



2009-2010

# NORTH DAKOTA

## CATALOG & STUDENT HANDBOOK

### North Dakota Campus Locations

- Bismarck
- Fargo
- Moorhead, MN

#### Additional Campus Locations:

- Fort Myers, FL
- Ocala, FL
- Pasco County, FL
- Aurora, IL
- Rockford, IL
- Romeoville/Joliet, IL
- Brooklyn Park, MN
- Eagan, MN
- Eden Prairie, MN
- Lake Elmo / Woodbury, MN
- Mankato, MN
- St. Cloud, MN
- Green Bay, WI
- Wausau, WI

## Inside This Catalog

- ▶ Programs of Study
- ▶ Course Descriptions
- ▶ College Policies
- ▶ Administration
- ▶ Faculty & Staff

*Effective August 11, 2009.  
This edition replaces previous editions.*

## MISSION

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

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

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

## PURPOSE

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

- 1 Educational Excellence:** Rasmussen College creates a teaching/learning community that is challenging, stimulating, and student-focused. This is accomplished through an integrated system of accessible resources, interactive classes, and a rigorous curriculum.
- 2 Learning Environment:** Rasmussen College provides learning opportunities in an environment of mutual respect in an unbiased atmosphere that prepares students for challenging careers and lifelong learning.
- 3 Professional Development:** The institutional culture of Rasmussen College provides and supports ongoing opportunities for professional growth for students and employees, preparing well-rounded individuals who contribute to our global community.
- 4 Modern Technology:** Rasmussen College supports the use of modern technology as a tool to enhance student learning and enrich the classroom environment, as well as empower students to adapt in an ever-changing workforce. The College is committed to student development through the implementation of virtual classrooms utilizing the online learning modality.
- 5 Service to Communities:** Rasmussen College creates and maintains a collaborative community where students, employees, business, industry, professional associations/communities, and other institutions of higher learning benefit from shared knowledge and experience.
- 6 Assessment and Planning:** Rasmussen College students, both residential and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists the College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the institution.

## Board of Directors

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## Enrollment Procedures

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

Our admissions professionals can now help you explore the various options that best meet your goals, interests, educational needs, and work or activities schedule.

Your team will help you find the learning program, location, and coursework that are right for you.

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

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

- Individuals applying to the Medical Laboratory Technician, Surgical Technologist, and School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information.
- In addition, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.

*Rasmussen College will notify you in writing of your acceptance or rejection. All money paid to the College will be refunded if you are not accepted except any non-refundable test fees required for the Medical Laboratory Technician, Surgical Technologist, or School of Nursing programs. All new students will attend an orientation session a week or two before classes start. This required session is an opportunity to learn College policies and course scheduling, and to meet other students.*

## Picking a Start Date

### 2009-2010 Academic Calendar

- **2009 Summer Quarter**  
July 6 – September 20
- **2009 Early Fall Quarter**  
August 10 – September 20
- **2009 Fall Quarter**  
October 5 – December 20
- **2009 Early Winter Quarter**  
November 9 – December 20
- **2010 Winter Quarter**  
January 4 – March 21
- **2010 Early Spring Quarter**  
February 8 – March 21
- **2010 Spring Quarter**  
April 5 – June 20
- **2010 Early Summer Quarter**  
May 10 – June 20
- **2010 Summer Quarter**  
July 6 – September 19

### College Holidays

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

## Primary Sources of Financial Aid and How to Apply.

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

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

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

### Tuition Rates

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

	<i>Program</i>	<i>Type of Award</i>	<i>Amount Per Year</i>	<i>Application</i>
<b>Gift Aid</b>	<i>Federal Pell Grant Program</i>	Grant based on financial need.	\$609 - \$5,350	Free Application for Federal Student Aid (FAFSA)
	<i>Federal Supplemental Educational Opportunity Grant (FSEOG)</i>	Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.	\$100 - \$4,000, based on availability	Free Application for Federal Student Aid – Awarded by the College
	<i>Academic Competitiveness Grant (ACG)</i>	Award based on Pell Grant eligibility and academic rigor requirements of state high school coursework eligibility.	\$750 for first year; \$1300 for second year	Free Application for Federal Student Aid –
	<i>MN State Grant*</i>	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.	Amounts calculated based on length of degree and current state legislative provisions.	Free Application for Federal Student Aid
<b>Employment</b>	<i>Federal Work Study</i>	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
	<i>MN State Work Study*</i>	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 Loan Programs</b>	<i>Federal Subsidized Stafford Loan Program</i>	Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.	1st year – \$3,500 2nd year – \$4,500 3rd year + – \$5,500	Free Application for Federal Student Aid and Promissory Note processed through College and Lender
	<i>Federal Unsubsidized Stafford Loan Program</i>	Principal and interest may be deferred until after student leaves college or attends less than half-time.	Same as subsidized limits with additional \$2,000 for Dependent. Independent: 1st and 2nd year – \$6000; 3rd year and above – \$7000.	Free Application for Federal Student Aid and Promissory Note processed through College and Lender
	<i>Federal Parent Loan for Undergraduate Students (PLUS)</i>	For credit-worthy parents of dependent undergraduates.	Up to college cost of attendance.	PLUS application and Promissory Note processed through College and Lender
<b>Minnesota State Loan Programs*</b>	<i>Student Educational Loan Fund (SELF)</i>	Supplemental, variable interest rate loan, allows deferment of principal while in college, requires credit-worthy co-signer.	\$7,500 per grade level	SELF application processed through College and the Higher Education Services Office
<b>Veterans' Benefits</b>	<i>Veterans' Benefits</i>	Veterans and dependents of veterans, including Guard and Reserve Component.	Monthly benefit based on service contributions	Veterans Administration or Veterans Service Officer

\*These programs are available only for Moorhead site students.

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

## Scholarship and Grant Programs

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

### Grade Point Achievement Scholarships

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

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

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

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

- Student must carry a minimum of 9 credits per full quarter or 7 for a mid-start term, maintain satisfactory academic progress, and not be on Academic Warning/ Probation, or the award is forfeited from that point forward.

- Awards are forfeited if attendance is discontinued or interrupted for Associate Degree seeking students. Bachelor's Degree seeking students may interrupt attendance a maximum of 2 instances, with each instance no more than one quarter and not more than once in any one calendar year.

### 10% Military Discount

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

### Early Start Program

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

If your cumulative Grade Point Average upon graduation is between:	You will receive the following Scholarship:	If you apply for admission prior to January 30, your award is:	If you apply for admission between January 30, and April 30, your award is:
2.00 – 2.74	Success Award	Associates \$1,000 Bachelors \$2,000	\$600 \$1,200
2.75 – 2.99	Achievement Award	Associates \$1,500 Bachelors \$3,000	\$1,000 \$2,000
3.00 – 3.24	Silver Circle Award	Associates \$2,000 Bachelors \$4,000	\$1,500 \$3,000
3.25 – 3.49	Gold Circle Award	Associates \$2,500 Bachelors \$5,000	\$2,000 \$4,000
3.50 – 3.74	Platinum Circle Award	Associates \$3,000 Bachelors \$6,000	\$2,500 \$5,000
3.75 – 3.99	Director's Award	Associates \$4,000 Bachelors \$8,000	\$3,000 \$6,000
4.00	President's Award	Associates \$5,000 Bachelors \$10,000	\$4,000 \$8,000

### On-Time Graduation Scholarship and Accelerated Graduation Scholarship

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

### Corporate Discount

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

### Restrictions

Students are eligible for only one of the following scholarship and grant programs at a time:

- Grade Point Achievement Scholarship
- Early Start Program
- 10% Military Discount
- Corporate Discount

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

## SCHOOL OF ALLIED HEALTH

**OBJECTIVE**

Graduates of this degree program know the concepts and skills necessary to find entry-level employment in the fitness industry. They have a basic understanding of anatomy, physiology, and kinesiology, and their relationship to exercise. They also know the relationship of nutrition to health and fitness. Graduates can perform health and fitness assessments and develop training regimens for people with a variety of health and fitness needs. They value critical thinking, communication, diverse perspectives, technology and information literacy, and the well-being of their clients.

**EXERCISE SCIENCE AAS DEGREE**

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

**Career Opportunities** • Personal Trainer  
• Fitness Instructor

**Foundation Courses**

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

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

**General Education Courses**

Number	Course	Credits
<b>English Composition</b> (Required course)		
G124	English Composition	4
<b>Communication</b> (Select 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
<b>Math</b> (Select 1 course)		
G221	Introduction to Statistics	4
G233	College Algebra	4
<b>Natural Sciences</b> (required course)		
G215	Introduction to Human Biology	4
<b>Social Sciences</b> (Select 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

**Major and Core Courses**

Number	Course	Credits
B136	Introduction to Business	4
D111	Computer Information Systems	3
E242	Career Development	2
ES100	Introduction to Exercise Science	3
ES110	Fitness Theory and Assessment	3
ES200	Exercise Physiology	4
ES220	Resistance Training Techniques	3
ES230	Event Training Techniques	3
ES240	Exercise for Special Populations	3
ES280	Exercise Science Capstone	2
M120	Medical Terminology	4
MA135	Pharmacology for the Allied Health Professional	4
MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5
MT245	Kinesiology	4
MT246	Kinesiology II	4
PN105	Nutrition and Diet Therapy	4

**Electives** (Choose Two, for a minimum of 6 credits)

B233	Principles of Management	4
ES205	Nutrition for Exercise Science	4
ES225	Musculoskeletal Injuries	3
ES245	Exercise and Aging	3
ES250	Worksite Health Promotion	4

**Total Degree Credits** **98\***

\* 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 available only at the Moorhead site.**

## SCHOOL OF ALLIED HEALTH

## OBJECTIVE

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

## HEALTH INFORMATION TECHNICIAN AAS DEGREE\*\*

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

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



## Foundation Courses

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

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

## General Education Courses

Number	Course	Credits
<b>English Composition</b> (Required course)		
G124	English Composition	4
<b>Communication</b> (Select 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
<b>Math</b> (Select 1 course)		
G221	Introduction to Statistics	4
G233	College Algebra	4
<b>Natural Sciences</b> (Select 1 course)		
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
<b>Social Sciences</b> (Select 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

## Major and Core Courses

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
G150	Structure and Function of the Human Body	4
M120	Medical Terminology	4
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
M209	Medical Insurance and Billing	3
M211	Quality Analysis and Management	4
M218	Management of Health Information Services	4
M223	Pathology I	4
M224	Pathology II	4
M229	Healthcare Information Technologies	4
M230	Medical Law and Ethics	4
M251	Medical Coding Practicum	1
M252	Health Information Practicum	2

**Total Degree Credits** **93\***

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

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

\*\* The Health Information Technician associate's degree offered at the Brooklyn Park, Eagan, Eden Prairie, Lake Elmo, Mankato, Rockford, and St. Cloud campuses is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Health Information Technician associate's degree offered at the Green Bay campus is in Candidacy Status for accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM).

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



SCHOOL OF ALLIED HEALTH

**OBJECTIVE**

Graduates of this program know basic concepts in kinesiology, human anatomy, pathology, and the theory behind massage-therapy techniques. They can perform a variety of massage techniques, including Swedish massage, sports massage, myofascial release, trigger-point therapy, and additional techniques. In addition, they can choose and perform techniques for clients with individualized needs. They value critical thinking, communication, diverse perspectives, technology and information literacy, professionalism and ethical behavior, and the appreciation of other massage therapists in the industry. This program prepares graduates to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

**MASSAGE THERAPY AAS DEGREE**

**Standard Length of Program** • 7 Quarters **Full-Time** • 11 Quarters **Part-Time**

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

**Foundation Courses**

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

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

**General Education Courses**

Number	Course	Credits
<b>English Composition</b> (Required course)		
G124	English Composition	4
<b>Communication</b> (Select 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
<b>Math</b> (Select 1 course)		
G221	Introduction to Statistics	4
G233	College Algebra	4
<b>Natural Sciences</b> (Required course)		
G215	Introduction to Human Biology	4
<b>Social Sciences</b> (Select 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

**Major and Core Courses**

Number	Course	Credits
B136	Introduction to Business	4
E242	Career Development	2
M230	Medical Law and Ethics	4
MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5
MT101	Introduction to Massage Therapy	3
MT105	Deep Tissue Massage	3
MT120	Techniques for Special Clients	3
MT140	Pathology for Massage Therapy	4
MT215	Sports Massage	3
MT220	Myofascial Release	3
MT225	Alternative Modalities	3
MT230	Trigger Point Therapy	3
MT237	Clinic I	2
MT238	Clinic II	4
MT245	Kinesiology	4
MT246	Kinesiology II	4
MT250	Business and Wellness	3

**Total Degree Credits 94\***

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

**This program is only available at the Bismarck campus.**

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

**OBJECTIVE**

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

**MEDICAL ADMINISTRATION AAS DEGREE**

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

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



**Foundation Courses**

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

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

**General Education Courses**

Number	Course	Credits
<b>English Composition</b> (Required course)		
G124	English Composition	4
<b>Communication</b> (Select 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
<b>Math</b> (Select 1 course)		
G221	Introduction to Statistics	4
G233	College Algebra	4
<b>Natural Sciences</b> (Select 1 course)		
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
<b>Social Sciences</b> (Select 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

**Major and Core Courses**

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
G150	Structure and Function of the Human Body	4
M120	Medical Terminology	4
M140	Basic ICD-9-CM Coding	4
M140A	Intermediate ICD-9-CM Coding	3
M141	Ambulatory Care Coding	3
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M206	Medical Transcription II	3
M209	Medical Insurance and Billing	3
M223	Pathology I	4
M224	Pathology II	4
M230	Medical Law and Ethics	4
M251	Medical Coding Practicum	1
M290	Medical Administration Capstone	1
S115	Keyboarding I	3
S120	Word for Windows	3

**Total Degree Credits 92\***

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

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

## SCHOOL OF ALLIED HEALTH

## OBJECTIVE

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

## MEDICAL LABORATORY TECHNICIAN AAS DEGREE

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

**Career Opportunities** • Medical Laboratory Technician

## General Education Courses

Number	Course	Credits
<b>English Composition</b> (Required course)		
G124	English Composition	4
<b>Communication</b> (Select 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
<b>Math</b> (Required course)		
G233	College Algebra	4
<b>Natural Sciences</b> (Required course)		
G215	Introduction to Human Biology	4
<b>Social Sciences</b> (Select 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

## Major and Core Courses

Number	Course	Credits
D111	Computer Information Systems	3
E242	Career Development	2
M120	Medical Terminology	4
MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5
ML100	Introduction to Clinical Laboratory Science	3
ML150	Clinical Chemistry I	3
ML151	Hematology I	3
ML152	Urinalysis	3
ML153	Clinical Microbiology I	3
ML201	Clinical Chemistry II	4
ML202	Hematology II	4
ML203	Immunology	3
ML205	Immunohematology	3
ML206	Clinical Microbiology II	4
ML291	Clinical Practicum I	12
ML292	Clinical Practicum II	12
PB105	Phlebotomy	3

**Total Degree Credits****111**

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

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

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

## OBJECTIVE

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

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

## MEDICAL OFFICE ASSISTANT AAS DEGREE\*\*

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

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

## Foundation Courses

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

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

## General Education Courses

Number	Course	Credits
<b>English Composition</b> (Required course)		
G124	English Composition	4
<b>Communication</b> (Required course)		
G141	Introduction to Communication	4
<b>Humanities</b> (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
<b>Math</b> (Select 1 course)		
G221	Introduction to Statistics	4
G233	College Algebra	4
<b>Natural Sciences</b> (required course)		
G215	Introduction to Human Biology	4
<b>Social Sciences</b> (Select 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

## Major and Core Courses

Number	Course	Credits
D111	Computer Information Systems	3
E242	Career Development	2
G137	Introduction to Psychology	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M223	Pathology I	4
M224	Pathology II	4
M230	Medical Law and Ethics	4
MA110	Clinical Skills I	4
MA135	Pharmacology for the Allied Health Professional	4
MA145	Clinical Skills II	4
MA235	Laboratory Skills for Medical Office Assistants	4
MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5
MA245	Medical Office Assistant Externship	6

**Total Degree Credits****93\***

**This program is available only at the Moorhead site.**

\* 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.

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

## SCHOOL OF ALLIED HEALTH

**OBJECTIVE**

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 healthcare 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. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, ethical and professional behavior, and the confidentiality of patient information.

**OBJECTIVE**

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

**MEDICAL TRANSCRIPTIONIST AAS DEGREE**

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

**Career Opportunities** • Medical Transcriptionist • Transcription Supervisor • Medical Document Editor

**Foundation Courses**

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

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

**General Education Courses**

Number	Course	Credits
<b>English Composition</b> (Required course)		
G124	English Composition	4
<b>Communication</b> (Select 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
<b>Math</b> (Select 1 course)		
G221	Introduction to Statistics	4
G233	College Algebra	4
<b>Natural Sciences</b> (Select 1 course)		
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
<b>Social Sciences</b> (Select 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

**Major and Core Courses**

Number	Course	Credits
B271	Professional Communication	4
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
G150	Structure and Function of the Human Body	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M206	Medical Transcription II	3
M207	Medical Transcription III	3
M223	Pathology I	4
M224	Pathology II	4
M230	Medical Law and Ethics	4
M280	Medical Transcription Capstone	3
S115	Keyboarding I	3
S116	Keyboarding II	3
S120	Word for Windows	3

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

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

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

**SURGICAL TECHNOLOGIST AAS DEGREE**

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

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

**General Education Courses**

Number	Course	Credits
<b>Communication</b> (Select 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
<b>Math</b> (Select 1 course)		
G221	Introduction to Statistics	4
G233	College Algebra	4
<b>Natural Sciences</b> (Required course)		
G215	Introduction to Human Biology	4
<b>Social Sciences</b> (Select 1 course)		
G122	World Geography	4
G123	Principles of Economics	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

**Major and Core Courses**

Number	Course	Credits
D111	Computer Information Systems	3
E242	Career Development	2
G124	English Composition	4
G137	Introduction to Psychology	4
M120	Medical Terminology	4
M223	Pathology I	4
M224	Pathology II	4
MA135	Pharmacology for the Allied Health Professional	4
MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5
ST102	Microbiology for Surgical Technologists	3
ST105	Introduction to Surgical Technology	3
ST112	Surgical Procedures I	4
ST203	Surgical Procedures II	4
ST207	Surgical Procedures III	4
ST215	Surgical Tech Practicum I	8
ST220	Surgical Tech Practicum II	8

**Total Degree Credits** **97**

**This program is available only at the Moorhead site.**

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

## SCHOOL OF ALLIED HEALTH

**OBJECTIVE**

Graduates of this program know medical language and terminology and the applications of available software packages. They can transcribe a variety of medical documents, use different medical report formats, and employ transcription equipment effectively. They can also support and communicate effectively with the healthcare team. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, ethical and professional behavior, and the confidentiality of patient information.

**MEDICAL TRANSCRIPTIONIST DIPLOMA**

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

**Career Opportunities** • Medical Transcriptionist • Medical Document Editor

**Foundation Courses**

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

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

**Major and Core Courses**

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
G124	English Composition	4
G141	Introduction to Communication	4
G150	Structure and Function of the Human Body	4
G233	College Algebra	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M206	Medical Transcription II	3
M207	Medical Transcription III	3
M223	Pathology I	4
M224	Pathology II	4
M280	Medical Transcription Capstone	3
S115	Keyboarding I	3
S116	Keyboarding II	3
S120	Word for Windows	3

**Total Diploma Credits** **62\***

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

SCHOOL OF BUSINESS



**OBJECTIVE**

Graduates of this program know the accounting processes and cycles of professional accounting firms, businesses, and government agencies. They can manage accounts receivable, accounts payable, and payroll, and can also prepare tax returns, prepare and analyze financial statements, and use computer applications proficiently. They can perform advanced accounting tasks pertaining to taxes, auditing, fraud examination, and international accounting. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, and integrity.

**ACCOUNTING BS DEGREE**

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

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

**Foundation Courses**

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

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

**General Education Courses\*\***

**Lower Division**

Number	Course	Credits
G124	English Composition	4

**English Composition** (Required course)

Number	Course	Credits
G141	Introduction to Communication	4
G226	Speech	4

**Communication** (Select 1 course)

Number	Course	Credits
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

**Humanities** (Select 2 courses)

Number	Course	Credits
G221	Introduction to Statistics	4
G233	College Algebra	4

**Math** (Select 1 course)

Number	Course	Credits
G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

**Natural Sciences** (Select 1 course)

Number	Course	Credits
G122	World Geography	4
G123	Principles of Economics***	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

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

Number	Course	Credits
G324	Advanced Composition	4
G332	Visual Communication in the Media	4

**Upper Division**

Number	Course	Credits
G330	American Literature	4
G335	Contemporary World Literature: 1900 to the Present	4
G435	Literature of American Minorities	4

**Humanities** (Select a minimum of 1 course)

Number	Course	Credits
G328	Human Uses of the Environment	4
G434	Gender in Math and Science	4

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

Number	Course	Credits
G333	American Religious History	4
G380	Visions of America Since 1945	4
G401	Comparative Politics	4

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

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

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

**Major and Core Courses**

**Lower Division**

Number	Course	Credits
A151	Accounting I	4
A152	Accounting II	4
A153	Accounting III	4
A269	Income Tax	4
A280	Accounting Capstone	2
B136	Introduction to Business	4
B271	Professional Communication	4
D111	Computer Information Systems	3
D181	Excel	3
D279	Computer Focused Principles	3
E150	Success Strategies	4
E242	Career Development	2

**Upper Division**

Number	Course	Credits
A305	Corporate Finance	4
A310	Managerial Accounting	4
A315	Governmental and Not-for-Profit Accounting	4
A325	Auditing	4
A405	Advanced Accounting	4
A410	Advanced Federal Tax Theory	4
A415	Financial Statement Analysis	4
A420	Accounting Information Systems	4
A425	Corporate Fraud Examination	4
A430	International Accounting	4
A490	Accounting Capstone II	4
B351	Management of Information Systems	4
BU308	Operations Management	4
BU322	Money and Banking	4
BU401	Organizational Behavior Analysis	4
BU402	Strategic Management	4

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

**Elective Courses** (Select 5 from the following list)

Number	Course	Credits
A177	Payroll Accounting	4
A272	Intermediate Accounting I	4
A274	Intermediate Accounting II	4
A276	Financial Investigation	4
B232	Principles of Marketing	4
B234	Business Law	4
B293	Business Ethics	4
F111	Introduction to Banking	4
F212	Fundamentals of Consumer Lending	4
F213	Introduction to Mortgage Lending	4
F215	Principles of Banking Law	4
J100	Introduction to Criminal Justice	4
J125	Criminal Law and Procedures	4

**Total elective credits** 20

**Total Degree Credits** 181\*

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

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

\* 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.

## SCHOOL OF BUSINESS



## OBJECTIVE

Graduates of this program know concepts in management, human resources, marketing, business law and ethics, and customer service. They understand finance and accounting, and advanced management theories and techniques in a variety of fields. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

## BUSINESS MANAGEMENT BS DEGREE

**Standard Length of Program** • 12 Quarters **Full-Time** • 15 Quarters **Part-Time**

**Career Opportunities** • Sales Worker Supervisor • Office Manager • Administrative Services Manager • Human Resource Manager • Marketing Manager • Director • Operations Manager • General Manager

## Foundation Courses

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

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

## General Education Courses

## Lower Division

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

## Communication (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

## Humanities (Select 2 courses)

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

## Math (Select 1 course)

G221	Introduction to Statistics	4
G233	College Algebra	4

## Natural Sciences (Select 1 course)

G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

## Social Sciences (1 required\*\*; select 1 course)

G122	World Geography	4
G123	Principles of Economics**	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

## Upper Division

Number	Course	Credits
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## Communication (Select a minimum of 1 course)

G324	Advanced Composition	4
G332	Visual Communication in the Media	4

## Humanities (Select a minimum of 1 course)

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

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

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

## Social Sciences (Select a minimum of 1 course)

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

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

\*\* G123 Principles of Economics is required. Students must complete one additional course from the Social Sciences pool.

## Major and Core Courses

## Lower Division

Number	Course	Credits
A151	Accounting I	4
B119	Customer Service	4
B136	Introduction to Business	4
B165	Introduction to Human Resource Management	4
B232	Principles of Marketing	4
B233	Principles of Management	4
B234	Business Law	4
B271	Professional Communication	4
B293	Business Ethics	4
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2

## Upper Division

Number	Course	Credits
A305	Corporate Finance	4
B498	Management Capstone	3
BU301	Public Relations	4
BU302	Risk Management	4
BU307	Insurance	4
BU308	Operations Management	4
BU312	International Business	4
BU322	Money and Banking	4
BU340	Professional Selling	4
BU355	Advertising Application	4
BU401	Organizational Behavior Analysis	4
BU402	Strategic Management	4
BU403	Contemporary Leadership Challenges	4
BU404	Negotiation and Conflict Management	4
BU425	Labor and Employment Law	4
BU480	Small Business Management I	4

**Total lower division major/core credits** 45  
**Total upper division major/core credits** 64  
**Unrestricted elective credits** 16  
**Total Degree Credits** 180\*

This program is available online only through the Bismarck campus and Fargo site.

\* 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.

## Accelerated Bachelor's Degree

Rasmussen's Accelerated Bachelor's in Business Management is designed for business professionals who want to complete their Business Management Bachelor's degree with other people working in the field. The program offers a flexible schedule to allow you to complete the degree while on the job.

You can:

- Network and learn from other business professionals
- Participate in courses that blend online and on-campus instruction
- Experience accelerated courses that allow you to immerse yourself in the subject matter and develop a deeper understanding of the course concepts
- Take advantage of evening or weekend classes and an accelerated schedule depending on the campus

For more information, please contact your campus.

SCHOOL OF BUSINESS



**OBJECTIVE**

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

**ACCOUNTING AAS DEGREE**

**Banking • Financial Accounting • Financial Investigation**

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

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

**Foundation Courses**

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

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

**General Education Courses**

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

**Communication** (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

**Humanities** (Select 2 courses)

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

**Math** (Select 1 course)

G221	Introduction to Statistics	4
G233	College Algebra	4

**Natural Sciences** (Select 1 course)

G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

**Social Sciences** (1 required; \*\* select 1 course)

G122	World Geography	4
G123	Principles of Economics**	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

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

**Major and Core Courses**

Number	Course	Credits
A151	Accounting I	4
A152	Accounting II	4
A153	Accounting III	4
A269	Income Tax	4
A280	Accounting Capstone	2
B136	Introduction to Business	4
B271	Professional Communication	4
D111	Computer Information Systems	3
D181	Excel	3
D279	Computer Focused Principles	3
E150	Success Strategies	4
E242	Career Development	2

**Banking Specialization**

Number	Course	Credits
B232	Principles of Marketing	4
F111	Introduction to Banking	4
F212	Fundamentals of Consumer Lending	4
F213	Introduction to Mortgage Lending	4
F215	Principles of Banking Law	4

**Total Degree Credits 93\***

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

**Financial Accounting Specialization**

Number	Course	Credits
A177	Payroll Accounting	4
A272	Intermediate Accounting I	4
A274	Intermediate Accounting II	4
B234	Business Law	4
B293	Business Ethics	4

**Total Degree Credits 93\***

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

**Financial Investigation Specialization**

Number	Course	Credits
A272	Intermediate Accounting I	4
A274	Intermediate Accounting II	4
A276	Financial Investigation	4
J100	Introduction to Criminal Justice	4
J125	Criminal Law and Procedures	4

**Total Degree Credits 93\***

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

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

## SCHOOL OF BUSINESS

## OBJECTIVE

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

**BUSINESS MANAGEMENT AAS DEGREE**

**Business Administration • Call Center Management • Child Development Entrepreneurship • Human Resource • Internet Marketing • Marketing and Sales**

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

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

**Foundation Courses**

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

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

**General Education Courses**

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

**Communication** (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

**Humanities** (Select 2 courses)

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

**Math** (Select 1 course)

G221	Introduction to Statistics	4
G233	College Algebra	4

**Natural Sciences** (Select 1 course)

G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

**Social Sciences** (1 required\*\*, select 1 course)

G122	World Geography	4
G123	Principles of Economics**	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

**Major and Core Courses**

Number	Course	Credits
A151	Accounting I	4
B136	Introduction to Business	4
B230	Principles of Finance	4
B233	Principles of Management	4
B234	Business Law	4
B271	Professional Communication	4
B280	Business Capstone	2
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2

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

**Business Administration Specialization**

Number	Course	Credits
A152	Accounting II	4
A177	Payroll Accounting	4
B119	Customer Service	4
B165	Introduction to Human Resource Management	4
B293	Business Ethics	4
D181	Excel	3
D279	Computer Focused Principles	3

**Total Degree Credits 93\***

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

**Call Center Management Specialization**

Number	Course	Credits
B242	Multicultural Communications for Business	4
B270	Introduction to Global Business	4
B272	Call Center Strategic Leadership	4
B275	Call Center Customer Service Representative Skills	4
B276	Call Center Labor Force Management	4
B278	Call Center Operations Management	4
B293	Business Ethics	4

**Total Degree Credits 95\***

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

**Child Development Specialization**

Number	Course	Credits
CC151A	Foundations of Child Development	4
CC152	Early Childhood Education Curriculum and Instruction	4
CC153A	Health, Safety, and Nutrition	4
CC258A	Infant and Toddler Development	4
CC259	Dynamics of the Family	4
CC260A	The Exceptional Child	4
CC261A	Emerging Literacy Through Children's Literature	4

**Total Degree Credits 95\***

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

**This specialization is available only at the Moorhead site.**

**Entrepreneurship Specialization**

Number	Course	Credits
B146	Introduction to Entrepreneurship	4
B240	Entrepreneurial Product and Service Planning	4
B243	Entrepreneurial Marketing	4
B244	Entrepreneurial Finance: Capitalization for the Entrepreneur	4
B247	Entrepreneurial Internship	4
B293	Business Ethics	4

**Total Degree Credits 91\***

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

**Human Resource Specialization**

Number	Course	Credits
B119	Customer Service	4
B165	Introduction to 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
B293	Business Ethics	4

**Total Degree Credits 95\***

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

**Internet Marketing Specialization**

Number	Course	Credits
B218	E-Commerce	4
B223	Internet Consumer Behavior	4
B224	Marketing Ethics	4
B228	Search Engine Marketing	4
B229	Target/Audience Messaging	4
B231	Web Media Marketing	4

**Total Degree Credits 91\***

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

**Marketing and Sales Specialization**

Number	Course	Credits
B119	Customer Service	4
B140	Sales Techniques	4
B218	E-Commerce	4
B224	Marketing Ethics	4
B232	Principles of Marketing	4
B263	Principles of Advertising	4
R200	Principles of Retailing	4

**Total Degree Credits 95\***

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

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



SCHOOL OF BUSINESS



**OBJECTIVE**

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

**OFFICE MANAGEMENT AAS DEGREE**

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

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

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

**Foundation Courses**

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

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

**General Education Courses**

Number	Course	Credits
G124	English Composition	4

**English Composition** (Required course)

Number	Course	Credits
G141	Introduction to Communication	4
G226	Speech	4

**Communication** (Select 1 course)

Number	Course	Credits
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

**Humanities** (Select 2 courses)

Number	Course	Credits
G221	Introduction to Statistics	4
G233	College Algebra	4

**Math** (Select 1 course)

Number	Course	Credits
G150	Structure and Function of the Human Body**	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

**Natural Sciences** (Select 1 course)\*\*

Number	Course	Credits
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government**	4
G250	History of the United States in the World	4

\*\* Structure and Function of the Human Body is required for the Medical specialization, and Contemporary U.S. Government is required for the Government specialization. Medical specialization students must complete one additional Natural Science course, and Government students must complete two additional Social Sciences courses, to fulfill the general education requirements for those respective categories.

**Major and Core Courses**

Number	Course	Credits
A151	Accounting I	4
B119	Customer Service	4
B271	Professional Communication	4
D111	Computer Information Systems	3
D181	Excel	3
D187	Professional Presentations	3
E150	Success Strategies	4
E242	Career Development	2
S115	Keyboarding I	3
S116	Keyboarding II	3
S120	Word for Windows	3

**Corporate Management Specialization**

Number	Course	Credits
B136	Introduction to Business	4
B165	Introduction to Human Resource Management	4
B220	Project Planning and Documentation	4
B233	Principles of Management	4
D283	Access	3
S201	Office Procedures	4

**Total Degree Credits 91\***  
This Degree Program is also offered online.

**Government Specialization\*\***

Number	Course	Credits
B180	Meeting Management	4
D283	Access	3
G243	Contemporary U.S. Government**	4
LA125	Law I	4
LA130	State and Local Government	4
S150	Legal Office Procedures	4
S219	Legal Document Processing and Transcription	3

**Total Degree Credits 94\***  
This Degree Program is also offered online.

**Legal/Criminal Justice Specialization**

Number	Course	Credits
D283	Access	3
J100	Introduction to Criminal Justice	4
LA125	Law I	4
LA225	Law II	4
S150	Legal Office Procedures	4
S172	Legal Terminology	4
S219	Legal Document Processing and Transcription	3

**Total Degree Credits 94\***  
This Degree Program is also offered online.

**Medical Specialization\*\***

Number	Course	Credits
G150	Structure and Function of the Human Body**	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M209	Medical Insurance and Billing	3
M223	Pathology I	4
M230	Medical Law and Ethics	4

**Total Degree Credits 94\***  
This Degree Program is also offered online.

**Small Business Management Specialization**

Number	Course	Credits
A152	Accounting II	4
A177	Payroll Accounting	4
B180	Meeting Management	4
B233	Principles of Management	4
D279	Computer Focused Principles	3
D283	Access	3
S201	Office Procedures	4

**Total Degree Credits 94\***  
This Degree Program is also offered online.

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

## SCHOOL OF BUSINESS

**OBJECTIVE**

The objective of this program is to prepare graduates for an entry-level position in the general business or accounting setting which may include retail, small business, government, and industry. Students learn basic accounting principles and know how to perform entry-level tax return processing. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and workplace professionalism.

**ACCOUNTING DIPLOMA**

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

**Career Opportunities** • Accounting Clerk • Auditing Clerk • Municipal Accounting

**Foundation Courses**

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

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

**Major and Core Courses**

Number	Course	Credits
A151	Accounting I	4
A152	Accounting II	4
A153	Accounting III	4
A177	Payroll Accounting	4
A269	Income Tax	4
A272	Intermediate Accounting I	4
B136	Introduction to Business	4
B234	Business Law	4
B271	Professional Communication	4
B293	Business Ethics	4
D111	Computer Information Systems	3
D181	Excel	3
D279	Computer Focused Principles	3
E150	Success Strategies	4
E242	Career Development	2
G123	Principles of Economics	4
G124	English Composition	4
G233	College Algebra	4

**Total Diploma Credits** **67\***

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

**OBJECTIVE**

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

**SECRETARIAL DIPLOMA**

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

**Career Opportunities** • Administrative Assistant • Station Secretary • 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 STEP placement exam or by successful completion of B097, B098, and/or B099.

**Major and Core Courses**

Number	Course	Credits
A151	Accounting I	4
B119	Customer Service	4
B271	Professional Communication	4
D111	Computer Information Systems	3
D181	Excel	3
D187	Professional Presentations	3
E150	Success Strategies	4
E242	Career Development	2
G124	English Composition	4
G137	Introduction to Psychology	4
G226	Speech	4
G233	College Algebra	4
S115	Keyboarding I	3
S116	Keyboarding II	3
S120	Word for Windows	3
S201	Office Procedures	4

**Total Diploma Credits** **56\***

**This program is available only at the Fargo/Moorhead campus.**

\* 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.

SCHOOL OF EDUCATION



**OBJECTIVE**

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

**EARLY CHILDHOOD EDUCATION AAS DEGREE**

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

**Career Opportunities** • Early Childhood Instructor • Child Care Administrator  
• Early Childhood Paraprofessional • Child Care Center Director

**Foundation Courses**

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

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

**General Education Courses**

Number	Course	Credits
<b>English Composition</b> (Required course)		
G124	English Composition	4
<b>Communication</b> (Select 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
<b>Math</b> (Select 1 course)		
G221	Introduction to Statistics	4
G233	College Algebra	4
<b>Natural Sciences</b> (Select 1 course)		
G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
<b>Social Sciences</b> (Select 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

**Major and Core Courses**

Number	Course	Credits
CC151A	Foundations of Child Development	4
CC152	Early Childhood Education Curriculum and Instruction	4
CC153A	Health, Safety, and Nutrition	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
CC258A	Infant and Toddler Development	4
CC259	Dynamics of the Family	4
CC260A	The Exceptional Child	4
CC261A	Emerging Literacy through Children's Literature	4
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2

**Total Degree Credits 97\***

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

**This program is available only at the Moorhead site.**

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

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

**OBJECTIVE**

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

**EARLY CHILDHOOD EDUCATION CERTIFICATE**

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

**Career Opportunities** • Early Childhood Instructor • Infant/Toddler Instructor • Preschool Assistant  
• Nanny • Child Care Administrator • Lead Teacher

**Foundation Courses**

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

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

**Major and Core Courses**

Number	Course	Credits
CC151A	Foundations of Child Development	4
CC152	Early Childhood Education Curriculum and Instruction	4
CC153A	Health, Safety, and Nutrition	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

**Total Certificate Credits 44\***

**This program is available only at the Moorhead site.**

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

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

## SCHOOL OF JUSTICE STUDIES



## OBJECTIVE

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

**CRIMINAL JUSTICE BS DEGREE**

**Client Services/Corrections • Criminal Offenders • Homeland Security Investigation/Law Enforcement**

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

**Career Opportunities • Probation Officer • Victim's Advocate • Criminal Investigator • Customs Immigration Specialist 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 STEP placement exam or by successful completion of B097, B098, and/or B099.

**General Education Courses\*\*****Lower Division**

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

**Communication** (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

**Humanities** (Select 2 courses)

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

**Math** (Select 1 course)

G221	Introduction to Statistics	4
G233	College Algebra	4

**Natural Sciences** (Select 1 course)

G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

**Social Sciences** (2 required courses)

G137	Introduction to Psychology	4
G142	Introduction to Sociology	4

**Upper Division**

Number	Course	Credits
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**Communication** (Select a minimum of 1 course)

G324	Advanced Composition	4
G332	Visual Communication in the Media	4

**Humanities** (Select a minimum of 1 course)

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

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

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

**Social Sciences** (Select a minimum of 1 course)

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

**Total lower division general education credits** 32

**Total upper division general education credits** 24

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

\*\*\* Students taking the Homeland Security Specialization must take the following three courses as their electives: J130 Introduction to Homeland Security, J230 Terrorism, and J245 Security Challenges.

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

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

**Major and Core Courses****Lower Division**

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
J100	Introduction to Criminal Justice	4
J102	Criminology	4
J115	Introduction to Corrections	4
J120	Policing in America	4
J125	Criminal Law and Procedures	4
J200	Domestic Violence	4
J205	Juvenile Justice	4
J250	Drugs and Crime	4
J255	Ethics in Criminal Justice	4
J280	Contemporary Issues in Criminal Justice Capstone	4

**Upper Division**

Number	Course	Credits
J310	Criminal Behavior	4
J315	Criminal Law and Procedures II	4
J350	Cultural Diversity and Justice	4
J352	Victims in Criminal Justice	4
J355	Realities of Crime and Justice	4
J360	Statistics in Criminal Justice	4
J365	Research Methods in Criminal Justice	4
J410	Criminal Justice Leadership and Management	4
J415	Crime Prevention	4
J471	Fieldwork in Criminal Justice I	2
J472	Fieldwork in Criminal Justice II	8
J490	Critical Issues in Criminal Justice	4

**Total lower division major/core credits** 49

**Unrestricted elective credits\*\*\*** 12

**Total upper division major/core credits** 50

**Client Services/Corrections Specialization**

Number	Course	Credits
J340	Women and Criminal Justice	4
J345	Diversion and Rehabilitation	4
J425	Community Corrections	4
J435	Special Populations in Criminal Justice	4

**Total Degree Credits** 183\*

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

**Criminal Offenders Specialization**

Number	Course	Credits
J330	Organized Criminal Syndicates	4
J430	Forensic Psychology	4
J440	Special Offenders: Sex Offenders	4
J445	Special Offenders: Serial Killers	4

**Total Degree Credits** 183\*

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

**Homeland Security Specialization\*\*\***

Number	Course	Credits
J332	Homeland Security Policy	4
J335	Risk Analysis	4
J405	Emergency Management	4
J420	Crimes Across Borders	4

**Total Degree Credits** 183\*

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

**Investigation/Law Enforcement Specialization**

Number	Course	Credits
J305	Examination of Forensic Science	4
J320	Criminal Investigations	4
J325	Criminal Evidence	4
J430	Forensic Psychology	4

**Total Degree Credits** 183\*

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

\* 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.

SCHOOL OF JUSTICE STUDIES



**OBJECTIVE**

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

**CRIMINAL JUSTICE AAS DEGREE**

**Corrections • Crime Scene Evidence • Homeland Security • Law Enforcement**

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

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

**Foundation Courses**

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

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

**General Education Courses**

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

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

<b>Humanities</b> (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

<b>Math</b> (Select 1 course)		
G221	Introduction to Statistics	4
G233	College Algebra	4

<b>Natural Sciences</b> (Select 1 course)		
G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

<b>Social Sciences</b> (2 required courses)		
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4

**Major and Core Courses**

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
J100	Introduction to Criminal Justice	4
J102	Criminology	4
J115	Introduction to Corrections	4
J120	Policing in America	4
J125	Criminal Law and Procedures	4
J200	Domestic Violence	4
J205	Juvenile Justice	4
J250	Drugs and Crime	4
J255	Ethics in Criminal Justice	4
J280	Contemporary Issues in Criminal Justice Capstone	4

**Corrections Specialization**

Number	Course	Credits
J116	Case Management	4
J211	Counseling Clients	4
J212	Legal Principles in Corrections	4

**Total Degree Credits 93\***  
**This Degree Program is also offered online.**

**Crime Scene Evidence Specialization**

Number	Course	Credits
J160	Introduction to Forensic Science	4
J260	Introduction to Investigations	4
J261	Crime Scene Analysis	4

**Total Degree Credits 93\***  
**This Degree Program is also offered online.**

**Homeland Security Specialization**

Number	Course	Credits
J130	Introduction to Homeland Security	4
J230	Terrorism	4
J245	Security Challenges	4

**Total Degree Credits 93\***  
**This Degree Program is also offered online.**

**Law Enforcement Specialization\*\***

Number	Course	Credits
<i>Crime Scene to Conviction:</i>		
J122	Critical Skills in Documentation	4
J222	Practical Psychology for Law Enforcement	4
J226	Legal Code for Law Enforcement	4

**Total Degree Credits 93\***  
**This Degree Program is also offered online.**

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

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

This option is available only for students at the Moorhead site who seek licensing as professional peace officers in Minnesota.

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

## SCHOOL OF JUSTICE STUDIES



## OBJECTIVE

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

## HUMAN SERVICES AAS DEGREE

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

**Career Opportunities** • **Community Service Specialist** • **Social Service Specialist**  
• **Human Service Assistant** • **Program Assistant Specialist**

## Foundation Courses

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

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

## General Education Courses

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

**Communication** (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

**Humanities** (Select 2 courses)

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

**Math** (Select 1 course)

G221	Introduction to Statistics	4
G233	College Algebra	4

**Natural Sciences** (Select 1 course)

G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

**Social Sciences** (2 required courses)

G137	Introduction to Psychology	4
G142	Introduction to Sociology	4

## Major and Core Courses

Number	Course	Credits
B119	Customer Service	4
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
HS100	Introduction to Human Services	4
HS110	Cultural Diversity in Human Services	4
HS115	Introductory Strategies to Crisis Intervention	4
HS250	Organization and Leadership in Human Services	4
HS260	Community Psychology	4
HS280	Abnormal Psychology	4
HS290	Human Services Internship	9
J116	Case Management	4
J205	Juvenile Justice	4
J211	Counseling Clients	4

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

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

**This program is available only at the Moorhead site.**

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

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

SCHOOL OF JUSTICE STUDIES

**OBJECTIVE**

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

**LAW ENFORCEMENT AAS DEGREE**

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

**Career Opportunities** • Police Officer • Deputy Sheriff • Law Enforcement Officer  
• State Trooper • Conservation Officer

**Foundation Courses**

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

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

**General Education Courses**

Number	Course	Credits
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**English Composition** (Required course)

G124	English Composition	4
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**Communication** (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

**Humanities** (Select 2 courses)

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

**Math** (Select 1 course)

G221	Introduction to Statistics	4
G233	College Algebra	4

**Natural Sciences** (Select 1 course)

G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

**Social Sciences** (2 required courses)

G137	Introduction to Psychology	4
G142	Introduction to Sociology	4

**Major and Core Courses**

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
J100	Introduction to Criminal Justice	4
J120	Policing in America	4
J122	Crime Scene to Conviction: Critical Skills in Documentation	4
J125	Criminal Law and Procedures	4
J200	Domestic Violence	4
J205	Juvenile Justice	4
J222	Practical Psychology for Law Enforcement	4
J255	Ethics for Criminal Justice	4
LE200	Traffic Enforcement	3
LE211	Firearms I	2
LE212	Firearms II	2
LE221	Defensive Tactics I	2
LE222	Defensive Tactics II	2
LE230	Police Investigation Process	3
LE240	Minnesota Traffic Code	2
LE245	Minnesota Criminal Code	2
LE280	Patrol Practicals with Pursuit Driving	4
LE290	Law Enforcement Capstone	2

**Total Degree Credits 97\***

**This program is available only at the Moorhead site.**

\* 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.

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

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

This option is available only for students at the Moorhead site who seek licensing as professional peace officers in Minnesota.

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

## SCHOOL OF JUSTICE STUDIES

## OBJECTIVE

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

## PARALEGAL AAS DEGREE

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

**Career Opportunities** • Paralegal • Legal Assistant • Legal 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 STEP placement exam or by successful completion of B097, B098, and/or B099.

## General Education Courses

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

## Communication (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

## Humanities (Select 2 courses)

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

## Math (Select 1 course)

G221	Introduction to Statistics	4
G233	College Algebra	4

## Natural Sciences (Select 1 course)

G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

## Social Sciences (2 required courses)

G137	Introduction to Psychology	4
G142	Introduction to Sociology	4

## Major and Core Courses

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
PL100	Introduction to Law and the Legal System	4
PL110	Introduction to Legal Research	4
PL121	Civil Litigation and Procedure I	4
PL122	Civil Litigation and Procedure II	4
PL140	Contracts	4
PL211	Legal Research and Writing I	4
PL212	Legal Research and Writing II	4
PL215	Real Estate Law	4
PL216	Corporate Law	4
PL219	Law Office Technology	4
PL225	Torts	4
PL230	Family Law	4
PL290	Paralegal Internship	5

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

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

**This program is available only at the Moorhead site.**

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

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



## OBJECTIVE

Graduates of this program know the history and development of the criminal justice system, and the role of law enforcement in the system. They understand the legal process from arrest, to the courts, and through the corrections system. They can apply critical thinking to issues including policing, criminal law and procedure, documentation, and legal code for law enforcement. They value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system. Upon completing this program and additional required practical skills coursework, graduates will be eligible to take the Minnesota Professional Peace Officer (POST) licensing exam.

## LAW ENFORCEMENT ACADEMIC CERTIFICATE

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

**Career Opportunities** • Police Officer • Deputy Sheriff • Law Enforcement Officer • State Trooper • Conservation Officer

## Foundation Courses

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

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

## Major and Core Courses

Number	Course	Credits
J100	Introduction to Criminal Justice	4
J120	Policing in America	4
J122	Crime Scene to Conviction: Critical Skills in Documentation	4
J125	Criminal Law and Procedures	4
J200	Domestic Violence	4
J205	Juvenile Justice	4
J222	Practical Psychology for Law Enforcement	4
J255	Ethics in Criminal Justice	4
LE240	Minnesota Traffic Code	2
LE245	Minnesota Criminal Code	2

**Total Degree Credits** **36\***

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

**This program is available only at the Moorhead site.**

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

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

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

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

This option is available only for students at the Moorhead site who seek licensing as professional peace officers in Minnesota.





SCHOOL OF JUSTICE STUDIES

**OBJECTIVE**

Graduates of this program know the policy and practice of traffic enforcement, firearms use, defensive tactics, investigations, and pursuit driving. They can perform skills in each area. They value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system. Upon completing this program and additional required academic coursework, graduates will be eligible to take the Minnesota Professional Peace Officer (POST) licensing exam.

**LAW ENFORCEMENT SKILLS CERTIFICATE**

**Standard Length of Program** • 2 Quarters **Part-Time**

**Career Opportunities** • Police Officer • Deputy Sheriff • Law Enforcement Officer  
• State Trooper • Conservation Officer

**Foundation Courses**

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

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

**Major and Core Courses**

Number	Course	Credits
LE200	Traffic Enforcement	3
LE211	Firearms I	2
LE212	Firearms II	2
LE221	Defensive Tactics I	2
LE222	Defensive Tactics II	2
LE230	Police Investigation Process	3
LE240	Minnesota Traffic Code	2
LE245	Minnesota Criminal Code	2
LE280	Patrol Practicals with Pursuit Driving	4
LE290	Law Enforcement Capstone	2

**Total Degree Credits 24\***

**This program is available only at the Moorhead site. Program-specific Law Enforcement (LE) coursework is available only at the Egan, MN campus.**

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

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

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

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

This option is available only for students at the Moorhead site who seek licensing as professional peace officers in Minnesota.

**OBJECTIVE**

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

**PARALEGAL CERTIFICATE**

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

**Career Opportunities** • Paralegal • Legal Assistant • Legal 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 demonstrate mastery of the subject matter in Foundation Courses either through a STEP placement exam or by successful completion of B097, B098, and/or B099.

**Paralegal Certificate Program Requirements**

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

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

**Major and Core Courses**

Number	Course	Credits
G124	English Composition	4
G233	College Algebra	4
	General Education elective**	4
PL100	Introduction to Law and the Legal System	4
PL110	Introduction to Legal Research	4
PL121	Civil Litigation and Procedure I	4
PL122	Civil Litigation and Procedure II	4
PL140	Contracts	4
PL211	Legal Research and Writing I	4
PL212	Legal Research and Writing II	4
PL219	Law Office Technology	4
PL225	Torts	4
PL230	Family Law	4
PL290	Paralegal Internship	5

**Electives (choose 1, for 4 credits)**

Number	Course	Credits
PL215	Real Estate Law	4
PL216	Corporate Law	4

**Total Certificate Credits 61\***

**This Program is also offered online.**

**This program is available only at the Moorhead site.**

\* 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.

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



## SCHOOL OF NURSING

**OBJECTIVE**

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

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

**PRACTICAL NURSING AAS DEGREE**

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

**Career Opportunities** • Hospital • Assisted Living • Clinic • Dental Office  
• Long-Term Care • Physician's Office

**Nursing and Career Courses**

Number	Course	Credits
D111	Computer Information Systems	3
E242	Career Development	2
G124	English Composition*	4
G137	Introduction to Psychology*	4
G141	Introduction to Communication*	4
G142	Introduction to Sociology*	4
G215	Introduction to Human Biology*	4
G233	College Algebra*	4
<b>Humanities</b> (Select 2 courses*)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

Number	Course	Credits
M120	Medical Terminology	4
MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5
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

**Total Degree Credits** **96**

**This program is available only at the Moorhead site.**

\* Students must complete those general education courses listed as required to graduate in this program (G124, G137, G141, G142, G215, and G233) or transfer in the equivalent. In addition, the student must complete two courses from the four listed Humanities electives (G125, G138, G201, and G230) or transfer in the equivalent. Credits accepted in transfer must meet the institution's guidelines for transfer.

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

## SCHOOL OF TECHNOLOGY AND DESIGN

## OBJECTIVE

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

## Foundation Courses

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

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

## INFORMATION SYSTEMS MANAGEMENT AAS DEGREE

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

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

**Career Opportunities** • Computer Support Specialist • Network System Administrator  
• Network Security Specialist • Computer Application Support Specialist  
• Web Developer • Database Administrator

## General Education Courses

Number	Course	Credits
<b>English Composition</b> (Required course)		
G124	English Composition	4
<b>Communication</b> (Select 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
<b>Math</b> (Select 1 course)		
G221	Introduction to Statistics	4
G233	College Algebra	4
<b>Natural Sciences</b> (Select 1 course)		
G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
<b>Social Sciences</b> (Select 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

## Major and Core Courses

Number	Course	Credits
B119	Customer Service	4
B136	Introduction to Business	4
B271	Professional Communication	4
B293	Business Ethics	4
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2

## Network Administration Specialization

Number	Course	Credits
B220	Project Planning and Documentation	4
N112	PC Hardware and Software I (A+)	3
N113	PC Hardware and Software II (A+)	3
N127	Microsoft Windows Workstations	3
N133	Networking Fundamentals	3
N141	Networking Security Fundamentals	3
N208	Linux Administration	3
N226	Windows Active Directory	3
N228	Microsoft Windows Server	3
N234	Microsoft Exchange Server	3
N235	Cisco Networking Fundamentals and Routing	3
N290	Information Technology Capstone	2
W122	Introduction to Visual Basic 2005	3
<b>Total Degree Credits</b>		<b>96*</b>



## Web Programming Specialization

Number	Course	Credits
NM272	Multimedia Technologies	3
W110	JavaScript	3
W112	Database Design & SQL	3
W114	Fundamentals of Programming	3
W116	Introduction to Web Design Software	3
W118	Introduction to HTML	3
W122	Introduction to Visual Basic 2005	3
W210	Java I	3
W215	PERL/CGI	3
W216	PHP/MYSQL	3
W222	Visual Basic 2005 Advanced	3
W290	Web Programming Capstone	2
<b>Total Degree Credits</b>		<b>92*</b>
<b>This Degree Program is also offered online.</b>		

## Computer Information Technology Specialization

Number	Course	Credits
B218	E-Commerce	4
D181	Excel	3
D187	Professional Presentations	3
D283	Access	3
N127	Microsoft Windows Workstations	3
N133	Networking Fundamentals	3
N290	Information Technology Capstone	2
S120	Word for Windows	3
W108	Introduction to Website Design	3

## Elective Courses for Computer Information Technology

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

## Group I - Information Technician Elective Group

Number	Course	Credits
N112	PC Hardware and Software I (A+)	3
N113	PC Hardware and Software II (A+)	3
N228	Microsoft Windows Server	3

**Total Degree Credits 93\***

## Group II - Multimedia Web Elective Group

Number	Course	Credits
NM111	Introduction to Computer Graphics	3
NM272	Multimedia Technologies	3
W208	Advanced Website Design	3

**Total Degree Credits 93\***

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

## Database Administration Specialization

Number	Course	Credits
B220	Project Planning and Documentation	4
D283	Access	3
N127	Microsoft Windows Workstations	3
N228	Microsoft Windows Server	3
N270	Oracle Database Administration	3
N271	SQL Server 2005 Administration	3
N272	SQL Server 2005 Development	3
N273	Business Intelligence Reporting	3
N290	Information Technology Capstone	2
W112	Database Design & SQL	3
W114	Fundamentals of Programming	3
W122	Introduction to Visual Basic 2005	3
<b>Total Degree Credits</b>		<b>93*</b>

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

## IP Telephony Specialization

Number	Course	Credits
B220	Project Planning and Documentation	4
N112	PC Hardware and Software I (A+)	3
N113	PC Hardware and Software II (A+)	3
N127	Microsoft Windows Workstations	3
N133	Networking Fundamentals	3
N164	Voice Over IP Fundamentals	3
N228	Microsoft Windows Server	3
N235	Cisco Networking Fundamentals and Routing	3
N264	IP Telephony	3
N265	Quality of Service (QoS)	3
N290	Information Technology Capstone	2
<b>Total Degree Credits</b>		<b>90*</b>

## Networking Security and Forensics Specialization

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

## SCHOOL OF TECHNOLOGY AND DESIGN

**OBJECTIVE**

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

**MULTIMEDIA TECHNOLOGIES AAS DEGREE****Digital Design and Animation • Web Design**

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

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

**Foundation Courses**

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

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

**General Education Courses**

Number	Course	Credits
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**English Composition** (Required course)

G124	English Composition	4
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**Communication** (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

**Humanities** (Select 2 courses)

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

**Math** (Select 1 course)

G221	Introduction to Statistics	4
G233	College Algebra	4

**Natural Sciences** (Select 1 course)

G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

**Social Sciences** (Select 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

**Major and Core Courses**

Number	Course	Credits
B136	Introduction to Business	4
B218	E-Commerce	4
B220	Project Planning and Documentation	4
B271	Professional Communication	4
E150	Success Strategies	4
E242	Career Development	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

**Digital Design and Animation Specialization**

Number	Course	Credits
NM110	Drawing Design and Art Theory	3
NM131	Introduction to 3D Arts and Animation	3
NM240	3-Dimensional Animation	3

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

**Web Design Specialization**

Number	Course	Credits
NM115	Networking and Internet Technologies	3
NM250	Dynamic Content Management	3
NM260	Server Side Scripting	3

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

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

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

**This program is available only at the Fargo/Moorhead campus.**

**BUSINESS MANAGEMENT AAS DEGREE**

**Internet Marketing** • See School of Business on Page 16

SCHOOL OF TECHNOLOGY AND DESIGN

**OBJECTIVE**

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

**SOFTWARE SYSTEMS DESIGN AAS DEGREE**

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

**Career Opportunities** • Software Design Engineer • Computer Programmer  
• Embedded Systems Engineer

**Foundation Courses**

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

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

**General Education Courses**

Number	Course	Credits
<b>English Composition</b> (Required course)		
G124	English Composition	4
<b>Communication</b> (Select 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
<b>Math</b> (Select 1 course)		
G221	Introduction to Statistics	4
G233	College Algebra	4
<b>Natural Sciences</b> (Select 1 course)		
G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
<b>Social Sciences</b> (Select 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4
G250	History of the United States in the World	4

**Major and Core Courses**

Number	Course	Credits
B119	Customer Service	4
B136	Introduction to Business	4
B271	Professional Communication	4
B293	Business Ethics	4
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2

**Embedded Systems Specialization**

Number	Course	Credits
SD100	Fundamentals of Computer-Integrated Electronics	3
SD110	Discrete Structures for Computer Science	3
SD120	Software Quality Assurance	3
SD130	Microcontroller Embedded Systems	3
SD140	Mobile Application Development	3
SD200	Assembly Language Programming	3
SD210	Digital Circuit Design	3
SD220	Real-Time Java Programming	3
SD225	Object-Oriented Programming	3
SD230	Microcontroller Embedded Systems II	3
SD290	Software Systems Design Capstone	2
W114	Fundamentals of Programming	3

**Total Degree Credits** **92\***

\* 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.

## COURSE DESCRIPTIONS

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

**Online-Only Courses**

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

**Credit Definition**

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

**Clock Hour** - Equal to 50 minutes of instruction.

**How to read course descriptions**

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

A	- Accounting
B, BU	- Business
CC	- Early Childhood Education
D	- Computers
ES	- Exercise Science
F	- Banking and Finance
G	- General Education
HS	- Human Services
J	- Criminal Justice
LA	- Law
LE	- Law Enforcement
M	- Medical/Allied Health
MA	- Medical Office Assistant
ML, PB	- Medical Laboratory Technician
MT	- Massage Therapy
N	- Network
NM	- Multimedia
PL	- Paralegal
PN	- Practical Nursing
R	- Retail/Sales
S	- Secretarial/Office Administration
SD	- Software Systems Design
ST	- Surgical Technologist
W	- Web Programming

**A151 Accounting I  
40 hours, 4 credits**

This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of accounting and will be trained in the bookkeeping function of properly recording transactions in journals and posting to ledgers. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced.

Prerequisite: none

**A152 Accounting II  
40 hours, 4 credits**

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

Prerequisite: Accounting I

**A153 Accounting III  
40 hours, 4 credits**

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

**A177 Payroll Accounting  
40 hours, 4 credits**

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

Prerequisite: Accounting I

**A269 Income Tax  
40 hours, 4 credits**

Course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.

Prerequisite: Accounting II

**A272 Intermediate Accounting I  
40 hours, 4 credits**

This course covers a review of accounting procedures, and then expands to specialized treatment of financial statements, cash and temporary assets, receivables, inventories (general and estimating procedures), current liabilities, income tax procedures in accounting, and the acquisition, use, and retirement of long-term plant assets.

Prerequisite: Accounting III

**A274 Intermediate Accounting II  
40 hours, 4 credits**

A continuation of Intermediate Accounting I, this course finishes coverage of valuation of assets and liabilities, and continues in stockholder's equity. Areas included are analysis and interpretation of financial statements. Miscellaneous topics included are accounting changes, error corrections, and prior period adjustments.

Prerequisite: Intermediate Accounting I

**A276 Financial Investigation  
40 hours, 4 credits**

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

Prerequisite: Intermediate Accounting I

**A280 Accounting Capstone\*  
20 hours, 2 credits**

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

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

**A305 Corporate Finance  
40 hours, 4 credits**

A comprehensive study of the implementation and use of theories, applications, and financial tools used by corporations in their operations.

Prerequisites: Accounting I, Computer Information Systems

**A310 Managerial Accounting  
40 hours, 4 credits**

This course provides a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: Accounting II

**A315 Governmental and  
Not-for-Profit Accounting  
40 hours, 4 credits**

This course is a study of accounting principles as they apply to governmental organizations and not-for-profit entities.

Prerequisite: Accounting III

**A325 Auditing  
40 hours, 4 credits**

This course includes a study of auditing standards and procedures and an integration of professional ethics within the accounting discipline. Emphasis is placed on analytical thinking, evaluation of business risks, and internal control practices and a thorough study of Sarbanes Oxley as it relates to publicly traded companies.

Prerequisite: Accounting III

**A405 Advanced Accounting  
40 hours, 4 credits**

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

Prerequisites: Managerial Accounting, Corporate Finance

**A410 Advanced Federal Tax Theory  
40 hours, 4 credits**

This course is a study of federal business tax regulations for reporting income which emphasizes the technical, legal, congressional intent and accounting phases of business and organizational taxation.

Prerequisite: Income Tax

**A415 Financial Statement Analysis  
40 hours, 4 credits**

This course introduces the student to the study of financial statement analysis including interpreting and analyzing accounting data and examining financial statements.

Prerequisites: Accounting III, Corporate Finance

**A420 Accounting Information Systems  
40 hours, 4 credits**

An advanced course that further develops an understanding of the elements, relationships, and issues associated with manual and computerized accounting information systems. Practical application using spreadsheets, databases, and general ledger software.

Prerequisite: Management of Information Systems

**A425 Corporate Fraud Examination  
40 hours, 4 credits**

This course is a study of the internal audit principles, practices and control evaluations that are utilized to ensure accountability, responsibility and ethical operations within an organization.

Prerequisite: Auditing

**A430 International Accounting  
40 hours, 4 credits**

This course includes a study of the international dimension of financial reporting and analysis. It provides students with an overview of the accounting practices of multinational enterprises and the preparation and presentation of financial statements in different nations. Topics covered include international corporate taxation, transfer pricing, foreign currency translation, financial disclosure, and international accounting harmonization.

Prerequisite: Advanced Accounting

**A490 Accounting Capstone II  
40 hours, 4 credits**

This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, inter-personal communication and class presentation.

Prerequisite: Intended for student's last quarter.

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

## COURSE DESCRIPTIONS

**B097 Foundations of English I**  
**40 hours, 4 credits**

This course emphasizes grammar usage, basic punctuation, and sentence structure.

Prerequisite: Placement determined by placement test score.

**B098 Foundations of English II**  
**40 hours, 4 credits**

This course emphasizes mastery of grammar and punctuation usage, paragraph structure, and strategy.

Prerequisite: Placement determined by placement test score.

**B099 Foundations of Math**  
**40 hours, 4 credits**

This course is a study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages.

Prerequisite: Placement determined by placement test score.

**B119 Customer Service**  
**40 hours, 4 credits**

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

Prerequisite: none

**B136 Introduction to Business**  
**40 hours, 4 credits**

This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation.

Prerequisite: none

**B140 Sales Techniques**  
**40 hours, 4 credits**

An introductory course in sales emphasizing the principles and practices of a professional salesperson. Course focus is on the information, skills, and activities necessary for success in today's marketplace.

Prerequisite: none

**B146 Introduction to Entrepreneurship**  
**40 hours, 4 credits**

Students will learn the basic concepts of entrepreneurship. Through real-life case studies, students will examine entrepreneurship as a means to executing against market opportunities. They will explore entrepreneurship for products and services across industries, sectors, markets, and regions. Students will also review the lifecycle of entrepreneurial business development.

Prerequisite: Introduction to Business

**B165 Introduction to Human Resource Management**  
**40 hours, 4 credits**

This course is an introduction to the management and leadership of an organization's human resource. It explores the importance of establishing or administering the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guide lines.

Prerequisite: none

**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. The course will also study the theory and practice of parliamentary procedure skills that are used in larger and more formal assemblies.

Prerequisite: none

**B218 E-Commerce**  
**40 hours, 4 credits**

This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of e-commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of e-business.

Prerequisite: none

**B220 Project Planning and Documentation\***  
**40 hours, 4 credits**

This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is set with pre-defined scenarios to assist with the definition of project roles and phases. The students work through related issues and produce a resolution in a well written format.

Prerequisites: Intended for student's last quarter.

**B223 Internet Consumer Behavior\***  
**40 hours, 4 credits**

This course is designed in three basic sections which provide students a full understanding of the way consumers shop and how products are best marketed. Section one explores the consumer motives for buying specific to personality traits, demographics and psychographics. Section two covers marketing tactics for the savvy non-persuasive consumer and the final section covers managerial and group decision making. This course assists students to understand and apply the concepts of consumer behavior to real companies and marketing situations through the use of current case-studies, visuals and scientific research on consumer behavior.

Prerequisite: E-Commerce

**B224 Marketing Ethics\***  
**40 hours, 4 credits**

Using current case-studies, this course is designed to provide students the opportunity to discuss and debate the difference between ethical and unethical business conduct. Students will then use this information to understand how today's ideals and principles are applied to the practice of ethical reasoning, marketing decision making and accurate reporting with the purpose of understanding guidelines designed to protect and inform today's consumers.

Prerequisite: E-Commerce

**B228 Search Engine Marketing\***  
**40 hours, 4 credits**

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

Prerequisite: E-Commerce

**B229 Target/Audience Messaging\***  
**40 hours, 4 credits**

This course explores the necessity of using DDM (data driven marketing) to decide between your best market, marginal market and those who are not your market. This course begins with the concept of "Allowable Cost Per Order" (ACPO). This course will provide students an understanding of the critical economic factors which determine market success and how to use them as a competitive advantage.

Prerequisite: E-Commerce

**B230 Principles of Finance**  
**40 hours, 4 credits**

This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.

Prerequisite: Accounting I

**B231 Web Media Marketing\***  
**40 hours, 4 credits**

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

Prerequisite: E-Commerce

**B232 Principles of Marketing**  
**40 hours, 4 credits**

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

Prerequisite: none

**B233 Principles of Management**  
**40 hours, 4 credits**

A study of the aspects of the practice of management necessary for the development of managerial skills and insight.

Prerequisite: none

**B234 Business Law**  
**40 hours, 4 credits**

This course presents fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business and sales contracts. Principles of law that apply to government, regulations, commercial paper, property, bailments, agency and business organizations are addressed.

Prerequisite: none

**B240 Entrepreneurial Product and Service Planning**  
**40 hours, 4 credits**

Students will explore the ways in which products and services are developed. They will review the various methods used to identify market opportunities, to engage in market sizing, and to develop an understanding of the competition. Students will develop a basic product or service plan, which will include a detailed description of how the product or service will be designed, sourced or manufactured, and delivered to the client. Students will also examine the lifecycle of products and services once they are launched

Prerequisite: Introduction to Entrepreneurship

**B242 Multicultural Communications for Business\***  
**40 hours, 4 credits**

This course provides an introduction to the challenges a diverse workforce presents in today's global economy. Specific areas of study will be coping with diverse communication styles, allowing for divergent approaches to task completion, mitigating different attitudes toward conflict, and resolution management and protocols for ensuring multicultural collaboration.

Prerequisite: none

**B243 Entrepreneurial Marketing**  
**40 hours, 4 credits**

Students will examine all aspects of entrepreneurial marketing. Using marketing case studies, students will explore several entrepreneurial marketing tactics and will create a marketing strategy for their chosen product or service. From this strategy, students will create a complete market plan. They will also present their ideas to the class.

Prerequisite: Introduction to Entrepreneurship

**B244 Entrepreneurial Finance: Capitalization for the Entrepreneur**  
**40 hours, 4 credits**

Students will examine the ways in which entrepreneurial ventures are financed. They will explore how to raise both start-up and operating capital. Students will participate in a simulation designed to teach them the value of financial management and the practical use of tools such as profit and loss statements, balance sheets, income and cash flow statements.

Prerequisite: Principles of Finance

**B247 Entrepreneurial Internship**  
**120 hours, 4 credits**

Students will complete an unpaid internship with a local entrepreneur or business owner. The College facilitates the process of matching students with entrepreneurs. The internship will integrate prior coursework into a comprehensive understanding of entrepreneurship, providing students with hands-on learning opportunities and work experience. During the internship, the student will shadow the entrepreneur and write a series of short, reflective papers based on their experience.

Prerequisite: Entrepreneurship student in last or second-to-last quarter

**B249 Risk Management and Insurance\***  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Human Resource Management

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

## COURSE DESCRIPTIONS

**B250 Training and Development\***  
**40 hours, 4 credits**

This course is a study of training and development fundamentals including how training relates to Human Resource Management and Human Resource Development, how internal and external factors influence employee behavior, and the role of adult learning in training. Students will examine how training needs are determined, best practices in developing and implementing training programs, and how to evaluate training efforts.

Prerequisite: Introduction to Human Resource Management

**B263 Principles of Advertising**  
**40 hours, 4 credits**

Theory, principles and functions of advertising, its role and its social and economic structure. Newspapers, magazines, radio and television area reviewed as advertising media

Prerequisite: Principles of Marketing

**B267 Employment Law\***  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Human Resource Management

**B268 Compensation and Benefits Management\***  
**40 hours, 4 credits**

This course content addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. This course will help students understand the role that an integrated total compensation program can play in contributing to organizational success. You will learn about effective compensation strategies and how various emerging issues impact program design.

Prerequisite: Introduction to Human Resource Management

**B270 Introduction to Global Business\***  
**40 hours, 4 credits**

This course will explore the importance of developing varied techniques for managing all aspects of a global business venture. Through real-life case studies, students will investigate the interconnectivity in global business specific to languages, attitudes, religious beliefs, traditions, work ethic, political & legal systems, governmental regulation, fiscal and monetary policies, infrastructure, and market potentials.

**B271 Professional Communication**  
**40 hours, 4 credits**

This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.

Prerequisite: Passing grade in Foundations of English II or placement determined by STEP assessment score.

**B272 Call Center Strategic Leadership\***  
**40 hours, 4 credits**

This course will focus on strategic leadership specific to assembling and preparing a strong team, defining quality assurance methodologies, determining appropriate performance metrics, executing motivation and retention strategies and understanding legal and personnel issues in correlation with strategic leadership as seen through project, financial and risk management.

Prerequisite: none

**B275 Call Center Customer Service Representative Skills\***  
**40 hours, 4 credits**

Considering the success of any call center rests in the hands of its Customer Service Representatives, it is critical that training, continual skills assessment and professional development opportunities are incorporated into the business cycle. This course will define the requisite skills for exemplar reps as well as discuss different assessment tools and skill building techniques. Further, this course will also examine Customer Relationship Management (CRM) principles specific to call routing applications.

Prerequisite: none

**B276 Call Center Labor Force Management\***  
**40 hours, 4 credits**

This course provides an introduction to determining the staffing requirements which balance customer requests and satisfaction and while meeting budget margins critical to the overall success of the business. As such, this course will focus on the forecasting of labor force needs, staffing requests, understanding of daily service management requirements, and the benefits and barriers to the incorporation of automated software tools to assist in this process.

Prerequisite: none

**B278 Call Center Operations Management\***  
**40 hours, 4 credits**

This course provides an introduction to technologies and tools available for call centers and their applications. Starting with the importance of site selection, facility design and management, this course will progress systematically through the process of developing a call center from inception to execution.

Prerequisite: none

**B280 Business Capstone\***  
**20 hours, 2 credits**

This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate Degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via completion of a Capstone project.

Prerequisite: Students must be enrolled in the Business Associate's Degree program and in their last or second-to-last quarter.

**B293 Business Ethics**  
**40 hours, 4 credits**

This course presents an examination of current moral and ethical issues that arise in the world of business, as well as an analysis of the main theories of moral obligation, right and wrong action, and good and bad values.

Prerequisite: none

**B351 Management of Information Systems**  
**40 hours, 4 credits**

Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems.

Prerequisite: Computer Information Systems, Introduction to Business

**B498 Management Capstone\***  
**30 hours, 3 credits**

In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts studied throughout their degree in creating a solution for an actual management need. This course is designed to be taken at the end of the program.

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

**BU301 Public Relations**  
**40 hours, 4 credits**

This course presents students with a clear set of public relations principles and practices. Through readings of professional journals and extensive case studies, students will become familiar with the role of public relations in society, ethical standards of practice, and the theory and practice of the public-relations problem-solving process as applied to various audiences.

Prerequisite: Principles of Marketing

**BU302 Risk Management**  
**40 hours, 4 credits**

This upper-level business course explores the elements of risk management and insurance essential to the business environment. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn, analyze, and evaluate approaches to measuring and managing risks in various business environments.

Prerequisite: Introduction to Business

**BU307 Insurance**  
**40 hours, 4 credits**

This course examines the characteristics of those areas of risk and uncertainty where the mechanisms of insurance are effective alternatives. Insurable risks of both business and individuals are covered. The concepts, contracts, and institutions involved in insurance are covered, as well as governmental regulations that impact the industry.

Prerequisite: Introduction to Business

**BU308 Operations Management**  
**40 hours, 4 credits**

In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations; purchasing raw materials; controlling and maintaining inventories; and producing goods or services that meet customers' expectations. Quantitative modeling will be used for solving business problems.

Prerequisite: Introduction to Business

**BU312 International Business**  
**40 hours, 4 credits**

This course provides management students with an introduction to international economic, political, cultural and business environments. Students will develop a basic understanding and appreciation of the myriad factors involved in managing people within a global workforce.

Prerequisite: Principles of Management

**BU322 Money and Banking**  
**40 hours, 4 credits**

This course is an examination of the structure and operations of our monetary systems. In this course topics covered include the fundamentals of money and financial markets, commercial banking and its regulation.

Prerequisite: Principles of Economics or equivalent

**BU340 Professional Selling**  
**40 hours, 4 credits**

This course is a study of the stages of the professional selling process and the role of sales in today's marketing environment. Emphasis will be placed on learning adaptive selling techniques and developing effective interpersonal communications skills.

Prerequisite: Principles of Marketing

**BU355 Advertising Application**  
**40 hours, 4 credits**

In this course, students will study the structures, functions, and persuasive language of advertising in mass media with attention to social, political, economic and legal aspects of advertising. In addition, issues such as advertising on the Internet, electronic commerce and the impact of interactive media are covered throughout the course.

Prerequisite: none

**BU401 Organizational Behavior Analysis**  
**40 hours, 4 credits**

This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.

Prerequisite: Introduction to Business

**BU402 Strategic Management**  
**40 hours, 4 credits**

This course is designed to integrate prior business courses through study, discussion, and creation of strategic management plans. Students will evaluate the key functions of organizations and integration of these functions to understand the best practices used to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.

Prerequisite: Introduction to Business

**BU403 Contemporary Leadership Challenges**  
**40 hours, 4 credits**

This seminar course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in researching, presenting, and discussing course materials. In addition to gaining in-depth exposure to a current key topic in the field, students learn to become active and effective members of a professional learning community.

Prerequisite: Principles of Management

**BU404 Negotiation and Conflict Management**  
**40 hours, 4 credits**

This course will focus on negotiation and conflict management in business and other organizational settings. The emphasis is on gaining an understanding of the negotiation process and developing effective negotiation and conflict management skills.

Prerequisite: Introduction to Business

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



## COURSE DESCRIPTIONS

**BU425 Labor and Employment Law**  
**40 hours, 4 credits**

This course presents fundamental principles of labor and employment law in the United States. The student will engage in topics such as federal and state regulation of the employment relationship, including wage and hour laws; EEO, affirmative action programs, employee benefits; insurance; workers' compensation; safety, health; employee's personal rights; and collective bargaining legislation.

Prerequisite: Principles of Management

**BU480 Small Business Management**  
**40 hours, 4 credits**

This course is a study of the factors involved in starting and managing a small- to medium-sized business. Emphasis is on the conduct of a pre-business feasibility study, and start-up of the business, successful management and options for succession or termination.

Students will prepare a sample business plan.  
Prerequisite: Principles of Management

**CC151A Foundations of Child Development**  
**40 hours, 4 credits**

This course will explore characteristics of children at different ages, children's developmental needs, and the foundation of early-childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family, and the cultural, social, class, and ethnic variations in the family as a social system.

Prerequisite: none

**CC152 Early Childhood Education Curriculum and Instruction**  
**40 hours, 4 credits**

This course promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized.

Prerequisite: none

**CC153A Health, Safety, and Nutrition**  
**40 hours, 4 credits**

This course examines the role of early childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children's special health concerns. Students will carry out a 2-hour observation in the field of education.

Prerequisite: none

**CC154A Observing and Promoting Development in the Early Childhood Classroom**  
**240 hours, 8 credits**

Under externship supervision, the student will observe and implement developmentally appropriate practice techniques while interacting with children and family.

Prerequisite: none

**CC155 Creating a Learning Environment**  
**300 hours, 10 credits**

Continuation of Observing and Promoting Development in the Early Childhood Classroom. The focus is on developmentally appropriate practices and leadership.

Prerequisite: Observing and Promoting Development in the Early Childhood Classroom

**CC156 Implementing Curriculum in the Early Childhood Classroom**  
**300 hours, 10 credits**

This course is a continuation of Observing and Promoting Development in the Early Childhood Classroom. The focus is on developmentally appropriate practices and leadership.

Prerequisite: Creating a Learning Environment

**CC258A Infant and Toddler Development**  
**40 hours, 4 credits**

This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler care which foster optimum social/emotional, physical, and cognitive development.

Prerequisite: none

**CC259 Dynamics of the Family**  
**40 hours, 4 credits**

This course will focus on the dynamics of the family and the family's influence on the growth and development of children. The history of family systems, child rearing, and parenting styles will be discussed. The course will explore issues that families of today face.

Prerequisite: none

**CC260A The Exceptional Child**  
**40 hours, 4 credits**

This course is designed to explore the benefits of inclusion in the early-childhood setting. Students will develop an understanding of exceptional development. Students will identify the parties relevant to exceptional development and their roles as resources in support of the child and their families.

Prerequisite: none

**CC261A Emerging Literacy through Children's Literature**  
**40 hours, 4 credits**

This course covers the history, selection, and integration of literature and language in the early-childhood curriculum. Topics include developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, puppetry, and flannel-board use will also be emphasized.

Prerequisite: none

**D111 Computer Information Systems**  
**40 hours, 3 credits**

This course is an introductory course designed to teach students fundamental computer concepts as well as serve as an introduction to the Microsoft Office suite. The focus of this course will include Word, Excel, PowerPoint and Access. This course will briefly cover email, Internet and Windows file management, as the course prepares students for a computerized work place.

Prerequisite: none

**D181 Excel**  
**40 hours, 3 credits**

This course is designed to investigate the advanced applications and concepts available in Microsoft Office Excel. Students will be introduced to electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.

Prerequisite: Computer Information Systems

**D187 Professional Presentations**  
**40 hours, 3 credits**

This course is designed to incorporate two Microsoft Office presentation programs into a single, powerful tool that can be used to create Professional Presentations. Students will learn to use PowerPoint and Publisher as partners in creating multidimensional presentations.

Prerequisite: Computer Information Systems

**D279 Computer Focused Principles\***  
**40 hours, 3 credits**

This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.

Prerequisite: Accounting I

**D283 Access**  
**40 hours, 3 credits**

This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.

Prerequisite: Computer Information Systems

**E150 Success Strategies**  
**40 hours, 4 credits**

This course will enable students to develop positive skills that ensure success in the college setting and workplace. Specific topics in learning and study strategies will lead students to develop and utilize appropriate study techniques, ensuring academic success. Topics in life skills will lead to a better understanding of self and others in our diverse world, and encourage the development and utilization of strategies to promote positive relationships, self-management, and professionalism.

Prerequisite: none

**E242 Career Development**  
**20 hours, 2 credits**

The course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview.

Prerequisite: none

**ES100 Introduction to Exercise Science**  
**40 hours, 3 credits**

This course introduces students to the field of exercise science. It covers subfields of exercise science, including physiological responses to exercise, nutrition, and biomechanics. Students will learn the field's history, philosophy, and current trends and issues. Career paths and professional organizations will also be discussed. Students will become CPR-certified.

Prerequisite: none

**ES110 Fitness Theory and Assessment**  
**40 hours, 3 credits**

This course covers the theory and practice of fitness assessment, exercise prescription, and program design. Students will learn the professional standards behind fitness assessment and prescription. The stages necessary to design and implement a client's fitness and exercise program will also be covered.

Prerequisites: Introduction to Exercise Science, Human Anatomy & Physiology I

**ES200 Exercise Physiology**  
**40 hours, 4 credits**

This course examines the human physiological response to exercise. The topics covered include nutrition, exercise's effects on the neuromuscular, cardiovascular, and respiratory systems, and the exercise physiology of selected populations. The effects of acute and chronic exercise will be explored.

Prerequisites: Kinesiology II

**ES205 Nutrition for Exercise Science**  
**40 hours, 4 credits**

This course provides an advanced study of nutrition's relationship to exercise and physical health. Students will explore nutritional requirements for people with specific health concerns or dietary requirements. Students will learn approaches to developing nutrition and food-preparation recommendations for clients interesting in maintaining or losing weight.

Prerequisites: Nutrition and Diet Therapy

**ES220 Resistance Training Techniques**  
**40 hours, 3 credits**

This course will introduce students to programs for building strength and endurance. Students will begin with the aspects of safe and effective training programs. They will explore conditioning techniques in a laboratory setting.

Prerequisites: Fitness Theory and Assessment

**ES225 Musculoskeletal Injuries**  
**40 hours, 3 credits**

This course covers common musculoskeletal injuries and their treatment and management. Topics include the basics of healing and rehabilitation, therapeutic exercise techniques and applications, and applications to specific musculoskeletal regions. Students will learn to develop basic treatment regimens for different types of musculoskeletal injuries.

Prerequisites: Human Anatomy and Physiology I

**ES230 Event Training Techniques**  
**40 hours, 3 credits**

This course provides students with a theoretical and practical introduction to training regimens for athletic events. Types of events covered include cycling, sprints, swimming, triathlons, and Ironman. Nutrition and fitness plans will also be addressed.

Prerequisites: Fitness Theory and Assessment

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

## COURSE DESCRIPTIONS

**ES240 Exercise for Special Populations**  
40 hours, 3 credits

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

Prerequisites: Fitness Theory and Assessment

**ES245 Exercise and Aging**  
40 hours, 3 credits

This course expands the student's understanding of exercise and its effects on older individuals. The physiological effects of aging will be discussed. Students will be able to identify the special health and fitness considerations for older individuals, and apply this knowledge to exercise prescription for older individuals.

Prerequisites: Fitness Theory and Assessment, Exercise Physiology

**ES250 Worksite Health Promotion**  
40 hours, 4 credits

This course examines health-promotion programs that are delivered through the worksite. Planning and assessment strategies for new and mature programs will be covered. Students will explore administration, partnerships, and communication technologies that will assist with the programs.

Prerequisites: Fitness Theory and Assessment

**ES280 Exercise Science Capstone**  
20 hours, 2 credits

This course is designed to help students integrate the information and skills learned in the Exercise Science program. Students will complete a capstone project that incorporates fitness assessment, exercise prescription, nutrition recommendation, and training techniques.

Prerequisites: Exercise Science AAS student in last or second-to-last

**F111 Introduction to Banking\***  
40 hours, 4 credits

This course is the standard introduction to the banking profession. It touches on nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.

Prerequisite: none

**F212 Fundamentals of Consumer Lending\***  
40 hours, 4 credits

This course provides the basic knowledge about consumer credit. It will cover terminology, basic categories of consumer credit, determining credit worthiness, and the application process. It includes the origin of regulations protecting consumer credit transactions, and reviews specific regulations that apply to consumer credit.

Prerequisite: Introduction to Banking

**F213 Introduction to Mortgage Lending\***  
40 hours, 4 credits

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

Prerequisite: Introduction to Banking

**F215 Principles of Banking Law\***  
40 hours, 4 credits

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

Prerequisite: Introduction to Banking

**G122 World Geography**  
40 hours, 4 credits

This course provides an introduction to the nature of geographic inquiry; the where and why of people's locations and activities. The interactions of physical, political, economic, and social systems are studied. These themes are illustrated by various examples from regions, areas, and countries of the world.

Prerequisite: none

**G123 Principles of Economics**  
40 hours, 4 credits

This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This course introduces microeconomic and macroeconomic concepts.

Prerequisite: none

**G124 English Composition**  
40 hours, 4 credits

This course is intended to help students develop their ability to write and express ideas in an organized, unified, coherent manner that reflects an appropriate awareness of purpose and audience. Through writing, reading, and discussion, students will learn to synthesize their thoughts as they communicate more effectively. Course concepts are applied to essays, research projects, and specialized writing. Regular writing and revision will improve students' grammar, punctuation and usage skills.

Prerequisite: Passing grade in Foundations of English II or placement determined by STEP assessment score.

**G125 Humanities**  
40 hours, 4 credits

This course investigates human creative achievement. It is designed to increase the student's understanding and appreciation of cultural literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.

Prerequisite: none

**G137 Introduction to Psychology**  
40 hours, 4 credits

This course will introduce students to the scientific study of human behavior. Course topics will include the following: heredity and environment, development of the individual, motivation, emotion, perception, personality and abnormal behavior.

Prerequisite: none

**G138 Introduction to Film**  
40 hours, 4 credits

This course is an introduction to the main types of film, to expressiveness of film techniques, and to ways in which we can better understand and appreciate both individual films and the medium as a whole. The goals are to introduce students to a diverse group of important American as well as international films and to teach them the necessary criteria for closely examining the characteristics of the film medium. As a result of this process, students will become more sophisticated and satisfied viewers. We will look at how films exemplify particular genres and analyze the film's contexts as well as the ways in which viewers formulate meanings. We will concern ourselves with the aesthetic qualities of given films and genres; we will, moreover, investigate the cultural significance of these works.

Prerequisite: none

**G141 Introduction to Communication**  
40 hours, 4 credits

The course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social and professional contexts. Specific topics will include perception, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings.

Prerequisite: none

**G142 Introduction to Sociology**  
40 hours, 4 credits

This course is designed to enable students to recognize their own culture-based values, feelings, and attitudes while developing a better understanding of cultural values that may differ from their own. It will cover basic sociological topics such as socialization, gender, race, social organization, and social change. Through the course students should achieve a better understanding of themselves and society.

Prerequisite: none

**G150 Structure and Function of the Human Body**  
40 hours, 4 credits

This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.

Prerequisite: none

**G201 Creative Writing**  
40 hours, 4 credits

This course will develop the student's talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays and non-fiction. Works by students and others will be critiqued. Students will also develop editorial skills so that each writer may revise and improve his/her work. Students will compose a minimum of 6000 words over the course of the program.

Prerequisites: Passing grade in Foundations of English II or placement determined by STEP assessment score.

**G215 Introduction to Human Biology**  
50 hours, 4 credits

Students will explore fundamental concepts of human biology. They will examine cell structure and function, body systems, and biochemistry. They will also learn basic concepts of genetics and evolution. Students will explore the relationship of human populations and the ecosystem.

Prerequisites: none

**G221 Introduction to Statistics**  
40 hours, 4 credits

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

Prerequisite: Passing grade in Foundations of Math or placement determined by STEP assessment score.

**G226 Speech**  
40 hours, 4 credits

This course is designed to teach the student how to research and plan, arrange and compose, and deliver informative, persuasive, expressive, impromptu, and extemporaneous speeches for various audiences. Students will also analyze and evaluate the arguments and rhetorical methods used in public communication to help them develop the ability to speak clearly and effectively, and to think logically. Students will also explore techniques for overcoming speech anxiety.

Prerequisite: none

**G230 Introduction to Literature**  
40 hours, 4 credits

This course offers an introduction to the most common literary genres: Fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts.

Prerequisite: none

[English Comp. recommended]

**G233 College Algebra**  
40 hours, 4 credits

This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.

Prerequisite: Passing grade in Foundations of Math or placement determined by STEP assessment score.

**G239 Introduction to Astronomy**  
40 hours, 4 credits

A study of the solar system, the Milky Way and other galaxies, and the universe. Topics include the structure of the celestial bodies, recognizing them, and understanding the influence they have on each other.

Prerequisite: none

**G243 Contemporary US Government**  
40 hours, 4 credits

This course provides an introduction to the US system of government, including its parts, institutions, and evolution, and will help students understand how the government works on the national, state and local level. To explore how the US government affects its citizens and how citizens participate in their government, students will address current problems and issues grounded in legal history, theory, and ethics.

Prerequisite: none

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

## COURSE DESCRIPTIONS

**G245 Introduction to Geology**  
**40 hours, 4 credits**

This course provides an introductory look at the physical processes that shape the earth. Topics include the origin, structure, and systems of the earth, minerals, rock formation, plate tectonics, and volcanoes and earthquakes. Geologic time, global change, and human-environment interaction will also be explored. Students will complete a research paper on a contemporary issue in geology.

Prerequisite: none

**G250 History of the United States in the World**  
**40 hours, 4 credits**

This course will explore the ways in which the United States emerged as a leader in the world in the 20th century and beyond. To expose students to various viewpoints, a theme of the course will be the interconnection of events in the United States during this period with those occurring simultaneously throughout the world. The political, social, and economic aspects of the history of the United States in this time will be explored amid a diversity of human cultures, values, and perspectives within the country and the world.

Prerequisite: none

**G324 Advanced Composition**  
**40 hours, 4 credits**

This advanced writing course is intended to help students further develop and refine their writing, researching, and analytical skills, through the application of these skills to various rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their views in an organized, unified, and coherent manner to diverse audiences.

Prerequisite: English Composition

**G328 Human Uses of the Environment**  
**40 hours, 4 credits**

This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include principles of ecology as seen in the structure and function of the ecosystem; pollution of air, soil, and water resources; population explosion and the relationship of people, disease, and food production; and environmental controls necessary for survival.

Prerequisite: none

**G330 American Literature**  
**40 hours, 4 credits**

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

Prerequisite: English Composition, Introduction to Literature

**G332 Visual Communication in the Media**  
**40 hours, 4 credits**

This course examines how people understand their world through visual images. Students will examine how people visually gather, process, and interpret information presented through media sources.

Prerequisite: none

**G333 American Religious History**  
**40 hours, 4 credits**

In this course students will be presented with an historical inquiry into the ideological origins and social context of American religious life. The importance of religion in the settlement of America and its role throughout American history will be explored and analyzed. Discussions of various historical and contemporary and emerging religious movements will also be discussed.

Prerequisite: none

**G335 Contemporary World Literature: 1900 to the Present**  
**40 hours, 4 credits**

This course explores how authors from around the world have engaged with important themes and historical events throughout the twentieth century. In studying these texts, students will examine the interplay of fiction and history, the varieties of literary style, and the qualities that link as well as distinguish works from different cultures. Students will respond to texts critically in discussion and essays, as well as research critical evaluations of literary topics, authors, etc.

Prerequisite: English Composition

**G380 Visions of America Since 1945**  
**40 hours, 4 credits**

Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in many of our lives. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role Hollywood films played in the popular culture will be examined.

Prerequisite: none

**G401 Comparative Politics**  
**40 hours, 4 credits**

This course will introduce students to the field of comparative politics by examining classification of political systems according to institutional and developmental characteristics. Causes and costs of political stability and instability will be explored. Comparison will be made between contemporary political institutions and processes in various countries.

Prerequisite: Contemporary U.S. Government

**G434 Gender in Math and Science**  
**40 hours, 4 credits**

This course examines the personal and collective educational experiences, career paths, and discoveries of female researchers, teachers, and practitioners in the fields of mathematics and science.

Prerequisite: none

**G435 Literature of American Minorities**  
**40 hours, 4 credits**

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

Prerequisite: English Composition

**HS100 Introduction to Human Services**  
**40 hours, 4 credits**

Introduction to Human Services exposes the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how current economics shape programs. Human service intervention strategies utilized in daily practice are examined along with stresses faced in the workplace. Comparisons of human services systems from a variety of countries will also be examined.

Prerequisite: none

**HS110 Cultural Diversity in Human Services**  
**40 hours, 4 credits**

This course will examine diversity in many communities and the cross-cultural service delivery available in those communities. Specific client populations will be explored, with an understanding of what cultural, physical, and mental diversity is and why it is important. Special attention will be paid to working with people of both mental and physical disabilities. Those disabilities include, but are not limited to, mental retardation, autism, and Asperger's Syndrome.

Prerequisite: Introduction to Human Services

**HS115 Introductory Strategies to Crisis Intervention in Human Services**  
**40 hours, 4 credits**

This course sets the foundation for students to develop the morals, ethics, and attitude necessary to strategically help those in crisis situations. The values and ethics intrinsic to the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function as change agents and must therefore attain and develop a core of intervention knowledge, theory, and skills to effectively deal with people in crisis. The ability to create genuine and empathetic relationships with others is central to those entering the human services field. Intervention strategies are also explored.

Prerequisite: Introduction to Human Services

**HS250 Organization and Leadership in Human Services**  
**40 hours, 4 credits**

Working and managing within a human services organization takes high morals, standards, and ethics. Through this course, students will consider the complexity of moral and ethical dilemmas in navigating and managing in the human service industry. Students will learn decision-making techniques to include the necessary components for an ethical reasoning process. In order to have a strong foundation of practice, students will learn to how to build a strong ethical organization through culture, climate, and structure.

Prerequisite: Case Management, Counseling Clients

**HS260 Community Psychology**  
**40 hours, 4 credits**

Community Psychology focuses on the four systems which function in a community: the mental health system, the educational system, the criminal justice system, and the social service system. As human service professionals, students will analyze problems in these communities and will evaluate individuals functioning in these systems, offering both answers and proactive models of prevention. Community psychology works toward the empowerment of members within a community, while appreciating diversity and understanding human behavior. Social change will be examined as well as understanding that setting or environment is as important as the individual in it.

Prerequisite: Introduction to Psychology

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

**HS280 Abnormal Psychology**  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Psychology

**HS290 Human Services Internship**  
**260 hours, 9 credits**

Field experience is a key learning experience in a human services delivery organization. It is a process of experiential learning that integrates the knowledge, theory, skills, and professional behaviors that are concurrently being taught within the classroom. It is an integral part of the total educational process.

Prerequisite: Students must be in their last or second to last quarter before graduation.

**J100 Introduction to Criminal Justice**  
**40 hours, 4 credits**

An 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.

Co-requisite: Criminology

**J102 Criminology**  
**40 hours, 4 credits**

This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals.

Co-requisite: Introduction to Criminal Justice

**J115 Introduction to Corrections**  
**40 hours, 4 credits**

A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined.

Prerequisite: Introduction to Criminal Justice

**J116 Case Management\***  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Criminal Justice

## COURSE DESCRIPTIONS

**J120 Policing in America**  
**40 hours, 4 credits**

Students will examine the theoretical underpinnings of police work in the United States, including its historical roots, its current status, and the trends that will shape its future. They will explore the problems and solutions facing citizens, patrol officers, administrators, and agencies. They will also cover contemporary practices such as Community Oriented Policing, Problem Oriented Policing, and Directed Patrol. In investigating these topics, students will develop skills in critical thinking and problem solving.

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

**J122 Crime Scene to Conviction: Critical Skills in Documentation\***  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Criminal Justice.

**J125 Criminal Law and Procedures**  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Criminal Justice.

**J130 Introduction to Homeland Security\***  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Criminal Justice

**J160 Introduction to Forensic Science\***  
**40 hours, 4 credits**

A course designed to familiarize students with the application of science to criminal and civil laws. Students are introduced to the five basic services that a crime laboratory supports; examine the analysis of evidence and the collection and preservation of all types of evidence.

Prerequisite: Introduction to Criminal Justice

**J200 Domestic Violence**  
**40 hours, 4 credits**

This course examines violence in the family; social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responses; the role of the police; when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide.

Prerequisite: Introduction to Criminal Justice

**J205 Juvenile Justice**  
**40 hours, 4 credits**

An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.

Prerequisite: Introduction to Criminal Justice

**J211 Counseling Clients\***  
**40 hours, 4 credits**

Students will examine the process and effects of counseling. Assessment tools, methods of evaluation, and case plans are explored. They will consider a variety of counseling settings, including prisons, jails, group homes, in-patient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse clients including juveniles and adults, men and women, and people from various cultures.

Prerequisite: Introduction to Criminal Justice

**J212 Legal Principles in Corrections\***  
**40 hours, 4 credits**

Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders' rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.

Prerequisite: Criminal Law and Procedures

**J222 Practical Psychology for Law Enforcement\***  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Criminal Justice

**J226 Legal Code for Law Enforcement\***  
**40 hours, 4 credits**

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

Prerequisite: Criminal Law and Procedures

**J230 Terrorism\***  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Criminal Justice

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

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

Prerequisite: Introduction to Criminal Justice

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

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

Prerequisite: Introduction to Criminal Justice

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

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

Prerequisite: Introduction to Criminal Justice

**J260 Introduction to Investigations\***  
**40 hours, 4 credits**

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

Prerequisite: Criminal Law and Procedures

**J261 Crime Scene Analysis\***  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Forensic Science

**J280 Contemporary Issues in Criminal Justice Capstone\***  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Criminal Justice. Students must be enrolled in the Criminal Justice program and in their last or second to last quarter.

**J305 Examination of Forensic Science**  
**40 hours, 4 credits**

Students will critically examine the role of forensic science in the criminal justice process and the court of law. They will review historical events in criminalistics, and analyze problems in forensic science in order to formulate recommendations for change. They will also explore best practices and the future of forensic science.

Prerequisite: Criminal Law and Procedures II

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

This course will examine serial behavior by crime type and criminal profile. Crimes such as stalking, arson, murder, and sexual assault will be examined through case files to enhance investigative methods. Students will analyze psychological profiles and behavior patterns.

Prerequisite: Criminology

**J315 Criminal Law and Procedures II**  
**40 hours, 4 credits**

This course challenges students to examine the complexities of the Bill of Rights and the application of those rights to the criminal-justice system. The analysis of case studies will allow students to apply criminal law and procedure to fieldwork examination of criminal-justice issues.

Prerequisite: Criminal Law and Procedures

**J320 Criminal Investigations**  
**40 hours, 4 credits**

Students will learn to conduct full criminal investigations. They will examine various techniques, methods, and processes for interviewing and interrogating crime suspects and witnesses. They will also explore techniques for conducting investigations with special populations.

Prerequisite: Criminal Law and Procedures II

**J325 Criminal Evidence**  
**40 hours, 4 credits**

This course will familiarize students with the fundamentals of criminal evidence as it pertains to the legal presentation of evidence in criminal trials, and with the role of legal counsel. Constitutional issues involving evidence are examined. Different varieties of evidence, from hearsay to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.

Prerequisite: Criminal Law and Procedures

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

## COURSE DESCRIPTIONS

**J330 Organized Criminal Syndicates**  
40 hours, 4 credits

This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the cause of organized crime, in addition to the investigation, prosecution, and sentencing of syndicates.

Prerequisite: Criminology, Juvenile Justice

**J332 Homeland Security Policy**  
40 hours, 4 credits

Students will receive an overview of homeland security policy at the federal, state, and local levels. They will examine four key security components: risk education, preparedness, public warning, and protective actions. They will also explore the coordination of structure and policy across national and homeland security disciplines, including law enforcement, public education, medical, public health, emergency management (including FEMA), information operations, defense, diplomacy, commerce, transportation, and intelligence.

Prerequisite: Terrorism

**J335 Risk Analysis**  
40 hours, 4 credits

Students will examine the importance of risk management through analysis and evaluation as a means of ensuring the protection of communities, facilities, and personnel. They will gain an understanding of the identification and assessment of hazards, vulnerabilities, and risks, which is critical to comprehensive management of security operations. They will learn skills to aid in planning for natural or manmade disaster recovery, and for crisis management.

Prerequisite: Introduction to Homeland Security, Security Challenges.

**J340 Women and Criminal Justice**  
40 hours, 4 credits

This course examines the role of women as offenders, victims, and professionals in criminal justice. Theories and research that have differentiated women in the criminal-justice system will be explored. The rise of female criminality and criminal-justice professionals will be examined will be analyzed.

Prerequisite: Domestic Violence

**J345 Diversion and Rehabilitation**  
40 hours, 4 credits

Students will examine counseling and intervention methods used for adult and juvenile, and male and female offenders. They will explore theories proven by research and applied to treatment. They will critically evaluate evidence-based policy, best practices, program evaluations, and "what works" in both social service and criminal justice systems.

Prerequisite: Juvenile Justice, Domestic Violence

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

This course will examine the true picture and statistics of minority representation at every point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of unbiased racial and ethnic theories, and research and practice of behavior and victimization affecting the criminal justice system.

Prerequisite: Ethics in Criminal Justice

**J352 Victims in Criminal Justice**  
40 hours, 4 credits

This course explores the importance of the victim in the criminal-justice system's process. The victim's role in the criminal-justice process, and movements and legislation regarding victims' impact on judicial proceedings are examined. A variety of crimes and types of victims is explored.

Prerequisite: none

**J355 Realities of Crime and Justice**  
40 hours, 4 credits

In this course, students will analyze and critique media portrayals of crime and justice. Public perceptions of crime and realities of crime are evaluated. The mass media and "spectacular" cases are used to exemplify the media's influence on crime and justice.

Prerequisite: Ethics in Criminal Justice

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

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

Prerequisite: Introduction to Criminal Justice

**J365 Research Methods in Criminal Justice**  
40 hours, 4 credits

This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to the criminal-justice field. Students will become familiar with research terminology and the ethics involved in various research designs. To complete the course, students will design and simulate their own research project.

Prerequisite: Statistics

**J405 Emergency Management\***  
40 hours, 4 credits

This course will examine the role of private and public managers in planning for response to natural or man-made emergencies. Response plans will be detailed and developed with the essential elements and participants. Types of hazards and risks of all involved with managing the response and the public will be explored.

Prerequisite: Introduction to Homeland Security, Security Challenges

**J410 Criminal Justice Leadership and Management**  
40 hours, 4 credits

This course will familiarize students with common management theory and practice in criminal-justice organizations. The application of management techniques to all areas of criminal justice will be explored, along with leadership and administration techniques and issues particular to criminal justice. Organizational philosophy, visioning, planning, and goal development will be examined.

Prerequisite: Ethics in Criminal Justice

**J415 Crime Prevention**  
40 hours, 4 credits

This course will explore the goals and types of various crime-prevention strategies. Physical environments and crime, neighborhood crime prevention, the media, and crime displacement will be explored. The course will examine persons and conditions associated with high rates of deviance.

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

**J420 Crimes Across Borders**  
40 hours, 4 credits

This course will explore the global economy of crime. Various types of transnational crime, and the investigation and prosecution of global crimes, are examined. Current issues in global crime will be examined via rotating articles, books, and other publications.

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

**J425 Community Corrections**  
40 hours, 4 credits

This course will examine the role and function of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored.

Prerequisite: Criminal Behavior, Introduction to Corrections

**J430 Forensic Psychology**  
40 hours, 4 credits

This course will examine the role and function of psychology as it applies to the criminal-justice system. Students will examine the responsibilities and tasks of forensic psychologists when working with law enforcement, courts, and corrections. A psychological approach to person-to-person crimes will be explored.

Prerequisite: Criminal Behavior, Introduction to Psychology

**J435 Special Populations in Criminal Justice**  
40 hours, 4 credits

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

Prerequisite: Criminal Behavior

**J440 Special Offenders: Sex Offenders**  
40 hours, 4 credits

This course will examine the causes of sexual offenses and treatment of offenders. Laws and policy pertaining to sex offenders will be analyzed. Research on sex offenders, including recidivism, treatment, and re-entry into the community, will be examined.

Prerequisite: Introduction to Criminal Justice

**J445 Special Offenders: Serial Killers**  
40 hours, 4 credits

Students will explore issues and controversies involved in serial killer cases or mass murder investigations. They will cover topics including maintaining justice, victim's rights, interrogation techniques, media coverage of crimes, and grief.

Prerequisites: Criminology, Criminal Behavior

**J471 Fieldwork in Criminal Justice**  
20 hours, 2 credits

This course will guide students through their fieldwork at a public or private criminal-justice agency. Throughout the course and fieldwork, students will be participant-observers, supervised by an agency determined authority, and will journal the work experience.

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

Co-requisite: Fieldwork in Criminal Justice II

**J472 Fieldwork in Criminal Justice II**  
240 hours, 8 credits

This fieldwork course gives students firsthand experience in the field of criminal justice via an appropriate agency that meets the student's career objectives. Students will be participant-observers, supervised by an agency-determined authority, and will journal the work experience in a course that runs concurrently with the fieldwork.

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

Co-requisite: Fieldwork in Criminal Justice

**J490 Critical Issues in Criminal Justice**  
40 hours, 4 credits

This course will examine trends, policies, processes, and programs in criminal justice. Careful analysis of criminal-justice successes and failures is the focus of this course. Students will theorize future initiatives in policing, courts, corrections, juvenile justice, and homeland security.

Prerequisite: Contemporary Issues in Criminal Justice Capstone

**LA125 Law I**  
40 hours, 4 credits

This course is a study of the fundamentals of law. This includes study of the American legal system, forms of conflict resolution, torts, contracts, and criminal law.

Prerequisite: none

**LA130 State and Local Government**  
40 hours, 4 credits

This course will introduce the constitutional interrelationship of national, state, and local governments. Special emphasis will be placed on the powers and functions of the various branches of state and local governments.

Prerequisite: none

**LA225 Law II**  
40 hours, 4 credits

This course is a continuation of the study of fundamentals of law. This includes study of the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, contracts, and other areas of business law.

Prerequisite: Law I

**LE200 Traffic Enforcement**  
40 hours, 3 credits

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

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

**LE211 Firearms I**  
40 hours, 2 credits

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

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

**LE212 Firearms II**  
40 hours, 2 credits

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

Prerequisite: Firearms I

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## COURSE DESCRIPTIONS

**LE221 Defensive Tactics I**  
**40 hours, 2 credits**

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

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

**LE222 Defensive Tactics II**  
**40 hours, 2 credits**

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

Prerequisite: Defensive Tactics I

**LE230 Police Investigation Process**  
**60 hours, 3 credits**

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

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

**LE240 Minnesota Traffic Code**  
**20 hours, 2 credits**

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

Prerequisite: none

**LE245 Minnesota Criminal Code**  
**20 hours, 2 credits**

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

Prerequisite: none

**LE280 Patrol Practicals with Pursuit Driving**  
**80 hours, 4 credits**

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

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

**LE290 Law Enforcement Capstone**  
**20 hours, 2 credits**

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

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

**M120 Medical Terminology\***  
**40 hours, 4 credits**

This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.

Prerequisite: none

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

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

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

Prerequisite: Basic ICD-9-CM Coding

**M141 Ambulatory Care Coding**  
**40 hours, 3 credits**

The emphasis in this course is medical coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT.

Prerequisite: Intermediate ICD-9-CM Coding

**M200 Medical Office Procedures**  
**40 hours, 4 credits**

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

Prerequisite: Medical Terminology

**M205 Medical Transcription I\***  
**40 hours, 3 credits**

The student will transcribe medical histories, physical examination and other medical reports from transcription tapes and will apply knowledge of medical terminology, anatomy, and physiology to the transcription process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms.

Prerequisites: Medical Terminology, Keyboarding I

**M206 Medical Transcription II\***  
**40 hours, 3 credits**

A continuation of Medical Transcription I, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, 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

**M207 Medical Transcription III\***  
**40 hours, 3 credits**

A continuation of Medical Transcription II, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, gastrointestinal, orthopedics, general pathology, and selected specialty options. The course includes transcription from CD of health care professionals who are non-native speakers of English and operative reports.

Prerequisite: Medical Transcription II.

**M208 Introduction to Health Information Management**  
**40 hours, 4 credits**

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

Prerequisite: none

**M209 Medical Insurance and Billing**  
**40 hours, 3 credits**

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

Prerequisite: Medical Terminology

**M211 Quality Analysis and Management**  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Health Information Management

**M218 Management of Health Information Services**  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Health Information Management (or co-requisite)

**M223 Pathology I**  
**40 hours, 4 credits**

Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.

Prerequisite: Human Anatomy and Physiology I, or Structure and Function of the Human Body

**M224 Pathology II**  
**40 hours, 4 credits**

Continuation of studies of the basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology, and treatment and prevention of common diseases of selected human body systems.

Prerequisite: Pathology I

**M229 Healthcare Information Technologies**  
**40 hours, 4 credits**

This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.

Prerequisite: Introduction to Health Information Management, Computer Information Systems.

**M230 Medical Law and Ethics**  
**40 hours, 4 credits**

A study of the United States legal system and court process with emphasis on legal and ethical issues within the health care environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student's program of study.

Prerequisite: none

**M251 Medical Coding Practicum\***  
**30 hours, 1 credit**

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

Prerequisite: Ambulatory Care Coding

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

## COURSE DESCRIPTIONS

**ML252 Health Information Practicum**  
**60 hours, 2 credits**

A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HIM departments and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.

Prerequisites: Medical Law and Ethics, Healthcare Information Technologies, Quality Analysis and Management

**ML280 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

**ML290 Medical Administration Capstone\***  
**10 hours, 1 credit**

This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills.

Prerequisite: Medical Administration student in last or second-to-last quarter.

**MA110 Clinical Skills I**  
**60 hours, 4 credits**

In this course students will begin their study of the essential and basic core of back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, office procedures, medical law and ethics, records management, bookkeeping and billing, health insurance and coding, infection control, and patient assessment. They will follow applied-learning approaches to all skill-development and performance objectives.

Prerequisites: Medical Terminology, Human Anatomy and Physiology I

**MA135 Pharmacology for the Allied Health Professional**  
**40 hours, 4 credits**

Students in this course will learn the pharmacology concepts necessary for a variety of allied-health programs. They will study drugs according to their therapeutic applications. They will examine pertinent physiology and related diseases before discussing the pharmacology of the drug. Students will also learn basic regulations that apply to drugs.

Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body

**MA145 Clinical Skills II**  
**60 hours, 4 credits**

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

Prerequisite: Clinical Skills I

**MA235 Laboratory Skills for Clinical Practice**  
**60 hours, 4 credits**

In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect specimen samples, and to perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.

Prerequisite: Clinical Skills II (or co-requisite)

**MA245 Medical Office Assistant Externship**  
**180 hours, 6 credits**

Students will engage in an 11-week on-the-job training experience in a physician's office/clinic in their field of study or medical-specialty interest. The extern will perform medical-assisting job duties in both the front-office administrative area and the back-office clinical area, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked. In the lecture portion of the course, students will learn job-search techniques and skills for entry-level medical assistants.

Prerequisites: Laboratory Skills for Clinical Practice; approval of Medical Office Management and Clinical Practice Program Coordinator

**ML100 Introduction to Clinical Laboratory Science**  
**40 hours, 3 credits**

An introduction to laboratory medicine and the profession of clinical laboratory science. This course will emphasize professionalism, laboratory safety, and routine laboratory procedures including quality control and lab math.

Prerequisite: Program admission

**ML150 Clinical Chemistry I**  
**40 hours, 3 credits**

An introduction to analytical techniques, instrumentation, and basic principles of clinical chemistry methods. Presents the theory and application of biochemical analytes, including clinical significance and normal reference ranges.

Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

Co-requisite: College Algebra

**ML151 Hematology I**  
**40 hours, 3 credits**

Introduction to the theory and practical application of routine and special hematology procedures. Presents red-blood-cell function, hematopoiesis, and associated diseases. The student laboratory focuses on identifying normal and abnormal red-blood-cell morphology and the evaluation of stained blood smears.

Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

**ML152 Urinalysis**  
**40 hours, 3 credits**

An introduction to urinalysis and body-fluid analysis. Includes anatomy and physiology of the kidney, and physical, chemical, and microscopic analysis of urine, cerebral spinal fluid, and other body fluids.

Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

**ML153 Clinical Microbiology I**  
**40 hours, 3 credits**

This course will include basic concepts of microbiology. Emphasis will be placed on cell structure and function of human, pathogenic microorganisms. Disease, resistance and immune system function will be included. Methods of microbe control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.

Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

**ML201 Clinical Chemistry II**  
**60 hours, 4 credits**

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

Prerequisite: Clinical Chemistry I

**ML202 Hematology II**  
**60 hours, 4 credits**

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

Prerequisite: Hematology I

**ML203 Immunology**  
**40 hours, 3 credits**

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

Prerequisite: Human Anatomy and Physiology I

**ML205 Immuno-hematology**  
**40 hours, 3 credits**

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

Prerequisites: Hematology I, Immunology

**ML206 Clinical Microbiology II**  
**60 hours, 4 credits**

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

Prerequisite: Clinical Microbiology I

**ML291 Clinical Practicum**  
**360 hours, 12 credits**

Students will perform in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate.

Prerequisite: Approval by campus coordinator, completion of all coursework required by clinical affiliate.

**ML292 Clinical Practicum II**  
**360 hours, 12 credits**

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

Prerequisite: Clinical Practicum I

**MT101 Introduction to Massage Therapy**  
**40 hours, 3 credits**

This course introduces basic massage therapy skills and knowledge necessary to becoming a massage therapist. Students will acquire the knowledge to develop a self care strategy by identifying body awareness and movement habits.

Prerequisite: none

**MT105 Deep Tissue Massage**  
**40 hours, 3 credits**

This course will incorporate and expand on the techniques learned from Swedish massage. An emphasis will be on other methods of addressing soft tissue dysfunction. Students will have the knowledge to integrate deep tissue massage into their practice as a massage therapist. An emphasis will be upon developing communication and documentation skills for insurance billing.

Prerequisites: Introduction to Massage Therapy, Kinesiology

**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, Kinesiology

**MT140 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

**MT215 Sports Massage**  
**40 hours, 3 credits**

This course provides students with the knowledge of how to apply pre-event, immediate, post-event, and restorative massage. Students will have the knowledge of various injuries and the physiological effects that the body endures in athletic events. Students will have an understanding of different stretching applications to a client.

Prerequisites: Introduction to Massage Therapy, Kinesiology

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## COURSE DESCRIPTIONS

**MT220 Myofascial Release**  
**40 hours, 3 credits**

The purpose of this course is to provide knowledge of Myofascial release. The student is introduced to working on fascia in the body. An emphasis will be on the emotional releases from the client and how to handle these situations in a session.

Prerequisites: Introduction to Massage Therapy, Pathology for Massage Therapy, Human Anatomy and Physiology II, Kinesiology II

**MT225 Alternative Modalities**  
**40 hours, 3 credits**

This course introduces the basic knowledge of Shiatsu, Reflexology, and Aromatherapy. Students will have an understanding of the five element theory, meridians and chakras. The students will be able to incorporate principles of reflexology and aromatherapy into a massage session.

Prerequisites: Introduction to Massage Therapy, Kinesiology

**MT230 Trigger Point Therapy**  
**40 hours, 3 credits**

This course is an introduction to Trigger Point Therapy. Students will have the facts of scientific data of a Trigger Point. Students will have the knowledge of the physiological symptoms of a Trigger Point. An emphasis will be on the significance of musculoskeletal disorders and how to manage these with Trigger Point Therapy.

Prerequisite: Deep Tissue Massage

**MT237 Clinic I**  
**40 hours, 2 credits**

In this course the student will perform a minimum of 40 hours in the Massage Clinic, performing at least 15 full body massage treatments. A supervisor will be present to evaluate and guide the student's performance. Students are evaluated on hands-on skills and SOAP Charting.

Prerequisites: Human Anatomy and Physiology II, Kinesiology II, Deep Tissue Massage

**MT238 Clinic II**  
**80 hours, 4 credits**

In this course the student will perform a minimum of 80 hours in the Massage Clinic performing at least 30 full body massage treatments. A supervisor will be present to evaluate and guide the student's performance. Students are evaluated on hands-on skills and SOAP Charting.

Prerequisite: Clinic I. This course is recommended for a student's last quarter.

**MT245 Kinesiology**  
**40 hours, 4 credits**

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

Prerequisite: Human Anatomy and Physiology I

**MT246 Kinesiology II**  
**50 hours, 4 credits**

The purpose of this course is to provide an in depth knowledge of muscular and skeletal systems and the relationship to movement. Students will learn the innervation and arterial supply of the head, neck, trunk, leg, arm, and pelvis. An emphasis on how muscles function with the structure of the body will be taught. In this course this a lab portion where students will be palpating muscles and the movement that partners with it.

Prerequisite: Kinesiology

**MT250 Business and Wellness**  
**40 hours, 3 credits**

This course introduces the student to recognize an emergency and how to respond to specific injuries. The student will acquire First Aid and Cardiopulmonary Resuscitation (CPR) certification through a nationally recognized provider. A general introduction of nutrition and wellness with an emphasis on health promotion will be taught. Students will have the knowledge to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

Prerequisites: Deep Tissue Massage, Sports Massage. This course is recommended for the last quarter.

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

In this course the students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. The topics covered include; the relationship between computer hardware and software, the installation, support, and troubleshooting of system boards, memory, hard drives, multimedia, and input/output devices. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Each student will assemble a computer using prescribed parts and materials.

Prerequisite: none

**N113 PC Hardware and Software II (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 student will learn about the conduct and responsibilities of being a professional PC technician. To reinforce the materials in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course in addition to the first course helps prepare students to take the A+ certification Core and DOS/Windows Exams.

Prerequisite: PC Hardware and Software I (A+)

**N127 Microsoft Windows Workstations\***  
**40 hours, 3 credits**

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

Prerequisite: none

**N133 Networking Fundamentals\***  
**40 hours, 3 credits**

This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks on how communications is accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting.

Prerequisite: Microsoft Windows Workstations or adviser/faculty approval

**N141 Networking Security Fundamentals\***  
**40 hours, 3 credits**

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

Prerequisite: Networking Fundamentals

**N164 Voice Over IP Fundamentals**  
**40 hours, 3 credits**

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

Prerequisite: Networking Fundamentals

**N208 Linux Administration\***  
**40 hours, 3 credits**

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

Prerequisite: Microsoft Windows Workstations

**N226 Windows Active Directory\***  
**40 hours, 3 credits**

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

Prerequisite: Microsoft Windows Server

**N228 Microsoft Windows Server\***  
**40 hours, 3 credits**

This course provides students with the knowledge and skills necessary to install and configure Windows server and perform post-installation and day-to-day administrative tasks. The course gives the student the background needed to provide technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the material covered. Further, the course helps prepare students to take the Microsoft Professional Certification exam.

Prerequisite: Microsoft Windows Workstations

**N234 Microsoft Exchange Server\***  
**40 hours, 3 credits**

In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real-world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take Microsoft's MCSE Exam #70-236.

Prerequisite: Microsoft Windows Server

**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: Networking Fundamentals

**N251 Introduction to Computer Forensics**  
**40 hours, 3 credits**

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

Prerequisite: Microsoft Windows Server

**N252 Networking Security Advanced**  
**40 hours, 3 credits**

This course takes an in depth look at network defense concepts and techniques. Students will examine the tools, techniques and technologies used in the securing of information assets. This course is designed to provide in-depth information on the software and hardware components of Information Security and Assurance. Topics covered include: intrusion detection, virtual private networks (VPN), and incident response strategies and planning. Further, this course helps students prepare to take the Security Certified Program, Network Defense and Countermeasures exam, SCO-402.

Prerequisite: Cisco Networking Fundamentals and Routing

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



## COURSE DESCRIPTIONS

**N253 Managing Information Security**  
30 hours, 3 credits

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

Prerequisite: Networking Security Advanced

**N264 IP Telephony**  
40 hours, 3 credits

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

Prerequisite: Voice Over IP Fundamentals

**N265 Quality of Service (QoS)**  
40 hours, 3 credits

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

Prerequisite: IP Telephony

**N270 Oracle Database Administration**  
40 hours, 3 credits

The goal of this course is to prepare individuals to work with and administer Oracle databases. Students will learn the various tools available to set up the database, query, configure performance monitoring, and enhance security for the Oracle database. The course will emphasize the skills needed for day-to-day maintenance of the database.

Prerequisite: Database Design and SQL

**N271 SQL Server 2005 Administration**  
40 hours, 3 credits

The goal of this course is to prepare individuals to work with and administer SQL Server 2005. Students will learn how to install and maintain SQL Server 2005 and also how to use various tools helpful in creating backups, promoting security, and to enhance availability and performance of the database.

Prerequisite: Database Design and SQL

**N272 SQL Server 2005 Development**  
40 hours, 3 credits

This course seeks to prepare the students for programming in the SQL Server 2005 environment. Students will learn how to manipulate and work with database objects through T-SQL to create and alter tables as needed. In addition, students taking this class will learn to modify queries, work with constraints, and deal with normalization issues as they learn to program in this environment.

Prerequisite: SQL Server 2005 Administration

**N273 Business Intelligence Reporting**  
40 hours, 3 credits

The goal of this course is to allow students to understand what business intelligence is and how it affects the success or failure of organizations. In particular, this course will focus on business intelligence using Crystal Reports as the basis for deriving this information.

Prerequisite: SQL Server 2005 Administration

**N290 Information Technology Capstone\***  
20 hours, 2 credits

This course summarizes key learning throughout the student's program. Students apply what they've learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.

Prerequisite: This course is intended to be completed in the student's last quarter.

**NM110 Drawing Design and Art Theory**  
40 hours, 3 credits

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

Prerequisite: none

**NM111 Introduction to Computer Graphics**  
40 hours, 3 credits

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

Prerequisite: none

**NM113 Introduction to Multimedia and Computer Graphic Arts**  
40 hours, 3 credits

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

Prerequisite: Introduction to Computer Graphics

**NM115 Networking and Internet Technologies**  
40 hours, 3 credits

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

Prerequisite: Introduction to Computer Graphics

**NM121 Typography**  
40 hours, 3 credits

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

Prerequisite: Introduction to Computer Graphics

**NM122 Digital Publishing**  
40 hours, 3 credits

This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploration of illustration, photo retouching and manipulation, and working toward finished results primarily in printed form as well as web.

Prerequisite: Introduction to Computer Graphics

**NM124 Color Theory and Techniques**  
40 hours, 3 credits

This course introduces basic compositional principles of harmony and contrast through the practice of color applications, using felt tip markers, acrylic paints and markers. Basic exercises are introduced and practiced to learn how to achieve different product surfaces and create visual effectiveness. The use of color in printing also is explored.

Prerequisite: Introduction to Computer Graphics

**NM130 Audio/Video Editing**  
40 hours, 3 credits

Students learn the theory and processes of audio/video editing using non-linear editing software on the desktop. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short videos for video, disk and Internet applications.

Prerequisite: Introduction to Computer Graphics

**NM131 Introduction to 3D Arts and Animation**  
40 hours, 3 credits

This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images.

Prerequisite: Introduction to Computer Graphics

**NM141 Digital Media Production**  
40 hours, 3 credits

This course is a study of the integration of 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.

Prerequisite: Introduction to Computer Graphics

**NM240 3-Dimensional Animation**  
40 hours, 3 credits

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

Prerequisite: Introduction to 3D Arts and Animation

**NM250 Dynamic Content Management**  
40 hours, 3 credits

This course introduces students to the standards for designing relational databases. The course focuses on record creation, modification, and deletion as well as report generation and database design. In addition, Structured Query Language is utilized to obtain dynamic information for multimedia authoring.

Prerequisite: Introduction to Computer Graphics

**NM252 Fundamentals of Web Authoring and Design**  
40 hours, 3 credits

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

Prerequisite: Introduction to Computer Graphics

**NM260 Server Side Scripting**  
40 hours, 3 credits

This course focuses on dynamic interactive web sites from a multimedia perspective. Emphasis is on data driven pages, interactivity through client side scripting, dynamic web content and database access through server side scripting.

Prerequisites: Dynamic Content Management, Fundamentals of Web Authoring and Design

**NM262 Digital Media Assembly**  
40 hours, 3 credits

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

Prerequisite: Digital Media Production

**NM272 Multimedia Technologies**  
40 hours, 3 credits

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

Prerequisite: Introduction to Computer Graphics or Fundamentals of Programming

**NM280 Multimedia Portfolio Development\***  
20 hours, 2 credits

In this course, students select a primary and secondary track to create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/demo tape using a consistent theme related to their identity package.

Prerequisite: Multimedia Technologies student in last or second-to-last quarter.

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

## COURSE DESCRIPTIONS

**PB105 Phlebotomy**  
**40 hours, 3 credits**

Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin punctures, butterfly needles, blood cultures and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Utilizes a student laboratory for experiences in basic phlebotomy procedures.

Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

**PL100 Introduction to Law and the Legal System\***  
**40 hours, 4 credits**

Students will examine the American legal system from a variety of perspectives. They will survey topics including essential history, the working structure of government, issues of court procedure, and specific legal concepts. In addition, they will investigate the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. Paralegal students will gain a foundation for further paralegal study, and students from other disciplines will gain an appreciation of the legal system's impact on their disciplines. Students will prepare a resume as part of this course.

Prerequisite: none

**PL110 Introduction to Legal Research\***  
**40 hours, 4 credits**

Students will explore the legal research and writing process for paralegals. They will receive an overview of legal source materials and how and when to incorporate those materials into the legal research process. They will learn practices of case document management in law offices and the legal system. In addition, students will create proper reports and documents required in the legal process.

Prerequisite: Introduction to Law and the Legal System

**PL121 Civil Litigation and Procedure I\***  
**40 hours, 4 credits**

Students will examine the lawyers and paralegals' roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.

Prerequisite: Introduction to Law and the Legal System

**PL122 Civil Litigation and Procedure II\***  
**40 hours, 4 credits**

Students will continue to develop and refine litigation skills. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.

Prerequisite: Civil Litigation and Procedure I

**PL140 Contracts\***  
**40 hours, 4 credits**

This course will provide students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.

Prerequisite: Introduction to Law and the Legal System

**PL211 Legal Research and Writing I\***  
**40 hours, 4 credits**

After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions and will complete three significant writing projects.

Prerequisites: Introduction to Legal Research, English Composition

**PL212 Legal Research and Writing II\***  
**40 hours, 4 credits**

Students will continue to develop their writing and researching skills. Students will use the results of their research in connection with at least three (3) significant writing projects, including memoranda of law.

Prerequisite: Legal Research and Writing I

**PL215 Real Estate Law\***  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Law and the Legal System

**PL216 Corporate Law\***  
**40 hours, 4 credits**

This course will provide students an overview of the formation, operation, and dissolution of the corporate entity. Stockholders rights and remedies as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.

Prerequisite: Introduction to Law and the Legal System

**PL219 Law Office Technology\***  
**40 hours, 4 credits**

This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and docket management and computer based legal research and document movement.

Prerequisites: Introduction to Law and the Legal System, Computer Information Systems

**PL225 Torts\***  
**40 hours, 4 credits**

This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of causes of actions in torts and their relevancy to the paralegal.

Prerequisite: Introduction to Law and the Legal System

**PL230 Family Law\***  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Law and the Legal System

**PL290 Paralegal Internship\***  
**130 hours, 5 credits**

This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.

Prerequisite: Final-quarter status and consent of program coordinator.

**PN100 Nursing Foundations**  
**120 hours, 6 credits**

This introductory course is comprised of both a theory and a clinical component. Students are introduced to the concepts and nursing abilities required to meet basic human needs. Emphasis is placed on safety, psychomotor skills, therapeutic communication, and adult growth and development. The student must achieve a variety of nursing competencies to successfully complete this course.

Prerequisite: Program admission

Co-requisites: Human Anatomy and Physiology I, Introduction to Pharmacology

**PN105 Nutrition and 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.

Prerequisite: 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 coursework builds on this foundation.

Prerequisite: none

Co-requisites: Nursing Foundations, Human Anatomy and Physiology I

**PN115 Nursing I**  
**90 hours, 5 credits**

This course is an introduction to medical/surgical nursing and is comprised of both a theory and clinical component. Content includes nursing documentation, medication administration, the nursing process, and transcultural considerations. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the cardiovascular and respiratory systems.

Prerequisite: Nursing Foundations, Introduction to Pharmacology, Human Anatomy & Physiology I

Co-requisite: Psychosocial Nursing, Introduction to Psychology

**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.

Prerequisite: Nursing Foundations, Introduction to Pharmacology, Human Anatomy & Physiology I

Co-requisites: Nursing I, Introduction to Psychology

**PN125 Nursing II**  
**120 hours, 6 credits**

This course is a continuation of Nursing I and is comprised of both a theory and a 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, Introduction to Psychology

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

**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.

Prerequisite: Nursing I, Psychosocial Nursing, Introduction to Psychology

Co-requisites: Nursing II, Nutrition and Diet Therapy

**PN135 Nursing III**  
**120 hours, 6 credits**

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

Prerequisite: Nursing II, Maternal-Child Nursing, Nutrition and Diet Therapy

Co-requisites: Nursing Seminar, Geriatric Nursing

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

## COURSE DESCRIPTIONS

**PN140 Geriatric Nursing**  
**80 hours, 4 credits**

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

Prerequisite: Nursing II,  
Maternal-Child Nursing,  
Nutrition and Diet Therapy

Co-requisites: Nursing III, Nursing Seminar

**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 and Diet Therapy

Co-requisites: Nursing III, Geriatric Nursing

**R200 Principles of Retailing**  
**40 hours, 4 credits**

This course is an overview of retail management, including organization, merchandising, retail sales, customer service, personnel management, and operations.

Prerequisite: none

**S115 Keyboarding I\***  
**40 hours, 3 credits**

This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with 5 or fewer errors is the course goal.

Prerequisite: none

**S116 Keyboarding II\***  
**40 hours, 3 credits**

This course is a production course with emphasis on document composition. Students will build upon skills gained in Keyboarding I and using their higher order thinking skills. This course will require student use of correct formatting in the creation of appropriate ethical and legally correct documents. An objective of 38 wpm on five-minute timed writings with 5 or fewer errors is the course goal.

Prerequisite: Keyboarding I

**S120 Word for Windows\***  
**40 hours, 3 credits**

This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam.

Prerequisite: Computer Information Systems

**S150 Legal Office Procedures**  
**40 hours, 4 credits**

This course is a study of the structure and functions of the law office. Included will be the theoretical and practical aspects of the practice of law. Students will study the legal office profession, communication and legal recordkeeping.

Prerequisite: Office program student in last or second-to-last quarter.

**S172 Legal Terminology\***  
**40 hours, 4 credits**

This course serves as a study of terms used in the legal profession. The course emphasizes spelling, pronunciation, definition, research and usage of legal terms that will be required for law office support personnel.

Prerequisite: none

**S201 Office Procedures**  
**40 hours, 4 credits**

This course is designed to familiarize students with the following office skills: human relations and ethics, mailing procedures, forms and documents commonly used in offices; bookkeeping and financial records; office machines; filing skills, and records management. Students will learn how an office is managed and how to ensure it is operating efficiently.

Prerequisite: Office program student in last or second-to-last quarter.

**S219 Legal Document Processing and Transcription\***  
**40 hours, 3 credits**

Students will transcribe correspondence, legal papers, and court documents representative of those prepared in a law office using templates and transcription equipment. Legal specialties will include litigation, family law, negligence, wills and estates and real estate

Prerequisite: Keyboarding I

**SD100 Fundamentals of Computer-Integrated Electronics**  
**40 hours, 3 credits**

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

Prerequisite: Fundamentals of Programming

**SD110 Discrete Structures for Computer Science**  
**40 hours, 3 credits**

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

Prerequisite: Fundamentals of Computer-Integrated Electronics

**SD120 Software Quality Assurance**  
**40 hours, 3 credits**

Students will gain an understanding of quality control standards as it applies to software design. They will learn to use different testing methods as appropriate for various software applications, and will be able to recommend improvements to software testing.

Prerequisite: none

**SD130 Microcontroller Embedded Systems**  
**40 hours, 3 credits**

In this class, students will explore the fundamentals of embedded system hardware and firmware design. Issues including embedded processor selection, hardware/firmware partitioning, glue logic, circuit design, circuit layout, circuit debugging, development tools, firmware architecture, firmware design, and firmware debugging will be discussed.

Prerequisite: Fundamentals of Computer-Integrated Electronics

**SD140 Mobile Application Development**  
**40 hours, 3 credits**

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

Prerequisite: Fundamentals of Computer-Integrated Electronics

**SD200 Assembly Language Programming**  
**40 hours, 3 credits**

Students will gain experience in assembly language programming techniques and an understanding of machine code development. They will explore addressing modes, pseudo operations, stack processing, subroutine linkage, arithmetic and logical operations, and input and output. They will design, code, test, and debug programs in a microprocessor development environment.

Prerequisite: Fundamentals of Programming

**SD210 Digital Circuit Design**  
**40 hours, 3 credits**

Students will learn the basic concepts of digital systems, including analysis and design. They will explore both combinational and sequential logic. Students will gain experience with several levels of digital systems, from simple logic circuits to hardware description language and interface programming in C.

Prerequisite: Fundamentals of Computer-Integrated Electronics

**SD220 Real-Time Java Programming**  
**40 hours, 3 credits**

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

Prerequisite: Fundamentals of Computer-Integrated Electronics

**SD225 Object-Oriented Programming**  
**40 hours, 3 credits**

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

Prerequisite: Fundamentals of Computer-Integrated Electronics

**SD230 Microcontroller Embedded Systems II**  
**40 hours, 3 credits**

Students will examine the principles of embedded and real-time systems inherent in many hardware platforms and applications. These will include robotics and manufacturing, interactive and multimedia, and immersive and omnipresent applications. Students will learn about real-time operating systems and the resource management issues that arise. They will explore platforms including specialized systems used in application-specific contexts, such as autonomous robotics, smart sensors, and others.

Prerequisite: Microcontroller Embedded Systems I

**SD290 Software Systems Design Capstone**  
**20 hours, 2 credits**

Students will integrate the knowledge and skills learned in the Software Systems Design program. They will complete a capstone project involving programming, application development, and critical thinking.

Prerequisite: Software Systems Design student in last or second-to-last quarter.

**ST102 Microbiology for Surgical Technologists**  
**30 hours, 3 credits**

This course has been 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 techniques and caring for surgical patients before, during, and after surgery.

Prerequisite: Medical Terminology, Human Anatomy and Physiology I

**ST105 Introduction to Surgical Technology**  
**40 hours, 3 credits**

This course will introduce the student to the field of surgical technology and prepare them to become a part of the operating room team. Areas explored in this course are medical terminology for the operating room, introduction to microbiology, medical and surgical asepsis, operating room design, and surgical equipment, patient care, procedures, and instrumentation.

Prerequisite: Medical Terminology, Human Anatomy and Physiology I

**ST112 Surgical Procedures I**  
**60 hours, 4 credits**

This course will orient the student 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.

Prerequisite: Introduction to Surgical Technology

**ST203 Surgical Procedures II**  
**60 hours, 4 credits**

This course will expand on the duties and responsibilities as the role of scrub or STSR and 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.

Prerequisite: Surgical Procedures I

**ST207 Surgical Procedures III**  
**60 hours, 4 credits**

This course will expand on the duties and responsibilities in the role of scrub in the field of surgical technology. Students will continue and apply knowledge gained in Surgical Procedures I and II as well as explore specialty surgery areas. This course is a preparatory class for Surgical Practicum I and II.

Prerequisite: Surgical Procedures II

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

## COURSE DESCRIPTIONS

**ST215 Surgical Tech Practicum I**  
**250 hours, 8 credits**

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

Prerequisite: Surgical Procedures III

**ST220 Surgical Tech Practicum II**  
**250 hours, 8 credits**

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

Prerequisite: Surgical Tech Practicum I

**W108 Introduction to Website Design**  
**40 hours, 3 credits**

Intended for beginning- to intermediate-level web authors, this course provides an overview of the World Wide Web and an introduction to HTML, JavaScript, and webpage design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation.

Prerequisite: Computer Information Systems

**W110 JavaScript**  
**40 hours, 3 credits**

In this course students learn how to effectively create webpages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing webpages created with this language. This course builds upon HTML principles.

Prerequisite: Introduction to HTML

**W112 Database Design and SQL**  
**40 hours, 3 credits**

This course covers relational databases and their efficient design. The course will include the definition of tables and indexes, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized.

Prerequisite: none

**W114 Fundamentals of Programming**  
**40 hours, 3 credits**

This course is an introduction to computer concepts, logic, and programming. It includes designing, coding, debugging, testing, and documenting programs using a high-level programming language. The course provides the beginning programmer with a guide to developing structured program logic.

Prerequisite: none

**W116 Introduction to Web Design Software**  
**40 hours, 3 credits**

This course will introduce beginners to the tools and knowledge needed in creating interesting, usable, and well designed websites.

Prerequisite: none

**W118 Introduction to HTML**  
**40 hours, 3 credits**

This course will introduce students to the basics of HTML. Students will learn the latest in HTML, conforming to XML and XHTML coding standards. The course is a step-by-step approach for learning how to create, format, and enhance a webpage using HTML.

Prerequisite: none

**W122 Introduction to Visual Basic 2005**  
**40 hours, 3 credits**

The students who take this course will learn to create basic applications using Visual Basic .NET. It covers language basics and program structure. Topics include graphical interface design and development, control properties, event-driven procedures, variables, scope, expressions, operators, functions, decision-making structures, looping structures, and database access files.

Prerequisite: none

**W208 Advanced Website Design**  
**40 hours, 3 credits**

Students learn how to use web publishing tools used most often by professional designers. Topics include advanced techniques for the design, layout, and authoring of webpages.

Prerequisite: Introduction to Website Design

**W210 Java I**  
**40 hours, 3 credits**

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

Prerequisite: JavaScript

**W215 PERL/CGI**  
**40 hours, 3 credits**

This course will cover the PERL scripting language, the development of PERL code for web applications, and client/server socket programming using PERL.

Prerequisite: Java I

**W216 PHP/MYSQL**  
**40 hours, 3 credits**

This course covers the use of PHP scripting language and the MYSQL database to create dynamic webpages. Topics include PHP scripting fundamentals; creating, accessing, and manipulating data with the MYSQL database within a PHP program; creating HTML forms; and writing secure PHP programs.

Prerequisite: Java I

**W222 Visual Basic 2005 Advanced**  
**40 hours, 3 credits**

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

Prerequisite: Introduction to Visual Basic 2005

**W290 Web Programming Capstone\***  
**20 hours, 2 credits**

This course summarizes key learning throughout the student's program. Students apply what they have learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.

Prerequisites: Java I and PERL/CGI. This course is intended to be completed in the student's last quarter.

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

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Student Definition**

The word "student" means the student himself or herself if he/she is the party to the contract, or his/her parents or guardian or another person, if the parent, guardian, or other person is 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 12 students.

**Class Standing**

Rasmussen College determines class standing by the number of credit hours a student has completed. The College assigns class standings according to the following criteria:

Freshman	0-36 credits completed
Sophomore	37-72 credits completed
Junior	73-129 credits completed
Senior	130 or more credits completed

**College Acceptance or Rejection of Application for Admission**

The College will notify each applicant in writing of acceptance or rejection based on fulfillment of the following requirements:

- Completed application form
- Application fee
- An attestation of high school graduation. If the attestation is found to be untrue, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.
- Completed Placement Examinations (taken at Rasmussen College).
- For selected programs, applicants must also pass a background check. See additional information below.

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.

**Applying to the Medical Laboratory Technician, Surgical Technologist, and School of Nursing Programs**

Applicants must achieve an acceptable score on the STEP entrance/placement exam above that requiring a remedial course as detailed in the current Rasmussen College catalog.

**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.

**Entrance Assessment**

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

Subject	Score	Course Placement
Writing	0-16 items correct	B097, Foundations of English I
Writing	17-24 items correct	B098, Foundations of English II
Writing	25-35 items correct	G124, English Composition
Math	0-16 items correct	B099, Foundations of Math
Math	17-35 items correct	Lower-division Math coursework

Applicants must be able to qualify for Math coursework and English Composition even if plans are to transfer credits from a previously attended program. Applicants with lower than admissible scores may choose to repeat the application process once an English Composition or Math course has been successfully completed. Applicants should understand that admission to the program is based on several factors with entrance test scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition and/or Math course will guarantee admission into the program. Former or current students who have taken the STEP and scored above that requiring a remedial course are not required to repeat the STEP test.

Once it has been determined that an applicant has scored sufficiently on the STEP, the Evolve A2 exam will then be scheduled. The Evolve A2 is a computerized exam designed to determine the ability of the applicant to be successful in the program. The applicant must pay a \$65 non-refundable testing fee at time of scheduling. This fee includes the exam and study guide which is to be issued by the Program Manager/Director or may be mailed to the address of the applicant by the Health Science Admissions Coordinator. The A2 will be proctored twice monthly following the predetermined testing dates. The computerized A2 test usually takes approximately three to four hours to complete and will be offered at the local campus. Applicants must score 80% or higher in the areas of Math, Vocabulary, Reading, and Grammar. The Biology, Chemistry, and Anatomy and Physiology portions of the exam will be used for placement purposes. Applicants must also score 80% or higher on the exam as a whole. Actual test scores will only be furnished to students upon written request and must be accompanied by a self-addressed stamped envelope. All requests must be made to the RCI Health Science Admissions Coordinator at the Orlando office. Applicants should allow 3 to 5 weeks for mailed results.

Applicants who achieve the required score in the required categories will be contacted by their Admissions Coordinator or Representative to complete the following:

- Application
- Application fee (if deemed necessary)
- Health Physical (must be completed annually)
- BLS-CPR with defibrillator training (must remain current throughout enrollment)
- Provide official high school and college transcripts

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 E242 Career Development or in an appropriate capstone course for their program.

- Hepatitis B vaccination
- TB test or chest x-ray (must be completed annually)
- Background screening/fingerprinting
- Any additional program-specific requirements as specified at the time of enrollment

If candidates wish to repeat the Evolve A2 to increase their score, they may do so by submitting a \$25 retest fee. Only two attempts will be granted during a six-month period. Applicants who do not achieve a score of at least 80% in the required areas, or on the Evolve A2 as a whole, will not be able to repeat the entrance process for 6 months after the date of the second exam. After this period applicants must repeat the entire entrance process before acceptance can be granted. Former program students who have not been enrolled for more than 12 months must successfully repeat the Evolve A2 to be deemed eligible for reenrollment into their previous program of study. Current students wishing to transfer into another course of study requiring admissions standards will be required to take or retake the Evolve A2.

Applicants who fail to achieve a score of 80% in the specified areas of the Evolve A2, or on the exam as a whole, may appeal this requirement. In order to appeal, applicants must submit a written request to the evaluating committee.

Once the applicant file is complete, the Admissions Coordinator/Representative will schedule a face-to-face interview between the applicant and Program Coordinator/Director. After the expiration of the application process, completed files will be reviewed by the acceptance committee consisting of the Program Coordinator/Director, the Dean, and one other member of the management team.

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

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

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

**Background Check Policy**

For some programs, Rasmussen College requires applicants to pass a background check before admission. The background check is designed to alert students to issues that may impair their ability to complete practicum activities or obtain employment upon graduation.

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

- Health Information Technician AAS
- Massage Therapy AAS
- Medical Laboratory Technician AAS
- Medical Office Assistant AAS
- Surgical Technologist AAS
- Early Childhood Education AAS / Certificate
- Criminal Justice BS / AAS
- Human Services AAS
- Law Enforcement AAS
- Law Enforcement Academic and Skills Certificates
- Paralegal AAS / Certificate
- Practical Nursing AAS

In addition to this general background check, applicants to the Law Enforcement programs or the Professional Peace Officer Education track of the Criminal Justice AAS must also submit to a Minnesota Bureau of Criminal Apprehension background check. Applicants to the Human Services, Medical Laboratory Technician (Moorhead site only), Medical Office Assistant, Surgical Technologist, and Nursing programs must also submit to a Minnesota Department of Human Services background check, in addition to the general background check.

If the background check reveals a potential problem, Rasmussen College will review the applicant's background to determine whether the applicant is eligible to start the program. The College will send either a possible issue letter, or a pre-adverse action letter to all applicants whose background check reveals a potential problem.

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

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

**Immunization Requirements**

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

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

**Individual Progress**

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

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Rasmussen College Admissions  
Nondiscrimination Policy**

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

**Developmental Education**

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college-level classes. Placement into foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students and to providing educational opportunities to those who enroll. All new students who enroll in a degree, diploma, or certificate program are required to take the STEP reading, writing, and math placement tests. Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundations courses are prerequisites, or their equivalents, do not need to take the STEP test. Returning students who have not successfully completed the Foundations courses, their equivalents, or the courses for which Foundations courses are prerequisites must take the STEP test. Coursework in math or English that is numbered below 100 is considered to be developmental. STEP scores are used to appropriately place students in English and math courses according to skill level. See Entrance Assessment Table for placement scores.

These credits are not counted toward graduation, and each must be passed with a grade of 'SX' in order to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the foundation courses. Students who test at remediation level, and who wish to transfer courses that have foundations courses as prerequisites, must first complete the foundations courses. Students enrolled in foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program.

B097 Foundations of English I is not offered online. Students who place into Foundations of English I after taking the placement examination are not eligible to enroll in fully online programs until the successful completion of the Foundations of English I course.

**Accommodations Policy**

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

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

**STEP Retest Policy**

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

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

**Foundation Courses Timeframe**

To help ensure student success, and that Rasmussen College is using the STEP placement test to its fullest potential, students who need foundation courses must complete all of those courses in their first three quarters. These students must, at a minimum, complete a foundation course in their first quarter of enrollment, except for students starting during a mid-term start who may complete the course within their first two quarters. If for some reason students fail to do this, they cannot continue their education at Rasmussen College.

**Equipment**

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

**Educational Records Definition**

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

**Grading System****Percentage Scale**

A	100 TO 93%
A-	92 TO 90%
B+	89 TO 87%
B	86 TO 83%
B-	82 TO 80%
C+	79 TO 77%
C	76 TO 73%
C-	72 TO 70%
D+	69 TO 67%
D	66 TO 63%
D-	62 TO 60%
F	Below 60%

**Point Scale****Alphabetical 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
SX	NA	Satisfactory Foundations
TO	NA	Test-Out
TR	NA	Transfer In Credit
U/UN	NA	Unsatisfactory or failure to meet speed requirement
UX	NA	Unsatisfactory Foundations
W/WD	NA	Withdrawal
WX	NA	Withdraw Passing
ZF	NA	Failure to complete non-credit course requirement
ZP	NA	Successful completion of non-credit course

**Lab-Intensive Allied Health Programs****Grade Scale**

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

Letter Grade	Percentage Range
A	100 to 93 %
A-	92 to 90%
B+	89 to 87%
B	86 to 83%
B-	82 to 80%
C+	79 to 77%
C	76 to 73%
F	Below 73%

**Nursing Programs Grade Scale**

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

Letter Grade	Percentage Range
A	100 to 94%
B	93 to 85%
C	84 to 78%
F	Below 78%

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."

**Foundations Course Grading**

- All Foundations courses are satisfactory/unsatisfactory (SX/UX) courses. In each of these courses, the final exam comprises 40% of the final grade. The remaining 60% of the final grade is determined by other coursework.
- Students automatically pass B097 Foundations of English I if they achieve a score of 17 or more (out of 35 items) on the final exam/end of quarter post-test in this class. Students in B097 Foundations of English I who earn a score of 25 or more (out of 35) on the post-test have achieved the necessary basic literacy skills and will not be required to take B098 Foundations of English II.
- Students automatically pass B098 Foundations of English II if they achieve a score of 25 or more (out of 35 items) on the final exam/end of quarter post-test in this class.
- Students automatically pass B099 Foundations of Math if they achieve a score of 17 or more (out of 35 items) on the final exam/end of quarter post-test in this class.
- Students that do not achieve the scores listed above on their final exams may still pass these courses. In such cases, the final exam counts as 40% of their overall grade, with their weekly work comprising the remaining 60%. The following grading scale is then used to determine if students have passed the courses:

**Foundations Course Grading Scale**

Foundations of English I	SX 60% or more	UX Below 60%
Foundations of English II	SX 70% or more	UX Below 70%
Foundations of Math	SX 60% or more	UX Below 70%

**Repeating Failed Courses**

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

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

**Late Assignment Submission Policy**

Students may submit assigned work after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late; an additional 10% is assessed for each additional day the work is late. In some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Late Assignment Submission Policy Continued**

Instructors may decide in the case of legitimately extenuating circumstances to waive the late penalty; if not, though, the penalty must be enforced as described.

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

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

**Incomplete Grade Policy**

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

1. An incomplete form is completed which identifies:
  - a. the work to be completed,
  - b. qualifications for acceptable work,
  - c. the deadline for completing the work (within two weeks of the last day of class),
  - d. the grade to be entered should the student not complete the work by the deadline (the calculated grade).
- e. Instructors will have one week for grading, recalculation of grades and processing of all documents required.
2. An incomplete form is not valid without written confirmation from both the instructor and the student prior to the date that final grades are due. If either the student or the instructor does not provide written confirmation, the calculated grade is to be entered as a final grade. Incomplete forms will be maintained by the respective campus for approval and resolution. Students must request an incomplete prior to the last day of the end of the term.
3. The Academic Dean must be informed of all incompletes granted, and must sign the form as well.

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

1. The work to be completed must be regularly assigned work, identified in the course syllabus.
2. The student can reasonably be expected to complete the work by the deadline.
3. The student's grade will be substantially improved.
4. The student has demonstrated a commitment to completing work in a timely fashion.
5. Granting the incomplete is truly in the best interest of the student.
6. By completing the work, one of the following will apply:
  - a. The student will learn substantive information by completing the work.
  - b. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
7. Allowing the student extra time compensates for events or conditions not within the student's control (i.e., illness, emergencies, etc.) as opposed to compensating for poor planning, poor attendance, or failure to take assignments 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.

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

**Incomplete Policy for Practicums**

In order to successfully complete a practicum experience, students must complete the required number of practicum hours for the course. Students who do not complete all required practicum hours during the quarter in which the course is scheduled will receive a grade of Incomplete in the practicum course. If the student does not complete the remainder of the required practicum hours during the subsequent quarter, the student will receive a grade of F. Students will graduate at the end of the quarter in which they successfully complete all required practicum hours and other program requirements.

**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.

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

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

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

**Independent Study Policy**

Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and organized. Because an independent study does not 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 Academic Dean approves the plan for completing the course work.
6. The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.
7. At least twice and at regular intervals during the quarter, the Dean will evaluate the student's progress by reviewing work completed.

Independent 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**

Enrolled students may request credit by examination for 100-level and 200-level courses in which they have been scheduled if an exam has been developed. Credit by examination is not offered for 300-level or 400-level courses, or for Success Strategies, Career Development, practicums, or capstones or designated capstones. In order to request credit by examination for N, NM, and W courses, students must provide documentation of at least one year of relevant work experience. For D, N, NM, and W courses, and for some B and PL courses, industry certification may be considered for credit in lieu of the examination.

Program-specific Massage Therapy, Medical Laboratory Technician, Medical Office Assistant, Nursing, and Surgical Technologist courses are not available for credit by examination. In addition, the Healthcare Information Technologies courses is not available for credit by examination.

Students must request credit by examination from the Academic Dean, Director of Campus Operations, or Associate Campus Director prior to the start of the quarter. An examination score of 83% or higher is required to receive credit by examination. The examination grade will be reflect as "TO" (test-out) on the transcript, and will not count in the student's grade-point average. These credits will not count as credits for financial-aid purposes.

A credit by examination may be taken only once for each course. If a student has already attempted the course, as indicated by a posted W/WD or F/FA grade, no test-out attempt will be allowed. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Laboratory Technician, Medical Office Assistant, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

**Course Waivers**

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

Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for any scheduled M practicum coursework if they wish. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum for it to be waived. Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student's employer. The Program Coordinator/Director will inform the Academic Dean of the result of the evaluation, and if the waiver is granted the grade posted in the Rasmussen College student record will be a "CW."

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

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

For students entering the Accounting BS degree, the College will consider accepting discipline-specific courses in lieu of the elective courses listed on the baccalaureate catalog page. External credits must still meet the general guidelines for transfer, and students must still complete the required total number of credits to graduate from the bachelor's degree program.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Course Waivers Continued**

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

**Course Withdrawals**

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

**Transfer Credit Policy**

1. Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
2. Students must request that official transcripts containing coursework to be reviewed for transfer of credit be sent directly to Rasmussen College.
3. As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding courses which transferred and the Rasmussen College courses they will replace. This information is also noted on the Rasmussen College transcript.
4. Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines defined below.
5. E242 Career Development is a course designed to facilitate lifelong career-placement services and the collection of the Graduate Achievement Portfolio. Therefore, although transfer credits may be considered for the E242 Career Development course, it is not available for credit by examination. Further, if previous college credits are accepted in transfer for this course, students will be required to communicate with College placement representatives to review their employment status and to submit their Graduate Achievement Portfolio (which is a requirement for graduation). E150 Success Strategies is not available for credit by examination because its completion is deemed vital to student success. However, E150 will be considered for transfer if a similar course with appropriate credits has been completed with a grade of C or higher at an accredited institution of higher education.
6. Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.33 quarter credits.
7. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Laboratory Technician, Medical Office Assistant, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.
8. All 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 or higher to transfer a course to a Rasmussen College program.

- b. Courses which have been transferred will be listed on the student's transcript with a TR designation. However, grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade-point average.
- c. Courses from accredited degree-granting colleges which are intended to transfer as general-education requirements will be considered in the General Education categories listed in the Rasmussen College catalog.
- d. Transfer credits from within the Rasmussen College system will be transferred directly from one Rasmussen College campus to another. Grade-point averages and grades from courses taken at any of the Rasmussen College campuses will be computed in the student's final grade-point average.
- e. When courses are not accepted for transfer, a student may file an appeal through the following process:
  - i. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
  - ii. The information will be reviewed by the Academic Dean, Campus Director, or Director of Campus Operations/ Associate Campus Director, along with appropriate faculty.
  - iii. The student will receive written notice of the decision.
- f. Students who enter Rasmussen College are required to take the STEP placement exam. If a student tests at a level of remediation in English or Math, the College will not accept transfer of courses with prerequisites that require completion of the Foundations courses or passing the STEP exam. Once the student successfully completes the necessary Foundations courses and passes the placement exams, the College may reconsider transfer of credit for those courses.
- g. For courses that are not part of a conferred degree to be considered for transfer, credits for major/core courses completed at other institutions must have been earned within the previous ten years of the transfer request date. Credits in information technology or computer science/computer applications completed at other institutions must have been earned within the previous five years of the transfer request date. Credits in nursing completed at other institutions or at Rasmussen College must have been earned within the previous one year of the transfer request date. General education credits may be considered for transfer regardless of completion date. General education courses that are included as part of a program major/core are to be considered as general education credits for purposes of transfer.

**College Equivalency Credits**

The College recognizes the following college-equivalency credits:

- Advanced Placement (AP) examinations and courses based upon the College Board's AP Central for Educators 5-point grade/value scale.
- College-Level Examination Program (CLEP) examinations administered by the College Board.

Credits earned through the above methods are eligible for acceptance in general-education categories only. Students with AP credits in general-education subjects may receive credit if the examination or course score is a 3 or higher. Students who have completed CLEP examinations corresponding to the College's general-education categories may receive credit if the examination score is 50 or higher. Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Academic Dean.

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

**Prerequisites**

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

**General Education Philosophy**

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

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

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

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

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

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

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

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

**General Education Requirements for Rasmussen College Credentials**

AAS degree candidates must successfully fulfill the general education requirements detailed in their chosen degree program. Students are expected to complete thirty-two (32) credits of general education coursework, distributed across the following five categories: English Composition, Communication, Humanities, Math/Natural Science, and Social Science. BS degree candidates must successfully complete thirty-two (32) credits of general-education coursework at the lower-division level; in addition, they must also successfully complete twenty-four (24) additional upper-division general-education credits distributed across the following categories: Communication, Humanities, Math/Natural Science, and Social Science.

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

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

**Allied Health Externships, Practicums, and Clinicals**

Externships, clinicals, and practicums for Allied Health programs are to be conducted in Rasmussen-approved locations. Each practicum site will be established utilizing an agreement to determine the responsibilities of the practicum partner, Rasmussen College, and the participating student. Students may need to travel out of the immediate area to complete practicum activities. The cost of any such travel is the responsibility of the student.

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

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

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

**Graduation Requirements**

Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Laboratory Technician, Medical Office Assistant, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each area. Completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length.

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



## ACADEMIC INFORMATION AND COLLEGE POLICIES

**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 completers.

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 acceptance of transfer credits is at the discretion of the receiving institution. However, many academic credits earned at Rasmussen College are acceptable in transfer by various institutions. Please see the Dean with questions about transfer to other colleges.

**Attendance**

A basic requirement for employment in any business is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Business etiquette also requires a call be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent or tardy. It is the responsibility of the student to contact the instructor and to get the assignments and information missed. Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards), and attendance is not used as a method of evaluation for course grades. Faculty are required to keep accurate attendance records, which are submitted to the Administration Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid. If a student has not been in attendance within 21 days of their last date of attendance he or she may be withdrawn from the College. Upon withdrawal a student's financial aid eligibility will be adjusted according to the Institution's refund policy as described in the College catalog and will be assigned grades according to the Rasmussen College Drop Class Policy.

**Consortium Agreement**

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

Course requirements for programs may be completed at any of the campus locations, as the schools have common ownership and common courses, students will have the flexibility to take courses from all locations as they choose.

Students who attend a class at a location other than their home campus (primary attendance location) will have their total tuition and fees charged by their home campus. All financial aid will be awarded and dispersed from the home campus. The home campus monitors satisfactory progress.

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

**Academic Misconduct Policy**

Rasmussen College's academic misconduct policy is as follows:

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

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

The administration reserves the right to expel a student from the College if there are more than two offenses. These offenses can be from two different courses, or from the same course in the same quarter. The administration reserves the right to expel a student from the College if there are more than two offenses. Aiding and abetting in cheating is considered as grave as initiating the cheating, and will be treated in the same manner.

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

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

**Conduct/Dismissal**

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

This includes, but is not limited to, conduct:

- By students, faculty, or staff that is detrimental 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.

**Anti-Hazing Policy**

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

**Dress Code**

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

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

**Drop/Add Class Policy**

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

**Full-quarter drop/add period:**

Students may add courses through the first Friday of the quarter, which is the close of the drop/add period.

When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student's transcript and tuition will not be charged.
2. Following the first week of the quarter and on or before the sixth Friday of the quarter, students will receive a W/WD on their transcript. The student's grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the sixth week of the quarter, students will receive an F/FA for any classes dropped. The student's grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class, the credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

**Mid-quarter drop/add period:**

Students may add courses through the second day of the mid-quarter term and may drop a course through the first Friday of the mid-quarter term, which is the close of the drop/add period.

When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student's transcript and tuition will not be charged.
2. Following the first week of the mid-quarter and on or before the third Friday of the quarter, students will receive a W/WD on their transcript. The student's grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the third week of the mid-quarter, students will receive an F/FA for any classes dropped. The student's grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class, the credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

**Rasmussen College Early Start Program**

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

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

- Students must have prior approval from a parent/guardian and a high school official to be admitted to the program as evidenced by a signed Early Start Application and Approval Form.
- Students must complete an Application for Admission to Rasmussen College. Early Start students are not required to submit the application fee.
- Students must have a minimum cumulative high school grade point average of 2.00 out of a possible 4.00 and achieve a minimum score of 17 on the writing portion of the STEP assessment.
- Student may take up to 8 credits per quarter without a tuition charge with a maximum of 24 credits per student earned through the Early Start Program.
- Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software which are available to students on campus; Early Start students electing to complete these courses online will need to secure access to required hardware and software. The college can provide information about course specifics including textbooks prices and technology requirements.
- Applicants will be accepted on a space available basis for each selected course.
- Early Start students must meet all course prerequisites as listed in the catalog.
- Courses designated with ES, LE, M, MA, ML, MT, PB, PN, or ST are not available to Early Start students.
- To continue enrollment in the Early Start Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.25 out of 4.00
- The application deadline is four weeks prior to the start of the intended quarter of enrollment.
- Students will receive college credit toward a Bachelor's or Associate's Degree at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued a transcript from Rasmussen College; these credits may be transferable at the complete discretion of the receiving institution.
- Students in the Early Start program will have an Early Start transcript. Students who elect to continue their education at Rasmussen College after their high school graduation will have any courses for which they received a C or higher added to their new enrollment records if the course is required for their program of study. Grades lower than a C will not be added to their college transcript.

**Limitations**

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

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Limitations Continued**

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

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

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

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

**Online Courses**

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

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

There are no additional admissions or testing requirements for taking an online course. However, B097 Foundations of English I is not offered online. Students who place at the level of Foundations of English I after taking the placement examination are not eligible to enroll in fully online programs until the successful completion of B097.

**Tuition Structure**

Tuition rates are as follows:

**New starts and re-entering students as of October 1, 2009**

All courses except CC, MA, ML, N, NM, PB, PN, SD, ST, or W courses, and except all 300- or 400-level courses	\$365 per credit
CC courses	\$295 per credit
All 300- or 400-level courses and MA, ML, N, PB, PN, SD, and ST courses	\$410 per credit
NM and W courses	\$450 per credit

- Books and classroom resources are included in tuition as determined and distributed by the College.
- Students taking 16 or more credits shall only be charged for 16 credits.
- Students who maintain four courses per quarter through the entire program will not be subject to tuition increases.
- Students not enrolled in an eligible program who elect to take courses without earning college credit are charged 60% of the total cost of the course, plus the cost of books and other fees effective October 1, 2009. This non-credit option is NOT available for courses beginning with CC, LE, MA, ML, N, NM, PB, PN, SD, ST, or W, or for 300- or 400-level courses. 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 by paying the remaining 40% of the cost of the course.
- Rasmussen College offers scholarship programs to some students based on credits enrolled per quarter. Please see On-Time Graduation Scholarship and Accelerated Graduation Scholarship under Scholarship and Grant Programs for details.

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

Changes in regulations, programs, tuition, book prices, and faculty are subject to occur without notice. The College reserves the right to add 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**

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

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

**The State of North Dakota Cancellation, Termination, Refund Policy**

(Bismarck Campus and Fargo Site students)

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

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

- When notice is received upon or after the completion of fifty percent of the educational services, no tuition or other charges may be refunded to the student.
- Student refunds are made within 45 days of the date of determination of withdrawal if the student does not provide the school with notice of withdrawal.
- The refund policy is not linked to compliance with the College's regulations or rules of conduct.
- The provisions of this section do not prejudice the right of any student to recovery in an action against any postsecondary educational institution for breach of contract or fraud.

**Refund of Book and Supply Costs**

(Bismarck Campus and Fargo Site students)

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

**The State of Minnesota Cancellation, Termination, Refund Policy**

(Moorhead Site students)

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

- Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
- The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the 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 following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged ("Period of Instruction"), all tuition and fees paid, except the application fee, will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of \$100 per course for these books and supplies. All prepaid tuition is refundable.
- If 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 they have been charged, but before completion of 75% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction 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 bears to its total length, plus a \$100 fee for each course enrolled. After the completion of 75% of the Period of Instruction, no refund will be made.
- Student refunds are made within 45 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 enrolled in certificate, diploma, or Associate's degree programs are allowed to re-enter the institution only one time, and students enrolled in a Bachelor's degree program are allowed to re-enter the institution only two times, unless the Academic Dean, Campus Director, or Associate Campus Director/Director of Campus Operations determines that extenuating circumstances exist.

**Medical Laboratory Technician, Surgical Technologist, and Nursing Programs**

Students who wish to re-enter the Medical Laboratory Technician, Surgical Technologist, or Nursing programs must complete a programmatic assessment in order to determine an appropriate level of re-entry. These students will be allowed to re-enter at the appropriate level if a space in the program becomes available.

**Return of Title IV Funds Policy**

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

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

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 45 days of the school's determination that the student withdrew. In addition, loan post-withdrawal disbursements must be done within 180 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.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Return of Title IV Funds Policy Continued**

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 Stafford Loans, Subsidized Stafford Loans, and PLUS Loans, Pell Grant, SFEQG, 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.

**Military Leave and Refund**

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

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

Students in good standing who withdraw under this policy may be readmitted and re-enroll under the catalog that is current at the time of re-enrollment, without penalty or redetermination of admission eligibility, within one year following their release from active military service. Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of re-enrollment.

**Medical Leave of Absence and Medical Withdrawal Policy**

**Medical Leave:** Each leave will be for one quarter and can be extended through the following quarter. No leave may extend for more than two consecutive quarters, although there is no limit to the total number of quarters that a student may accumulate.

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

**Medical Withdrawals may be one of the following:**

1. Medical Withdrawal: intended for students who do not plan to return to Rasmussen College.
2. Involuntary Medical Withdrawal: Initiated by campus Administration for students who are suspended or are dismissed due to conduct policy violations, or who pose a direct threat to themselves or others.

**Applying for a leave or withdrawal:**

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

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

To return from Medical Leave the student, no later than 30 days prior to the first day of classes, must contact the Campus Accommodations Officer to complete a re-admission application.

Additionally, the Campus Accommodations Officer must receive a letter from the student's professional therapist and/or physician stating the student's medical situation and that the professional therapist/physician believes the student is able to return Rasmussen College. Students must be cleared by all of the following once the re-admission application is received: Dean of Student Learning, Financial Aid Office and Campus Director.

**Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal**

1. If the student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/add period the course(s) will be dropped without being recorded on the student's transcript and tuition will not be charged.
2. A grade of "W/WD" will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter. Under certain circumstances, such as a family catastrophe or substantiated medical problems, a grade of "WX" may be recorded following the end of the first week of the quarter at the discretion of the Campus Director.
3. For Medical Leave Only: An Incomplete ("I/IN") may be given when the student has completed a percentage of the course but, for reasons beyond his or her control, has to take a Medical Leave. See Incomplete Grade Policy section of this Catalog for rules regarding receiving the grade of Incomplete.

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

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

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

**Involuntary Medical Withdrawal Appeal Process**

A student who is placed on an Involuntary Medical Withdrawal may appeal the decision to the College President within three (3) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The College President (or their designee) has three (3) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final. The College President (or their designee) may extend the time limits set forth above as necessary. While the appeal is pending, the original decision of Campus Administration will stand.

**When a Student Wants to Return After an Involuntary Medical Withdrawal**

Re-enrollment will require a completed re-admission application from the student along with a letter from the student's professional therapist and/or physician stating the student's medical situation and that the professional therapist/physician believes the student is able to return Rasmussen College.

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

**Federal Distribution of Funds Policy**

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

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

**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:

$$\begin{aligned} & \text{Amount of Institutional Share} \\ & \text{of the Title IV Refund} \\ & = \\ & \text{Remaining refund due to the} \\ & \text{State Aid Programs(*)} \end{aligned}$$

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 System reserves the right to collect late fees for Rasmussen Library materials that are kept out past the due date without renewal. The current late fee is as follows: for all circulating books, videos, audiotapes, and CD-ROMs there is a 5 day grace period; after the grace period the charge is \$0.25 a day for 10 days; the maximum late fine is \$2.50. For reference books and reserve materials there is a 10 hour grace period beyond the 24 hour check-out period; after the grace period the charge is \$2.00 per hour for 5 hours; the maximum late fine is \$10.00.

After the materials are kept out past the maximum late period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge the cost of replacing the item plus a \$5.00 processing fee. In the event that nonreplaceable items are lost or damaged, the library will charge up to \$100.00.

Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late. For unpaid fines on materials checked out on Rasmussen ID cards the College receives bills. The patrons incurring these bills should be held accountable for their payment so that the College does not have to cover fees. The College may ensure that students pay their fines at Rasmussen College library or other libraries by withholding the student's grade report, transcript, diploma, degree or certificate.

There are many instances when campus libraries may check out materials for patrons from other libraries with an institutional card. The College believes that this is an extension of its services and that it benefits the busy patron who is unclear how to navigate a variety of different library databases. When 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.

**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

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

**Non-Discrimination Policy**

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

Rasmussen employment practices conform both with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, compensation, and benefits.

**Anti - Harassment and Sexual Violence Policy**

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

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Anti – Harassment and Sexual Violence Policy Continued**

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

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

**Informal and Formal Complaints**

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

No retaliatory actions may be taken against any person because he/she 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 victims of harassment.
5. Any employee facility member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Associate Campus Director/Director of Campus Operations, Regional Vice President, or College President.

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

During the informal inquiry process, all information will be kept confidential to as great a degree as legally possible.

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

Incidents should be reported within 30 days.

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

**Resolutions and Informal Complaints**

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

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

While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College's obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

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.

**Definitions**

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

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, 2) submission to or rejection of such conduct by an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment, 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or academic environment.

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

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

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed.

Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under the third part of the definition often consists of callous insensitivity to the experience of others. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that is acceptable to and welcomed by both parties, are not considered to be harassment, including sexual harassment.

There are basically two types of sexual harassment:

1. "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
2. "Hostile work environment," where the harassment creates an offensive and unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

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

Having a previous relationship of any nature, including prior sexual contact with the victim/survivor is not an accepted defense for sexual assault. The victim/survivor does not need to prove that she/he resisted and another witness is not needed to prosecute the case. The relative age of the persons involved, the victim's/survivor's fear of bodily harm to self or another, the use of threat to use a weapon by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by state laws on Criminal Sexual Conduct and under the Crime Victims Bill of Rights.

**Formal Complaints by Students and Employees**

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

- b. The College will investigate formal complaints in the following manner:
1. The person who is first contacted, after initial discussions with the complainant, will inform the College specifying the individuals involved. Rasmussen will decide whether the circumstances reported in the complaint warrant a formal investigation or an informal inquiry.
  2. If the circumstances warrant an investigation, Rasmussen will inform the person complained against of the name of the person making the complaint as well as 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.
  3. The College's first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.
  4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.
  5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Formal Complaints by Students and Employees Continued**

- If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.
- c. After an investigation of the complaint the College will:
- Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President; or
  - Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or
  - Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

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

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

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

**Recommended Corrective Action**

The purpose of any recommended corrective action to resolve a complaint will be to correct or to remedy the injury, if any, to the complainant and to prevent further harassment. Recommended action may include counseling; a written or verbal reprimand of the harasser; suspension, dismissal, demotion, or transfer of the harasser; a change of grade or other academic record for a student who has been the victim of harassment; or other appropriate action. Any action to suspend or to dismiss a member of the staff or faculty is solely within the authority of the Campus Director, Regional Vice President, Executive Vice President, President, or the Chief Executive Officer.

**False Charges**

If it is determined in any way that a complaint was made by an employee or a student with the knowledge that the facts were false, an Executive Vice President or the President will be notified. The Executive Vice President or President may recommend appropriate disciplinary action, up to and including suspension from the College or termination of employment or enrollment.

**Sexual Violence**

Rasmussen College expects that all employees and students will conduct themselves in a responsible manner that shows respect for others and the community at large. The same behavioral standards apply to all individuals. As part of the larger community we are subject to, abide by, and support federal, state and local statutes and ordinances regarding criminal sexual conduct.

Sexual assault is an act of aggression and coercion, not an expression of sexual intimacy. We will do whatever possible to offer safety, privacy, and support to the victim/survivor of sexual assault. Helping the victim/survivor look at options for reporting the assault and taking care of herself/himself is the immediate concern of the College.

The College will assist the victim/survivor in contacting an appropriate agency if such assistance is desired. If the assault takes place at any Rasmussen Campus or facility, the victim/survivor should immediately contact the Campus Director, Associate Campus Director/ Director of Campus Operations, Regional Vice President, Executive Vice President or President. 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 Campus or other Rasmussen facility, the victim/survivor should immediately contact, or have a friend contact, the local law enforcement and sexual assault center. Following the incident the victim/survivor should notify the Campus Director or Associate Campus Director/ Director of Campus Operations, of the assault for support and assistance.

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

- It is helpful to have a written summary of what happened while the memory is still clear.
- 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.
- In most cases it will be helpful to have a friend with you when talking to the local law enforcement officials or sexual assault center personnel.

**Victims' Rights Under Sexual Assault Policy**

If the assault is alleged to have been committed by a member of our college community on property owned by the Rasmussen the following additional policy applies:

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

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

Minnesota Department of Human Rights  
 190 E 5th Street, Suite 700  
 St. Paul, MN 55101  
 1-800-657-3704 • (651) 296-5663  
 TTY (651) 296-1283  
<http://www.humanrights.state.mn.us/>  
 Website questions: email  
**webmaster@therightsplace.net**  
 Minnesota Office of Justice Programs  
 (651) 201-7310 • (800) 247-0390  
<http://www.dps.state.mn.us/OJP/>

- 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 refer to the Office of the Crime Victim Ombudsman website at <http://www.ojp.state.mn.us/> (651-642-0550) or the Crime Victims Reparations Board website at <http://www.ojp.state.mn.us/MCCVS/> (651-282-6256).

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

**Drug Abuse Policy**

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees and to protecting its business from unnecessary financial loss due to drug or other intoxicant use among its employees. This policy is based in substantial part on Rasmussen's concern regarding the safety, health and welfare of its employees and their families, its students and the community.

Consistent with this commitment, Rasmussen College strictly prohibits:

- The presence of employees or students on campus or in corporate offices while under the influence of intoxicants, drugs or any other controlled substances.
- The use, manufacturing, furnishing, possession, transfer, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or in Rasmussen College corporate offices.

Rasmussen College has the right to:

- Discipline employees, including dismissal, for felony convictions regarding illegal use, possession or trafficking of drugs.
- Take disciplinary action against employees who violate this policy. Employees may also be suspended pending outcome of an investigation regarding compliance with this policy

**Drug-Free School and Workplace**

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, 34 CFR Part 86, this institution is hereby declared a drug- and alcohol-free college and workplace. For more information visit The U. S. Department of Education's Higher Education Center for Alcohol and Other Drug Prevention website at [www.edc.org/hec](http://www.edc.org/hec).

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

As a condition of employment, employees must abide by the terms of this policy or the College will take one or more of the following actions within 30 days with respect to any employee who violates this policy by:

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

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

Fact sheets associated with unlawful use, possession or distribution of illicit drugs and alcohol may be obtained from the Campus Director, Associate Campus Director/ Director of Campus Operations, or the Human Resources Department. Rasmussen College considers these fact sheets an integral part of the Drug-Free College and Workplace Policy.

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

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

Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be impaired as well. Some examples of this are a hangover, or a feeling of being "burnt out," being preoccupied with plans for the next drink, or "high" or slowed reflexes that can be especially dangerous while driving. Alcohol related driving deaths are the top killer of 15 to 24 year olds.

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

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

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

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**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 Campus Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
- If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to 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 Academic Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
  - b. Students who feel they have an appropriate non-academic grievance should see the Associate Campus Director/Director of Campus Operations for their campus. The Associate Campus Director/Director of Campus Operations will investigate the grievance, attempt to resolve it, and issue a decision to the student.
  - c. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student. Students or other interested parties may also contact:
    - North Dakota State Board for Career and Technical Education State Capitol, 15th Floor, 600 East Boulevard Avenue, Dept. 270 Bismarck, ND 58505-0610 (701) 328-3180
    - The Higher Learning Commission ([www.ncahlc.org](http://www.ncahlc.org)), a commission of the North Central Association of Colleges and Schools, 30 North La Salle Street, Suite 2400, Chicago, IL 60602-2504 (312) 263-0456.

**Appeal Procedure**

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

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

**Disclosure Policy**

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

**Statement of Ownership**

Rasmussen College - Fargo and Rasmussen College - Bismarck are a wholly owned subsidiary of Aakers Inc., a private corporation incorporated under the laws of the State of Delaware.

4012 19th Avenue Southwest  
Fargo, ND 58103-9831  
(701) 277-3889

**Corporate Officers:**

- Robert E. King, Vice Chair
- J. Michael Locke, Vice President and Secretary
- Susan Falotico, Executive Vice President, Chief Financial Officer, and Assistant Secretary
- Kristi A. Waite, Executive Vice President and Corporate CEO
- Tawnee Cortez, Vice President

# ACADEMIC INFORMATION AND COLLEGE POLICIES

## Accreditation, Licensing & Approvals

### Accreditation:



30 N. La Salle Street, Suite 2400,  
Chicago, IL 60602-2504,  
(800) 621-7440 or (312) 263-0456;  
[www.ncahlc.org](http://www.ncahlc.org)

The Health Information Technician associate's degree offered at the Brooklyn Park, Eagan, Eden Prairie, Lake Elmo, Mankato, Rockford, and St. Cloud campuses is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Health Information Technician associate's degree offered at the Green Bay campus is in Candidacy Status for accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM).

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

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

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

The Surgical Technologist AAS program at the Brooklyn Park and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

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

Programs or campuses not listed above are not programmatically accredited.

### Registration:

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

- Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108-5227  
(651) 642-0567

### Authorization

(Bismarck campus and Fargo site)

- North Dakota State Board for Career and Technical Education  
State Capitol, 15th Floor,  
600 East Boulevard Avenue, Dept. 270  
Bismarck, ND 58505-0610  
(701) 328-3180

### Approved For:

- Veterans' Benefits by the North Dakota State Approving Agency
- Veterans' Benefits by the Minnesota State Approving Agency

## Standards of Satisfactory Progress For Institutional and Financial Aid Guidelines

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

### Credit Information

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

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

- 36 Quarter Credits
- 30 Weeks

### Standards of Academic Progress

Mid-quarter and final grade reports are available to all students. Cumulative grade point averages and successful course completion of credits attempted are monitored quarterly. All grades relate to credits successfully completed with the exception of the "W/W/D" 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 from other institutions will be listed on the student's transcript with a "TR" designation. Courses for which a student has received credit by examination will be listed as "TO" (Test-Out) on the student's transcript. Grade points from institutions other than Rasmussen College and credit by examination will not be computed in the Rasmussen College grade point average, but they will be counted as credits attempted and earned for determining Satisfactory Progress. All credits that are considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are therefore also treated as credits attempted.

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

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

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

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

The table below lists the minimum CCR:

Percentage of credits attempted toward maximum credit time frame	Minimum credits successfully completed of total credits attempted
• Up to 25%	• 25%
• Greater than 25%, up to 50%	• 50%
• Greater than 50%	• 67%

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

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

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

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

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

Courses dropped during the drop/add period do not count toward CCR.

## FACULTY AND STAFF

**Central Office****Kristi A. Waite**

President, Rasmussen College  
*B.A., Concordia University*

**John Woods**

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

**Patrick Branham**

Chief Financial Officer  
*M.B.A., University of Chicago*  
*CPA, B.S., Illinois State University*

**Lauren Cahill**

Vice President of Region 1  
*J.D., B.A., Loyola University Chicago*

**Tawnie L. Cortez**

Vice President of Operations  
*B.A., Montana State University*

**Greta Ferkel**

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

**George Fogel**

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

**Susan M. Hammerstrom**

Vice President of Student Recruitment  
*B.S., St. Cloud State University*

**Bob King, Jr.**

Vice President of Marketing  
*M.B.A., Northwestern University*  
*B.A., DePauw University*

**Eric Rasmussen**

Vice President of Region 4  
*M.Ed., B.S., University of Minnesota*

**Larry A. Waite**

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