at Rasmussen College prepares you for great professional opportunities, but it also does something more. You'll learn about the world around you, you'll be challenged to think beyond the ordinary, and you'll develop skills to make informed and critical decisions. Your world will become larger and so will your passion for life-long learning.
- **The Respect of Others.** Your family and friends will be proud of your accomplishments and see you as a role model for success. Your co-workers will value your knowledge and skills. Your talent, leadership ability, and professional presence will impress your employer. You'll change, your life will improve, and the world will hold many more opportunities for you.



"It's so great to work with students, knowing that they're tomorrow's professionals!"

– SHAE PENKERT  
Administrative Assistant  
AAS Degree, Rasmussen

# Allied Health. Choosing your future career.

## Allied Health.

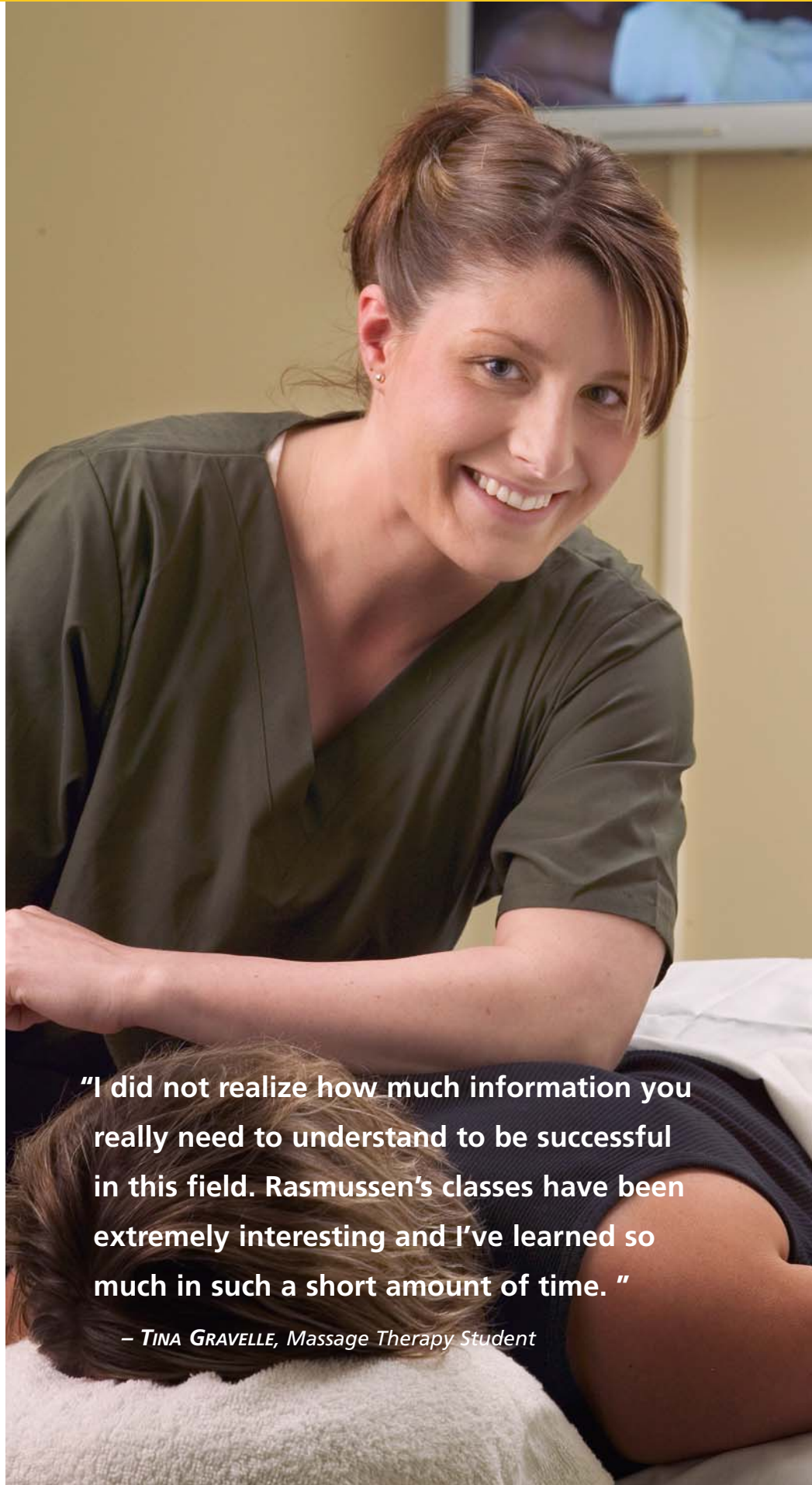
Graduates of this program understand their aspect of the health care system and communicate with the health care team. Students may study a variety of disciplines within the field, including health information technician, massage therapist, medical transcription and pharmaceutical technician.

<b>AAS Degrees</b>	<i>Page</i>
Health Information Technician	25
Health Unit Coordinator	25
Massage Therapy	26
Medical Assistant	27
Medical Transcriptionist	29
Pharmacy Technician	30
Practical Nursing	30
Surgical Technologist	31

<b>Diplomas</b>	
Health Unit Coordinator	26
Medical Administrative Specialist	28
Medical Transcriptionist	29
Practical Nursing	31

<b>Certificates</b>	
Massage Therapy	27
Medical Coding Specialist	28

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"I did not realize how much information you really need to understand to be successful in this field. Rasmussen's classes have been extremely interesting and I've learned so much in such a short amount of time."

— TINA GRAVELLE, Massage Therapy Student




## HEALTH INFORMATION TECHNICIAN

### AAS DEGREE

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

- Career Opportunities** • Health Information Technician
- Medical Coder • Health Records Manager
  - Data Quality Manager
  - Patient Information Coordinator
  - Medical Record Abstractor

#### Foundation Courses

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

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

#### Major and Core Courses

D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2
G133	Anatomy and Physiology	4
M120	Medical Terminology	4
M140	Basic ICD-9-CM Coding	4
M140A	Intermediate ICD-9-CM Coding	3
M141	Ambulatory Care Coding	3
M208	Introduction to Health Information Management	4
M211	Quality Analysis and Management	4
M218	Management of Health Information Services	4
M223	Pathology I	4
M224	Pathology II	4
M228	Medical Legal and Ethical Issues	4
M229	Healthcare Information Technologies	4
M237A	Advanced Coding and Reimbursement Issues	3
M251	Medical Coding Practicum	1
M252	Health Information Practicum	2

#### General Education Courses\*\*

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G128	Human Uses of the Environment	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary US Government	4
<b>Total Degree Credits</b>		<b>93*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

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



## HEALTH UNIT COORDINATOR

### AAS DEGREE

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

- Career Opportunities** • Health Unit Coordinator
- Ward Supervisor • Health Unit Supervisor
  - Ward Clerk

#### Foundation Courses

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

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

#### Major and Core Courses

D181	Excel	3
D184	Microcomputers	3
D283	Access	3
E150	Success Strategies	4
E241	Career Skills	2
G133	Anatomy and Physiology	4
H110	Health Unit Coordinator Fundamentals <sup>‡</sup>	4
H111	Health Unit Coordinator Lab	2
H112	Health Unit Coordinator Practicum	3
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M208	Introduction to Health Information Management	4
M211	Quality Analysis and Management	4
M223	Pathology I	4
M224	Pathology II	4
M228	Medical Legal and Ethical Issues	4
S101	Keyboarding <sup>‡</sup>	1
S124	Business Document Processing I <sup>‡</sup>	3

#### General Education Courses\*\*

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G128	Human Uses of the Environment	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary US Government	4
<b>Total Degree Credits</b>		<b>92*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

<sup>‡</sup> This course is only available online.



## HEALTH UNIT COORDINATOR DIPLOMA

**Standard Length of Program** • 4 Quarters **Full-Time**  
• 6 Quarters **Part-Time**

**Career Opportunities** • Health Unit Coordinator  
• Ward Supervisor • Ward Clerk

### Foundation Courses

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

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

D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2
G124	English Composition	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
H110	Health Unit Coordinator Fundamentals <sup>‡</sup>	4
H111	Health Unit Coordinator Lab	2
H112	Health Unit Coordinator Practicum	3
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M208	Introduction to Health Information Management	4
M211	Quality Analysis and Management	4
M223	Pathology I	4
M224	Pathology II	4
M228	Medical Legal and Ethical Issues	4
S101	Keyboarding <sup>‡</sup>	1
S124	Business Document Processing I <sup>‡</sup>	3
<b>Total Health Unit Coordinator Diploma</b>		<b>62*</b>

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

‡ This course is only available online.



## MASSAGE THERAPY\*\*\* AAS DEGREE

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

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

### Foundation Courses

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

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

### Major and Core Courses

B136	Introduction to Business	4
B139	Marketing	4
D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2
G133	Anatomy and Physiology	4
M120	Medical Terminology	4
MT100	Introduction to Massage Therapy	3
MT105	Deep Tissue Massage	3
MT110	Human Movement and Physical Structure	4
MT120	Techniques for Special Clients	3
MT215	Sports Massage	3
MT225	Alternative Modalities	3
MT230	Trigger Point Therapy	3
MT235	Clinical I	2
MT236	Clinical II	2
MT240	Pathology for Massage Therapy	4
MT280	Wellness Education	3

### General Education Courses\*\*

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G128	Human Uses of the Environment	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary US Government	4
<b>Total Degree Credits</b>		<b>90*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

\*\*\* This program is only offered at the Brooklyn Park, Mankato and St. Cloud locations.

## MASSAGE THERAPY\*\*\* CERTIFICATE

**Standard Length of Program** • 5 Quarters **Full-Time**  
• 5 Quarters **Part-Time**

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

### Foundation Courses

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

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

E241	Career Skills	2
G133	Anatomy and Physiology	4
M120	Medical Terminology	4
MT100	Introduction to Massage Therapy	3
MT105	Deep Tissue Massage	3
MT110	Human Movement and Physical Structure	4
MT120	Techniques for Special Clients	3
MT215	Sports Massage	3
MT225	Alternative Modalities	3
MT230	Trigger Point Therapy	3
MT235	Clinical I	2
MT236	Clinical II	2
MT240	Pathology for Massage Therapy	4
MT280	Wellness Education	3
<b>Total Massage Therapy Certificate</b>		<b>43*</b>

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

\*\*\* This program is only offered at the Brooklyn Park, Mankato and St. Cloud locations. This program will not be offered at Brooklyn Park for the Summer 2005 term.



## MEDICAL ASSISTANT AAS DEGREE

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

**Career Opportunities** • Medical Assistant • Nurse's Aid  
• Medical Office Administrative Assistant

### Foundation Courses

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

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

### Major and Core Courses

D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2
G133	Anatomy and Physiology	4
G137	Introduction to Psychology	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M209	Medical Insurance Billing	3
M223	Pathology I	4
M224	Pathology II	4
M228	Medical Legal and Ethical Issues	4
MA110	Clinical Skills I	4
MA125	Pharmacology for the Allied Health Professional	4
MA130	Clinical Skills II	4
MA200	Laboratory Skills	4
MA230	Medical Assistant Externship	6

### General Education Courses\*\*

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G128	Human Uses of the Environment	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary US Government	4
<b>Total Degree Credits</b>		<b>94*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

## MEDICAL ADMINISTRATIVE SPECIALIST DIPLOMA

**Standard Length of Program** • 4 Quarters **Full-Time**  
• 7 Quarters **Part-Time**

**Career Opportunities** • Ward Clerk • Station Secretary  
• Medical Receptionist/Secretary

### Foundation Courses

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

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

A151	Accounting I	4
D184	Microcomputers	3
D283	Access	3
E150	Success Strategies	4
E241	Career Skills	2
G124	English Composition	4
G134	Introduction to College Algebra	4
Gxxx	General Education Elective	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I <sup>‡</sup>	3
M206	Medical Transcription II <sup>‡</sup>	3
M208	Introduction to Health Information Management	4
M209	Medical Insurance Billing	3
M225	Medical Office Internship	3
S101	Keyboarding <sup>‡</sup>	1
S120	Word for Windows	3
S124	Business Document Processing I <sup>‡</sup>	3
S128	Speed Building I <sup>‡</sup>	1
S227	Speed Building II <sup>‡</sup>	1
<b>Total Medical Administrative Specialist Diploma</b>		<b>61*</b>

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

‡ This course is only available online.

## MEDICAL CODING SPECIALIST CERTIFICATE

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

**Career Opportunities** • Medical Coder

### Foundation Courses

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

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

D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2
G133	Anatomy and Physiology	4
M120	Medical Terminology	4
M140	Basic ICD-9-CM Coding	4
M140A	Intermediate ICD-9-CM Coding	3
M141	Ambulatory Care Coding	3
M208	Introduction to Health Information Management	4
M223	Pathology I	4
M224	Pathology II	4
M228	Medical Legal and Ethical Issues	4
M251	Medical Coding Practicum	1
<b>Total Medical Coding Specialist Certificate</b>		<b>44*</b>

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





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

- Career Opportunities** • Medical Transcriptionist
- Medical Secretary
  - Owner of Transcription Service
  - Director of Transcription
  - Supervisor of Medical Transcription

### Foundation Courses

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

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

### Major and Core Courses

B271	Professional Communication	4
D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2
G133	Anatomy and Physiology	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I <sup>‡</sup>	3
M206	Medical Transcription II <sup>‡</sup>	3
M207	Medical Transcription III <sup>‡</sup>	3
M208	Introduction to Health Information Management	4
M223	Pathology I	4
M224	Pathology II	4
M280	Medical Transcription Capstone <sup>‡</sup>	3
S101	Keyboarding <sup>‡</sup>	1
S120	Word for Windows	3
S124	Business Document Processing I <sup>‡</sup>	3
S128	Speed Building I <sup>‡</sup>	1
S227	Speed Building II <sup>‡</sup>	1

### General Education Courses\*\*

**English Composition** (Required Course)

G124	English Composition	4
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**Communication** (Select a minimum of 1 course)

G141	Introduction to Communication	4
G226	Speech	4

**Humanities** (Select a minimum of 2 courses)

G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4

**Math/Natural Sciences** (Select a minimum of 2 courses)

G128	Human Uses of the Environment	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4

**Social Sciences** (Select a minimum of 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary US Government	4

**Total Degree Credits** **90\***

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

‡ This course is only available online.

“Rasmussen is student-focused and program specific. The program is designed with many built-in measures to facilitate student success and content mastery.”

— KATHY JOHNSON  
Practical Nursing Student



**Standard Length of Program** • 4 Quarters **Full-Time**  
• 7 Quarters **Part-Time**

- Career Opportunities** • Medical Transcriptionist
- Medical Secretary
  - Director of Transcription
  - Supervisor of Medical Transcription

### Foundation Courses

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

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

D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2
G124	English Composition	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I <sup>‡</sup>	3
M206	Medical Transcription II <sup>‡</sup>	3
M207	Medical Transcription III <sup>‡</sup>	3
M208	Introduction to Health Information Management	4
M223	Pathology I	4
M224	Pathology II	4
M280	Medical Transcription Capstone <sup>‡</sup>	3
S101	Keyboarding <sup>‡</sup>	1
S120	Word for Windows	3
S124	Business Document Processing I <sup>‡</sup>	3
S128	Speed Building I <sup>‡</sup>	1
S227	Speed Building II <sup>‡</sup>	1

**Total Medical Transcriptionist Diploma** **62\***

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

‡ This course is only available online.

# Allied Health. Choosing your future career.



## PHARMACY TECHNICIAN AAS DEGREE

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

**Career Opportunities** • Retail Pharmacy • Clinic Pharmacy  
• Hospitals and Health Care Facilities

### Foundation Courses

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

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

### Major and Core Courses

B119	Customer Service	4
B271	Professional Communication	4
D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2
G133	Anatomy and Physiology	4
M120	Medical Terminology	4
M228	Medical Legal and Ethical Issues	4
PT105	Introduction to Pharmacy	4
PT110	Pharmacology	4
PT120	Pharmacy Math and Dosages	4
PT125	Pharmacy Software/Automation/Insurance Billing	3
PT230	Unit Dose/IV Lab	3
PT235	Pharmacy Technician Practicum I	3
PT236	Pharmacy Technician Practicum II	3
PT280	Pharmacy Technician Capstone ‡	2
S101	Keyboarding †	1
S124	Business Document Processing I †	3

### General Education Courses\*\*

**English Composition** (Required Course)  
G124 English Composition 4

**Communication** (Select a minimum of 1 course)  
G141 Introduction to Communication 4  
G226 Speech 4

**Humanities** (Select a minimum of 2 courses)  
G125 Humanities 4  
G138 Introduction to Film 4  
G235 Survey of American Literature (Mid-Nineteenth Century to the Present) 4

**Math/Natural Sciences** (Select a minimum of 2 courses)  
G128 Human Uses of the Environment 4  
G134 Introduction to College Algebra 4  
G221 Introduction to Statistics 4  
G239 Introduction to Astronomy 4

**Social Sciences** (Select a minimum of 2 courses)  
G122 World Geography 4  
G123 Principles of Economics 4  
G137 Introduction to Psychology 4  
G142 Introduction to Sociology 4  
G236 History: Popular Culture and Social Change in America - Post World War II 4  
G243 Contemporary US Government 4  
**Total Degree Credits 91\***

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

‡ This course is only available online.



## PRACTICAL NURSING AAS DEGREE

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

**Employment Settings** • Hospital • Assisted Living  
• Clinic • Dental Office  
• Long-term Care • Physician's Office

### Foundation Courses

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

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

### Nursing and Career Courses

D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2
G124	English Composition**	4
G133	Anatomy & Physiology**	4
G134	Introduction to College Algebra**	4
G137	Introduction to Psychology**	4
G141	Introduction to Communication**	4
G142	Introduction to Sociology**	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4

M120	Medical Terminology	4
PN100	Nursing Foundations	6
PN105	Nutrition & Diet Therapy	4
PN110	Introduction to Pharmacology	4
PN115	Nursing I	5
PN120	Psychosocial Nursing	4
PN125	Nursing II	6
PN130	Maternal - Child Nursing	4
PN135	Nursing III	6
PN140	Geriatric Nursing	4
PN145	Nursing Seminar	2
<b>Total Degree Credits</b>		<b>90*</b>

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

\*\* A minimum of 30 credits of general education course work is required. Students must complete those classes listed as required to graduate in this program (G124, G133, G134, G137, G141, and G142) or transfer in the equivalent. Additionally, the student must complete two courses from the three listed electives (G125, G138, and G235) or transfer in the equivalent. Credits accepted in transfer must meet the institution's guidelines for transfer.

In addition to meeting all general requirements for admission to Rasmussen College, Practical Nursing students must also have the following:

- Current certification in CPR as documented by submission of current CPR certification card. Either American Health Association BLS Health Provider or American Red Cross CPR for the Professional Rescuer programs is accepted. Certification must include adult, child, infant, and two-person CPR. The AED component is not necessary.
- Current CNA Certification.
- Two letters of reference: one from a prior or current instructor or professor and one from a prior or current employer.
- Minimum 2.0 Grade Point Average for all prior college coursework completed.
- Ability to pass criminal background check.

To graduate in the program students must complete all required course work with an earned grade of "C" or better, achieve all required skill competencies, and satisfactorily complete all required clinical learning experiences.

This program is only offered during the day at the Mankato campus.



## PRACTICAL NURSING DIPLOMA

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

**Employment Settings** • Hospital • Assisted Living  
• Clinic • Dental Office  
• Long-term Care • Physician's Office

### Foundation Courses

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

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

### Nursing and Career Courses

D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2
G124	English Composition**	4
G133	Anatomy & Physiology**	4
G134	Introduction to College Algebra**	4
G137	Introduction to Psychology**	4
PN100	Nursing Foundations	6
PN105	Nutrition & Diet Therapy	4
PN110	Introduction to Pharmacology	4
PN115	Nursing I	5
PN120	Psychosocial Nursing	4
PN125	Nursing II	6
PN130	Maternal - Child Nursing	4
PN135	Nursing III	6
PN140	Geriatric Nursing	4
PN145	Nursing Seminar	2
<b>Total Practical Nursing Diploma</b>		<b>70*</b>

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

\*\* A minimum of 16 credits of general education course work is required. Students must complete those classes listed as required to graduate in this program (G124, G133, G134, and G137) or transfer in the equivalent. Credits accepted in transfer must meet the institution's guidelines for transfer.

In addition to meeting all general requirements for admission to Rasmussen College, Practical Nursing students must also have the following:

- Current certification in CPR as documented by submission of current CPR certification card. Either American Health Association BLS Health Provider or American Red Cross CPR for the Professional Rescuer programs is accepted. Certification must include adult, child, infant, and two-person CPR. The AED component is not necessary.
- Current CNA Certification.
- Two letters of reference: one from a prior or current instructor or professor and one from a prior or current employer.
- Minimum 2.0 Grade Point Average for all prior college coursework completed.
- Ability to pass criminal background check.

To graduate in the program students must complete all required course work with an earned grade of "C" or better, achieve all required skill competencies, and satisfactorily complete all required clinical learning experiences.

This program is only offered during the day at the Mankato campus.



## SURGICAL TECHNOLOGIST AAS DEGREE

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

**Employment Settings** • Hospitals • Medical Clinics  
• Operating Rooms • Physician's Office

### Foundation Courses

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

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

### Major and Core Courses

D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2
G124	English Composition**	4
G133	Anatomy and Physiology**	4
G137	Introduction to Psychology**	4
M120	Medical Terminology	4
M223	Pathology I	4
M224	Pathology II	4
MA125	Pharmacology for the Allied Health Professional	4
ST102	Microbiology	3
ST105	Introduction to Surgical Technology	3
ST112	Surgical Procedures I	4
ST203	Surgical Procedures II	4
ST207	Surgical Procedures III	4
ST210	Surgical Tech Practicum I	2
ST215	Surgical Tech Practicum II	10
ST220	Surgical Tech Practicum III	10

### General Education Courses\*\*

#### Communication (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

#### Humanities (Select 2 courses)

G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4

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

G128	Human Uses of the Environment	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4

#### Social Sciences (Select 1 course)

G122	World Geography	4
G123	Principles of Economics	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary US Government	4
<b>Total Degree Credits</b>		<b>97*</b>

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

\*\* A minimum of 30 credits of general education course work is required. Students must complete those classes listed as required to graduate in this program and for CAAHEP/AST accreditation (G124, G133, and G137) or transfer in the equivalent. Additionally, the student must complete courses and credits as listed among the general education electives or transfer in the equivalent. Credits accepted in transfer must meet the institution's guidelines for transfer.

# Business. Choosing your future career.

## Business.

You'll learn the skills you need to succeed in organizations that operate on the cutting edge of technology by interpreting financial statements, building databases, using interpersonal skills to interact with others and promoting high standards of customer service.

### AAS Degrees Page

#### **Business Management**

Accounting Emphasis	33
Banking and Finance Emphasis	34
Business Administration Emphasis	35
Child Care Emphasis	42
Human Resource Emphasis	37
Sales and Marketing Emphasis	40

#### **Office Systems Specialist**

Government Emphasis	36
Legal and Criminal Justice Emphasis	38
Medical Office Emphasis	39
Management Emphasis	39

#### **Accounting**

Financial Accounting Emphasis	36
Human Resource Emphasis	37

### Diploma

Administrative Specialist	34
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### Certificates

Accounting	33
Business Administration	35
Legal Office	38
Sales and Marketing Administration	40



"I have hired over 200 Rasmussen graduates over the past few years. They are immediately able to perform in their new positions."

– PAUL SCHMUCK, Jeane Thorne, Inc., Account Coordinator  
Business Management AAS Degree, Rasmussen



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

**Career Opportunities** • Accounting Clerk • Payroll Clerk  
• Bookkeeper • Accounting Assistant  
• Bank Account Representative

### Foundation Courses

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

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

### Major and Core Courses

A151	Accounting I	4
B136	Introduction to Business	4
B173	Introduction to Management	4
B271	Professional Communication	4
B280	Business Capstone <sup>‡</sup>	2
B293	Business Ethics	4
D182	PowerPoint	3
D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2

### General Education Courses\*\*

#### English Composition (Required Course)

G124	English Composition	4
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#### Communication (Select a minimum of 1 course)

G141	Introduction to Communication	4
G226	Speech	4

#### Humanities (Select a minimum of 2 courses)

G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4

#### Math/Natural Sciences (Select a minimum of 2 courses)

G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4

#### Social Sciences (Select a minimum of 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary U.S. Government	4

### Accounting Emphasis

A152	Accounting II	4
A153	Accounting III	4
A177	Payroll Accounting	4
A269	Income Tax	4
A272	Intermediate Accounting I	4
B230	Principles of Finance	4
D181	Excel	3
D277	Computer Accounting Applications	3
<b>Total Degree Credits</b>		<b>96*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

‡ This course is only available online.

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



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

**Career Opportunities** • Accounting Clerk • Payroll Clerk

### Foundation Courses

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

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

A151	Accounting I	4
A152	Accounting II	4
A153	Accounting III	4
A177	Payroll Accounting	4
A269	Income Tax	4
B271	Professional Communication	4
D181	Excel	3
D184	Microcomputers	3
D277	Computer Accounting Applications	3
D283	Access	3
E150	Success Strategies	4
E241	Career Skills	2

### Total Accounting Certificate

**42\***

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

# Business. Choosing your future career.

## ADMINISTRATIVE SPECIALIST\*\* DIPLOMA

**Standard Length of Program** • 4 Quarters **Full-Time**  
• 8 Quarters **Part-Time**

**Career Opportunities** • Office Assistant • Secretary  
• Administrative Assistant

### Foundation Courses

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

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

A151	Accounting I	4
A177	Payroll Accounting	4
B119	Customer Service	4
B136	Introduction to Business	4
B148	Human Resource Management	4
B271	Professional Communication	4
D181	Excel	3
D182	PowerPoint	3
D184	Microcomputers	3
D283	Access	3
E143	Desktop Publishing	3
E150	Success Strategies	4
E241	Career Skills	2
G124	English Composition	4
G134	Introduction to College Algebra	4
Gxxx	General Education Elective	4
S101	Keyboarding <sup>‡</sup>	1
S120	Word for Windows	3
S124	Business Document Processing I <sup>‡</sup>	3
S128	Speed Building I <sup>‡</sup>	1
S201	Office Procedures	4
S204	Machine Transcription I	3
S223	Business Document Processing II <sup>‡</sup>	3
S224	Business Document Processing III <sup>‡</sup>	3
S227	Speed Building II <sup>‡</sup>	1
<b>Total Administrative Specialist Diploma</b>		<b>79*</b>

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

\*\* This program is not offered at the Brooklyn Park campus.

‡ This course is only available online.



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

**Career Opportunities** • Loan Officer • Bookkeeper • Bank Teller

### Foundation Courses

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

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

### Major and Core Courses

A151	Accounting I	4
B136	Introduction to Business	4
B173	Introduction to Management	4
B271	Professional Communication	4
B280	Business Capstone <sup>‡</sup>	2
B293	Business Ethics	4
D182	PowerPoint	3
D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2

### General Education Courses\*\*

<b>English Composition</b> (Required Course)		
G124	English Composition	4

<b>Communication</b> (Select a minimum of 1 course)		
G141	Introduction to Communication	4
G226	Speech	4

<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4

<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4

<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary US Government	4

### Banking and Finance Emphasis

B139	Marketing	4
B230	Principles of Finance	4
D181	Excel	3
F111	Introduction to Banking	4
F212	Fundamentals of Consumer Lending	4
F213	Introduction to Mortgage Lending	4
F214	Marketing of Financial Products	4
F215	Principles of Banking Law	4
<b>Total Degree Credits</b>		<b>97*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

‡ This course is only available online.

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



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

**Career Opportunities** • Management Trainee • Assistant Manager  
• Small Business Manager  
• Retail Management

### Foundation Courses

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

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

### Major and Core Courses

A151	Accounting I	4
B136	Introduction to Business	4
B173	Introduction to Management	4
B271	Professional Communication	4
B280	Business Capstone <sup>‡</sup>	2
B293	Business Ethics	4
D182	PowerPoint	3
D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2

### General Education Courses\*\*

**English Composition** (Required Course)  
G124 English Composition 4

**Communication** (Select a minimum of 1 course)  
G141 Introduction to Communication 4  
G226 Speech 4

**Humanities** (Select a minimum of 2 courses)  
G125 Humanities 4  
G138 Introduction to Film 4  
G235 Survey of American Literature (Mid-Nineteenth Century to the Present) 4

**Math/Natural Sciences** (Select a minimum of 2 courses)  
G128 Human Uses of the Environment 4  
G133 Anatomy and Physiology 4  
G134 Introduction to College Algebra 4  
G221 Introduction to Statistics 4  
G239 Introduction to Astronomy 4

**Social Sciences** (Select a minimum of 2 courses)  
G122 World Geography 4  
G123 Principles of Economics 4  
G137 Introduction to Psychology 4  
G142 Introduction to Sociology 4  
G236 History: Popular Culture and Social Change in America - Post World War II 4  
G243 Contemporary U.S. Government 4

### Business Administration Emphasis

A152	Accounting II	4
A177	Payroll Accounting	4
B119	Customer Service	4
B148	Human Resource Management	4
B230	Principles of Finance	4
D181	Excel	3
D277	Computer Accounting Applications	3
S120	Word for Windows	3
<b>Total Degree Credits</b>		<b>95*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

‡ This course is only available online.

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

## BUSINESS ADMINISTRATION CERTIFICATE

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

**Career Opportunities** • Management Trainee  
• Administrative Professional

### Foundation Courses

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

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

A151	Accounting I	4
B136	Introduction to Business	4
B148	Human Resource Management	4
B173	Introduction to Management	4
B230	Principles of Finance	4
B271	Professional Communication	4
B293	Business Ethics	4
D181	Excel	3
D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2
S120	Word for Windows	3

**Total Business Administration Certificate 43\***

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

# Business. Choosing your future career.




**ACCOUNTING  
AAS DEGREE  
FINANCIAL  
ACCOUNTING**

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

**Career Opportunities** • Accounting Clerk • Financial Planner  
• Accounting Management Trainee  
• Cost Accountant

### Foundation Courses

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

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

### Major and Core Courses

A151	Accounting I	4
A152	Accounting II	4
A153	Accounting III	4
A280	Accounting Capstone <sup>†</sup>	2
B136	Introduction to Business	4
B271	Professional Communication	4
D181	Excel	3
D184	Microcomputers	3
D277	Computer Accounting Applications	3
D283	Access	3
E150	Success Strategies	4
E241	Career Skills	2

### General Education Courses\*\*

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary U.S. Government	4
<b>Financial Accounting Emphasis</b>		
A177	Payroll Accounting	4
A269	Income Tax	4
A270	Cost Accounting I	4
A272	Intermediate Accounting I	4
B293	Business Ethics	4
<b>Total Degree Credits</b>		<b>92*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

† This course is only available online.

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



**OFFICE SYSTEMS  
SPECIALIST  
AAS DEGREE  
GOVERNMENT**

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

**Career Opportunities** • Court Clerk • Municipal Clerk  
• License Clerk

### Foundation Courses

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

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

### Major and Core Courses

A151	Accounting I	4
B271	Professional Communication	4
D181	Excel	3
D182	PowerPoint	3
D184	Microcomputers	3
D283	Access	3
E150	Success Strategies	4
E241	Career Skills	2
S101	Keyboarding <sup>†</sup>	1
S120	Word for Windows	3
S124	Business Document Processing I <sup>†</sup>	3
S128	Speed Building I <sup>†</sup>	1
S201	Office Procedures	4
S223	Business Document Processing II <sup>†</sup>	3
S224	Business Document Processing III <sup>†</sup>	3
S227	Speed Building II <sup>†</sup>	1

### General Education Courses\*\*

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
<b>Government Emphasis</b>		
B180	Meeting Management	4
G243	Contemporary U.S. Government	4
LA125	Law I	4
LA130	State and Local Government	4
LA225	Law II	4
<b>Total Degree Credits</b>		<b>97*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

† This course is only available online.

# Choosing your future career. Business.



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

**Career Opportunities** • Human Resource Assistant  
• Benefits Administrator

### Foundation Courses

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

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

### Major and Core Courses

A151	Accounting I	4
B136	Introduction to Business	4
B173	Introduction to Management	4
B271	Professional Communication	4
B280	Business Capstone <sup>‡</sup>	2
B293	Business Ethics	4
D182	PowerPoint	3
D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2

### General Education Courses\*\*

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary U.S. Government	4
<b>Human Resource Emphasis</b>		
B119	Customer Service	4
B148	Human Resource Management	4
B249	Risk Management and Insurance	4
B250	Training and Development	4
B267	Employment Law	4
B268	Compensation and Benefits Management	4
B269	Occupational Safety, Health and Security	4
<b>Total Degree Credits</b>		<b>94*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

‡ This course is only available online.

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



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

**Career Opportunities** • Accounting Clerk • Benefits Administrator  
• Accounting Management Trainee  
• Payroll Administrator

### Foundation Courses

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

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

### Major and Core Courses

A151	Accounting I	4
A152	Accounting II	4
A153	Accounting III	4
A280	Accounting Capstone <sup>‡</sup>	2
B136	Introduction to Business	4
B271	Professional Communication	4
D181	Excel	3
D184	Microcomputers	3
D277	Computer Accounting Applications	3
D283	Access	3
E150	Success Strategies	4
E241	Career Skills	2

### General Education Courses\*\*

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary U.S. Government	4
<b>Human Resource Emphasis</b>		
A177	Payroll Accounting	4
B148	Human Resource Management	4
B249	Risk Management and Insurance	4
B267	Employment Law	4
B268	Compensation and Benefits Management	4
<b>Total Degree Credits</b>		<b>92*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

‡ This course is only available online.

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

# Business. Choosing your future career.



## OFFICE SYSTEMS SPECIALIST AAS DEGREE

### LEGAL AND CRIMINAL JUSTICE

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

**Career Opportunities** • Legal Office Administrator  
• Legal Secretary • Secretary

#### Foundation Courses

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

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

#### Major and Core Courses

A151	Accounting I	4
B271	Professional Communication	4
D181	Excel	3
D182	PowerPoint	3
D184	Microcomputers	3
D283	Access	3
E150	Success Strategies	4
E241	Career Skills	2
S101	Keyboarding <sup>‡</sup>	1
S120	Word for Windows	3
S124	Business Document Processing I <sup>‡</sup>	3
S128	Speed Building I <sup>‡</sup>	1
S201	Office Procedures	4
S223	Business Document Processing II <sup>‡</sup>	3
S224	Business Document Processing III <sup>‡</sup>	3
S227	Speed Building II <sup>‡</sup>	1

#### General Education Courses\*\*

##### English Composition (Required Course)

G124	English Composition	4
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##### Communication (Select a minimum of 1 course)

G141	Introduction to Communication	4
G226	Speech	4

##### Humanities (Select a minimum of 2 courses)

G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4

##### Math/Natural Sciences (Select a minimum of 2 courses)

G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4

##### Social Sciences (Select a minimum of 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary U.S. Government	4

#### Legal and Criminal Justice Emphasis

J100	Introduction to Criminal Justice	4
J115	Introduction to Corrections	4
J125	Criminal Law and Procedures	4
S172	Legal Terminology	4
S218	Legal Document Processing	3
<b>Total Degree Credits</b>		<b>96*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

‡ This course is only available online.

## LEGAL OFFICE\*\* CERTIFICATE

**Standard Length of Program** • 4 Quarters **Full-Time**  
• 5 Quarters **Part-Time**

**Employment Goals** • Legal Secretary • Secretary

#### Foundation Courses

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

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

B271	Professional Communication	4
B293	Business Ethics	4
D184	Microcomputers	3
E241	Career Skills	2
S101	Keyboarding <sup>‡</sup>	1
S120	Word for Windows	3
S124	Business Document Processing I <sup>‡</sup>	3
S128	Speed Building I <sup>‡</sup>	1
S172	Legal Terminology	4
S178	Legal Machine Transcription	3
S201	Office Procedures	4
S218	Legal Document Processing	3
S223	Business Document Processing II <sup>‡</sup>	3
S224	Business Document Processing III <sup>‡</sup>	3
S227	Speed Building II <sup>‡</sup>	1
<b>Total Legal Office Certificate</b>		<b>42*</b>

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

\*\* This program is not offered at the Brooklyn Park campus.

‡ This course is only available online.





## OFFICE SYSTEMS SPECIALIST AAS DEGREE MANAGEMENT

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

**Career Opportunities** • Office Manager • Executive Assistant  
• Senior Secretary • Office Administrator

### Foundation Courses

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

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

### Major and Core Courses

A151	Accounting I	4
B271	Professional Communication	4
D181	Excel	3
D182	PowerPoint	3
D184	Microcomputers	3
D283	Access	3
E150	Success Strategies	4
E241	Career Skills	2
S101	Keyboarding <sup>‡</sup>	1
S120	Word for Windows	3
S124	Business Document Processing I <sup>‡</sup>	3
S128	Speed Building I <sup>‡</sup>	1
S201	Office Procedures	4
S223	Business Document Processing II <sup>‡</sup>	3
S224	Business Document Processing III <sup>‡</sup>	3
S227	Speed Building II <sup>‡</sup>	1

### General Education Courses\*\*

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary U.S. Government	4

### Management Emphasis

A152	Accounting II	4
A177	Payroll Accounting	4
B136	Introduction to Business	4
B173	Introduction to Management	4
D277	Computer Accounting Applications	3
<b>Total Degree Credits</b>		<b>96*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

‡ This course is only available online.



## OFFICE SYSTEMS SPECIALIST AAS DEGREE MEDICAL OFFICE

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

**Career Opportunities** • Medical Office Administrator  
• Station Administrator • Medical Secretary

### Foundation Courses

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

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

### Major and Core Courses

A151	Accounting I	4
B271	Professional Communication	4
D181	Excel	3
D182	PowerPoint	3
D184	Microcomputers	3
D283	Access	3
E150	Success Strategies	4
E241	Career Skills	2
S101	Keyboarding <sup>‡</sup>	1
S120	Word for Windows	3
S124	Business Document Processing I <sup>‡</sup>	3
S128	Speed Building I <sup>‡</sup>	1
S201	Office Procedures	4
S223	Business Document Processing II <sup>‡</sup>	3
S224	Business Document Processing III <sup>‡</sup>	3
S227	Speed Building II <sup>‡</sup>	1

### General Education Courses\*\*

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary U.S. Government	4

### Medical Office Emphasis

M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I <sup>‡</sup>	3
M209	Medical Insurance Billing	3
<b>Total Degree Credits</b>		<b>91*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

‡ This course is only available online.

# Business. Choosing your future career.



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

**Career Opportunities** • Sales Representative  
• Marketing Assistant

### Foundation Courses

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

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

### Major and Core Courses

A151	Accounting I	4
B136	Introduction to Business	4
B173	Introduction to Management	4
B271	Professional Communication	4
B280	Business Capstone <sup>‡</sup>	2
B293	Business Ethics	4
D182	PowerPoint	3
D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2

### General Education Courses\*\*

<b>English Composition</b> (Required Course)		
G124	English Composition	4

### Communication

 (Select a minimum of 1 course)

G141	Introduction to Communication	4
G226	Speech	4

### Humanities

 (Select a minimum of 2 courses)

G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4

### Math/Natural Sciences

 (Select a minimum of 2 courses)

G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4

### Social Sciences

 (Select a minimum of 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary U.S. Government	4

### Sales and Marketing Emphasis

B119	Customer Service	4
B139	Marketing	4
B140	Sales Techniques	4
B241	Sales Applications	4
B263	Principles of Advertising	4
R200	Principles of Retailing	4
R204	Entrepreneurship	4
<b>Total Degree Credits</b>		<b>94*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

‡ This course is only available online.

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

## SALES AND MARKETING ADMINISTRATION CERTIFICATE

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

**Career Opportunities** • Customer Service Representative  
• Sales Representative  
• Management Trainee

### Foundation Courses

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

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

B119	Customer Service	4
B136	Introduction to Business	4
B139	Marketing	4
B140	Sales Techniques	4
B173	Introduction to Management	4
B241	Sales Applications	4
B263	Principles of Advertising	4
B271	Professional Communication	4
D182	PowerPoint	3
D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2

### Total Sales and Marketing Administration Certificate

**44\***

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

## Child Care.

You'll know principles of marketing and customer service, developmentally appropriate practices, and behavior guidance and classroom management techniques. You will learn to plan and implement curricula, and can perform First Aid and CPR. Students know the rules governing Child Care Centers in Minnesota, and marketing strategies for the child care field.

<b>AAS Degrees</b>	<i>Page</i>
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Child Care Specialist	42



“I encourage my employees to enroll in the Child Care program at Rasmussen. The College has helped me and many of my employees develop into amazing teachers.”

– SHANNON VON KAENEL, New Horizon Child Care Director  
Business Management AAS Degree, Rasmussen

# Child Care. Choosing your future career.



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

**Career Opportunities** • Child Care Administrator  
• Child Care Center Director  
• Early Childhood Para-Professional

### Foundation Courses

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

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

### Major and Core Courses

A151	Accounting I	4
B136	Introduction to Business	4
B173	Introduction to Management	4
B271	Professional Communication	4
B280	Business Capstone <sup>‡</sup>	2
B293	Business Ethics	4
D182	PowerPoint	3
D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2

### General Education Courses\*\*

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary U.S. Government	4

### Child Care Emphasis Option A

CC151	Guiding Children's Development	4
CC152	Early Childhood Education Curriculum and Instruction	4
CC153	Creating a Developmentally Appropriate Environment	4
CC154A	Observing and Promoting Development in the Early Childhood Classroom	8
CC258	Infant and Toddler Curriculum	4
CC259	Dynamics of the Family	4
CC260	Children with Special Needs	4
CC261	Appreciation of Children's Literature	4
<b>Total Degree Credits</b>		<b>102*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

<sup>‡</sup> This course is only available online.

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

## CHILD CARE SPECIALIST\*\* CERTIFICATE

**Standard Length of Program** • 3 Quarters **Full-Time**

**Career Opportunities** • Early Childhood Teacher • Nanny  
• Preschool Teacher • Lead Teacher  
• Infant or Toddler Teacher  
• Child Care Administrator

### Foundation Courses

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

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

CC151	Guiding Children's Development	4
CC152	Early Childhood Education Curriculum and Instruction	4
CC153	Creating a Developmentally Appropriate Environment	4
CC154A	Observing and Promoting Development in the Early Childhood Classroom	8
CC155	Creating a Learning Environment	10
CC156	Implementing Curriculum in the Early Childhood Classroom	10
E150	Success Strategies	4
<b>Total Child Care Specialist Certificate</b>		<b>44*</b>

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

\*\* This program is not offered at the Mankato campus. We will no longer be accepting enrollments at the St. Cloud campus effective Fall 2005.

### Child Care Emphasis Option B

CC151	Guiding Children's Development	4
CC152	Early Childhood Education Curriculum and Instruction	4
CC153	Creating a Developmentally Appropriate Environment	4
CC154A	Observing and Promoting Development in the Early Childhood Classroom	8
CC155	Creating a Learning Environment	10
<b>Select one of the following:</b>		
CC258	Infant and Toddler Curriculum	4
CC259	Dynamics of the Family	4
CC260	Children with Special Needs	4
CC261	Appreciation of Children's Literature	4
<b>Total Degree Credits</b>		<b>100*</b>



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

**Career Opportunities** • Early Childhood Instructor  
• Early Childhood Para-Professional  
• Child Care Center Director  
• Child Care Administrator

### Foundation Courses

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

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

### Major and Core Courses

CC151	Guiding Children's Development***	4
CC152	Early Childhood Education Curriculum and Instruction***	4
CC153	Creating a Developmentally Appropriate Environment***	4
CC154A	Observing and Promoting Development in the Early Childhood Classroom***	8
CC155	Creating a Learning Environment***	10
CC156	Implementing Curriculum in the Early Childhood Classroom***	10
CC258	Infant and Toddler Curriculum***	4
CC259	Dynamics of the Family***	4
CC260	Children with Special Needs***	4
CC261	Appreciation of Children's Literature***	4
D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2

### General Education Courses\*\*

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary U.S. Government	4
<b>Total Degree Credits</b>		<b>97*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

\*\*\*These courses are not offered at the Mankato location.



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"We strive toward educating a well-rounded individual who will emerge from this college setting prepared for life."

– DOUG GARDNER, Campus Director  
B.A., Buena Vista College

## Legal and Government.

Examine how the legal process works, from law enforcement to the courts, and through the corrections system. You'll study the history and development of the criminal justice system and its effect on society.

<b>AAS Degrees</b>	<i>Page</i>
<b><i>Criminal Justice</i></b>	
Homeland Security Emphasis	45
Client Services Emphasis	45



"Rasmussen has given me a great start toward reaching my goal of a four year degree in the study of law and criminal justice. "

– FRED HUERTA, Criminal Justice AAS Degree Student

# Choosing your future career. Legal and Government.



**ONLINE**

**CRIMINAL JUSTICE  
AAS DEGREE  
HOMELAND  
SECURITY**

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

**Career Opportunities** • Corrections Officer • Court Clerk  
• Probation Support Specialist  
• Security Professional • Juvenile Specialist

### Foundation Courses

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

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

### Major and Core Courses

B271	Professional Communication	4
D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
J100	Introduction to Criminal Justice	4
J115	Introduction to Corrections	4
J120	Policing in America	4
J125	Criminal Law and Procedures	4
J215	Ethics in Criminal Justice	4
J220	Contemporary Issues in Criminal Justice <sup>‡</sup>	4

### General Education Courses\*\*

#### English Composition (Required Course)

G124	English Composition	4
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#### Communication (Select a minimum of 1 course)

G141	Introduction to Communication	4
G226	Speech	4

#### Humanities (Select a minimum of 2 courses)

G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4

#### Math/Natural Sciences (Select a minimum of 2 courses)

G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4

#### Social Sciences (Select a minimum of 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary US Government	4

### Homeland Security Emphasis

J225	Introduction to Homeland Security	4
J230	Terrorism	4
J240	Homeland Security Law	4
J245	Security Challenges	4
<b>Total Degree Credits</b>		<b>93*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

‡ This course is only available online.

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



**ONLINE**

**CRIMINAL JUSTICE  
AAS DEGREE  
CLIENT  
SERVICES**

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

**Career Opportunities** • Corrections Officer • Court Clerk  
• Probation Support Specialist  
• Security Professional • Juvenile Specialist

### Foundation Courses

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

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

### Major and Core Courses

B271	Professional Communication	4
D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
J100	Introduction to Criminal Justice	4
J115	Introduction to Corrections	4
J120	Policing in America	4
J125	Criminal Law and Procedures	4
J215	Ethics in Criminal Justice	4
J220	Contemporary Issues in Criminal Justice <sup>‡</sup>	4

### General Education Courses\*\*

#### English Composition (Required Course)

G124	English Composition	4
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#### Communication (Select a minimum of 1 course)

G141	Introduction to Communication	4
G226	Speech	4

#### Humanities (Select a minimum of 2 courses)

G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4

#### Math/Natural Sciences (Select a minimum of 2 courses)

G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4

#### Social Sciences (Select a minimum of 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary US Government	4

### Client Services Emphasis

J200	Domestic Violence	4
J205	Juvenile Justice	4
J235	Criminology	4
J250	Drugs and Crime	4
<b>Total Degree Credits</b>		<b>93*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

‡ This course is only available online.

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

# Technology. Choosing your future career.

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## Technology.

Learn to install, manage and monitor computer network operating systems; build and troubleshoot computer hardware, and study fundamental networking and computer concepts as they apply to information technology.

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### AAS Degrees Page

#### Information Systems Management

Network Security Specialist Emphasis	48
Network Support Specialist Emphasis	49

#### Multimedia Technologies

Digital Design and Animation Emphasis	47
Web Media Production Emphasis	50

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### Certificates

Multimedia Technologies	47
Network Security Technician	48
Network Support Technician	49



“ I feel like I'll have no problem finding good employment, which allows me to be home at night with my kids.”

– SHANNEN ESPELIEN  
Rasmussen Graduate





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

**Career Opportunities** • Production Artist • Graphic Designer  
• Graphic Artist • Advertising Media Planner  
• Visual Merchandiser • Web Site Designer  
• Multimedia Developer

### Foundation Courses

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

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

### Major and Core Courses

B136	Introduction to Business	4
B220	Project Planning and Documentation	4
B271	Professional Communication	4
E150	Success Strategies	4
E241	Career Skills	2
NM111	Introduction to Computer Graphics	3
NM113	Introduction to Multimedia and Computer Graphic Arts	3
NM121	Typography	3
NM122	Digital Publishing	3
NM124	Color Theory and Techniques	3
NM130	Audio/Video Editing	3
NM141	Digital Media Production	3
NM252	Fundamentals of Web Authoring and Design	3
NM262	Digital Media Assembly	3
NM272	Multimedia Technologies	3
NM280	Multimedia Portfolio Development	2

### General Education Courses\*\*

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary US Government	4

### Digital Design and Animation Emphasis

NM110	Drawing Design and Art Theory	3
NM131	Introduction to 3D Arts and Animation	3
NM240	3-Dimensional Animation	3
<b>Total Degree Credits</b>		<b>91*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.



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

**Career Opportunities** • Graphic Designer • Graphic Artist

### Foundation Courses

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

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

E150	Success Strategies	4
E241	Career Skills	2
NM111	Introduction to Computer Graphics	3
NM113	Introduction to Multimedia and Computer Graphic Arts	3
NM121	Typography	3
NM122	Digital Publishing	3
NM124	Color Theory and Techniques	3
NM130	Audio/Video Editing	3
NM141	Digital Media Production	3
NM252	Fundamentals of Web Authoring and Design	3
NM262	Digital Media Assembly	3
NM272	Multimedia Technologies	3
NM280	Multimedia Portfolio Development	2
<b>Total Multimedia Technologies Certificate</b>		<b>38*</b>

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



## INFORMATION SYSTEMS MANAGEMENT AAS DEGREE

### NETWORK SECURITY SPECIALIST

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

**Career Opportunities** • Internet Application Technician  
• Cisco Network Technician  
• Network Control Operator  
• Wide Area Networking Specialist

#### Foundation Courses

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

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

#### Major and Core Courses

B119	Customer Service	4
B136	Introduction to Business	4
B271	Professional Communication	4
B293	Business Ethics	4
D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2

#### General Education Courses\*\*

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary US Government	4

#### Network Security Specialist Emphasis

N240	Security Policy & Procedure	4
N241	Networking Security Fundamentals	3
N242	Network Defense and Countermeasures	4
N243	Firewalls and Network Security	3
N244	Designing Microsoft Windows Security	3
N245	Introduction Linux Networking and Security	3
N246	Internet Security	3
N247	Computer Forensics and Investigation	3
N248	Disaster Recovery Planning and Implementation	4
N249	Information Security Management	4
N250	Security Program Case Study <sup>‡</sup>	2
<b>Total Degree Credits</b>		<b>93*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

\*\*\*These courses help prepare students to take the Microsoft, CompTIA, or Cisco Exams.

‡ This course is only available online.



## NETWORK SECURITY TECHNICIAN CERTIFICATE

**Standard Length of Program** • 5 Quarters **Part-Time**

**Career Opportunities** • Internet Application Technician  
• Cisco Network Technician  
• Network Control Operator  
• Wide Area Networking Specialist

#### Foundation Courses

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

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

N240	Security Policy & Procedure	4
N241	Networking Security Fundamentals	3
N242	Network Defense and Countermeasures	4
N243	Firewalls and Network Security	3
N244	Designing Microsoft Windows Security	3
N245	Introduction Linux Networking and Security	3
N246	Internet Security	3
N247	Computer Forensics and Investigation	3
N248	Disaster Recovery Planning and Implementation	4
N249	Information Security Management	4
N250	Security Program Case Study <sup>‡</sup>	2
<b>Total Network Security Technician Certificate</b>		<b>36*</b>

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

‡ This course is only available online.





**INFORMATION SYSTEMS MANAGEMENT  
AAS DEGREE**

**NETWORK  
SUPPORT  
SPECIALIST**

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

- Career Opportunities** • Network Support Specialist
- Helpdesk Technician
  - Internet Application Technician
  - Cisco Network Technician
  - Network Control Operator
  - Wide Area Networking Specialist

### Foundation Courses

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

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

### Major and Core Courses

B119	Customer Service	4
B136	Introduction to Business	4
B271	Professional Communication	4
B293	Business Ethics	4
D184	Microcomputers	3
E150	Success Strategies	4
E241	Career Skills	2

### General Education Courses\*\*

#### English Composition (Required Course)

G124	English Composition	4
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#### Communication (Select a minimum of 1 course)

G141	Introduction to Communication	4
G226	Speech	4

#### Humanities (Select a minimum of 2 courses)

G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4

#### Math/Natural Sciences (Select a minimum of 2 courses)

G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4

#### Social Sciences (Select a minimum of 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary US Government	4

### Network Support Specialist Emphasis

B220	Project Planning and Documentation	4
N112	PC Hardware and Software I (A+)	3
N113	PC Hardware and Software II (A+)**	3
N122	Network Topologies and Infrastructure ***	3
N123	Windows Networking Infrastructure ***	3
N127	Microsoft Windows Workstations ***	3
N208	Linux Administration	3
N226	Windows Active Directory ***	3
N228	Microsoft Windows Server ***	3
N234	Microsoft Exchange Server ***	3
N235	Cisco Networking Fundamentals and Routing	3
<b>Total Degree Credits</b>		<b>91*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

\*\*\*These courses help prepare students to take the Microsoft, CompTIA, or Cisco Exams.

## NETWORK SUPPORT TECHNICIAN CERTIFICATE

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

- Career Opportunities** • Network Support Specialist
- Network Technician
  - Network Control Operator

### Foundation Courses

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

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

B220	Project Planning and Documentation	4
B271	Professional Communication	4
D184	Microcomputers	3
E241	Career Skills	2
N112	PC Hardware and Software I (A+)	3
N113	PC Hardware and Software II (A+)**	3
N122	Network Topologies and Infrastructure ***	3
N123	Windows Networking Infrastructure ***	3
N127	Microsoft Windows Workstations ***	3
N208	Linux Administration	3
N226	Windows Active Directory ***	3
N228	Microsoft Windows Server ***	3
N234	Microsoft Exchange Server ***	3
N235	Cisco Networking Fundamentals and Routing	3
<b>Total Network Support Technician Certificate</b>		<b>43*</b>

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

\*\*\*These courses help prepare students to take the Microsoft, CompTIA, or Cisco Exams.



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“Rasmussen grads are trained to step right into the job with great computer and communication skills, and an attitude to match.”

– **VICTORIA WEBB**  
 General Education Instructor  
 M.A., University of Reading - England  
 M.A., University of Utah  
 B.A., Brigham Young University



## MULTIMEDIA TECHNOLOGIES AAS DEGREE

# WEB MEDIA PRODUCTION

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

**Career Opportunities** • Production Artist • Visual Merchandiser  
 • Web Site Designer

### Foundation Courses

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

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

### Major and Core Courses

B136	Introduction to Business	4
B220	Project Planning and Documentation	4
B271	Professional Communication	4
E150	Success Strategies	4
E241	Career Skills	2
NM111	Introduction to Computer Graphics	3
NM113	Introduction to Multimedia and Computer Graphic Arts	3
NM121	Typography	3
NM122	Digital Publishing	3
NM124	Color Theory and Techniques	3
NM130	Audio/Video Editing	3
NM141	Digital Media Production	3
NM252	Fundamentals of Web Authoring and Design	3
NM262	Digital Media Assembly	3
NM272	Multimedia Technologies	3
NM280	Multimedia Portfolio Development	2

### General Education Courses\*\*

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G235	Survey of American Literature (Mid-Nineteenth Century to the Present)	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G221	Introduction to Statistics	4
G239	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G236	History: Popular Culture and Social Change in America - Post World War II	4
G243	Contemporary US Government	4
<b>Web Media Production Emphasis</b>		
NM115	Networking and Internet Technologies	3
NM250	Dynamic Content Management	3
NM260	Server Side Scripting	3
<b>Total Degree Credits</b>		<b>91*</b>

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

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

# Choosing your future career. Synopsis of Subjects.

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 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 of 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 has the credit equivalency of one hour of lecture. Internship (also externship or practicum) is program-related work experience with indirect instructor supervision and employer assessment, usually coupled with lecture sessions in which the workplace experience is discussed. Three hours of internship has 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 Dean of Instructional Programs or Campus Director.

## Credit Definition

Credit Hour - The unit by which an institution may measure its coursework. The number of credit hours assigned to a course is usually defined by a combination of the number of hours per week in class, laboratory, and/or externship, multiplied by the number of weeks in the term. One unit of credit is usually equivalent to, at a minimum, one hour of classroom study, two hours of laboratory study, or three hours of externship, or a combination of the three, multiplied by the number of weeks in a quarter.

One quarter credit is awarded for each:

- 10 clock hours of lecture
- 20 clock hours of laboratory
- 30 clock hours of internship

Clock Hour - A clock hour or class period is 50 minutes of instruction. The following course descriptions include whether the course is lecture, laboratory, externship, or a mixture.

## How to read course descriptions

Course description numbers that fall below 100 are considered developmental courses. Course description numbers that range from 100-199 are considered entry level courses. Course description numbers that are above 200 are considered to be more advanced courses and may function as second-year courses or capstone courses.

- A - Accounting
- B - Business
- CC - Child Care
- D - Computers
- F - Banking and Finance
- G - General Education
- H - Health Unit Coordinator
- J - Criminal Justice
- M - Medical/Allied Health
- MA - Medical Assistant
- MT - Massage Therapy
- N - Network
- NM - Multimedia
- PN - Practical Nursing
- PT - Pharmacy Technician
- R - Retail/Sales
- S - Secretarial/Office Administration
- ST - Surgical Technologies

## A151 Accounting I - 40 Hours. 4 Credits.

This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of accounting and will be trained in the bookkeeping function of properly recording transactions in journals and posting to ledgers. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced. Prerequisites: None. (Lecture 100%)

## A152 Accounting II - 40 Hours. 4 Credits.

This course emphasizes the classification of accounts, notes, drafts, prepayments, installments, sales, fixed assets, and monthly adjustments. The course also covers accounting of the merchandising enterprise and partnership accounting. Prerequisite: Accounting I. (Lecture 100%)

## A153 Accounting III - 40 Hours. 4 Credits.

This course emphasizes corporate accounting, corporate issuing and investing in debt and equity securities, financial and cash flow analysis, and decision-making. Manufacturing accounting is included. Prerequisite: Accounting II, or equivalent. (Lecture: 100%)

## A177 Payroll Accounting - 40 Hours. 4 Credits.

Focus is on computing and paying of wages and salaries, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records. Prerequisite or co-requisite: Accounting I. (Lecture 100%)

## A269 Income Tax - 40 Hours. 4 Credits.

Course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business. Prerequisite: Accounting II or equivalent. (Lecture 100%)

## A270 Cost Accounting I - 40 Hours. 4 Credits.

The fundamentals of cost accounting, such as materials, labor, and overhead are studied. Included is a study of job order cost accounting. Prerequisite: Accounting II or equivalent. (Lecture 100%)

## A272 Intermediate Accounting I - 40 Hours. 4 Credits.

This course covers a review of accounting procedures, and then expands to specialized treatment of financial statements, cash and temporary assets, receivables, inventories (general and estimating procedures), current liabilities, and the acquisition, use, and retirement of long-term plant assets. Prerequisite: Accounting III. (Lecture 100%)

## A280 Accounting Capstone - 20 Hours. 2 Credits.

This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting AAS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, and inter-personal communication and class presentations. Prerequisite: Students must be enrolled in the Accounting AAS Degree program and in their last or second to last quarter. (Lecture 100%) \*This course is only available online.

## B097 Foundations of English I - 40 Hours. 4 Credits.

This foundation course emphasizes grammar usage, basic punctuation, and sentence structure. Prerequisite: Placement determined by COMPASS assessment score. (Lecture 100%)

## B098 Foundations of English II - 40 Hours. 4 Credits.

This course emphasizes mastery of grammar and punctuation usage, paragraph structure, and strategy. Prerequisite: COMPASS placement score or a grade of 'SA' in Foundations of English I. (Lecture 100%)

## B099 Foundations of Math - 40 Hours. 4 Credits.

A study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages. Prerequisite: Placement determined by COMPASS assessment score. (Lecture 100%)

## 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. (Lecture 100%)

## B136 Introduction to Business - 40 Hours. 4 Credits.

The purpose of this course is to help the student acquire a good comprehension of how the free enterprise system works. The many aspects of business organization, production, human resources, marketing, finance, and others are studied. Prerequisite: None. (Lecture 100%)

## B139 Marketing - 40 Hours. 4 Credits.

An introductory course in marketing as it operates in American business today. A study of the combination of elements (product, price, systems, channels of distribution, and promotion) which can be used to achieve the most effective marketing mix. Prerequisite: Introduction to Business. (Lecture 100%)

## 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. (Lecture 100%)

## B148 Human Resource Management - 40 Hours. 4 Credits.

Leadership and management functions such as those required to establish goals, policies, procedures, and plans are studied. Motivation, planning and control systems of organizations and behavior are studied. Prerequisite: None. (Lecture 100%)

## B173 Introduction to Management - 40 Hours. 4 Credits.

A study of the aspects of the practice of management necessary for the development of managerial skills and insight. Prerequisite: Introduction to Business. (Lecture 100%)

## B180 Meeting Management - 40 Hours. 4 Credits.

This course will introduce students to the basic tools and skills needed to host and facilitate a variety of types of meetings. Team building, effective communication, conflict management, facilitation skills and related topics will form the foundation for the experiential learning format of this course. The course also studies and practices the parliamentary procedure skills used in larger and more formal assemblies. Prerequisite: None. (Lecture 100%)

## B220 Project Planning and Documentation - 40 Hours. 4 Credits.

This course will introduce students to the processes of project planning from the early stages of brainstorming through planning, including creating timetables, resource management, implementation, along with the basics of writing project proposals. Students will learn to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their fields of study. Prerequisite: None. (Lecture 100%)

# Synopsis of Subjects. Choosing your future career.

## **B230 Principles of Finance – 40 Hours. 4 Credits.**

A study of the fundamental finance concepts, techniques, and practices essential for financial management and business decision-making that provides a basic understanding of the requirements for assessing an organization's overall performance in financial terms. Topics include an overview of financial markets, institutions and the United States monetary system; interest rates, risk issues, financial ratios and ratio analysis, time value of money, corporate security valuations, financial statements, cash flow, capital structure, investments and budgeting. Prerequisites: A grade of "SA" in Foundations of Math or placement determined by COMPASS assessment score and Accounting I. (Lecture 100%)

## **B241 Sales Applications – 40 Hours. 4 Credits.**

A how-to course designed to provide the opportunity to use professional methods learned in Sales Techniques, with the practical application of product knowledge and sales presentation development. Prerequisite: Sales Techniques. (Lecture 100%)

## **B249 Risk Management and Insurance – 40 Hours. 4 Credits.**

A survey of the general principles of risk management and insurance and their role in business. Topics include the relationship of risk transfer, risk avoidance, and risk retention to risk management and loss control methods as used for decision-making in human resources and finance. Emphasis is placed on the risk management process which includes the identification of risks, evaluation of risks, and selection of an appropriate management response, implementation, and review. Prerequisite: Human Resource Management. (Lecture 100%)

## **B250 -Training and Development – 40 Hours. 4 Credits.**

Students will study the basics of training and learn to analyze organizations to determine both training needs and the most appropriate training methodologies, in order to solve common business problems. Learners will develop an understanding of recruiting, retention, and development as an integrated process and will focus first on the characteristics and motivations of people of different backgrounds and the match between their needs and aspirations and the relevant characteristics of the employing enterprise. Special attention will be given to effective performance review processes and its relationship to coaching and mentoring. Prerequisite: Human Resource Management. (Lecture 100%)

## **B263 Principles of Advertising – 40 Hours. 4 Credits.**

Theory, principles, and functions of advertising, its role and its social and economic structure. Newspapers, magazines, radio, and television are reviewed as advertising media. Prerequisite: Marketing. (Lecture 100%)

## **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: Human Resource Management. (Lecture 100%)

## **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: Human Resource Management. (Lecture 100%)

## **B269 Occupational Safety, Health and Security – 40 Hours. 4 Credits.**

To assure safe and healthful working conditions for working men and women; by authorizing enforcement of the standards developed under OSHA; by assisting and encouraging their employer in their efforts to assure safe and healthful working conditions; by providing for research, information, education, and training in the field of occupational safety, health and security purposes. Prerequisite: Human Resource Management. (Lecture 100%)

## **B271 Professional Communication – 40 Hours. 4 Credits.**

This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments. Prerequisite: A grade of SA in Foundations of English II or placement determined by COMPASS assessment score. (Lecture 100%)

## **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 AAS 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. Prerequisites: A student must be enrolled in the Business Management AAS Degree and in their last or second to last quarter. (Lecture 100%)

*\*This course is only available online.*

## **B293 Business Ethics – 40 Hours. 4 Credits.**

Ethics is the belief about what is good and bad in actions that affect others. This course will introduce students to philosophical theories of ethics as they relate to business. Current ethical issues in business will be studied with an emphasis on understanding ethical development and the integration of ethical values into business. Prerequisite: None. (Lecture 100%)

## **CC151 Guiding Children's Development – 50 Hours. 4 Credits.**

This course will explore characteristics of children at different ages, their developmental needs, and the foundation of early childhood education. Students will learn techniques for building self-esteem in children and using interpersonal skills and communication within the classroom and center. Students will study the family including the function, and the cultural, social class, and ethnic variations in the family as a social system. The student will study and practice techniques for guiding children throughout the day, developing routines, and providing structure and consistency. The student will examine methods of handling problems and variations when dealing with special needs children. This course also examines the goals of Multicultural Education. Students will participate in a lab setting one Saturday a quarter. The resources developed will coincide with the course topics and the externship. Prerequisites: None. (Lecture 75% Lab 25%)

## **CC152 Early Childhood Education Curriculum and Instruction – 50 Hours. 4 Credits.**

This course emphasizes the skills that are necessary to guide children through developmentally appropriate art, literature, dramatic play, math, science, sensory, field trips, cooking, music and movement, large and fine motor skills, and computer experiences. This course also examines criteria of planning developmentally appropriate programs for young children. It examines methods for writing behavioral objectives, establishing program and activity goals and writing lesson plans. Evaluation of curriculum, developmentally appropriate thematic ideas, and means of involving parents are demonstrated. Students will participate in a lab setting one Saturday a quarter. The resources developed will coincide with the course topics and the externship. Prerequisites: None. (Lecture 75% Lab 25%)

## **CC153 Creating a Developmentally Appropriate Environment – 50 Hours. 4 Credits.**

This course examines the knowledge of working in child care; including staff qualifications, proper diapering, and hand-washing techniques, child abuse reporting, etc. by examining in depth DHS Rule 9503, governing child care programs. This course will provide guidelines for establishing safe environments including selecting equipment, room arrangement, accident prevention procedures, and sanitation guidelines. Students will examine liability issues in child care. The course will provide objectives for developing health policies, controlling disease, establishing proper nutrition, and responding to children's special health concerns. Students will participate in a lab setting one Saturday a quarter. The resources developed will coincide with the course topics and the externship. Prerequisites: None. (Lecture 75% Lab 25%)

## **CC154A Observing and Promoting Development in the Early Childhood Classroom – 240 Hours. 8 Credits.**

Under the supervision of staff and child care center directors, the student will practice early childhood theory and techniques. Students will implement developmentally appropriate practices in an early childhood setting. Prerequisites: None. (Externship 100%)

## **CC155 Creating a Learning Environment – 300 Hours. 10 Credits.**

Continuation of CC154A with emphasis on creating a learning environment and leadership in the classroom. Prerequisites: Observing and Promoting Development in the Early Childhood Classroom. (Externship 100%)

## **CC156 Implementing Curriculum in the Early Childhood Classroom – 300 Hours. 10 Credits.**

Continuation of CC154A and CC155 with emphasis on developmentally appropriate practices and leadership in the classroom. Prerequisites: Observing and Promoting Development in the Early Childhood Classroom. (Externship 100%)

## **CC258 Infant and Toddler Curriculum – 40 Hours. 4 Credits.**

This course will provide the knowledge, skills and attitudes necessary to meet the fundamental needs of children from birth to three in group care settings, including brain and attachment research. Establish a foundation for a responsive, relationship-based curriculum for children birth to three who are in group care settings. Introduce the philosophy behind primary care, continuity of care, and respectful care. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical and cognitive development, promote cultural sensitivity and encourage positive parent caregiver relations. Prerequisites: None. (Lecture 100%)

# Choosing your future career. Synopsis of Subjects.

## **CC259 Dynamics of the Family – 40 Hours. 4 Credits.**

This course is designed to introduce the student to the importance of the family as it pertains to the growth and development of children. It will deal with many issues that affect families today including divorce, single-parent homes, racial and ethnic issues, non-traditional families and education. Prerequisites: None. (Lecture 100%)

## **CC260 Children with Special Needs – 40 Hours. 4 Credits.**

This course is designed to introduce students to the issues of evaluating and working with children with special needs. Topics to be covered will include an overview of early childhood special education, identifying and assessing young children with special needs, and planning and organizing educational programs. Prerequisites: None. (Lecture 100%)

## **CC261 Appreciation of Children's Literature – 40 Hours. 4 Credits.**

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques. Prerequisites: None. (Lecture 100%)

## **D181 Excel – 40 Hours. 3 Credits.**

Microsoft Excel will be used to provide students with experience in manipulating the electronic spreadsheet. Course topics include spreadsheet creation, design, editing, and printing. A variety of specific spreadsheet formulas will be learned including built-in functions. Other Excel features such as charts, macros, lists, integration with other Microsoft Office applications, problem-solving tools (data tables, goal seek, solver, etc.), PivotTables and PivotCharts will also be learned. Students will also analyze various techniques and use them to create business documents. This course is designed to help prepare students for the MOS certification exam. Prerequisites: Microcomputers. (Lecture 50%, Lab 50%)

## **D182 PowerPoint – 40 Hours. 3 Credits.**

This course covers the creation of business presentations with Microsoft's PowerPoint. Students will learn to create and present slide shows for speaker presentations including audience handouts and kiosk slide shows. Bulleted slides, text slides, and organizational charts will also be created. Students will learn when to appropriately add clip art, video clips, colors, and various backgrounds to presentations. This course is designed to help prepare students for the MOS certification exam. Prerequisites: Microcomputers. (Lecture 50% Lab 50%)

## **D184 Microcomputers – 40 Hours. 3 Credits.**

This course is designed to provide the student with an introductory knowledge of the Microsoft Office suite. The focus of this course includes Word, Excel, PowerPoint, and Access. This course will briefly cover email, Internet and Windows file management, as the course prepares students for a computerized work place. Prerequisites: None. (Lecture 50%, Lab 50%)

## **D277 Computer Accounting Applications – 40 Hours. 3 Credits.**

The student will learn to design and set up an accounting system, maintain, and record transactions of a business. The student will also be introduced to a widely-used computer software system. Prerequisites: Accounting II. (Lecture 50%, Lab 50%)

## **D283 Access – 40 Hours. 3 Credits.**

This course introduces students to the techniques of database creation, management, and report generation. The topics covered in this course include creating databases, database modification, viewing, organizing and locating information, defining and refining queries, analyzing data, using forms, creating sub forms, building forms for others to use, report generation, and printing. Additional topics include building relational databases, utilizing web capability, and maintaining data integrity. Students will be assigned hands-on projects to reinforce learning of the course material. This course is designed to help prepare students for the MOS certification exam. Prerequisites: Microcomputers. (Lecture 50% Lab 50%)

## **E143 Desktop Publishing – 40 Hours. 3 Credits.**

Desktop publishing is used in business to combine word processing and graphics to create "typeset" quality publications. Aldus PageMaker will be used to explore the extensive graphics capabilities of the microcomputer. Prerequisite: Microcomputers. (Lecture 50% Lab 50%)

## **E150 Success Strategies – 40 Hours. 4 Credits.**

This course will enable students to develop positive skills that ensure success in the college setting and workplace. Specific topics in learning and study strategies will lead students to develop and utilize appropriate study techniques, ensuring academic success. Topics in life skills will lead to a better understanding of self and others in our diverse world, and encourage the development and utilization of strategies to promote positive relationships, self-management and professionalism. Prerequisite: None. (Lecture 100%)

## **E241 Career Skills – 20 Hours. 2 Credits.**

This course is designed to study the personal strengths and professional attributes necessary for a successful career. The student will assemble a complete job-seeking portfolio including resume and references, letters of application and appreciation, application forms, documentation of work and educational history, and demonstration skills through examples of student work. The course includes an in-depth study of self-marketing, business responsibility, and job interviewing techniques, as well as participation in informational and mock interviews. Prerequisites: None. (Lecture 100%)

## **F111 Introduction to Banking – 40 Hours. 4 Credits.**

This course is the standard introduction to the banking profession. It touches on nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. Prerequisite: None. (Lecture 100%)

## **F212 Fundamentals of Consumer Lending – 40 Hours. 4 Credits.**

This course provides the basic knowledge about consumer credit. It will cover terminology, basic categories of consumer credit, determining credit worthiness, and the application process. It includes the origin of regulations protecting consumer credit transactions, and reviews specific regulations that apply to consumer credit. Prerequisite: Introduction to Banking. (Lecture 100%)

## **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. (Lecture 100%)

## **F214 Marketing of Financial Products – 40 Hours. 4 Credits.**

This course examines what motivates customers to purchase financial services and demonstrates how to develop a successful marketing plan. Developing a marketing plan, promotion, delivery channels, sales and sales management, product development, research techniques, communications and public relations, and future trends are covered. Prerequisite: Introduction to Banking and Marketing. (Lecture 100%)

## **F215 Principles of Banking Law – 40 Hours. 4 Credits.**

This course will guide students through the legal and regulatory issues. Every part of the banking process, from taking deposits and making loans to operating safe deposit boxes and offering trust services, is governed by laws for the purpose of protecting consumers or maintaining the safety and soundness of the bank. Prerequisite: Introduction to Banking. (Lecture 100%)

## **G122 World Geography – 40 Hours. 4 Credits.**

This course provides an introduction to the nature of geographic inquiry; the where and why of people's locations and activities. The interactions of physical, political, economic, and social systems are studied. These themes are illustrated by various examples from regions, areas, and countries of the world. Prerequisite: None. (Lecture 100%)

## **G123 Principles of Economics – 40 Hours. 4 Credits.**

This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economics will be explored. This course introduces microeconomics and macroeconomic concepts. Prerequisite: None. (Lecture 100%)

## **G124 English Composition – 40 Hours. 4 Credits.**

Through writing, reading and discussion, students will learn to communicate effectively. Emphasis is on the basic principles of academic writing: focus, unity development, and coherence. These principles are applied to essays, research projects, and specialized writing. Regular writing and revision will improve students' grammar, punctuation and usage skills. Students will synthesize reading, writing, and thinking. Prerequisite: A grade of "SA" in Foundations of English II or placement determined by COMPASS assessment score. (Lecture 100%)

## **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 humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy. Prerequisite: None. (Lecture 100%)

## **G128 Human Uses of the Environment – 40 Hours. 4 Credits.**

This course is a study of the fundamental concepts and principles of ecology. Topics 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. (Lecture 100%)

# Synopsis of Subjects. Choosing your future career.

## **G133 Anatomy and Physiology – 40 Hours. 4 Credits.**

This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems. Prerequisite: None. (Lecture 100%)

## **G134 Introduction to 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. Prerequisites: A grade of 'SA' in Foundations of Math or placement determined by COMPASS assessment score. (Lecture 100%)

## **G137 - Introduction to Psychology – 40 Hours. 4 Credits.**

This course will introduce students to the scientific study of human behavior. Course topics will include the following: heredity and environment, development of the individual, motivation, emotion, perception, personality and abnormal behavior. Prerequisite: None. (Lecture 100%)

## **G138 Introduction to Film – 40 Hours. 4 Credits.**

This course is an introduction to the main types of film, expressiveness of film techniques, and ways in which students can better understand and appreciate both individual films and the medium as a whole. The goals are to introduce students to a diverse group of important American as well as international films and to teach them the necessary criteria for closely examining the characteristics of the film medium. The course will examine how films exemplify particular genres and analyze the contexts of films as well as the ways in which viewers formulate meanings. The course will explore the aesthetic qualities of given films and genres, and investigate the cultural significance of these works. Prerequisite: None. (Lecture 100%)

## **G141 Introduction to Communication – 40 Hours. 4 Credits.**

The course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate 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. (Lecture 100%)

## **G142 Introduction to Sociology – 40 Hours. 4 Credits.**

This course will introduce students to the fundamental concepts and principles of sociology. Students will learn to think critically about their society by applying sociological concepts to topics including, but not limited to, the family, social interaction, social organization, religion and social change. Students will be encouraged to apply these broader sociological perspectives to their personal lives and current events. Prerequisite: None. (Lecture 100%)

## **G221 Introduction to Statistics – 40 Hours. 4 Credits.**

This course is an introduction to modern statistics, emphasizing problem solving through statistical decision-making. Topics include organization and presentation of data, summary statistics, sampling, probability, distributions, correlation, regression, estimation and hypothesis testing. The course combines the use of statistics in various disciplines with the need of a consumer to understand the statistical reasoning process. Prerequisite: None. (Lecture 100%)

## **G226 Speech – 40 Hours. 4 Credits.**

This course covers the basic principles for preparing, researching, and delivering a public speech. Major topics include preparing and organizing informative, persuasive, impromptu, and extemporaneous speeches. In addition, this course will include audience analysis and suggestions for overcoming speech anxiety. Students will analyze and evaluate the arguments and rhetorical methods used in public communication. Prerequisite: None. (Lecture 100%)

## **G235 Survey of American Literature (Mid-Nineteenth Century to the Present) – 40 Hours. 4 Credits.**

This course is a survey of American Literature from the mid-nineteenth century to the present. The goals are to introduce students to a diverse group of important American literary texts and to teach them criteria for closely examining works that will enable them to become more sophisticated and satisfied readers. We will look at how these works exemplify particular historical genres and how they represent such cultural issues as gender, race, ethnicity, class, region, the nation, the community, the construction of identity, religion and nature. We will concern ourselves with the literary and aesthetic qualities as well as the cultural significance of these works. Prerequisites: None. (Lecture 100%)

## **G236 History: Popular Culture and Social Change in America — Post World War II – 40 Hours. 4 Credits.**

This course will explore the ways in which popular culture represented and mediated conflicts and tensions following World War II. Issues of gender and family relationships, as well as class and racial politics will be discussed. The role of television in the new suburban family and the role Hollywood films played in popular culture will be examined. Prerequisite: None. (100% Lecture)

## **G239 Introduction to Astronomy – 40 Hours. 4 Credits.**

A study of the solar system, the Milky Way and other galaxies, and the universe. Topics include the structure of the celestial bodies, recognizing them and understanding the influence they have on each other. Prerequisite: None. (Lecture 100%)

## **G243 Contemporary U.S. Government – 40 Hours. 4 Credits.**

This course provides an introduction to the U.S. system of government, including its parts, institutions, and evolution, and will help students understand how the government works. To explore how the U.S. government affects its citizens and how citizens participate in their government, students will address current problems and issues grounded in legal history, theory, and ethics. Prerequisites: None. (Lecture 100%)

## **H110 Health Unit Coordinator Fundamentals – 40 Hours. 4 Credits.**

This course will introduce the student to the health care environment, plus health unit coordinator procedures. The student will become familiar with the ethical and legal standards, nursing unit references, chart forms, graphing vital signs, processing patient chart and beginning transcription procedures. Prerequisite: Completion of or concurrent enrollment in Medical Terminology. (Lecture 100%) \*This course is only available online.

## **H111 Health Unit Coordinator Lab – 40 Hours. 2 Credits.**

This course is designed to give the student the skills needed in transcribing physician's orders. It will include transcribing medication and IV orders, admission orders, lab and x-ray orders, treatment orders, diet and activity orders, preoperative orders, and post-operative orders. Computer transcription will also be introduced. In addition, the student will be provided the opportunity to read many variations of hand-written physicians' orders. This will include reading and transcribing complex gynecology, orthopedic, diabetic, neurology, and respiratory orders. Prerequisite: Concurrent with Health Unit Coordinator Fundamentals. (Lab 100%)

## **H112 Health Unit Coordinator Practicum – 90 Hours. 3 Credits.**

This is a cooperative training program between Rasmussen College and a health care facility which allows the student to apply competencies learned in the program to an employment-like work experience. The student will be assigned to a specific nursing unit in a hospital or nursing home and will be expected to perform various HUC duties. Prerequisite: Health Unit Coordinator Fundamentals and Health Unit Coordinator Lab. (Internship 100%)

## **J100 Introduction to Criminal Justice – 40 Hours. 4 Credits.**

An introductory course designed to familiarize students with the facets of the criminal justice system, the sub-systems and how they interrelate. Students are introduced to various legal concepts, especially the structure and operation of America's court systems. Prerequisite: None. (Lecture 100%)

## **J115 Introduction to Corrections – 40 Hours. 4 Credits.**

A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined. Prerequisite: Introduction to Criminal Justice. (Lecture 100%)

## **J120 Policing in America – 40 Hours. 4 Credits.**

This course utilizes a historical perspective to examine policing from its inception to law enforcement in modern American society. Prerequisite: Introduction to Criminal Justice. (Lecture 100%)

## **J125 Criminal Law and Procedures – 40 Hours. 4 Credits.**

This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are examined. Prerequisite: Introduction to Criminal Justice. (Lecture 100%)

## **J200 Domestic Violence – 40 Hours. 4 Credits.**

This course examines violence in the family; social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responses; the role of the police; when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes, and stalking and domestic homicide. Prerequisite: Introduction to Criminal Justice. (Lecture 100%)

## **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. (Lecture 100%)

## **J215 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. (Lecture 100%)



# Choosing your future career. Synopsis of Subjects.

## **J220 Contemporary Issues in Criminal Justice – 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. Prerequisites: Introduction to Criminal Justice. Students must be enrolled in the Criminal Justice AAS Degree program and in their last or second to last quarter. (Lecture 100%)

*\*This course is only available online.*

## **J225 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. (Lecture 100%)

## **J230 Terrorism – 40 Hours. 4 Credits.**

Students in this course will receive an in-depth overview of terrorism, both domestic and international. (This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists' perceptions and motivations.) The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism. Prerequisite: Introduction to Criminal Justice. (Lecture 100%)

## **J235 Criminology – 40 Hours. 4 Credits.**

This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals. Prerequisite: Introduction to Criminal Justice. (Lecture 100%)

## **J240 Homeland Security Law – 40 Hours. 4 Credits.**

The United States government is reorganizing and changing its laws to increase domestic security. This course will include an overview of homeland security laws and regulations, public safety requirements and policies, privacy rights in the context of security concerns, human resource issues, organizational structure, and management priorities. Discussion and analysis of how these changes impact the American criminal justice system since the events of 9/11 is a focus. Also included is a comprehensive overview for business, industry, and government of the issues raised by public laws and the new regulatory framework. Prerequisite: Introduction to Homeland Security. (Lecture 100%)

## **J245 Security Challenges – 40 Hours. 4 Credits.**

This course is an examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security. Prerequisite: Introduction to Criminal Justice. (Lecture 100%)

## **J250 Drugs and Crime – 40 Hours. 4 Credits.**

The course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as "club drugs," inhalants, herbal stimulants, and designer drugs will also be discussed. Prerequisite: Introduction to Criminal Justice. (Lecture 100%)

## **LA125 Law I – 40 Hours. 4 Credits.**

This course is a study of the fundamentals of law. This includes study of the American legal system, forms of conflict resolution, torts, contracts, and criminal law. Prerequisite: None. (Lecture 100%)

## **LA130 State and Local Government – 40 Hours. 4 Credits.**

This course will introduce the Constitutional inter-relationship of national, state, and local governments. Special emphasis will be placed on the powers and functions of the various branches of state and local governments. Prerequisite: None. (Lecture 100%)

## **LA225 Law II – 40 Hours. 4 Credits.**

This course is a continuation of the study of fundamentals of law. This includes study of the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, contracts, and other areas of business law. Prerequisite: Law I. (Lecture 100%)

## **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. (Lecture 100%)

*\*This class is only offered online except at the Brooklyn Park and Mankato campuses.*

## **M140 Basic ICD-9-CM Coding – 40 Hours. 4 Credits.**

This course provides in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in coding in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems. Prerequisite: Introduction to Health Information Management, Medical Terminology. (Lecture 100%)

## **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. (50% Lecture, 50% Lab)

## **M141 Ambulatory Care Coding – 40 Hours. 3 Credits.**

The emphasis in this course is coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT. Prerequisites: Basic ICD-9-CM Coding. (Lecture 50%, Lab 50%)

## **M200 Medical Office Procedures – 40 Hours. 4 Credits.**

This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concepts covered include preparing, filing, and maintaining medical records; knowledge of the various types of health insurance coverage, coding and reimbursement; confidentiality and guidelines for releasing health information and effective oral and written communication skills. Prerequisite: None. (Lecture 100%)

## **M205 Medical Transcription I – 40 Hours. 3 Credits.**

The student will transcribe medical histories, physical examination and other medical reports from transcription tapes; and will apply knowledge of medical terminology, anatomy, and physiology to the transcription process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms. Prerequisites: Medical Terminology and Keyboarding. (Lecture 50%, Lab 50%)

*\*This course is only available online.*

## **M206 Medical Transcription II – 40 Hours. 3 Credits.**

A continuation of Medical Transcription I, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, gastrointestinal, orthopedics, general pathology, and selected specialty options. The course includes transcription from tapes of health care professionals who are non-native speakers of English. Prerequisite: Medical Transcription I. (Lecture 50%, Lab 50%)

*\*This course is only available online.*

## **M207 Medical Transcription III – 40 Hours. 3 Credits.**

This course completes the Medical Transcription sequence, integrating the student's knowledge of medical terminology, anatomy, pharmacology, disease process, surgical procedures, diagnostic studies, and laboratory tests with English language and transcription skills to produce an accurate and complete medical record. Emphasis is on career goals and the importance of professional/ethical conduct. Prerequisite: Medical Transcription II. (Lecture 50%, Lab 50%)

*\*This course is only available online.*

## **M208 Introduction to Health Information Management – 40 Hours. 4 Credits.**

This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of health care facilities, the members of the health care team who contribute to and use health information, and trends in the management of health care records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information. Prerequisite: None. (Lecture 100%)

## **M209 Medical Insurance Billing – 40 Hours. 3 Credits.**

An introduction to medical billing including claim forms preparation and processing, electronic claim submission, and introductory medical coding. It provides an overview of medical office accounting procedures, and introduces the features of a patient billing system. Software is used to simulate a medical office environment. Prerequisite: Medical Terminology. (Lecture 50%, Lab 50%)

# Synopsis of Subjects. Choosing your future career.

## **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. (Lecture 100%)

## **M218 Management of Health Information Services – 40 Hours. 4 Credits.**

This course is a study of management principles with application to health information service departments in various health care settings. Students will learn how to measure and manage productivity of coding staff and quality of coded documentation. Prerequisite: Introduction to Health Information Management. (Lecture 100%)

## **M223 Pathology I – 40 Hours. 4 Credits.**

Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems. Pre or Co-requisite: Medical Terminology, Anatomy and Physiology. (Lecture 100%)

## **M224 Pathology II – 40 Hours. 4 Credits.**

This course is a continuation of the study of human anatomy and pathophysiology with a focus on structures, functions, and diseases of the remaining human body systems. Prerequisite: Pathology I. (Lecture 100%)

## **M225 Medical Office Internship – 90 Hours. 3 Credits.**

Internship includes a minimum of 90 hours of field experience participating in office procedures under the direction of a practicing medical office specialist. The internship lets the student gain practical experience as a medical office specialist in an actual health care work setting, and is essential to training and certification. Prerequisites: Medical Terminology. (Internship 100%)

## **M228 Medical Legal and Ethical Issues – 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. This course will include a project that is specific to the student's program of study. Prerequisite: None. (Lecture 100%)

## **M229 Healthcare Information Technologies – 40 Hours. 4 Credits.**

This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various health care disciplines. Prerequisites: Introduction to Health Information Management and Microcomputers. (Lecture 100%)

## **M237A Advanced Coding and Reimbursement Issues – 40 Hours. 3 Credits.**

This course is an advanced study into ICD-9-CM and CPT-4 coding issues with an emphasis placed on case studies and coding from patient records as well as a thorough study into reimbursement methodologies, third party payors, the relationship between coding and billing, and the financial impact of correct coding. Coding compliance, regulations, and audits will also be discussed. Prerequisites: Medical Terminology, Ambulatory Care Coding. (Lecture 50%, Lab 50%)

## **M251 Medical Coding Practicum – 30 Hours. 1 Credit.**

This course offers supervised practical experience in health care settings with a minimum of 30 hours of field experience in medical coding under the direction of a practicing medical coding management professional. The field practicum lets the student gain experience as a medical coder in an actual health care work setting, and is essential to training. Prerequisites: Medical Terminology II, Coding II. (100% Practicum)

## **M252 Health Information Technician Practicum – 60 Hours. 2 Credits.**

Supervised practical experience in health care settings, with a minimum of 60 hours field experience in health information technology under the direction of a practicing health information management professional. The field practicum lets the student gain experience as a health information technician in an actual health care work setting, and is essential to training and certification. Prerequisite: Medical Terminology II, Medical Coding II, Health Information Systems. (100% Practicum)

## **M280 Medical Transcription Capstone – 50 Hours. 3 Credits.**

A supervised experience in medical transcription work settings, simulated lab, and student assignments and presentations that demonstrate competency and understanding of the medical transcription field. Student planned field trips will be required. Students will transcribe actual medical dictation and be evaluated by the instructor on transcription accuracy, productivity, and professional/ethical conduct. The Capstone is intended to integrate course learning through practical experience in a workplace or simulated setting. Prerequisite: Medical Transcription II. (Lecture 20%, Lab 80%)

*\*This course is only available online.*

## **MA110 Clinical Skills I – 60 Hours. 4 Credits.**

This course is designed to introduce to the student the essential and basic core of back-office medical assisting skills. Skills mastered in this course include introduction to the medical assisting profession, infection control, interpersonal communications, professionalism in the medical office, the office environment, scheduling of appointments, vital signs, patient assessment and education. Applied learning approaches to all skill development and performance objectives are emphasized. Prerequisites: Medical Terminology and Anatomy and Physiology. (Lecture 50%, Lab 50%)

## **MA125 Pharmacology for the Allied Health Professional – 40 Hours. 4 Credits.**

This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to their therapeutic applications. Pertinent physiology and related diseases are reviewed before the pharmacology of the drug is discussed. The approach by body system in this course serves to provide the necessary background information and to refresh the student's memory of previously learned material through which the therapeutic action of the drugs can be clearly understood. Prerequisites: Medical Terminology and Anatomy and Physiology. (Lecture 100%)

## **MA130 Clinical Skills II – 60 Hours. 4 Credits.**

This course is designed to introduce to the student the essential and basic core of back-office medical assisting skills. Skills mastered in this course include bookkeeping procedures, collecting fees, health care coverage, medical office management, diagnostic tests, x-rays, specialty procedures, injections, immunizations, medications, first aid, CPR, medical emergencies, venipuncture, and behaviors influencing health. Applied learning approaches to all skill development and performance objectives are emphasized. Prerequisites: Clinical Skills I. (Lecture 50%, Lab 50%)

## **MA200 Laboratory Skills – 60 Hours. 4 Credits.**

This course is designed to provide the basic principles for laboratory skills. The course presents medical and clinical laboratory procedures and techniques that are significant to medical and laboratory assistants as well as to other health care professionals. Laboratory procedures include microhematocrit, sed rates, blood glucose, blood typing, urinalysis, red and white blood counts, preparing a direct smear, culture techniques, and Gram staining. Quality control, testing, reporting, maintenance, and quality assurance will also be explored. Prerequisites: Clinical Skills II. (Lecture 50%, Lab: 50%)

## **MA230 Medical Assistant Externship – 180 Hours. 6 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. Externs will be assigned to their extern site by the Medical Assistant Program Coordinator. The location of the extern site may be a consideration for the student; however, it will not be contingent upon enrollment of this course. The extern's curriculum will consist of both the front office administrative area and the back office clinical area. Under no circumstances will the student extern receive pay for the externship hours worked. This experience is designed to provide student externs with actual on-the-job learning skills during the final quarter of instruction. Prerequisites: Laboratory Skills and Medical Assistant Program Coordinator approval. (Practicum: 100%)

## **MT100 Introduction to Massage Therapy – 40 Hours. 3 Credits.**

This course introduces basic massage therapy skills and knowledge necessary to becoming a massage therapist. Students will acquire the knowledge to understand the pathology and its connection to contraindications to massage. An emphasis will be upon developing communication and documentation skills for insurance billing. Prerequisites: None. (Lecture 50%, Lab 50%)

## **MT105 Deep Tissue Massage – 40 Hours. 3 Credits.**

This course will incorporate and expand upon the techniques learned in the introductory course. An emphasis will be on many other methods of addressing soft tissue dysfunction. Students will gain the knowledge to integrate deep tissue massage into their practice as massage therapists. Prerequisites: None. (Lecture 50%, Lab 50%)

## **MT110 Human Movement and Physical Structure – 40 Hours. 4 Credits.**

This course provides students with a more detailed understanding of the skeletal and muscular system; in particular, an emphasis is on the fascial system and movement of the body. Students will acquire a basic knowledge of kinesiology. Prerequisites: Introduction to Massage Therapy and Anatomy and Physiology. (Lecture 100%)

## **MT120 Techniques for Special Clients – 40 Hours. 3 Credits.**

This is a basic course focusing on clients who have individualized needs. The emphasis in this course is on pregnancy, infant, pediatric, and geriatric massage. Students will also gain an understanding of how to incorporate a massage environment that best serves individuals that have a physical and/or developmental challenge. Prerequisites: Introduction to Massage Therapy and Anatomy and Physiology. (Lecture 50%, Lab 50%)

## **MT215 Sports Massage – 40 Hours. 3 Credits.**

This course provides students with the knowledge of how to apply pre-event, immediate, post-event, and restorative massage. Students will acquire an understanding of various injuries and the physiological effects that the body endures in athletic events. Students will have an understanding of using different stretching applications with a client. Prerequisites: Introduction to Massage Therapy and Anatomy and Physiology. (Lecture 50%, Lab 50%)

# Choosing your future career. Synopsis of Subjects.

## **MT225 Alternative Modalities – 40 Hours. 3 Credits.**

This course introduces the basic knowledge of Shiatsu, Reflexology, and Aromatherapy. Students will have an understanding of the five element theory, meridians, and chakras. Students will be able to incorporate principles of reflexology and aromatherapy into a massage session. Prerequisites: Introduction to Massage Therapy and Anatomy and Physiology. (Lecture 50%, Lab 50%)

## **MT230 Trigger Point Therapy – 40 Hours. 3 Credits.**

This course provides an introduction to Trigger Point Therapy. Students will gain an appreciation and understanding for the scientific data relating to Trigger Point Therapy. Students will apply the knowledge of the physiological symptoms to a Trigger Point. An emphasis will be on the significance of musculoskeletal disorders and how to manage these with Trigger Point Therapy. Prerequisites: Introduction to Massage Therapy and Anatomy and Physiology. (Lecture 50%, Lab 50%)

## **MT235 Clinical I – 40 Hours. 2 Credits.**

In this course the student will perform 40 full body massage treatments. A supervisor is present to evaluate and guide the student's performance. Students are evaluated on hands-on skills and SOAP Charting. Prerequisites: Anatomy and Physiology, Introduction to Massage Therapy, and Deep Tissue Massage. (Lab 100%)

## **MT236 Clinical II – 40 Hours. 2 Credits.**

In this course the student will perform 40 full body massage treatments. A supervisor is present to evaluate and guide the student's performance. Students are evaluated on hands-on skills and SOAP Charting. Prerequisites: Clinical I. (Lab 100%)

*\*This course is recommended for a student's last quarter of study.*

## **MT240 Pathology for Massage Therapy – 40 Hours. 4 Credits.**

This course, which is intended as a general one-quarter overview of pathology for Massage Therapy and allied health students, will cover the most basic concepts and terminology of health and disease. Students will acquire the knowledge of different disorders. Focus is on the structure, nature, causes, diagnostic procedures, and treatment of the most common diseases of selected human body systems. Prerequisite: None. (Lecture 100%)

## **MT280 Wellness Education – 40 Hours. 3 Credits.**

This course helps the student to recognize an emergency and to learn how to respond to specific injuries. The student will train to acquire First Aid and Cardiopulmonary Resuscitation (CPR) certification through the American Red Cross. A general introduction to nutrition and wellness with an emphasis on health promotion will be taught. After completing this course, students will have the knowledge to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). Prerequisites: Introduction to Massage Therapy and Anatomy and Physiology. (Lecture 50%, Lab 50%)

*\*This course is recommended for a student's last quarter of study.*

## **N112 PC Hardware and Software I (A+) – 40 Hours. 3 Credits.**

In this course the students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and 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, floppy and 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. Prerequisites: None. (Lecture 75%, Lab 25%)

## **N113 PC Hardware and Software II (A+) – 40 Hours. 3 Credits.**

This course is a continuation of PC Hardware and Software I. The topics covered include review of previously covered topics, telecommunications and networking, the Internet, and printing. Additional topics in this course are virus protection, disaster recovery and maintenance planning. Finally, the students will learn about the conduct and responsibilities of being a professional PC technician. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course in addition to the first course helps prepare students to take the A+ Certification Core and DOS/Windows Exams. Prerequisites: PC Hardware and Software I (A+). (Lecture 75%, Lab 25%)

## **N122 Network Topologies and Infrastructure – 40 Hours. 3 Credits.**

This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. The course provides an introduction to the hardware, software, terminology, components, design, and connections of a network, as well as the topologies and protocols used for LANs. It covers LAN-user concepts and the basic functions of system administration and operation. To reinforce the course material this course uses a combination of lectures, demonstrations, discussions, and hands-on labs. This course helps prepare students to take the CompTIA Net+ Exam. Prerequisites: Microsoft Windows Workstations, and PC Hardware and Software II (A+). (Lecture 75%, Lab 25%)

## **N123 Windows Networking Infrastructure – 40 Hours. 3 Credits.**

In this course students are given an overview of the history, design, functionality, implementation, and administration of TCP/IP networks. This includes: TCP/IP addressing, subnetting and routing, the design of IP networks, the implementation of DHCP (Dynamic Host Configuration Protocol), NetBIOS and WINS (Windows Internet Name Server), DNS (Domain Name System), and basic concepts in the use and implementation of Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course helps prepare students to take the Microsoft Certification Exam #70-216. Prerequisites: Microsoft Windows Workstations. (Lecture 75%, Lab 25%)

## **N127 Microsoft Windows Workstations – 40 Hours. 3 Credits.**

This course introduces students to the implementation, administration and troubleshooting of Windows workstations and networking management. The topics covered are: installation, user management and permissions, file system management, and print services. Also, advanced system configuration and connection, troubleshooting, and network support are covered. To reinforce learning, each student will be assigned hands-on lab projects directly related to the course material. Further, this course helps prepare students to take the Microsoft Professional Certification Exam. Prerequisite: Microcomputers. (Lecture 75%, Lab 25%)

## **N208 Linux Administration – 40 Hours. 3 Credits.**

This class is designed for students that are new users of Linux. The students will learn to install, configure, maintain, administer, and use programming features of Linux operating system. In addition, students will learn about downloading and installing source application from the Internet, running Windows emulation, and the role of Linux in the enterprise network environment. This course uses a combination of reading, lecture, Internet based research, and lab work to reinforce the course materials. Prerequisites: Microsoft Windows Workstation or Microsoft Windows Servers. (Lecture 75% Lab 25%)

## **N226 Windows Active Directory – 40 Hours. 3 Credits.**

In this course, students study the concepts of utilizing Microsoft Windows Active Directory. They will learn to install, set-up, configure, utilize, maintain and troubleshoot the Windows Active Directory. To reinforce the material in this course, the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course helps prepare students to take the Microsoft Certification Exam #70-217. Prerequisite: Microsoft Windows Servers. (Lecture 75% Lab 25%)

## **N228 Microsoft Windows Server – 40 Hours. 3 Credits.**

This course provides students with the knowledge and skills necessary to install and configure Windows server and perform post-installation and day-to-day administrative tasks using active directory services networks. In addition, this course gives the student the background needed to understand Microsoft courses that cover detailed technical support of Windows workstations and servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs. Further, the course helps prepare students to take the Microsoft Professional Certification exam. Prerequisite: Microsoft Windows Workstations. (Lecture 75%, Lab 25%)

## **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 not only introduces a variety of concepts, but also discusses in-depth the most significant aspects of Exchange Server, such as client configuration. In addition to explaining concepts, the course uses a multitude of real world examples of networking and messaging issues from a professional's standpoint, making it a practical preparation for the real world. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take Microsoft's MCSE Exam #70-224. Prerequisite: Microsoft Windows Servers. (Lecture 75%, Lab 25%)

## **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 topic such as access control list, WAN connectivity, and virtual LANs. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further this course helps prepare students to take Cisco CCNA Exam. Prerequisite: Network Topologies and Infrastructure and Windows Networking Infrastructure. (Lecture 75%, Lab 25%)

## **N240 Security Policy & Procedure – 40 Hours. 4 Credits.**

This course introduces students to the various technical and administrative aspects of Information Security and Assurance. Students will come to understand the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. They are exposed to a spectrum of security activities, methods, methodologies, and procedures. The course includes inspection and protection of information assets, detection of and reaction to threats made to information assets, examination of pre- and post-incident procedures, technical and managerial responses and an overview of the Information Security planning and staffing functions. This course is one step in helping students prepare to take the CISSP certification exam. Prerequisite: None. (Lecture 100%)

# Synopsis of Subjects. Choosing your future career.

## **N241 Networking Security Fundamentals – 40 Hours. 3 Credits.**

This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. They learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will learn to implement a secure network infrastructure using network devices, media, and topologies such as DMZ, extranets, and intranets. They will understand the concepts of physical security and disaster recovery as they relate to business continuity. Further, this course is one step in helping students prepare to take the CompTIA Security+ certification exam. Prerequisite: None. (Lecture 75%, Lab 25%)

## **N242 Network Defense and Countermeasures – 40 Hours. 4 Credits.**

This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. They learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will learn to implement a secure network infrastructure using network devices, media, and topologies such as DMZ, extranets, and intranets. They will understand the concepts of physical security and disaster recovery as they relate to business continuity. Further, this course is one step in helping students prepare to take the CompTIA Security+ certification exam. Prerequisite: Security Policies and Procedures. (Lecture 100%)

## **N243 Firewalls and Network Security – 40 Hours. 3 Credits.**

This course provides a comprehensive overview of building and maintaining firewalls in a business environment. It is designed for the student and network administrator who need to learn the basics of network firewall security. It covers basic installation techniques, discusses how to make an intelligent choice of firewall technology, and presents basic firewall troubleshooting. Specific topics covered include planning/design, security, configuration, packet filtering, proxy servers, authentication, encryption, and VPNs. This course helps students prepare for Check Point's CCSA Certification. Prerequisite: Network Security Fundamentals. (Lecture 75%, Lab 25%)

## **N244 Designing Microsoft Windows Security – 40 Hours. 3 Credits.**

This course introduces students to the knowledge and skills required to design a secure network infrastructure in a Microsoft Windows network environment. They will learn to evaluate threats and analyze security risks in order to meet business requirements for securing computer systems. To accomplish this, students learn about the features and functions available with respect to security in the Windows OS. This includes a look at the configuration, management, and networking functionality of the Windows operating systems in stand-alone and both large and small network environments. Further, this course is one step in helping students prepare to take the Microsoft MCP 70-298 exam. Prerequisite: None. (Lecture 75%, Lab 25%)

## **N245 Introduction Linux Networking and Security – 40 Hours. 3 Credits.**

This course introduces students to Linux networking and security. They learn how to set up a Linux superserver, to configure name resolution and remote access using the X windows system. They are also exposed to file sharing technologies such as the Network File System (NFS)/Samba and File Transfer Protocol (FTP). Finally, students are introduced to network security, including concepts such as firewalls, encryption, and network intrusion detection. The course puts students in the role of a problem solver, requiring them to apply concepts presented in the chapters to situations that might occur in a real-life work environment. Further, this course along with course N108 Linux Administration, helps students prepare to take the SAIR/GNU's LCA - Linux Certified Administrator, Linux Professional Institute's Level 1 certification, and CompTIA's Linux+. Prerequisite: None. (Lecture 75%, Lab 25%)

## **N246 Internet Security – 40 Hours. 3 Credits.**

This course introduces students to the technologies, terms, and processes related to Internet security. They will learn the concepts and techniques related to general security, network security, operating system security, and methods for testing security. Both UNIX and Microsoft Windows operating systems are covered, providing a broad range of information essential for every Web professional. Throughout this course the student learns security-related issues through real-world situations that security professionals experience in the workplace. Further, this course helps prepare students to take the CIW Security Professional exam. Prerequisite: Designing Microsoft Windows Security and Introduction to Linux Networking and Security. (Lecture 75%, Lab 25%)

## **N247 Computer Forensics and Investigation – 40 Hours. 3 Credits.**

This course provides students with a comprehensive understanding of computer forensics and investigation tools and techniques. They learn what computer forensics and investigation is as a profession and gain an understanding of the overall investigative process. All major personal computer operating system architectures and disk structures are discussed. The student learns how to set up an investigator's office and laboratory, what computer forensic hardware and software tools are available, the importance of digital evidence controls and how to process crime and incident scenes. Finally, they learn the details of data acquisition, computer forensic analysis, e-mail investigations, image file recovery, investigative report writing, and expert witness requirements. The course provides a range of laboratory and hands-on assignments that teach theory as well as the practical application of computer forensic investigation. Further, this course can be beneficial in helping students prepare to take the IACIS CCFE exam. Prerequisite: None. (Lecture 75%, Lab 25%)

## **N248 Disaster Recovery Planning and Implementation – 40 Hours. 4 Credits.**

The goal of this course is to provide students with a thorough step-by-step process for learning the fundamentals of disaster recovery planning. Disaster recovery planning is the process of assessing the risks that an organization faces, and developing, documenting, implementing, testing, and maintaining procedures that help the organization quickly return to normal operations and minimize losses after a disaster. This course will enable individuals to become disaster recovery planning team leaders and members. This course is one step in helping students prepare for the Disaster Recovery Institute's Associate Business Continuity Professional (ABCP) certification. Prerequisite: Security Policies and Procedures. (Lecture 100%)

## **N249 Information Security Management – 40 Hours. 4 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. This course is one step in helping students prepare to take the CISSP certification exam. Prerequisite: Network Defense and Countermeasures. (Lecture 100%)

## **N250 Security Program Case Study – 30 Hours. 2 Credits.**

During a student's study in the Information Systems Security program they have been introduced to case studies that have helped them understand the relationship of the course's topics to industry security concerns. This final case study course is designed to give students the opportunity to evaluate and rewrite their responses to this previous work and compile this information into a complete portfolio that showcases their ability to develop a comprehensive Information Security plan for a business. These portfolios are a valuable tool for the students when pursuing a career and locating a position in the IT Security field. The portfolio demonstrates a student's ability to investigate, evaluate, determine, implement, and administrate an IT Security plan tailored to the needs of a business. Capstone course must be in student's last quarter. Prerequisite: None. (Lecture 33%, Lab 67%)

*\*This course is only available online.*

## **NM110 Drawing Design and Art Theory – 40 Hours. 3 Credits.**

This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies. Prerequisites: None. (Lecture 50%, Lab 50%).

## **NM111 Introduction to Computer Graphics – 40 Hours. 3 Credits.**

This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting. Prerequisites: None. (Lecture 50%, Lab 50%).

## **NM113 Introduction to Multimedia and Computer Graphic Arts – 40 Hours. 3 Credits.**

This course is designed to provide the student an overview and exposure to basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Preproduction of all multimedia elements are stressed throughout the class with an emphasis on troubleshooting and problem solving. Prerequisites: None. (Lecture 50%, Lab 50%).

## **NM115 Networking and Internet Technologies – 40 Hours. 3 Credits.**

The goal of this course is to provide an introduction to networking and Internet technologies. This course covers a wide range of material about the Internet, from using the Internet to demonstrating how the Internet works, using different Internet protocols, programming on the Internet, the Internet infrastructure, security, and e-commerce. It not only introduces a variety of concepts, but also discusses in-depth the most significant aspects of Internet, such as the OSI model of networking. In addition to explaining concepts, the course uses a multitude of real world examples of networking issues from a professional's standpoint, making it a practical preparation for the real world. Prerequisites: None. (Lecture 50%, Lab 50%).

## **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. Prerequisites: None. (Lecture 50%, Lab 50%).

# Choosing your future career. Synopsis of Subjects.

## **NM122 Digital Publishing – 40 Hours. 3 Credits.**

This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploration of illustration, photo retouching and manipulation, and working toward finished results primarily in printed form as well as web. Prerequisites: None. (Lecture 50%, Lab 50%)

## **NM124 Color Theory and Techniques – 40 Hours. 3 Credits.**

This course introduces basic compositional principles of harmony and contrast through the practice of color applications, using felt tip markers, acrylic paints and markers. Basic exercises are introduced and practiced to learn how to achieve different product surfaces and create visual effectiveness. The use of color in printing also is explored. Prerequisites: None. (Lecture 50%, Lab 50%)

## **NM130 Audio/Video Editing – 40 Hours. 3 Credits.**

Students learn the theory and processes of audio/video editing using non-linear editing software on the desktop. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short videos for video, disk and Internet applications. Prerequisites: None. (Lecture 50%, Lab 50%)

## **NM131 Introduction to 3D Arts and Animation – 40 Hours. 3 Credits.**

This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images. Prerequisites: None. (Lecture 50%, Lab 50%)

## **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 user interactivity. Prerequisites: None. (Lecture 50%, Lab 50%)

## **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. Prerequisites: Introduction to 3D Arts and Animation. (Lecture 50%, Lab 50%)

## **NM250 Dynamic Content Management – 40 Hours. 3 Credits.**

This course introduces students to the standards for designing relational databases. The course focuses on record creation, modification, and deletion as well as report generation and database design. In addition, Structured Query Language is utilized to obtain dynamic information for multimedia authoring. Prerequisites: None. (Lecture 50%, Lab 50%)

## **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 interactivity and multimedia elements to enhance their site design. Prerequisites: None. (Lecture 50%, Lab 50%)

## **NM260 Server Side Scripting – 40 Hours. 3 Credits.**

This course focuses on dynamic interactive web sites from a multimedia perspective. Emphasis is on data driven pages, interactivity through client side scripting, dynamic web content and database access through server side scripting. Prerequisites: Dynamic Content Management and Fundamentals of Web Authoring and Design. (Lecture 50%, Lab 50%)

## **NM262 Digital Media Assembly – 40 Hours. 3 Credits.**

In this course, students will develop and apply scripts to control sprites, video, sound, and interactivity for informational and entertainment animations using authoring software. The project produced in this class will be available for use on CD-ROM. Prerequisites: Digital Media Production. (Lecture 50%, Lab 50%)

## **NM272 Multimedia Technologies – 40 Hours. 3 Credits.**

In this course students will learn aspects of advanced programming languages that allow for scripting of complex interactive applications for Internet delivery. Students will also explore the newest technologies and their impact on multimedia and visual design. Prerequisites: None. (Lecture 50%, Lab 50%)

## **NM280 Multimedia Portfolio Development – 30 Hours. 2 Credits.**

In this course, students select a primary and secondary track to create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/demo tape using a consistent theme related to their identity package. Prerequisites: Students must be enrolled in the Multimedia Technologies degree or certificate program and in their last or second to last quarter. (Lecture 33%, Lab 67%)

## **PN100 Nursing Foundations – 120 Hours. 6 Credits.**

This introductory course is comprised of both a theory and clinical component. Students are introduced to the concepts and nursing abilities required to meet basic human needs. Emphasis is placed on safety, psychomotor skills, therapeutic communication and adult growth and development. The student must achieve a variety of nursing competencies to successfully complete this course. Prerequisites: Program admission; Co-requisites: Introduction to Pharmacology, Anatomy & Physiology. (Lecture 3 Credits at 25%, Lab 3 Credits at 75%)

## **PN105 Nutrition & Diet Therapy – 40 Hours. 4 Credits.**

This course presents the basic principles and concepts of nutrients and their function. Content includes fundamentals of nutrition, relationship of nutrition in health maintenance throughout the lifespan, medical nutritional therapy, and current issues in nutrition. Prerequisites: None

## **PN110 Introduction to Pharmacology – 40 Hours. 4 Credits.**

This course introduces basic concepts related to drug classification, drug action/interaction, therapeutic and adverse effects and contraindications. The student gains basic proficiency in the use of problem solving skills and mathematical calculations to determine drug dosage. This course presents a basic overview of pharmacology; subsequent course work builds on this foundation. Prerequisites: None. (Lecture 100%)

## **PN115 Nursing I – 90 Hours. 5 Credits.**

This course is an introduction to medical surgical nursing and is comprised of both a theory and clinical component. Content includes nursing documentation, medication administration, the nursing process and transcendental considerations. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical thinking skills for patients with disorders of the cardiovascular and respiratory systems. Prerequisites: Nursing Foundations, Introduction to Pharmacology, Anatomy & Physiology; Co-requisites: Psychosocial Nursing. (Lecture 3 Credits at 33%, Lab 2 Credits at 67%)

## **PN120 Psychosocial Nursing – 80 Hours. 4 Credits.**

This course presents an overview of the underlying principles of psychiatric-mental health nursing and how those concepts transcend practice settings; it is comprised of both a theory and clinical component. Content includes therapeutic interventions, pathophysiology, psychopharmacology, current therapies and rehabilitation for the patient experiencing psychiatric-mental health alterations. Emphasis is on therapeutic communication, patient-nurse boundaries, and holistic care. Prerequisites: Nursing Foundations; Co-requisites: Nursing I, Introduction to Psychology. (Lecture 2 Credits at 25%, Lab 2 Credits at 75%)

## **PN125 Nursing II – 120 Hours. 6 Credits.**

This course is a continuation of Nursing I and is comprised of both a theory and clinical component. Content includes surgical care, fluid and electrolyte balance, pain management and care environments. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical thinking skills for patients with disorders of the reproductive, musculoskeletal, urologic and endocrine systems. Prerequisites: Nursing I, Psychosocial Nursing; Co-requisites: Maternal-Child Nursing, Introduction to Nutrition. (Lecture 3 Credits at 25%, Lab 3 Credits at 75%)

## **PN130 Maternal - Child Nursing – 80 Hours. 4 Credits.**

This course introduces maternal-child nursing and is comprised of both a theory and clinical component. Students explore concepts relevant to care of the obstetrical, newborn and pediatric patient as well as sexuality and fertility issues. Emphasis is placed on family centered care. Obstetrical content includes progression through pregnancy, childbirth and postpartum care including newborn and high-risk infant care. Pediatric content includes concepts of growth and development and fundamentals of health maintenance, health promotion and disease prevention. Prerequisites: Nursing I; Co-requisites: Nursing II, Nutrition & Diet Therapy. (Lecture 2 Credits at 25%, Lab 2 Credits at 75%)

# Synopsis of Subjects. Choosing your future career.

## **PN135 Nursing III – 120 Hours. 6 Credits.**

This course is a continuation of Nursing II and is comprised of both theory and clinical components. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions and critical thinking skills for patients with disorders of the digestive, blood, lymph, integument, immune and neurological systems. Modalities of care across the health care system are discussed. Prerequisites: Nursing II, Maternal - Child Nursing, Nutrition & Diet Therapy; Co-requisites: Nursing Seminar, Geriatrics Nursing. (Lecture 3 Credits at 33%, Lab 3 Credits at 67%)

## **PN145 Nursing Seminar – 20 Hours. 2 Credits.**

This course examines the role of the practical nurse. Content includes the history of nursing, practical nursing scope of practice, legal and ethical considerations and NCLEX-PN review. Content is designed to facilitate transition from the role of student to the role of graduate practical nurse. Emphasis is placed on assuming personal accountability for nursing actions. The importance of participation in continuing educational activities is emphasized. Prerequisites: Nursing II, Maternal - Child Nursing, Nutrition & Diet Therapy; Co-requisites: Nursing III, Geriatric Nursing. (Seminar 100%)

## **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 chemistry and become knowledgeable in correct use of CPR. Emphasis will be on patient profiles, receiving and interpreting drug orders, routes of administration, dosage forms, and brand versus generic drugs. The importance of accuracy will be addressed along with methods of avoiding medication errors. Prerequisites: None. (Lecture 100%)

## **PT110 Pharmacology – 40 Hours. 4 Credits.**

The student will identify commonly used drugs, dosages, and drug categories. Included is a discussion of pharmacokinetics, major disease states, and drug toxicology. A basic knowledge of herbal medication will be developed. Prerequisites: Anatomy and Physiology and Introduction to Pharmacy. (Lecture 100%)

## **PT120 Pharmacy Math and Dosages – 40 Hours. 4 Credits.**

This course will provide 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 business math functions related to retail pharmacy practice. Prerequisites: Introduction to Pharmacy. (Lecture 100%)

## **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 solve 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. Laws and regulations governing pharmacy practice will be discussed. Included is an overview of the drug development and approval along with the information regarding drug recalls and withdrawals. Students will obtain knowledge of proper handling and recording of controlled substances. DEA and State board regulations will be emphasized along with recent HIPAA laws and regulations. Ethical practices unique to pharmacy will be addressed. Prerequisites: Pharmacy Math and Dosages. (Lecture 50%, Lab 50%)

## **PT230 Unit Dose/IV Lab – 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 the correct drug, dosage, and frequency. The IV lab 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 and Pharmacy Math and Dosages. (Lecture 50%, Lab 50%)

## **PT235 Pharmacy Technician Practicum I - Outpatient/Retail – 90 Hours. 3 Credits.**

This course offers supervised practical experience in outpatient settings with a minimum of 90 hours of internship experience in the unit dose area of a pharmacy. The internship will be under the direction of practicing pharmacists and pharmacy technicians. This practicum will allow the student to gain experience as a pharmacy technician in an actual pharmacy setting and is essential to training. Prerequisites: Pharmacology and Pharmacy Software/Automation/Insurance Billing. (Practicum 100%)

## **PT236 Pharmacy Technician Practicum II - Unit Dosage/IV – 90 Hours. 3 Credits.**

This course offers supervised practical experience in pharmacy settings with a minimum of 90 hours of internship experience in the particular area of pharmacy designated by the practicum. The internships will be under the direction of practicing pharmacists and pharmacy technicians. The practicum course allows the student to gain experience as a pharmacy technician in actual pharmacy settings and is essential to training. Prerequisites: Unit Dose/IV Lab. (Practicum 100%)

## **PT280 Pharmacy Technician Capstone – 20 Hours. 2 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. Prerequisite: PT230, PT 235. (Lecture: 100%)

*\*This course is only available online.*

## **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. (Lecture 100%)

## **R204 Entrepreneurship – 40 Hours. 4 Credits.**

Using real-life applications and examples from successful business people, this class offers competency-based instruction to guide students through the steps of developing a business plan for a new small business. Prerequisite: Marketing. (Lecture 100%)

## **S101 Keyboarding – 20 Hours. 1 Credit.**

This course will introduce students to the keyboard in order to achieve a minimum of 25 words per minute on timed writings. Prerequisites: None. (Lab 100%)

*\*This course is only available online.*

## **S120 Word for Windows – 40 Hours. 3 Credits.**

This course provides tools to become proficient with a variety of word processing skills. Topics in this course include the creation of new documents, use of the task pane, changing font attributes, modifying sections of texts, utilizing help, checking spelling/grammar, sectioning of a document, creation/manipulation of tables, creation/manipulation of charts, using smart tabs, and saving documents as web pages. Other Word features such as mail merge, macros, graphics, styles, templates, and document collaboration will be covered. This course is designed to help prepare students for the MOS certification exam.

Prerequisites: Microcomputers. (Lecture 50%, Lab 50%)

## **S124 Business Document Processing I – 40 Hours. 3 Credits.**

This course will consist of business document production with an emphasis on formatting rules. Documents included in this course are letters, memos, e-mails, and reports. Proofreading and use of grammar will also be emphasized. Prerequisites: Keyboarding or 25 words per minute. (Lecture 50% Lab 50%)

*\*This course is only available online.*

## **S128 Speed Building I – 20 Hours. 1 Credit.**

This course provides students with keyboarding experience in order to achieve a specific course speed. Students will successfully type 35 words a minute on three "five-minute timings" with less than 5 five errors in order to pass the course. Prerequisite: Keyboarding. (Lab 100%)

*\*This course is only available online.*

## **S172 Legal Terminology – 40 Hours. 4 Credits.**

A study of terms used in the legal profession, including instruction in civil and criminal law, the judicial system (discovery, trial, and appellate processes), hearings and arbitrations, and methods of researching citations. This course emphasizes spelling, pronunciation, definition, how to find and use legal and Latin terms. Prerequisite: None. (Lecture 100%)

*\*This course is only offered online at the Eagan and Minnetonka campuses.*

## **S178 Legal Machine Transcription – 40 Hours. 3 Credits.**

Students will transcribe correspondence, legal papers, and court documents representative of those prepared in a law office. Prerequisite: Keyboarding. (Lecture 50%, Lab 50%)

## **S201 Office Procedures – 40 Hours. 4 Credits.**

This course is designed to familiarize students with the following office skills: human relations and ethics; mailing procedures, forms and documents commonly used in offices; bookkeeping and financial records; office machines; filing skills, and records management. Students will learn in general how an office is managed, and will also focus on special office environments related to their program. Prerequisite: Business Document Processing II. (Lecture 100%)

## **S204 Machine Transcription I – 40 Hours. 3 Credits.**

Students will transcribe material from cassettes. Emphasis is placed on quality, mailable copy together with speed and accuracy. Prerequisite: Keyboarding or equivalent. (Lecture 50%, Lab 50%)

## **S218 Legal Document Processing – 40 Hours. 3 Credits.**

Intensive training in preparing court documents and legal papers. Work is related to litigation, family law, negligence, business organizations, wills and estates, real estate and bankruptcy. Course emphasizes speed, accuracy, proofreading, and the meaning and spelling of legal terms. Prerequisite: Keyboarding. (Lecture 50%, Lab 50%)

# Choosing your future career. Synopsis of Subjects.

## **S223 Business Document Processing II – 40 Hours. 3 Credits.**

This course is a production course with an emphasis on document composition. Students will build upon skills gained in Business Document Processing I and using higher order thinking skills. This course will require students use correct formatting in the creation of appropriate, ethical and legally correct documents. Prerequisites: Business Document Processing I. (Lecture 50% Lab 50%)

*\*This course is only available online.*

## **S224 Business Document Processing III – 40 Hours. 3 Credits.**

This course is designed to challenge the student with a variety of integrated projects, assignments and discussions utilizing business documents. The student, under limited direction, will develop high-quality documents building upon formatting skills gained in Business Document Processing I and composing/communication skills gained in Business Document Processing II. Prerequisites: Business Document Processing II. (Lecture 50% Lab 50%)

*\*This course is only available online.*

## **S227 Speed Building II – 20 Hours. 1 Credit.**

This course provides students with keyboarding experience in order to achieve a specific course speed of 45 words per minute. Students will successfully type 45 words a minute on three "five-minute timings" with less than five errors in order to pass the course. Prerequisite: Speed Building I. (Lab 100%)

*\*This course is only available online.*

## **ST102 Microbiology for Surgical Technologists – 30 Hours. 3 Credits.**

This course is designed to educate the student in the treatment of the disease-causing organisms that may present with a surgical patient or develop post-surgery as an acquired infection. This course specifically addresses the needs of the surgical technologist in maintaining aseptic technique and caring for surgical patients before, during, and after surgery. Pre-requisites: Medical Terminology and Anatomy and Physiology. (Lecture: 100%)

## **ST105 Introduction to Surgical Technology – 30 Hours. 3 Credits.**

This course is designed to introduce the student to the field of surgical technology for those wishing to be part of the operating room team. Areas explored in this course are medical terminology for the operating room, introduction to microbiology, medical and surgical asepsis, operating room design and surgical equipment, patient care, procedures, and instrumentation. Pre-requisites: Medical Terminology and Anatomy and Physiology. (Lecture: 100%)

## **ST112 Surgical Procedures I – 60 Hours. 4 Credits.**

This course is designed to orientate the students to surgical technology and prepare them for scrub and circulator duties as well as Surgical Practicum I. Topics include standards of conduct, special populations, safety standards, biomedical medicine, asepsis and sterile technique, anesthesia, and instrumentation. Prerequisites: Introduction to Surgical Technology. (Lecture 50%, Lab 50%)

## **ST203 Surgical Procedures II – 60 Hours. 4 Credits.**

This course is designed to orientate the student to the duties and responsibilities as the role of "Circulator" in the field of surgical technology. Areas explored and applied in this course include wound healing, surgical case management, instrumentation, diagnostic procedures, and an introduction to general surgery and the scrub role. This course is a preparatory class for Surgical Practicum II. Prerequisites: Surgical Procedures I. (Lecture 50%, Lab 50%)

## **ST207 Surgical Procedures III – 60 Hours. 4 Credits.**

This course is designed to orientate the student to the duties and responsibilities as the role of "Scrub" in the field of surgical technology. Surgical areas explored and applied in this course include otorhinolaryngologic, maxillofacial, plastic and reconstructive, genitourinary, orthopedic, cardiothoracic, peripheral vascular, and neurosurgery.

This course is a preparatory class for Surgical Practicum III. Prerequisites: Surgical Procedures II. (Lecture 50%, Lab 50%)

## **ST210 Surgical Tech Practicum I – 80 Hours. 2 Credits.**

This course is designed to provide the student with a solid introduction to the operating room and its routine. One of the assumptions of this curriculum is that the student who has passed the Clinical Readiness Portion of the program should not begin scrubbing until Week 1 of Surgical Practicum II. This course functions to expand knowledge gained in the Introduction to Surgical Technology course and support the knowledge being gained in the Surgical Procedures courses. Practicum Packet 1 is to accompany this practicum experience. Prerequisites: Surgical Procedures I. (Practicum 100%)

## **ST215 Surgical Tech Practicum II – 320 Hours. 10 Credits.**

This course is designed to provide the student with a solid introduction to the operating room and scrub routines. One of the assumptions of this curriculum is that the student who has passed the Clinical Readiness Portion of the program should not begin scrubbing until Week 1 of Surgical Practicum II. This course functions to expand knowledge gained in the Introduction to Surgical Technology course and support the knowledge being gained in the Surgical Procedures courses. Practicum Packet 1 and 2 are to accompany this practicum experience. Prerequisites: Surgical Tech Practicum I. (Practicum 100%)

## **ST220 Surgical Tech Practicum III – 320 Hours. 10 Credits.**

This course is designed to provide the student with a solid introduction to the operating room and scrub routines. One of the assumptions of this curriculum is that the student who has passed the Clinical Readiness Portion of the program should not begin scrubbing until Week 1 of Surgical Practicum II. This course functions to expand knowledge gained in the Introduction to Surgical Technology course and support the knowledge being gained in the Surgical Procedures courses. Practicum Packet 1 and 2 are to accompany this practicum experience. Prerequisites: Surgical Tech Practicum II. (Practicum 100%)



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**"I feel confident that I have the proper skills to get right into my new job and know how to do it."**

**– ERIN LANDGRAVER  
Rasmussen Student**

# Academic Information.

This catalog is an official publication of Rasmussen College. As such, it is subject to revision at any time. The College reserves the right to add, withdraw, or revise any course, program of study, provision or requirement described within the catalog as may be deemed necessary. The College will not make changes unless such changes are for the benefit of the student and the College receives prior approval from appropriate agencies.

It is advised that you read and fully understand the academic performance and personal conduct guidelines for students. Also outlined are the conditions under which students may be placed on warning, probation, notice, or suspension from the College.

## Credential Information

**Certificate Programs** are designed to meet specific career requirements. The primary focus is on skill development in the desired employment field to meet employment demands.

**Diploma Programs** combine specific career requirements with a substantial amount of business, professional, and technical knowledge. General education concepts and coursework are included to develop leadership and decision-making skills.

**Degree Programs** offer an ideal mix of career education, broad-based business and professional coursework, and a breadth of general education courses and concepts. This combination of coursework helps students develop leadership and decision-making skills, fosters an appreciation and awareness of the world in which they live, and prepares students for career success and advancement.

## Accounting

### Accounting Certificate

Graduates of this certificate program learn to manage accounts receivable, accounts payable, and payroll. They learn bookkeeping skills and the use of computer applications in accounting. They value precision in details, proofs, and checks and balances of documentation, and the appropriate maintenance of documents.

### Accounting AAS Degree

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

## Administrative Professions

### Legal Office Certificate

Graduates of this certificate program learn to use software proficiently, to create a variety of legal documents, and to communicate effectively and professionally in situations related to the law office. They know legal terminology commonly used in legal settings. Students value appropriate and ethical decisions related to office procedures, and life-long learning.

### Administrative Specialist Diploma

Graduates of this diploma program learn to proficiently use word processing, spreadsheet, database, presentation and calendar software. Students learn to create a variety of office documents, to use appropriate references in the creation of documents, and to communicate effectively and professionally in situations related to the office. They know fundamentals of accounting and bookkeeping. Students value appropriate and ethical decisions related to office procedure and life-long learning.

### Office Systems Specialist AAS Degree

Graduates from this program will acquire skills to communicate effectively in a variety of office settings. The student will learn the skills needed to be a successful Administrative Professional, including document processing, document communication, and office technology, as well as gaining specific knowledge in any of the several emphasis areas from which to choose. The graduating student will be able to create appropriate documents using learned software, will be effective in communication situations related to the organization of the office, and will be exposed to ethical decisions based on office models.

## Business

### Business Administration Certificate

Graduates of this certificate program know and understand basic concepts in management and human resources. They are able to interpret basic financial data and have a general knowledge of accounting. They acquire skills in word processing, spreadsheet creation, database management, and presentation software. They develop communication, problem solving, and decision-making skills that are necessary in the business world. They understand the importance of conducting business ethically and appreciate the importance of diversity in the workplace. They value honesty, creativity, respect for co-workers, and the importance of life-long learning.

### Sales and Marketing Administration Certificate

Graduates of this certificate program know and understand basic concepts in management, marketing, sales, advertising, and customer service. They acquire skills in word processing, spreadsheet creation, database management, and presentation software. They develop communication, problem solving, and decision-making skills that are necessary in the sales and marketing industry. They understand the importance of conducting business ethically and appreciate the importance of diversity in the workplace. They value honesty, creativity, respect for co-workers, and the importance of life-long learning.

### Business Management AAS Degree

Graduates of this degree program know and understand major concepts in management, human resources, marketing, and customer service. They are able to interpret financial data and have a general knowledge of accounting. They develop an appreciation for general education and are able to relate it to business situations. Depending on the emphasis chosen, they develop a deeper understanding in the area of accounting, banking, business administration, human resource, sales or child care. They acquire skills in word processing, spreadsheet creation, database management, and presentation software. They develop communication, problem solving, and decision-making skills that are necessary in business. They understand the importance of conducting business ethically and appreciate the importance of diversity in the workplace. They value honesty, creativity, respect for co-workers, and the importance of life-long learning.

## Child Care

### Child Care Specialist Certificate

Graduates of this certificate program learn to plan and implement curricula, and can perform First Aid and CPR. Students know developmentally appropriate practices, behavior guidance and classroom management techniques, and the rules governing Child Care Centers in Minnesota. Students value skilled and focused child care programs, professionalism in the workplace, and the application of their classroom course work.

### Child Development AAS Degree

Graduates of this degree program practice management and supervisory skills in the childcare field, learn to plan and implement curricula, and can perform First Aid and CPR. They know principles of marketing and customer service, developmentally appropriate practices, and behavior guidance and classroom management techniques. Students know the rules governing Child Care Centers in Minnesota, and marketing strategies for the childcare field. Students value professionalism in the workplace and the application of their classroom course work.

## Criminal Justice

### Criminal Justice AAS Degree

Graduates of this degree program learn to examine how the legal process works from law enforcement, to the courts, and through the corrections system. They know the history and development of the criminal justice system and its effect on society. Students value the ability to think critically about the issues related to the future of criminal justice including juvenile justice, corrections, and security.

## Medical/Allied Health Programs

### Health Information Technician AAS Degree

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

### Health Unit Coordinator Diploma

Graduates of this diploma program learn to perform a variety of office tasks that support the success of a health care facility. Students will manage clerical office procedures, operate health care appropriate software programs, and comprehend medical terminology for document processing. Students will value attention to detail, clerical organization, and confidentiality as relates to the medical profession.

### Health Unit Coordinator AAS Degree

Graduates of this degree program learn to independently perform a variety of office tasks that support the success of a health care facility. Students learn to assist nursing staff with non-clinical clerical duties, organize and prioritize nursing unit workloads, and effectively communicate through various media with clients, visitors, and facility staff. Students will value the confidentiality of patient information and will demonstrate professional ethical standards in relating to members of the facility and the community as a whole.

### Massage Therapy Certificate

Graduates of this program learn theory and practical massage therapy application. They will be able to perform various massage techniques that are prevalent in the field of massage therapy. In addition, students will learn techniques that are used for people in various stages of life. Students will understand the correct medical language for insurance billing and have the knowledge to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). They will value professionalism, integrity, ethical decisions, and the appreciation of other massage therapists in the industry.



## Massage Therapy AAS Degree

Graduates of this degree program learn theory and practical massage therapy application. They will be able to perform Swedish Massage, Deep Tissue, Trigger Point Therapy, and other techniques that are prevalent in the field of massage therapy. In addition, students will learn techniques that are used for people in various stages of life. Students will be able to communicate the correct medical language for insurance billing. They will have the knowledge to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). They will value professionalism, integrity, ethical decisions, and the appreciation of other massage therapists in the industry.

## Medical Administrative Specialist Diploma

Graduates of this diploma program learn to transcribe and produce medical office documents, operate office equipment, perform a variety of medical office duties, and give support to and communicate effectively with the health care team. They know the correct use of medical language and efficient use of various computer software packages. Students value customer service, ethical and professional behavior in the workplace, and the confidentiality of patient information.

## Medical Assistant AAS Degree

Graduates of this program acquire professional skills in administrative and clinical areas. Working under supervision of physicians or nurses, Medical Assistants with this degree will be able to assist by administering injections, performing venipuncture, measuring vital signs, performing CLIA-waved laboratory tests, as well as front-office duties such as scheduling appointments, billing, bookkeeping, and health insurance preparation. The completion of this comprehensive program allows opportunities for the student to work in a medical clinic, physician group practice, or prompt-care setting, and guides student preparation for success in the classroom, workplace, and for national certification.

## Medical Coding Specialist Certificate

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

## Medical Transcriptionist Diploma

Graduates of this diploma program learn to transcribe a wide variety of medical documents, to adapt to varying medical report formats, to use transcription equipment effectively, and to give support to and communicate effectively with the health care team. They know the correct use of medical language and terminology and the effective use of available software packages. Students value ethical and professional behavior in the workplace and the confidentiality of patient information.

## Medical Transcriptionist AAS Degree

Graduates of this degree program learn to transcribe a wide variety of medical documents, to adapt to varying medical report formats, to use transcription equipment effectively, and to give support to and communicate effectively with the health care team. Students combine technical knowledge with the ability to think critically and make informed decisions. They know the correct use of medical language and terminology and the effective use of available software packages. Students value ethical and professional behavior in the workplace and the confidentiality of patient information.

## Pharmacy Technician AAS Degree

Graduates of this degree program learn the theory and practical applications of pharmacy practice. They are able to apply this knowledge to retail and hospital pharmacy settings. Students combine effective use of available software programs with proficiency in receiving, interpreting, inputting, and filling prescriptions. They have knowledge of medical terminology, medical law and ethics, and pharmacy math. They value honesty and integrity, have compassion for patients, and respect patient confidentiality.

## Practical Nursing Diploma

Diploma graduates will know how to implement psychomotor technical skills that meet current standards of practice; apply scientifically based knowledge and skills in meeting the biological, psychosocial, cultural, and spiritual needs of the patient; provide maintenance, preventative, therapeutic, rehabilitative and/or supportive care; utilize the process of communication to exchange and transmit clear, concise, accurate, complete, and timely information to members of the healthcare team; utilize the process of therapeutic communication to build and maintain therapeutic relationships with patients and their significant support person(s); utilize the nursing process to gather data, contribute to the development of nursing diagnosis, guide nursing actions and contribute to the modification of the plan of care; and they will provide basic individualized, holistic and culturally sensitive nursing care for patients across the lifespan in a variety of settings while functioning as a competent novice in the role of practical nurse, under the direction of a registered nurse, physician, or dentist. They will implement a personal practice standard that adheres to the legal and ethical standards of the practical nurse as defined by the Minnesota Board of Nursing-Nurse Practice Act, NFLPN, and NAPNES; and they will value and seek continuing education opportunities in accordance with post-licensure goals that build on previous knowledge and skills and increase competency.

## Practical Nursing AAS Degree

Graduates of the Practical Nursing degree program will know how to implement psychomotor technical skills that meet current standards of practice; apply scientifically based knowledge and skills in meeting the biological, psychosocial, cultural, and spiritual needs of the patient; provide maintenance, preventative, therapeutic, rehabilitative and/or supportive care; utilize the process of communication to exchange and transmit clear, concise, accurate, complete, and timely information to members of the healthcare team; utilize the process of therapeutic communication to build and maintain therapeutic relationships with patients and their significant support person(s); utilize the nursing process to gather data, contribute to the development of nursing diagnosis, guide nursing actions and contribute to the modification of the plan of care; and they will provide basic individualized, holistic and culturally sensitive nursing care for patients across the lifespan in a variety of settings while functioning as a competent novice in the role of practical nurse, under the direction of a registered nurse, physician, or dentist. They will implement a personal practice standard that adheres to the legal and ethical standards of the practical nurse as defined by the Minnesota Board of Nursing-Nurse Practice Act, NFLPN, and NAPNES; and they will value and seek continuing education opportunities in accordance with post-licensure goals that build on previous knowledge and skills and increase competency. They will have an appreciation for the breadth of knowledge that comes from a range of general education skills.

## Surgical Technologist AAS Degree

Graduates of this program are prepared for duties in and out of the operating room. Surgical Technologists may assume the role of the scrub person, circulator, or first assistant. Duties explored in this program include preparing the operating room, instrumentation, equipment usage and maintenance, passing instruments and other sterile supplies to surgeons and assistants during surgery, pre- and post-operative care of the patient, and cleaning and restocking the operating room. Surgical Technologists are mainly employed in operating rooms where they assume many different roles and responsibilities and work closely with surgeons, anesthesiologists, and registered nurses.

## Information Technology Programs Information Systems Management AAS Degree

In addition to learning to install, manage, and monitor computer networks, graduates of this program will be able to build, configure, and troubleshoot computer hardware. They will also know fundamental networking and computer concepts as applicable to information technology, and they will learn to apply critical thinking skills to the resolution of technological issues that face businesses. They understand the business perspective and its importance in the ISM industry and value the business and professional skills that will be required in their futures.

## Multimedia Technologies Certificate

Graduates of the Multimedia Technologies certificate program are prepared for entry level positions in the graphic design and multimedia fields. Students are able to apply their knowledge through industry standard multimedia and design software applications. They achieve applicable business knowledge and critical thinking skills to succeed in the industry.

## Multimedia Technologies AAS Degree

Graduates of this program learn to put into practice a skilled understanding of industry standard multimedia and design software applications. They accomplish this through study of the various aspects of multimedia technologies, including: concept development, image editing, 3-D animation, drawing and perspective, programming for the web typography, object/vector drawing techniques, and project delivery. Further, they value life-long learning, and honesty and integrity in applying their multimedia design and animation skills to supporting users and businesses. In addition to these technical skills, graduates who complete the Multimedia Technologies AAS degree learn to apply critical thinking skills, business communication skills, and project management skills that increase their overall value to businesses.

## Network Security Technician Certificate

Graduates of this program learn to design, plan, configure and maintain secure computer and network environments. They accomplish this through study of the various aspects of computer and network security, including: security principles and management, server, computer and network hardening, firewall technology, security violation investigation, computer forensics, and disaster recovery. Also, these students demonstrate a commitment to IT security by agreeing to a Security Professional Ethical Code of Conduct.

## Network Support Technician Certificate

Graduates of this certificate program learn to install, manage, and monitor computer networks using popular network operating systems. Students also build, configure, and troubleshoot computer hardware. They know fundamental networking and computer concepts as applicable to information technology. Students value life-long learning and honesty and integrity in applying their networking skills to support users and businesses.

# Academic Information.

## Student Definition

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

## Class Content

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

## College Acceptance or Rejection of Application for Admission

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

- Completed application form
- Application fee
- High school diploma or a GED certificate, an attestation of high school graduation or equivalency is acceptable if extenuating circumstances exist based upon approval from the Dean of Instruction, Associate Campus Director or Campus Director.
- Completed Placement Examinations (taken at Rasmussen College).

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

## Assessment

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

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

Submission of a Graduate Achievement Portfolio, in which students demonstrate their communication, critical thinking, and information literacy skills, is a graduation requirement which students fulfill in E241 Career Skills or in an appropriate capstone course for their program.

## Entrance Assessment

The COMPASS exam is used for entrance assessment. Based on the outcomes in the areas of English and math students are placed in the following courses:

Subject	Score	Course Placement
English	0-37	B097, Foundations of English I
English	38-69	B098, Foundations of English II
English	70 and above	G124, English Composition
Math	0-49	B099, Foundations of Math
Math	50 and above	G134, Introduction to College Algebra

## 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 insuring 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 are required to take the COMPASS reading, writing, and math placement tests. Coursework in math or English that is numbered below 100 is considered to be developmental. COMPASS scores are used to appropriately place students in English and math courses according to skill level. Placement is determined as follows:

COMPASS Writing score 0 to 37 places into Foundations of English I.

COMPASS Writing score 38 to 69 places into Foundations of English II.

COMPASS Math score pre-algebra 0 to 49 places into Foundations of Math.

These credits are not counted toward graduation, and each must be passed with a grade of 'SA' in order to proceed to the next course in the sequence. Students enrolled in programs that do not contain English Composition or Introduction to College Algebra, but who test within the range of remediation, will be required to complete the foundation courses. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the foundation courses. Students enrolled in foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program. Accommodations may be provided to students with physical or learning disabilities upon request. Upon admission to Rasmussen College, a student must notify the College in writing and provide documentation regarding disability.

## COMPASS Retest Policy

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

## Foundation Courses Timeframe

To guarantee student success, and to ensure that Rasmussen College is using the COMPASS 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. 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 dictaphones, printers, additional software packages, electronic libraries and a helpdesk lab.

## 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

Grade	Grade Points	Description
A	4.00	Excellent
A-	3.75	
B+	3.50	
B	3.00	Very Good
B-	2.75	
C+	2.50	
C	2.00	Average
C-	1.75	
D+	1.50	
D	1.00	Below Average
D-	0.75	
F/FA	0.00	Failure
CW	NA	Course Waiver
I/IN	NA	See "Incomplete Policy"
S/SA	NA	Satisfactory
TO	NA	Test-Out
TR	NA	Transfer In Credit
U/UN	NA	Unsatisfactory or failure to meet speed requirement
W/WD	NA	Withdrawal
ZF	NA	Failure to complete non-credit course requirement
ZP	NA	Successful completion of non-credit course

In Speed Building, Foundations of English I, Foundations of English II, and Foundations of Math, Health Information Practicum, and Medical Transcriptionist Practicum, a letter grade of 'S/SA' or 'U/UN' is assigned upon completion.

All grades are to be credits successfully completed with the exception of the 'W/WD' and 'U/UN' which is counted as an attempted course for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress. See "Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines."

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

Students with a minimum of a two-year degree from an accredited institution of higher education, with a minimum cumulative GPA of 2.0, may request a waiver from Success Strategies if they wish. Students who meet these criteria may request a waiver in writing from the Dean. The Dean will review the student academic transcript, and if the criteria are met, the Dean will waive the Success Strategies course requirement, and the grade will be posted in the Rasmussen College student record as a "CW."

## Incomplete Grade Policy

An 'I/n' 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:
  - a. the work to be completed,
  - b. qualifications for acceptable work,
  - c. the deadline for completing the work (within two weeks of the last day of class),
  - d. the grade to be entered should the student not complete the work by the deadline (the calculated grade).
2. An incomplete form is not valid unless signed by both the instructor and the student prior to the date that final grades are due. If unsigned by the student or instructor, the calculated grade is to be entered as a final grade.
3. The Dean of Instructional Programs must be informed of all incompletes granted, and must sign the form as well.

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

1. The work to be completed must be regularly assigned work, identified in the course syllabus.
2. The student can reasonably be expected to complete the work by the deadline.
3. The student's grade will be substantially improved.
4. The student has demonstrated a commitment to completing work in a timely fashion.
5. Granting the incomplete is truly in the best interest of the student.
6. By completing the work, one of the following will apply:
  - a. The student will learn substantive information by completing the work.
  - b. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
7. Allowing the student extra time compensates for events or conditions not within the student's control (i.e., illness, emergencies, etc.) as opposed to compensating for poor planning, poor attendance, or failure to take assignments seriously.
8. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up "extra credit" work.
9. Credits for 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 'FA' (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.

## Policy for Change of Grade

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

Circumstances that may warrant a change of grade include:

- Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such emergencies 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 technical difficulties beyond the control of the student.
- Accommodation for special circumstances such as short-term disability or family leave.

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

Grade changes must be submitted in a timely manner—generally within a few weeks after the end of the term and no later than the end of the next term.

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

- Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified. In such cases, documentation must be sufficient to clarify any discrepancies caused by the error.
- 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 Dean of Instructional Programs may determine if a grade change is appropriate.
- The Dean may authorize grade changes in order to settle academic grievances.

## Independent Study Policy

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

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

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

Independent studies must meet the following guidelines:

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

- a. When and where they will meet each week.
- b. Weekly objectives for work to be completed based upon the same weekly objectives defined by the syllabus for an on-site class.
- c. Progress checks to be reviewed by the Dean.
- d. Standards of academic quality for the work to be completed.
- e. Deadline for all work to be completed at the end of the quarter.

## Credit by Examination

Some students have life experiences or knowledge from other sources which they feel would be duplicated by a class at Rasmussen College. Enrolled students may request credit by examination for a specific course in which they have been scheduled if the request is made to the Dean of Instructional Programs or Associate Campus Director prior to the end of the first week of that course. To receive credit by examination, a grade of a "B" or higher is required. Industry certification is accepted in lieu of an examination for those eligible "N" designated courses in place of internal exams. The examination grade will be reflected as "TO" (Test-Out) on the students' transcripts and will not count in their grade point average. In addition, these credits will not count as credits for financial aid purposes.

A credit by examination may only be taken once for each course. Students must complete 60% of their program requirements at Rasmussen College, and only 40% of their program requirements may be transfer credits from other post-secondary institutions or credit by examination.

## Course Withdrawals

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

## Transfer Credit Policy

1. Students who wish to transfer credits to Rasmussen College must first apply for admission to the College. A completed application and application fee must be submitted.
2. Official transcripts must be sent directly to Rasmussen College from every institution the student has attended.
3. As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding courses which transferred and the Rasmussen College courses they will replace. This information is also noted on the Rasmussen College transcript.
4. Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines listed below.
5. Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.25 quarter credits.
6. Students may not transfer in and/or test out of more than a total of 40% of the program credit hour requirements.
7. All credit transfer is evaluated with the following guidelines:
  - A. Transfer credits from accredited colleges, other than Rasmussen College, will be evaluated on course content. Most courses that are comparable in content from other colleges will be accepted. Students must have received a "C" grade or higher to transfer a course to a Rasmussen College program.
  - B. Courses which have been transferred will be listed on the student's transcript with a "TR" designation. However, grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average.
  - C. Courses from accredited degree-granting colleges which are intended to transfer as general education requirements will be considered in the categories listed as "General Education Requirements" in the Rasmussen College catalog.
  - D. Transfer credits from within the Rasmussen College system will be transferred directly from one Rasmussen College campus to another. Grade point averages and grades from courses taken at any of the Rasmussen College campuses will be computed in the student's final grade point average.
  - E. When courses are not accepted for transfer, a student may file an appeal through the following process:
    1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
    2. The information will be reviewed by the Dean of Instructional Programs, Campus Director, or Associate Campus Director, along with appropriate faculty.
    3. The student will receive in writing the outcome of the decision.
  - F. Students who enter at Rasmussen College are required to take the COMPASS placement exam. Should a student test at a level of remediation in English or Math, the College will not accept transfer in Algebra or English Composition. Upon successful completion of the courses and subsequent passing of the placement exams, the College may reconsider transfer of credit in these courses.

## Prerequisites

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

## General Education Philosophy

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

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

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

## General Education Requirements for Rasmussen College AAS degrees

All A.A.S. degree candidates must complete the following general requirements:

- (1) A minimum of thirty (30) of the total credits in the A.A.S. degree program must be in general education coursework.
- (2) The following distribution requirements must be satisfied:  
*Group A:* English Composition - at least three (3) credits.  
*Group B:* Social and Behavioral Sciences - at least five (5) credits from such fields as Anthropology, American Studies, Economics, Geography, History, Human Relations, Law, Political Science, Psychology, Sociology.  
*Group C:* Mathematics and Natural Science - at least five (5) credits from such fields as Biology, Chemistry, Geology, Physics, Mathematics, Computer Science, Statistics.  
*Group D:* Fine Arts/Humanities - at least five (5) credits from such fields as Art, Humanities, Languages, Literature, Music, Philosophy, Religion, Speech, Theatre.
- (3) Additional general education courses selected from two of Groups B, C, or D of the above listed groups to make the total of thirty (30) credits of the coursework required for an A.A.S. degree. Courses that are primarily developmental or remedial in nature and content may not be included in the general education total.

## Degrees, Diplomas, and Certificates

Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 60% of their program requirements at Rasmussen College, and only 40% of their program requirements may be transfer credits from other post-secondary institutions or credit by examination. Clock hours listed in the synopsis of subjects are estimated hours of classwork necessary to complete the subject. Students must achieve keyboarding speed requirements and have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each subject. Completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length. All financial obligations to the College must also be met.

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

## Transcripts

Transcripts of credits will be given to students when all tuition obligations have been met.

A fee of \$5.00 is charged for each transcript. This fee is charged to all students requesting an academic transcript with exception to graduates and completors.

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

## Transfer to Other Colleges

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

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

Rasmussen College has agreements with many colleges and universities that make acceptable the transferability of credits. The College's status as a regionally accredited institution of the Higher Learning Commission greatly increases the likelihood of credit transfer from Rasmussen College to other colleges. Specific agreements with detailed transfer guides are available to assist students as they determine their course of study.

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

## Attendance

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

Faculty determine the grading and attendance standards for their course, but 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. Attendance is recorded on student transcripts and Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

If a student has not been in attendance within 14 days of their last date of attendance he or she will be withdrawn from the College. Upon withdrawal a student will lose any financial aid eligibility for the current enrollment period and will be assigned grades according to the Rasmussen College Drop Class Policy.

## Consortium Agreement

Rasmussen College has signed consortium agreements with all Rasmussen College, Aakers College, and Webster College campuses.

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

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

## Conduct/Dismisal

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

- By students, faculty, or staff that is detrimental within the classroom environment.
- That interferes with the well-being of the fellow students and/or faculty and staff members.
- That causes damage to the appearance or structure of the College facility and/or its equipment.
- By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
- By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

## Dress Code

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

## Drop Class Policy

A class may be dropped without being recorded on a student's transcript during the first 8 hours of scheduled class time. After that time, students may drop a class and receive a 'W/WD' on their transcripts through the sixth Friday of the quarter. This will not affect a student's grade point average. After that, students receive an automatic 'F/FA' for any class dropped. Failure to notify the Dean of Instructional Programs, Campus Director, or Associate Campus Director that a student wishes to withdraw from a course means that a student is still scheduled for class. Therefore, an 'F/FA' would be recorded as the final grade. 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.

## Early Honor Program Guidelines

Students must have senior status during the quarter in which they plan to take classes at Rasmussen College. Upon high school graduation, the student is not eligible for the Early Honor Program.

- Students must have a minimum cumulative high school grade point average of 2.75 out of a possible 4.00.
- Applicants will be accepted on an "available class" basis.
- Students must have applied for admission to Rasmussen College as a full-time student for Summer or Fall Quarter of the upcoming academic year. Students must meet all standard admission requirements.
- Student may take up to 8 credits per quarter without a tuition charge; courses designated with an "N" "NM" or "PN" are not available for Early Honor students without a tuition charge. Students must pay the cost of their own supplies and textbooks.
- To continue enrollment in the Early Honor Program, students must maintain a minimum Rasmussen College cumulative grade average of 2.50 out of 4.00.
- Students must have prior approval from a parent or guardian and a high school official to be admitted to the program. A signed Early Honor Application and Approval Form are required of all students.
- The application deadline is four weeks prior to the start of the intended quarter of enrollment.

## Limitations

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

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

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

Pharmacy Technician students convicted of non-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.

None of the individual courses nor entire programs in the Criminal Justice AAS Degree or Office Systems Specialist AAS Degree - Legal and Criminal Justice Emphasis are designed to prepare graduates for the Peace Officer Standards and Training (POST) Licensing Exam nor any other police or peace officer examinations. Additionally, many employers in these fields will require criminal background checks as part of the hiring process and any prior criminal convictions may greatly hamper securing employment in these fields.

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

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

## Online Courses

Rasmussen College prides itself on having created online courses and fully online degree programs of the highest quality. These online programs are approved by the College's accrediting body, the Higher Learning Commission, and our instructors receive comprehensive training and support while operating in the online environment. Online courses have become extremely important to college students nationally, and Rasmussen College is no exception. In certain disciplines students might even be required to take online classes to complete a degree. This enables the College to recruit and utilize instructors in specialized areas from across the country, regardless of their proximity to one of the campuses. Students benefit from this, as well as from the additional flexibility online courses affords them as they complete their program, work, and attend to various other adult responsibilities. Moreover, our world continually requires of its workforce an increasing ability to utilize technology and to learn at a distance, and so the experiences online students obtain also prepare them for these new realities. Students can be assured that online courses or programs will have 24/7 technical support, access to online tutoring, and that classes will be taught by qualified instructors.

Students attending Rasmussen College have the opportunity to take courses offered on the World Wide Web utilizing a web-based platform. This mode of delivery offers the flexibility and convenience for students with busy life styles and career responsibilities that prohibit them from attending classes on campus.

Courses are delivered asynchronously according to the students' own schedules. Online activities and assignments are conducted utilizing chat, email, message boards, and interactive web sites. The online program allows students to complete their courses from the location of their choice at a time that is convenient for them.

There are no additional admissions or testing requirements for taking an online course. However, students who place into Foundations of English I after taking the placement examination are not eligible to enroll in fully online programs until the successful completion of the Foundations of English I course. Students are required to attend an online orientation session upon registration for their first online course. All online students are registered at one of our residential campuses and receive the same student services available to all students.

Computers located at each campus have the appropriate system requirements for online courses. All online courses require textbooks and are available at each student's respective campus. Some online courses may require certain software packages or programs for instruction. There are no additional tuition or online library access fees when taking a course online.

## Student Senate

Rasmussen College Student Senate is open to all students. The Student Senate assists the College in providing a successful, positive and rewarding atmosphere by organizing campus events.

The Student Senate meets on a regular basis. Students are encouraged to participate in the open forum discussions or may petition to be one of the board representatives. The representatives include: President, Vice President, Treasurer, and Secretary.

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

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

## Exit Interviews

Any student contemplating the termination of his/her education at Rasmussen College must first see the Dean of Instructional Programs or Associate Campus Director and then the Financial Aid Department. Academic and financial aid files are not complete until both exit interviews have been completed.

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

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

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

## Tuition Structure

Tuition rates are as follows:

### New starts and re-entering students as of 10-3-2005

All courses except those designated "CC" "N" or "NM"	\$295 per credit
"CC" designated courses	\$190 per credit
"N" or "NM" designated courses	\$395 per credit
Child Care Specialist Lab Fee	\$110 per quarter
Practical Nursing Students 2nd, 3rd and 4th quarter clinical lab fee	\$150 per quarter
PT105 Course Lab Fee	\$40

\* Students not enrolled in an eligible program who elect to take courses without earning college credit are charged \$155 per credit effective October 3, 2005. This non-credit option is NOT available for courses beginning with a "CC" "N" or "NM." Students who elect to complete courses on a non-credit basis are not guaranteed full technology access, however every effort will be made to provide technology resources.

Transcripts denote a "ZP" upon completion of the course. Students may choose to convert the "ZP" to a letter grade and earn credit for an additional cost of \$140 per credit.

\* Tuition for the quarter is based on the number of credits for which a student is enrolled at the end of the 2-week drop/add period.

\* The College charges interest @ a 9% APR on unpaid balances.

Students who are not in attendance during Summer Quarter 2005 or who have a break in enrollment at Rasmussen College prior to October 3, 2005, will move to the tuition structure as indicated in the column "New starts as of 10-3-05" upon return.

## Cancellation, Termination, Refund Policy

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

- A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
- The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.
- Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days following written acceptance by the College, all tuition and fees paid will be refunded regardless of whether the coursework has begun.
- When a student has been accepted and gives written notice of cancellation following the fifth business day after the day of acceptance but before the start of the program, all tuition, fees and other charges, except 15 percent of the total cost of the course (not to exceed \$50) shall be refunded. All prepaid tuition is refundable.
- When a student has been accepted by the College and gives written notice of cancellation or termination after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction for which the student has been charged, the amount for tuition, fees and all other charges for the completed portion of the period of instruction for which the student has been charged shall not exceed the pro rata portion of the total charges for tuition, fees and all other charges that the length of the completed portion of the period of instruction for which the student has been charged bears to its total length, plus 25 percent of the total cost of the period of instruction for which the student has been charged but not to exceed \$100. After the completion of the 75 percent of the period of instruction for which the student has been charged, no refunds will be made.
- Student refunds are made within 30 days of the date of determination of withdrawal if the student does not officially withdraw.
- The refund policy is not linked to compliance with the College's regulations or rules of conduct.
- Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

## Re-Enter Policy

Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return on a subsequent quarter is defined as a re-enter. Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of satisfactory academic progress, re-entering students are treated as continuing students and must meet progress requirements. Students are allowed to re-enter the institution only one time unless the Dean of Instruction, Campus Director or Associate Campus Director determine that extenuating circumstances exist.

## Re-enrollment Process for Graduates

Graduates who took courses no longer offered at Rasmussen College can designate these credits as "emphasis/elective" credits for the Business Management AAS Degree. The only exception would be in the technology area. Courses that have been upgraded (like Lotus) due to industry demands would have to be taken. This ensures that the students basic skills are in place for employment purposes.

## Return of Title IV Funds Policy

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

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

The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew on or before completing 60% of the quarter. The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of five or more consecutive days are excluded. If funds are released to a student because of a credit balance on the student's account, the student may be required to repay some of the federal grants if they withdraw.

A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations. A post-withdrawal disbursement occurs when a student who withdraws earned more aid than had been disbursed prior to the withdrawal. Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 90 days of the school's determination that the student withdrew. Rasmussen College credits the student's account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, an offer is made to the withdrawn student in writing (letter sent to student) within 30 days of the school's determination that the student withdrew. The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision. If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

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

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

## Federal Distribution of Funds Policy

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

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

## 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 during which the student withdrew).

These ratios are then multiplied against the remaining refund due to the State Aid Programs (\*) to determine the proportional minimum refund due to both the State 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 in the State Refund Calculation, the definition for Title IV programs is used.

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

## Veterans Refund

In the 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/Learning Resources 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 \$.50 a day for 10 days; the maximum fine is \$5.00; a bill will be sent after 25 days at the discretion of the librarian. For reference books and reserved materials there is a 10 hour grace period beyond the 24 hour check-out period; after the grace period the charge is \$1.00 per hour for 5 hours; the maximum fine is \$5.00; a bill will be sent after 5 days at the discretion of the librarian.

In the event of materials lost or damaged, the library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. In the event that nonreplaceable items are lost or damaged, the library will charge up to \$40.00.

Rasmussen College cannot override fines incurred at other libraries. For unpaid fines on materials checked out on Rasmussen ID cards the College receives bills. The patrons incurring these bills should be held accountable for their payment so that the College does not have to cover fees. The College may ensure that students pay their fines at other libraries by withholding the student's grade report, transcript, diploma, degree, or certificate.

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

## Housing

Though the College does not own, maintain, or approve housing facilities, every effort is made to help students locate suitable accommodations. Students needing housing assistance will be provided with a listing of possible locations to tour.

## Wisconsin Residents

- The total charges (fees plus tuition) to a Wisconsin student who withdraws during the first week of classes shall not be more than \$100.
- After the passage of the three business day cancellation period, any valid notice of cancellation will be honored by the College and any amount due the Wisconsin student will be refunded within ten business days after the College receives notice of the student's cancellation.
- A Wisconsin resident who has not attended classes for ten consecutive days without giving the College an explanation about the absences, before or during the period of absence, is regarded as having withdrawn from College.

The following programs are not available to Wisconsin residents at this time: Massage Therapy programs, Medical Assistant AAS program, Multimedia Technologies programs, Office Systems Specialist AAS programs, Practical Nursing programs, and Surgical Technologist AAS program.

## 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 College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, religion, creed, gender, marital status, pregnancy, sexual orientation, national origin, age, physical disability, or receipt of public assistance.

## Sexual Harassment/Sexual Violence Statement of Policy

It is the policy of Rasmussen College to prohibit harassment of employees or students on the basis of gender. This policy is related to and is in conformity with the Equal Opportunity Policy of the College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, gender, marital status, pregnancy, sexual orientation, national origin, age, physical disability, 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. The 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.

### Definitions

**Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitutes sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, 2) submission to or rejection of such conduct by an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment, 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under the third part of the definition often consists of callous insensitivity to the experience of others. For further information please refer to the EEOC's website at [www.eeoc.gov](http://www.eeoc.gov) or call the EEOC Publications Distribution Center at 800-669-3362 (voice), 800-800-3302 (TTY).

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

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

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

**Sexual assault:** Under Minnesota law, 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.

By Minnesota law, having a previous relationship of any nature, including prior sexual contact with the victim/survivor is not an accepted defense for sexual assault. The victim/survivor does not need to prove that she/he resisted and another witness is not needed to prosecute the case. The relative age of the persons involved, the victim/survivor's fear of bodily harm to self or 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 Minnesota State law on Criminal Sexual Conduct.

### Informal and Formal Complaints

Members of this College community who believe they have been sexually harassed or have been the victim of sexual assault may properly turn for assistance to the Campus Director, Associate Campus Director, 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.

### Informal Resolution

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

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.
2. Writing a letter to the person or talking to the person's supervisor can also be effective.
3. Go to a sexual harassment/violence information center or discuss the matter with a friend.
4. Talk to others who might also be victimized by the harasser, since harassment often involves more than one victim.
5. Any student, staff member, or faculty member is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Associate Campus Director, or President.

A Campus or System 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.

All information will be kept strictly confidential. No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, without the written permission of the person making the complaint. 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 or System Director.

## Resolutions and Informal Complaints

Any student may discuss an informal complaint with the Campus Director, Associate Campus Director, 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 confidential record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences.
2. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wishes to attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.
3. When a number of people report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a classroom lecture) or when the College receives repeated complaints from different people that an individual has engaged in other forms of sexual harassment, the College may inform the person complained against without revealing the identity of the complainants.

### Formal Complaints by Students and Employees

1. A formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the Campus Director or Associate Campus Director who will then formally investigate the complaint and present the findings and recommendations to the President. The Campus Director and/or Associate Campus Director should report any complaint immediately to the President.
2. The College will investigate formal complaints in the following manner:
  - a. The person who is first contacted, after initial discussions with the complainant and with that person's written consent will deliver the complaint to the College specifying the individuals involved. The College will decide whether the circumstances reported in the complaint warrant an investigation.
  - b. If the circumstances warrant an investigation, the College will inform the person complained against of the name of the person making the complaint as well as of the substance of the complaint. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. If it is necessary for the College to speak to any people other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.
  - c. 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.
  - d. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.
  - e. 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.
  - f. If a person making a formal complaint asks not to be identified until a later date (for example, until the end of the course), the College will decide whether or not to hold the complaint without further action until the date requested.
  - g. If a formal complaint has been preceded by an informal investigation, the College will decide whether there are sufficient grounds to warrant a formal investigation.

3. After an investigation of the complaint the College will:
  - a. Resolve the complaint to the satisfaction of the complainant and the person complained against and report its findings and the resolution to the President, or
  - b. Report its findings with appropriate recommendations for corrective action to the President, or
  - c. Report to the President its finding that there is insufficient evidence to support the complaint.

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

### **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 a written or verbal reprimand of the harasser; suspension, dismissal, or transfer of the harasser; a change of grade or other academic record for a student who has been the victim of harassment; or other appropriate action.

Any action to suspend or to dismiss a member of the staff or faculty is solely within the authority of the Campus Director and the President.

### **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 President will be notified. The President may recommend appropriate disciplinary action.

### **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 Minnesota statutes and local ordinances regarding criminal sexual conduct.

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

The administrative office at each Campus shall, at all times, 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 facility, the victim/survivor should immediately contact, or have a friend contact, the local law enforcement and sexual assault center. Following the incident the victim/survivor should notify the Campus Director or Associate Campus Director of the assault for support and assistance.

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

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

### **Victims' Rights Under Sexual Assault Policy**

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

1. The victim is aware that criminal charges can be made with local law enforcement officials;
2. The prompt assistance of campus administration, 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 disciplinary proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any campus disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;
5. The complete and prompt assistance of campus administration, 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 in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;
7. The assistance of campus personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim's request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes; and
8. Further information can be obtained from the Minnesota Department of Human Rights, 190 E 5th Street, Suite 700, St. Paul, MN 55101; 1-800-657-3704; (651)296-5663; TTY (651) 296-1283. Website questions: email [webmaster@therightsplace.net](mailto:webmaster@therightsplace.net).
9. The campus administration will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Reparations Board. For further information please refer to the Office of the Crime Victim Ombudsman website at [www.state.mn.us/ebranch/ocvo/homepage.htm](http://www.state.mn.us/ebranch/ocvo/homepage.htm) (651-642-0550) or the Crime Victims Reparations Board website at [www.dps.state.mn.us/mccvs/](http://www.dps.state.mn.us/mccvs/) (651-282-6256).

### **Drug Free Campus Policy**

In accordance with the Drug-Free Schools and Communities Act Public Law 101-226, Rasmussen College is declared a drug and alcohol-free college. Student use of alcohol or the unlawful manufacture, distribution, dispensing or use of a controlled substance or alcohol anywhere on Rasmussen College property or while in college-related activities is prohibited. Students who violate this policy will be subject to disciplinary action up to and including expulsion.

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

*Amended 10/01 to include the USA Patriot Act*

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the school Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student's education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student's file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.
5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student's education records in order to comply with a "lawfully issued subpoena or court order in three contexts.
  - a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution's response.
  - b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response. Notification requirements nor recordation requirements apply.
  - c. All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent of student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.
6. The right to disclose – without the written consent or knowledge of the student or parent – information in education records to "appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals." Imminent danger of student or others must be present.



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

## 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; dean's 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 the College's personnel. Students should notify the College in a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy the terms "timely fashion," "reasonable time," and "promptly" will mean ten days. Students are assured that no adverse action will be taken by the College or any of its representatives for registering a grievance.

## Grievance Procedure

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

1. The individual must first try to resolve the issue with the other member involved.
2. If the matter is not resolved to the person's satisfaction he/she has the option to follow the appropriate steps:
  - a. Requests for further action on educational issues should be made to the Dean of Instructional Programs. 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 nonacademic grievance should see the Campus Director. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.

Students or other interested parties may also contact:

- Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108-5227  
(651) 642-0567
- The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 North La Salle Street, Suite 2400, Chicago, IL 60602-2504  
(312) 263-0456.

## Appeal Procedure

Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. When an individual feels he/she has been unjustly treated, he/she can request the Chief Academic Officer and/or Vice President of Accreditation and Compliance of the College hear his/her grievance.

If an individual wishes to appeal a decision or requests a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Chief Academic Officer and/or Vice President of Accreditation and Compliance within 15 calendar days of the issue in question. Response will be given within 30 Days.

## Arbitration

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

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party's actual damages. The arbitrator also shall have no authority to award attorney's fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced

Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator's fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Rasmussen College share bear their own costs and expenses of the arbitration, including attorney's fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

## Disclosure Policy

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

## Accreditation, Licensing & Approvals

### Accredited By:

Rasmussen College is accredited by The Higher Learning Commission, and is a member of The North Central Association of Colleges and Schools (NCA)  
30 N. La Salle Street, Suite 2400,  
Chicago, IL 60602-2504,  
(800) 621-7440 or (312) 263-0456;  
www.ncahigherlearningcommission.org

The Rasmussen College Health Information Technician program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) of the American Health Information Management Association (AHIMA).

- American Health Information Management Association  
919 N. Michigan Ave., Suite 1400, Chicago, IL 60611  
(312) 787-2672

### Licensed By:

- Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108-5227  
(651) 642-0567
- State of Wisconsin Educational Approval Board  
310 Price Place, Madison, WI 53707-0567  
(608) 266-1996

### Approved For:

- Veterans' Benefits by the Minnesota State Approving Agency



## Standards of Satisfactory Progress For Institutional and Financial Aid Guidelines

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

### Credit Information

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

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

- 36 Quarter Credits
- 30 Weeks

### Standards of Academic Progress

Mid-quarter and final grade reports are distributed to all students. Cumulative grade point averages are monitored quarterly. All grades relate to credits successfully completed with the exception of the "W/WD" and "U/UN" which is counted as an attempted course for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress. Courses which have been transferred 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. These credits will not be counted as credits attempted or earned for the purpose of determining maximum time frame and percentage of course completion. All students must comply with the following elements of satisfactory progress:

A cumulative grade point average of 2.00 is required for graduation. Students must, at a minimum, achieve the following cumulative grade point averages at the listed evaluation points and complete the minimum successful course completion standards (based on the program's maximum time frame) in order to remain enrolled at Rasmussen College.

Should a student choose to double major, the College will consider each major as a separate program for purposes of the Standards of Academic Progress requirements.

A cumulative grade point average equal to or greater than 2.00 is required for graduation. If a student cumulative grade point average falls below a 2.00, but above the minimum required grade point average, the student will be placed on academic warning for the subsequent term. In the case of academic warning, the student, after counseling, signs an agreement to the conditions of the warning period. During this warning period, eligibility for financial aid continues. If the student raises their cumulative grade point average to a 2.00 or above at the end of the term of academic warning, they would then be considered to have re-established satisfactory academic progress.

If the student does not raise their cumulative grade point average to a 2.00 after the term of academic warning, the student is not considered to be making satisfactory academic progress and would then be placed on academic probation for the following term. All financial aid is forfeited for the probationary term. Each student on probation, after counseling, signs an agreement to the conditions of academic probation and is expected to make improvements in the areas agreed upon. Students are not eligible to receive any federal, state and/or work study funds while on probation. Students who fail to meet the terms of probation are terminated from Rasmussen College. In rare circumstances, a current or former student may choose to transfer to a new program. Upon program transfer, only the credits that exist in the new program will be counted toward the student's cumulative GPA. In addition, the percentage of earned credits to attempted credits will be calculated using the student's new program of study.

Mitigating Circumstances: Loss of financial aid due to a probationary status may be appealed to the Academic Review Committee. This committee is composed of the Dean of Instructional Programs and 2 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 will be reviewed and ruled upon within 5 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. Students who reapply for admission to the College can return at the same academic status as when they last attended, (e.g., a student who leaves on academic probation, returns on academic probation). Acceptance includes an academic evaluation and approval from the Dean of Instructional Programs. Student's progress will be reevaluated each term. Satisfactory progress reestablished under such conditions will not carry a retroactive disbursement for forfeited payments.

The 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.

A student cannot exceed one and one-half times the standard time frame. Students who fail a class are allowed to repeat the class. The credits are counted in the financial aid award. Students who wish to repeat a course and 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 students' financial aid award.

THE STANDARDS OF SATISFACTORY PROGRESS APPLY TO ALL STUDENTS,  
NOT JUST THOSE RECEIVING FINANCIAL AID.

Required Evaluation Points	Minimum Cumulative Required Grade Point Average	Minimum Successful Course Completion of Credit Hours Attempted
Upon completion of the first term	1.50	25%
At 25% of maximum time frame	1.50	55%
At 50% of maximum time frame	1.70	67%
Upon completion of 100% maximum program length	2.00	100%

## Internship/Externship Sites

### Allied Health

**Mankato Clinic LTD**  
PO Box 8674  
Mankato, MN 56002-8674

**North Ridge Family Medicine Group**  
**Allina Medical Group**  
1695 LorRay Drive  
North Mankato, MN 56003

**VA Medical Center**  
4801 8th St. N.  
St. Cloud, MN 56303

### Practicum Sites – Twin Cities

**Children's Health Care**  
D/b/a/ Children's Hospital and Clinics  
2525 Chicago Avenue South  
Minneapolis, MN 55404

**Fairview Southdale Hospital**  
6401 France Avenue  
Edina, MN 55435

**CentraCare Clinic**  
1200 6th Ave. N.  
St. Cloud, MN 56303

**Veterans Affairs Medical Center**  
One Veterans Drive  
Minneapolis, MN 55417

**Minnesota Lung Center**  
920 E 28th Street  
Suite 700  
Minneapolis, MN 55407

**Fairview Ridges Hospital**  
201 Nicollet Boulevard  
Burnsville, MN 55337

**Fairview Health Services**  
Multiple Clinic Locations

**Hennepin County Medical Center**  
701 Park Avenue  
Minneapolis, MN 55415

**Children's Health Care**  
2525 Chicago Avenue South  
Minneapolis, MN 55404

**Family Medical Center, P.A.**  
811 SE 2nd Street  
Little Falls, MN 56345

**Wildier Health Care Center**  
512 Humbolt Avenue  
St. Paul, MN 55107

**Regions Hospital**  
640 North Smith Avenue  
St. Paul, MN 55102

**VA Medical Center**  
One Veterans Drive  
Minneapolis, MN 55125

### Child Care

**Care Corner**  
501 Holly Lane  
Mankato, MN 56001

**Playhouse**  
205 N. Benton Dr.  
Sauk Rapids, MN 56379

**M.A.C.S. Child Care**  
546 Grant Ave.  
North Mankato, MN 56003

**New Horizon Child Care Center**  
10305 6th Ave. N.  
Plymouth, MN 55441

**Kid's Haven**  
302 12th Avenue South  
Buffalo, MN 55313

**Bear Necessities**  
5280 Main Street East  
Maple Plain, MN 55345

**Tender Time**  
11221 96th Avenue North  
Maple Grove, MN 55369

**Tutor Time**  
4673 White Bear Parkway  
White Bear Lake, MN 55125

**Intergenerational Child Care Center**  
3386 Pilot Knob Road  
Eagan, MN 55124

**Albert Lea Community Child Care Center**  
2200 Riverland Drive  
Albert Lea, MN 56007

**Kids Corner**  
100 Freeman Drive  
St. Peter, MN 56082

**Wee Pals Child Care Center**  
560 Dunnell Drive  
Owatonna, MN 55060

**Elm Care Daycare**  
900 4th Street SW  
Waseca, MN 56093

**Three Rivers Community Action (Head Start)**  
201 South Lyndale Avenue  
Faribault, MN 55021

**Bright Beginnings**  
181 West Minnesota Street  
LeCenter, MN 56057



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B.S., Tulane University

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B.M.E., Central Missouri State University

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M.A., University of St. Thomas

### Cathy Wogen, Director of Campus Operations

B.S., St. Cloud State University

### Wendy M. Knafila, Marketing Manager

B.A., St. Cloud State University

### Joanne M. Larson, Human Resource Generalist

Rasmussen College

**Campus Administration**

<b>Paul Kepic</b> , Campus Director <i>B.S., University of Scranton</i>	Brooklyn Park
<b>Douglas Gardner</b> , Campus Director <i>B.A., Buena Vista College</i>	Mankato
<b>Kathy Howe</b> , Campus Director <i>M.A., College of St. Scholastica B.A., Augsburg College</i>	Minnetonka
<b>Christopher Zack</b> , Campus Director <i>B.S., North Dakota State University</i>	St. Cloud
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<b>Dean Fredericks</b> , Associate Campus Director <i>A.A.S., Rasmussen College</i>	Mankato
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<b>Robin Robotcek</b> , Associate Campus Director <i>B.A., Concordia University</i>	St. Cloud

**Academic Administration**

<b>Matthew Seggaard</b> , Chief Academic Officer <i>Ph.D., University of Minnesota M.A., Ohio University M.A., B.A., Bowling Green State University</i>	System
<b>Michelle Maack Friederichs</b> , Director of Academic Programs <i>Ed.D., St. Mary's University M.A., Minnesota State University - Mankato B.A., College of St. Benedict</i>	System
<b>Ken Fruitrail</b> , Associate Coordinator of Programs <i>M.A., Northern Illinois University B.A., Rowan College</i>	System
<b>Karen Cathcart Bronshteyn</b> Director of Library/Learning Resources <i>M.L.S., University of Illinois B.A., University of Kansas</i>	Brooklyn Park
<b>Cathy Plunkett</b> , Dean of Instructional Programs <i>Ed.D., Edgewood College M.Ed., National-Louis University B.S., Indiana University</i>	Brooklyn Park Minnetonka
<b>Diane Nemitz</b> , Dean of Instructional Programs <i>M.A., Concordia University B.A., University of St. Thomas</i>	Eagan
<b>Michael Werner</b> , Assistant Dean <i>M.Ed., University of Notre Dame B.A., University of Notre Dame</i>	Eagan
<b>Donna Wenkel</b> , Dean of Instructional Programs <i>M.S., Minnesota State University - Mankato B.S., Mankato State University</i>	Mankato
<b>Tamara Arnott</b> , Dean of Instructional Programs <i>Ph.D., University of Southern Mississippi Ed.S., University of Southern Mississippi M.A., B.A., University of New York</i>	St. Cloud
<b>Norman Esterberg</b> , Assistant Dean <i>M.A., St. Cloud State University B.S., A.A., Vermillion Community College</i>	St. Cloud
<b>Kerry Huberty</b> , Assistant Dean <i>M.A., Concordia University B.A., Concordia University</i>	Online
<b>Robin Schwartz</b> , Assistant Dean <i>M.S., Capella University B.A., Columbia University</i>	Online

**Accounting & Business Administration Department**

<b>Thomas Zachary</b> , Accounting Program Coordinator <i>B.A., Augsburg College</i>	Minnetonka
<b>Jana Schrenkler</b> , Business Program Coordinator <i>M.A., College of St. Scholastica B.S., California State University - Bakersfield</i>	Eagan
<b>Linda Beuning</b> <i>B.S., St. Cloud State University</i>	St. Cloud
<b>Daniel Deschaine</b> <i>M.B.A., Minnesota State University - Mankato B.S., Michigan Technological University</i>	Mankato
<b>Mark T. Egge</b> <i>M.A., Concordia University B.A., Concordia University A.A.S., Rasmussen College</i>	Minnetonka
<b>Jenny Ekern</b> <i>M.A., University of Wollongong, NSW Australia</i>	Eagan
<b>Kari Grittner, CPA</b> <i>B.S., University of Wisconsin - Stout Carlson School of Management</i>	Eagan
<b>Jamal Haider</b> <i>M.B.C., University of St. Thomas M.Ed., University of St. Thomas B.S., Minnesota State University - Moorhead</i>	Minnetonka
<b>Barbara Hentges</b> <i>B.S., University of Minnesota</i>	Eagan
<b>Maria Murad</b> <i>M.A., University of Minnesota B.A., University of Minnesota</i>	Eagan
<b>John Pederson</b> <i>M.B.A., Cardinal Stritch University B.S., Northwestern College</i>	St. Cloud
<b>Gregor Rolek</b> <i>B.A., Loras College</i>	St. Cloud
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<b>Margaret Stenzel</b> <i>M.B.A., Minnesota State University - Mankato B.A., College of St. Benedict</i>	Mankato
<b>Kermit Swanson</b> <i>B.S., University of Wisconsin - River Falls</i>	Minnetonka
<b>Gerald Swarsensky</b> <i>J.D., University of Wisconsin L.L.M., New York University Law School B.S., University of Wisconsin B.B.A., University of Wisconsin</i>	Eagan
<b>Andy Thraen</b> <i>M.B.A., Metropolitan State University B.A.B., University of Minnesota</i>	Eagan
<b>Marty Toole</b> <i>M.S., Chapman University B.S., Wayland Baptist University</i>	St. Cloud

**Administrative Professions Department**

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<b>William Hire, MCP</b> <i>M.A., University of Akron</i> <i>B.A., University of Findlay</i>	Online
<b>Sherry Kamrowski</b> <i>B.S., Winona State University</i>	Eagan
<b>Karen Krych</b> <i>B.S., St. Cloud State University</i>	St. Cloud
<b>Gina Larson</b> <i>M.Ed., University of Minnesota</i> <i>B.S., University of South Dakota</i>	Online
<b>Dawn Marie Oistad</b> <i>M.S., University of Wyoming</i> <i>B.A., University of North Florida</i>	St. Cloud
<b>Peggy Peterson</b> <i>M.S., Arkansas State University</i> <i>B.S., Culver-Stockton College</i> <i>A.A.S., Three Rivers Community College</i>	Mankato
<b>Melonie Sebring</b> <i>M.A., St. Mary's University</i> <i>B.S., Kansas State University</i>	Eagan
<b>Peggy Sullivan</b> <i>B.S., University of Wisconsin - Superior</i>	St. Cloud
<b>Mary Thomson</b> <i>M.B.E., University of Minnesota</i> <i>B.S., St. Cloud State University</i>	Minnetonka
<b>Marilyn Tramontin</b> <i>B.S., University of Minnesota</i>	Minnetonka
<b>Allied Health Department</b>	
<b>Cynthia Glewwe, R.H.I.A.</b> , Allied Health Program Coordinator <i>B.A., College of St. Scholastica</i>	Eagan
<b>Chantel Anstine, CMT</b> Massage Therapy Program Coordinator <i>B.S., North Dakota State University</i>	Brooklyn Park
<b>Michael Broker</b> , Pharmacy Technician Program Coordinator <i>B.S., University of Minnesota</i> <i>B.S., St. Cloud State University</i>	St. Cloud
<b>William Larsen, CMA</b> , Medical Assistant Program Coordinator <i>M.B.A., Cardinal Stritch University</i> <i>B.A., University of Iowa</i> <i>A.A.S., Minnesota School of Business</i>	Eagan
<b>Heidi Riehl, RN</b> , Practical Nursing Program Coordinator <i>M.S., Minnesota State University - Mankato</i> <i>B.S., Ball State University</i>	Mankato
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<b>Ruth Furan, RN</b> <i>B.S.N., Minnesota State University - Mankato</i> <i>B.S., Minnesota State University - Mankato</i>	Mankato
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<b>Katy Hunt, CMT</b> <i>B.A., Bastyr University</i>	Mankato
<b>Elizabeth Krauss, RN</b> <i>M.S., Clarkson College</i> <i>B.A., College of St. Catherine</i>	St. Cloud
<b>Mark Nowicki, RN</b> <i>B.S.N., Minnesota State University - Mankato</i>	Mankato
<b>Carmen Price</b> <i>M.B.C., University of St. Thomas</i> <i>B.A., University of Minnesota</i>	Eagan
<b>Beth Salo</b> <i>M.S., Capella University</i> <i>B.A., College of St. Scholastica</i>	Eagan
<b>Georgina Sampson, RHIA</b> <i>B.S., Viterbo University</i>	Minnetonka

**Child Care Department**

<b>Beverly Bauman</b> , Child Care Program Coordinator <i>B.S., Moorhead State University</i>	System
<b>Tammy Hopps</b> <i>B.A., University of Minnesota</i>	Minnetonka
<b>Regina Jackson</b> <i>B.A., Concordia University</i>	Minnetonka
<b>Kathleen Messerli</b> <i>M.A., University of Iowa</i> <i>B.A., Iowa State University</i>	Eagan
<b>Karen Sturdevant</b> <i>B.S., University of Minnesota</i>	Eagan
<b>Becky Thelen</b> <i>B.A., St. Cloud State University</i> <i>B.S., St. Cloud State University</i>	St. Cloud

**Criminal Justice Department**

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<b>Elizabeth Hurley-Felling</b> <i>M.A., St. Mary's University</i> <i>B.A., University of St. Thomas</i> <i>A.A.S., El Central College</i>	Eagan
<b>Rose Pogatschnik</b> <i>M.S., St. Cloud State University</i> <i>B.S., St. Cloud State University</i>	St. Cloud
<b>Stephen Sarazin</b> <i>B.A., St. Cloud State University</i>	Minnetonka
<b>Robert Sutter</b> <i>M.S., Minnesota State University - Mankato</i> <i>B.S., Minnesota State University - Mankato</i>	Mankato

**Developmental Education Department**

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<b>Debra Bohlman</b> <i>M.A., St. Cloud State University</i> <i>B.A., University of Minnesota</i>	St. Cloud
<b>Colleen Burke</b> <i>M.A., St. Cloud State University</i> <i>B.A., St. Cloud State University</i>	St. Cloud
<b>Larry Doty</b> <i>B.S., Northwestern College</i>	Minnetonka
<b>Arlene Eliason</b> <i>M.A.T., Minot State University</i> <i>B.A., Concordia College</i>	Eagan
<b>Jeanne Gaffney</b> <i>B.S., Minnesota State University - Mankato</i> <i>A.A.S., Austin Community College</i>	Mankato
<b>Carla Lemm</b> <i>B.A., University of St. Thomas</i>	Minnetonka
<b>Angela Moran</b> <i>M.Ed., University of Minnesota</i> <i>B.S., University of Minnesota</i>	Mankato

## General Education Department

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<b>Simone Finneman</b> Campus General Education Coordinator <i>M.A., St. Cloud State University</i> <i>B.A., St. Cloud State University</i>	St. Cloud
<b>Kevin Langton</b> Campus General Education Coordinator <i>M.F.A., Minnesota State University - Mankato</i> <i>B.A., Minnesota State University - Mankato</i>	Mankato
<b>Sabine Meyer</b> Campus General Education Coordinator <i>Ph.D., University of Minnesota</i> <i>M.A., University of Kassel - Germany</i>	Eagan
<b>Becky Davis</b> <i>M.F.A., Minnesota State University - Mankato</i> <i>B.A., St. Cloud State University</i> <i>A.A., Waldorf College</i>	Mankato
<b>Elizabeth Otto</b> <i>M.A., Northern Illinois University</i> <i>B.A., Bradley University</i>	Eagan
<b>Valerie Shultzabarger</b> <i>M.A., Kent State University</i> <i>B.A., Kent State University</i>	Eagan
<b>Victoria Webb</b> <i>M.A., University of Reading - England</i> <i>M.A., University of Utah</i> <i>B.A., Brigham Young University</i>	Brooklyn Park
<b>R.D. Zehnder</b> <i>Ph.D., Kansas State University</i>	Mankato

## Information Systems Department

<b>Stephen Cody</b> <i>M.B.A., Minnesota State University - Mankato</i> <i>B.A., Gustavus Adolphus College</i> <i>A.A.S., University of South Dakota</i>	Mankato
<b>Mark Kroska, MCP</b>	St. Cloud

## Library/Learning Resources Department

<b>Karen Cathcart Bronshteyn</b> Director of Library/Learning Resources <i>M.L.S., University of Illinois</i> <i>B.A., University of Kansas</i>	Brooklyn Park
<b>Rita Baladad, Reference Librarian</b> <i>M.L.S., University of Illinois</i> <i>B.A., University of Texas - Austin</i>	Minnetonka
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<b>Julie Gilbert, Library Assistant</b> <i>M.L.S., College of St. Catherine</i> <i>M.A., St. John's University</i> <i>B.A., Gustavus Adolphus College</i>	Mankato
<b>Pat Grelson, Reference Librarian</b> <i>B.A., St. Cloud State University</i>	St. Cloud
<b>Sara Stueve, Reference Librarian</b> <i>M.L.S., University of North Texas</i> <i>B.A., St. Cloud State University</i>	St. Cloud



## Academic Staff

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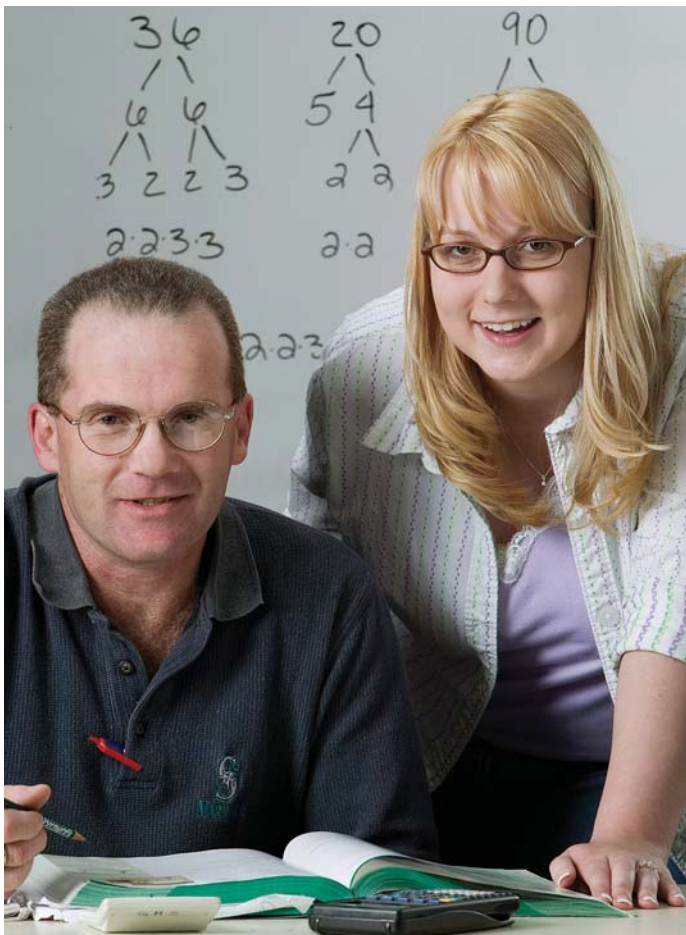
## Administrative Support Department

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<b>Sherry Dart, Administrative Assistant</b> <i>Diploma, Dakota County Technical College</i>	Brooklyn Park
<b>Deborah Glaser, Administrative Assistant</b>	Eagan
<b>Melissa Hahn, Administrative Assistant</b> <i>B.A., St. Olaf College</i>	Eagan
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<b>Lisa Taylor, Administrative Assistant</b> <i>A.A.S., Rasmussen College</i>	Mankato
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<b>Jennifer Borley, Administrative Assistant</b> <i>B.A., St. Norbert College</i>	St. Cloud
<b>Sunny Ithivongkham, Administrative Assistant</b>	St. Cloud
<b>Cindy Ramler, Administrative Assistant</b> <i>St. Cloud Technical College</i>	St. Cloud
<b>Jacqueline A. Barrett, Executive Administrative Assistant</b> <i>Rasmussen College</i>	System
<b>Abbi Weber, Administrative Assistant</b>	System
<b>Tammie Wise, Administrative Assistant</b> <i>Minneapolis Community &amp; Technical College</i>	System

## Admissions Department

<b>Jeff Hagy</b> , Director of Student Recruitment <i>B.A., St. Cloud State University</i>	System
<b>Paul Kramer</b> , Director of Training and Development <i>M.A., University of St. Thomas</i> <i>B.A., University of Wisconsin</i>	System
<b>Lori Kaiser</b> , Director of Admissions <i>B.A., Northern State University</i>	Brooklyn Park
<b>Christina Green</b> , Admissions Representative <i>B.S., Minnesota State University - Mankato</i>	Brooklyn Park
<b>Jessica McDonald</b> , Admissions Representative <i>B.A., Simpson College</i>	Brooklyn Park
<b>David Merritt</b> , Admissions Representative <i>Rasmussen College</i>	Brooklyn Park
<b>Ashley Schwieger</b> , Admissions Representative	Brooklyn Park

<b>Jeannie Lindgren</b> , Director of Admissions <i>B.A., Minnesota State University - Mankato</i>	Eagan
<b>Julie Buesgens</b> , Admissions Representative <i>B.A., University of Wisconsin - LaCrosse</i>	Eagan
<b>John Engquist</b> , Admissions Representative <i>B.A., Northwestern College</i>	Eagan
<b>John Madura</b> , Admissions Representative <i>B.S., Murray State University</i>	Eagan
<b>Jennifer McKinstry</b> , Admissions Representative <i>B.S., Winona State University</i>	Eagan
<b>Jeff Posch</b> , Admissions Representative <i>B.S., Mankato State University</i>	Eagan
<b>Kathy Clifford</b> , Director of Admissions <i>B.A., Minnesota State University - Mankato</i>	Mankato
<b>Lisa Campbell</b> , Admissions Representative <i>A.S., Ridgewater College</i>	Mankato
<b>Anne Johnson</b> , Admissions Representative <i>B.A., College of St. Benedict</i>	Mankato
<b>Jonathan Rubischko</b> , Admissions Representative <i>A.A.S., Rasmussen College</i>	Mankato
<b>Gwenn Wolters</b> , Admissions Representative <i>Rasmussen College</i>	Mankato
<b>Tim Elliott</b> , Director of Admissions <i>M.B.A., Capella University</i> <i>B.A., Augsburg College</i>	Minnetonka
<b>Beverly Erbert</b> , Admissions Representative <i>B.S., Minnesota State University - Mankato</i>	Minnetonka
<b>Laura Marquette</b> , Admissions Representative <i>B.S., St. Cloud State University</i>	Minnetonka
<b>Mary McCabe</b> , Admissions Representative <i>B.A., Augsburg College</i>	Minnetonka
<b>Patricia Mileski</b> , Admissions Representative <i>B.A., Mankato State University</i>	Minnetonka
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<b>Josh Christman</b> , Admissions Representative <i>A.A.S., Rasmussen College</i>	St. Cloud
<b>Jill Dahler</b> , Admissions Representative <i>Diploma, Rasmussen College</i>	St. Cloud
<b>Ralph Keen</b> , Admissions Representative <i>B.A., St. Cloud State University</i>	St. Cloud
<b>Alissa Perry</b> , Admissions Representative <i>B.A., Jamestown College</i>	St. Cloud
<b>Mindy Reese</b> , Admissions Representative <i>B.S., University of South Dakota</i>	St. Cloud
<b>Shane Rubel</b> , High School Admissions Manager <i>B.S., St. Cloud State University</i>	System
<b>Heath Baumgard</b> , High School Admissions Coordinator <i>A.A.S., Rasmussen College</i>	System
<b>Renee Halley</b> , Child Care Admissions Representative <i>Diploma, Rasmussen College</i>	System
<b>Dawn Wilking</b> , Admissions Representative <i>B.S., Minnesota State University - Mankato</i>	System



# Student Services Staff.

## Career Services Department

<b>Lamont Allen</b> , Director of Career Services <i>B.A., University of Wisconsin - Madison</i>	System
<b>Lamont Allen</b> , Career Services Advisor	Brooklyn Park
<b>Allison Seiler</b> , Career Services Advisor <i>B.A., Drake University</i>	Eagan
<b>Laura Bartolo</b> , Career Services Advisor <i>M.S., Minnesota State University - Mankato</i> <i>B.S., South Dakota State University</i>	Mankato
<b>Meghana Shroff</b> , Career Services Advisor <i>B.A., Argosy University - Chicago</i>	Minnetonka
<b>Sarah Jensen</b> , Career Services Advisor <i>B.S., St. Cloud State University</i>	St. Cloud
<b>Pam Macintosh</b> , Job Developer <i>B.F.A., Mankato State University</i> <i>A.A., Rainy River Community College</i>	St. Cloud

## Financial Aid Department

<b>Toni Hobbs</b> , Senior Financial Aid Manager <i>M.A.M., Bellevue University</i> <i>B.A., College of St. Mary</i>	System
<b>Justin Drees</b> , Financial Aid Officer <i>B.A., University of Wisconsin - Madison</i>	Brooklyn Park
<b>Elizabeth Goldsmith</b> , Financial Aid Assistant	Eagan
<b>Sherry Kollmann</b> , Financial Aid Officer	Eagan
<b>Mikel "Lu" Lamor</b> , Financial Aid Assistant <i>B.A., St. Cloud State University</i>	Mankato
<b>Carrie Thell</b> , Financial Aid Officer <i>B.A., University of Minnesota - Twin Cities</i>	Mankato
<b>Daniel Vega</b> , Financial Aid Director <i>Rasmussen College</i>	Minnetonka
<b>Stacey Aulwes</b> , Financial Planning Coordinator <i>A.A.S., Rasmussen College</i>	Minnetonka
<b>Jarod Paulson</b> , Financial Aid Assistant <i>B.A., University of St. Thomas</i>	Minnetonka
<b>Angie Horan</b> , Financial Aid Officer <i>A.A.S., Rasmussen College</i>	Online
<b>Carol Dockendorf</b> , Financial Aid Director <i>Rasmussen College</i>	St. Cloud
<b>Carole Inderrieden</b> , Financial Aid Assistant <i>St. Cloud Technical College</i>	St. Cloud
<b>Kate Ruis</b> , Financial Planning Coordinator <i>A.A.S., Rasmussen College</i>	St. Cloud

## Helpdesk Department

<b>Marc Williams</b> , Information Technology Manager	System
<b>James M. Michael</b> , Information Systems Administrator	System
<b>Michael Dennie</b> , IT Support Specialist <i>A.A.S., Rasmussen College</i>	Eagan
<b>Aaron Hartwell</b> , IT Support Specialist <i>Rasmussen College</i>	Mankato
<b>Lucas Fortin</b> , IT Support Specialist <i>A.A.S., Rasmussen College</i>	Minnetonka
<b>Brian Lutgen</b> , IT Support Specialist <i>A.A.S., Rasmussen College</i>	St. Cloud
<b>Eric Christensen</b> , Helpdesk Assistant	St. Cloud



## Student Accounts Department

<b>Laura Johnson</b> , Student Accounts Manager <i>A.A.S., Dakota County Technical College</i>	Eagan
<b>Steve Mitchell</b> , Student Accounts Assistant <i>A.A.S., Rasmussen College</i>	Eagan
<b>Kim Bruender</b> , Student Accounts Manager <i>A.A.S., Rasmussen College</i>	Mankato
<b>Stella Coker</b> , Student Accounts Manager <i>A.A.S., Rasmussen College</i>	Minnetonka
<b>Sarah Hogy</b> , Student Accounts Manager <i>A.A.S., Rasmussen College</i>	Minnetonka
<b>Kathy Krebs</b> , Student Accounts Manager <i>Rasmussen College</i>	St. Cloud
<b>Amy Kuechle</b> , Student Accounts Manager	St. Cloud

## Student Services Coordinator Department

<b>Jacinda Miller</b> , Director of Student Services <i>M.S., Capella University</i> <i>B.S., University of Arizona - Tucson</i>	System
<b>Jamie Nelson</b> , Student Services Coordinator <i>B.A., University of Minnesota - Duluth</i>	Eagan
<b>Bridget Spencer</b> , Student Services Coordinator <i>B.S., Northern State University</i>	Mankato
<b>Larry Doty</b> , Student Services Coordinator <i>B.S., Northwestern College</i>	Minnetonka
<b>Brea Cunico</b> , Student Services Coordinator <i>B.A., University of Wisconsin - Stout</i>	St. Cloud