

**PROGRAMS**

**Add program:**

**SCHOOL OF JUSTICE STUDIES**

Human Services AS Degree

See page 14 of Addendum for more information.

**Pg. 10 Pharmacy Technician AAS Degree**

**Major and Core Courses should read:**

B119	Customer Service	4
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
M223	Pathology I	4
M224	Pathology II	4
M230	Medical Law and Ethics	4
MA135	Pharmacology for the Allied Health Professional	4
PT105	Introduction to Pharmacy	4
PT120	Pharmacy Math and Dosages	4
PT125	Pharmacy Software / Automation / Insurance Billing	3
PT240	Unit Dose and Medication Preparation	3
PT280	Pharmacy Technician Capstone	2
S115	Keyboarding I	3

**Natural Sciences category should read:**

**Natural Sciences** (Select 1 course)

G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

**Pg. 15 Early Childhood Education AAS Degree**

This program has been revised. See page 20 of Addendum for information on the following specializations:

**Child and Family Studies Specialization**

**Child Development Specialization**

**English Language Learner Specialization**

**Special Needs Specialization**

**Pg. 15 Early Childhood Education Certificate**

**Major and Core Courses should read:**

D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
EC100	Foundations of Child Development	4
EC110	Early Childhood Education Curriculum And Instruction	4
EC120	Health, Safety, and Nutrition	4
EC170	Early Childhood Education Externship	6
EC171	Early Childhood Education Externship II	6
EC172	Early Childhood Education Externship III	6
<b>Total credits</b>		<b>39*</b>

**Pg. 16 Criminal Justice AAS Degree**

**Objective should read:**

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.

**Pg. 16 Criminal Justice AAS Degree**

A Psychology Specialization has been added to this program. See page 23 of Addendum for information on the following specialization:

**Psychology Specialization**

**Pg. 18 Information Systems Management AAS Degree**

**N271, N272, W122, and W222 should read:**

N274	SQL Server Administration	3
N275	SQL Server Development	3
W125	Introduction to Visual Basic	3
W201	Advanced Visual Basic	3

**Healthcare Management BS Degree**

See page 24 of Addendum for information on this program.

**Accounting BS Degree**

See page 27 of Addendum for information on this program.

**Business Administration BS Degree**

See page 30 of Addendum for information on this program.

## COURSE DESCRIPTIONS

### REMOVE FROM THE “COURSE DESCRIPTIONS” SECTION:

**CC151A Foundations of Child Development (pg. 22)**

**CC152 Early Childhood Education Curriculum and Instruction (pg. XX)**

**CC153A Health, Safety, and Nutrition (pg. 22)**

**CC154A Observing and Promoting Development in the Early Childhood Classroom (pg. 22)**

**CC155 Creating a Learning Environment (pg. 22)**

**CC156 Implementing Curriculum in the Early Childhood Classroom (pg. 22)**

**CC258A Infant and Toddler Development (pg. 22)**

**CC259 Dynamics of the Family (pg. 22)**

**CC260A The Exceptional Child (pg. 22)**

**CC261A Emerging Literacy Through Children’s Literature (pg. 22)**

**PT110 Pharmacology (pg. 29)**

**PT235 Pharmacy Technician Practicum I (pg. 29)**

**PT236 Pharmacy Technician Practicum II (pg. 29)**

### CHANGE “COURSE DESCRIPTIONS” SECTION TO READ:

**G221 Introduction to Statistics (pg. 23)**

Course description should read:

The general education statistics course provides students with an opportunity to acquire a reasonable level of statistical literacy and thus expand their base for understanding a variety of work-related, societal, and personal problems and statistical approaches to solutions of these problems. The main objective of the course is the development of statistical reasoning. Detailed techniques of statistical analysis and the mathematical development of statistical procedures are not emphasized.

Prerequisite should read:

Prerequisite: Passing grade in Foundations coursework or placement determined by placement test score.

**J100 Introduction to Criminal Justice (pg. 23)**

Prerequisite should read:

Prerequisite: none

**J116 Case Management (pg. 23)**

Prerequisite should read:

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

**J205 Juvenile Justice (pg. 24)**

Prerequisite should read:

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

**J211 Counseling Clients (pg. 24)**

Prerequisite should read:

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

**MA241 Human Anatomy and Physiology I (pg. 25)**

Course description should read:

A study of the structure and function of the human body. A body system approach to learning will include the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems. Students will complete laboratory exercises coordinated with course content and will include microscopic observation, experimentation, dissection activities and study of anatomical models.

**MA230 Medical Assistant Externship (pg. 24)**

Prerequisite should read:

Prerequisites: Laboratory Skills for Medical Assisting; all core medical classes completed  
Note: During the MA Externship, the only course(s) a student should have in conjunction with the externship is Career Development and/or a General Education course, and these must be online due to the strict nature of an externship schedule.

**N271 SQL Server 2005 Administration (pg. 27)**

Course number and title should read:

**N274 SQL Server Administration**

**N272 SQL Server 2005 Development (pg. 27)**

Course number, title, and prerequisite should read:

**N275 SQL Server Development**

Prerequisite: SQL Server Administration

**N273 Business Intelligence Reporting (pg. 27)**

Prerequisite should read:

Prerequisite: SQL Server Administration

**NM211 Introduction to Computer Graphics (pg. 28)**

Change spelling error in first sentence to read:

This course gives students an overview . . .

**PL110 Introduction to Legal Research (pg. 28)**

Prerequisite should read:

Co-requisite: Introduction to Law and the Legal System

**PL219 Law Office Technology (pg. 29)**

Prerequisite should read:

Prerequisite: Introduction to Law and the Legal System

**PT230 Unit Dose/IV Lab (pg. 29)**

Course number and title should read:

**PT240 Unit Dose and Medication Preparation****W122 Introduction to Visual Basic 2005 (pg. 30)**

Course number and title should read:

**W125 Introduction to Visual Basic****W222 Visual Basic 2005 Advanced (pg. 30)**

Course number, title, and prerequisite should read:

**W201 Advanced Visual Basic**

Prerequisite: Introduction to Visual Basic

**ADD TO “COURSE DESCRIPTIONS” SECTION:****EC100 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

**EC110 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

**EC120 Health, Safety, and Nutrition**  
**40 hours, 4 credits**

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

Prerequisite: none

**EC170 Early Childhood Education Externship**  
**180 hours, 6 credits**

Under externship supervision, the student will observe and implement developmentally appropriate practices while interacting with children and families.

Prerequisite: none

**EC171 Early Childhood Education Externship II**  
**180 hours, 6 credits**

Students continue their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.

Prerequisite: Early Childhood Education Externship

**EC172 Early Childhood Education Externship III**  
**180 hours, 6 credits**

Students will complete their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.

Prerequisite: Early Childhood Education Externship II

**EC200 Observation and Assessment in Early Childhood Education**  
**40 hours, 4 credits**

Students will explore effective strategies for observation and assessment in early childhood education. They will understand the observation, assessment, and planning cycle and its impact on promoting children’s development.

Prerequisite: Early Childhood Education Externship III

**EC210 Infant and Toddler Development****40 hours, 4 credits**

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

Prerequisite: none

**EC211 Dynamics of the Family****40 hours, 4 credits**

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

Prerequisite: none

**EC212 Emerging Literacy Through Children's Literature****40 hours, 4 credits**

This course covers the history, selection, and integration of literature and language in the early childhood 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

**EC230 Guiding Children's Behavior****40 hours, 4 credits**

Students will explore how to use guidance in the early childhood setting, with an emphasis on understanding why young children exhibit certain behaviors and how we can meet the child's needs effectively and with support. Students will learn how to provide positive guidance to young children with challenging behavior.

Prerequisite: Early Childhood Education Externship III

**EC231 Family Resource Management****40 hours, 4 credits**

Students will investigate how resources are assessed, allocated, and utilized within families. They will explore strategies for helping families manage resources through various problem-solving methods.

Prerequisite: Early Childhood Education Externship III

**EC232 Child and Family Advocacy****40 hours, 4 credits**

Students will explore and develop skills to advocate for children and families. They will review legislation, social policy, and advocacy techniques. Students will also investigate several current and controversial issues within the early childhood profession, and explore current research on early childhood education issues.

Prerequisite: Early Childhood Education Externship III

**EC240 Introduction to English Language Learners****40 hours, 4 credits**

Students will explore effective ways to adapt English language instruction to teach learners in our increasingly diverse population of young children and families. They will examine a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses.

Prerequisite: Early Childhood Education Externship III

**EC241 Language and Literacy Acquisition****40 hours, 4 credits**

Students will examine how infant, toddler, preschool, and school-aged English language learners acquire language and literacy. They will be exposed to early childhood programs that support children's home languages, and explore how to create an environment that sustains English Language Learners.

Prerequisite: Early Childhood Education Externship III

**EC242 Involving Parents of English Language Learners****40 hours, 4 credits**

Students will explore how to engage and support family involvement for English Language Learners. They will examine methods for maintaining effective communication and developing strong relationships with the families of English Language Learners.

Prerequisite: Early Childhood Education Externship III

**EC243 Curriculum and Instruction for English Language Learners**  
**40 hours, 4 credits**

Students will explore practical strategies in curriculum and instruction for English Language Learners. They will apply principles of developmentally appropriate practice in the context of educating dual language learners.

Prerequisite: Early Childhood Education Externship III

**EC250 Advocating for Special Needs Children**  
**40 hours, 4 credits**

Students will explore current trends, resources and advocacy on behalf of young children with special needs. They will examine their role in supporting and advocating for young children with special needs and their families.

Prerequisite: Early Childhood Education Externship III

**EC251 The Inclusive Classroom**  
**40 hours, 4 credits**

Students will learn strategies for promoting and supporting an inclusive classroom. They will analyze environmental restrictions and explore how to support young children with special needs in the early childhood setting.

Prerequisite: Early Childhood Education Externship III

**EC252 The Exceptional Child**  
**40 hours, 4 credits**

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

Prerequisite: none

**EC253 Curriculum and Instruction for Special Needs Children**  
**40 hours, 4 credits**

Students will explore how to adapt developmentally appropriate curriculum to support the development of children with special needs. They will learn strategies for effective partnering with other professionals and parents to ensure the achievement of developmental goals.

Prerequisite: Early Childhood Education Externship III

**EC290 Early Childhood Education Capstone**  
**20 hours, 2 credits**

Students will integrate the knowledge and skills gained from coursework in the Early Childhood Education program. They will complete a capstone project that integrates knowledge and skills in child development, health and nutrition, curriculum and instruction, observation and assessment, and other areas relevant to the field.

Prerequisite: Early Childhood Education student in last or second-to-last quarter.

**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**  
**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

**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 makeup, 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.



## ACADEMIC INFORMATION AND COLLEGE POLICIES

Add policy:**2+2 Matriculation**

Students who have completed an associate's degree from an accredited institution may enroll in a Rasmussen College bachelor's degree in the same program area (i.e., business degrees are required for business, accounting for accounting, criminal justice / law enforcement for criminal justice) with immediate junior-level standing. A block of 90 quarter credits for graduates from other accredited institutions or the number of credits earned from Rasmussen College graduates—minus any credits needed because of prerequisites or program emphasis that are lacking—will be posted in the student's academic transcript upon enrollment. Students who have not completed emphasis courses or prerequisite courses for junior- or senior-level coursework may be required to complete the emphasis courses or prerequisites, depending on the applicability of their prior coursework. Students must complete the required number of total credits, including all emphasis credits, to graduate from the bachelor's degree program.

Add policy:**Medical Assisting Program Enrollment**

Beginning in April 2010 students will be able to enroll in the Medical Assisting Program four times per year – in January, April, July, and October. Enrollment will be limited to 25 full-time students each quarter in the Medical Assisting Program. Students must complete their Medical Assisting cohort courses during the day; foundations and general education courses may be taken online or in the evening. In order to ensure appropriate progression through the program, Medical Assisting Students must maintain a schedule of at least three courses per quarter unless the student has received transfer credits or tested out of a course upon admission into the program.

Add policy:**Early Childhood Education AAS Degree and Business Management Bachelor's Degree with Child Development Specialization**

Students who have earned a CDA Credential within the past three years, awarded by the National Council of Professional Recognition, and are enrolled in the Early Childhood Education Associate's degree or Business Management – Child Development Specialization

Associate's degree may request a waiver from Foundations of Child Development; Curriculum and Instruction; and Health, Safety and Nutrition if they wish. The Academic Dean will review the student's credential, and if the criteria are met, will waive the course requirements and the grades will be posted on the student record as a "CW."

**Pg. 30 Applying to the Medical Laboratory Technician Program**Policy should read:

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

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

Applicants who achieve the required Evolve A2 score will be contacted by the College to complete the following:

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

Applicants who wish to repeat the Evolve A2 to increase their score must submit a \$30 non-refundable re-test fee. Only two attempts will be granted during a six-month period. Applicants who do not achieve the required score as listed above 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. Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to take or retake the Evolve A2.

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

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

The College may choose two additional applicants as alternates to join the program if another applicant is deemed ineligible or decides not to begin class. These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they remain eligible for admission.

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

**Pg. 31 Background Checks**

First paragraph of policy should read

For some programs, Rasmussen College requires applicants to pass a background check before admission. Note that “passing” a criminal background check is determined by Rasmussen College, in its sole discretion. 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/Diploma
- Medical Assisting AAS
- Medical Laboratory Technician AAS
- Pharmacy Technician AAS
- Early Childhood Education AAS
- Early Childhood Education Certificate
- Criminal Justice AAS
- Paralegal AAS/Certificate

**Pg. 31 Developmental Education**

Third paragraph should read:

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 online classes or online programs until the successful completion of B097.

**Pg. 31 Grading System**

Under “Point Scale”:

“WX” grade should read “Foundations Withdrawal”

**Pg. 31 Grading System**

Under “Lab-Intensive Allied Health Programs Grade Scale,” make the following changes:

1. Delete “Lab-Intensive” in section title so new section title reads “Allied Health Programs Grade Scale”
2. Change first sentence below that to read “The following grade scale applies to all ES, MA, ML, MT, PB, PT, ST, and M coursework.”

**Pg. 31 Foundations Course Grading Scale**

Foundations of Math Grading should read:

SX	60% or more
UX	Below 60%

**Pg. 32 Incomplete Grade Policy**

First line of first paragraph:

“I/In” should read “I/IN”

**Pg. 45 Incomplete Policy for Practicums**

Delete this entire section.

**Pg. 32 Credit by Examination**

Second paragraph should read:

Program-specific Massage Therapy, Medical Assisting, and Medical Laboratory Technician courses, and 200-level Pharmacy Technician courses are not available for credit by examination. In addition, the Healthcare Information Technologies, Pharmacy Software/Automation/Insurance Billing, and Introduction to Human Biology courses are not available for credit by examination.

**Pg. 33 Transfer Credit Policy**

8g should read:

8g. For courses that are not part of a conferred degree to be considered for transfer, credits for major/core courses

completed at other institutions must have been earned within the previous ten years of the transfer request date; for courses that are part of a conferred degree that are applicable to the program in which the student enrolls, the time restriction may be waived. Credits in information technology or computer science/computer applications completed at other institutions must have been earned within the previous five years of the transfer request date. 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.

**Pg. 33 School of Business Mission Statement**

Add the following paragraph before “Graduation Requirements” paragraph:

The Rasmussen School of Business prepares students for an ever-changing business environment. This goal is accomplished by offering market-focused skills and leading-edge programs that address the global marketplace. We measure our success by the academic performance, commitment to life-long learning, and professional contributions of our graduates. Graduates of the School of Business will be active contributors and leaders in their chosen fields and diverse communities.

**Pg. 33 Course Waivers**

Second paragraph should read:

Students with a minimum cumulative GPA of 3.0 in their program major courses and who have significant coding experience may request a waiver for M251 Medical Coding Practicum. Students must complete and submit the required paperwork to their Program Coordinator for approval prior to the start of the quarter of the practicum. Documentation will be required from the student’s employer. The Program Coordinator will inform the Academic Dean of the result of the evaluation, and if the waiver is granted, the grade posted in the student record will be a “CW.”

**Pg. 34 Transcripts**

Policy should read:

Official transcripts of credits will be given to students when all tuition obligations have been met.

A fee of \$5.00 is charged for each official 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.

**Pg. 34 Attendance**

Add a fourth paragraph that says:

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

**Pg. 34 Academic Misconduct Policy**

Fourth paragraph should read:

The 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. Instructors and deans should work together to the extent possible prior to any communication with the student to determine the exact nature of the incident or incidents in question, in order to determine if misconduct has indeed occurred and how the situation should be handled.

**Pg. 34 Early Honors Program | Terms and Conditions**

New policy should read:

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

- Students must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date. Early Honors students are not required to submit an application fee.
- Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed

Early Honors Parent/Guardian Approval Form).

- Students must submit a signed Early Honors High School Approval Form.
- Students are required to be a junior or senior, and have a minimum cumulative high school grade point average of 2.25 (out of a possible 4.00). Such GPA must be validated by the High School Counselor or Administrator on the Early Honors High School Approval Form.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- A maximum of 20 Early Honors students will be accepted per quarter, per campus.
- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00 (out of a possible 4.00).
- Students must score at least a 25 on the writing portion of the Rasmussen College STEP assessment to be accepted and admitted into the Early Honors Program.
- Juniors or seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the DOA and Dean of Student Learning before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. *A maximum of 24 credits per student can be taken in the Early Honors Program.*
- Applicants will be accepted on a space available basis for each course selected.
- Early Honors students must meet *all course prerequisites* as listed in the catalog. Nursing courses designated with a “PN”, “PRN” or “NUR” are not available to Early Honors students.

- 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 at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The college will provide specific information on each course, including textbook prices and technology requirements.
- 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 discretion of the receiving institution.
- Students will receive high school dual enrollment credit for successfully completed Early Honors courses at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.
- Students may apply to a full program of study by completing an Application for Admission and submitting an application fee.

#### Pg. 39 **Accreditation**

Statement on Health Information Technician accreditation should read:

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

The Health Information Technician Associate’s degree offered at the Aurora Campus is in Candidacy Status for

accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM).

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

Statement on Medical Assisting accreditation should read:

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

Statement on Surgical Technologist accreditation should read:

The Surgical Technologist AAS program at the Brooklyn Park and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

- Commission on Accreditation of Allied Health Education Programs (CAAHEP)

1361 Park Street  
Clearwater, FL 33756  
(727) 210-2350  
[www.caahep.org](http://www.caahep.org)

**Back cover**

Romeoville/Joliet campus address and phone number should read:

**Romeoville/Joliet Campus**

1400 West Normantown Road  
Romeoville, IL 60446  
815-306-2600

**Back cover**

Wausau campus phone number should read:

715-841-8000

Add the following campus locations:

**Tampa/Brandon Campus**

Highland Oaks IV  
4042 Park Oaks Blvd.  
4th Floor  
Tampa, FL 33610

**Blaine Campus**

3629 South 95<sup>th</sup> Ave. NE  
Blaine, MN 55014  
(763)795-4720

## COLLEGE FACULTY AND STAFF

**ACADEMIC ADMINISTRATION (pg. 41)**Remove:

Claudia Fortney Mankato

Add:

**Dave Lungren**, Senior Dean Chicago  
*M.S.Ed., Education Media Design & Technology,  
 Full Sail University  
 B.A., University of Chicago  
 B.A., Columbia College*

**Seth Berg**, Manager of Student Learning Eden Prairie  
*M.F.A., Bowling Green State University  
 B.A., University of Toledo*

**Nichelle Gauger** Online  
 Director of Campus Operations  
*B.A., University of Iowa*

**Caroline Gulbrandsen** Rockford  
 Dean of Faculty  
*M.Ed., Florida Atlantic University  
 B.A., University of South Florida*

**Timothy Loatman** Romeoville  
 Academic Dean  
*M.A., Colorado State University  
 B.A., Moorhead State University*

The following individuals should read:

**Brooks Doherty** Brooklyn Park  
 Dean of Faculty  
*M.A., University College London  
 B.A., University of Minnesota*

**Shawn Schulte** Brooklyn Park  
 Dean of Student Learning  
*M.S., B.S., University of Minnesota – Twin Cities*

**Tracy Tepley** Eden Prairie  
 Dean of Faculty  
*M.S., B.S., North Dakota State University*

**Pam Josifek** Green Bay  
 Dean of Student Learning  
*M.B.A., University of Wisconsin – Oshkosh  
 B.S., University of Wisconsin - Madison*

**CAMPUS ADMINISTRATION (pg. 42)**Remove:

Dean Fredericks Mankato  
 Robin Robotcek St. Cloud

Add:

**Angie Wood** Aurora

Director of Campus Operations  
*M.B.A., B.A., Benedictine University*

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

**Kathy Clifford** Mankato  
 Director of Campus Operations  
*B.A., Minnesota State University – Mankato*

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

**Bill Panella** Wausau  
 Director of Campus Operations  
*M.B.A., Clarkson University  
 B.A., Central Michigan University*

**Lynne Croteau** Online  
 Campus Director (Florida)  
*M.B.A., M.H.R.M., B.S., DeVry University*

**Dena Tuschen** Online  
 Director of Campus Operations (Minnesota)  
*B.A., University of Minnesota – Duluth*

The following individuals should read:

**Jodi Jalowitz** Lake Elmo  
 Director of Campus Operations  
*M.Ed., Ohio University  
 B.S., University of Wisconsin*

**Jon P. Peterson** Online  
 Campus Director (Minnesota)  
*B.S., University of St. Thomas*

**Seth Grimes** Online  
 Director of Campus Operations (Florida)  
*M.B.A., Benedictine University  
 B.S., University of Alabama*

**ADMINISTRATIVE SUPPORT (pg. 42)**Remove:

Lynnette Butler Lake Elmo  
 Stacy LaVigne St. Cloud

Add:

**Diane Nemitz**, College Registrar Twin Cities  
*M.A., Concordia University  
 B.A., University of St. Thomas*

**Sarah Van Hoof** Aurora  
 Administrative Assistant  
*B.S., University of Wisconsin – Green Bay*

*A.A.S., University of Wisconsin – Fox Valley*

**Suzanne Hoefs**, Schedule Coordinator Lake Elmo

*B.A., University of St. Thomas*

**David Norine**, Schedule Coordinator Lake Elmo

*B.A., St. John's University*

**Claudia Fortney**, Schedule Coordinator Mankato

*B.S., A.A., Minnesota State University – Mankato*

**Suzanne Affrunti** Rockford

Administrative Assistant

*A.A.S., Triton College*

**Susie Bieniek**, Registrar St. Cloud  
*B.S., Concordia University*

**Jonna Gruenes**, Schedule Coordinator St. Cloud  
*B.A., College of St. Benedict*

The following individuals should read:

**Tammy Deppe** Green Bay  
 Schedule Coordinator  
*B.A., St. Norbert College*

**SCHOOL OF ALLIED HEALTH (pg. 43)**

Remove:

Carla Offhaus Aurora  
 Angela Mason Lake Elmo

Add:

**Linda Kennedy** Aurora  
 Health Information Technician Program Coordinator  
*M.B.A., Benedictine University*  
*B.S., University of Illinois – Chicago*

The following individuals should read:

**Lorrie Laurin**, MT (ASCP) Twin Cities  
 Director, School of Allied Health  
*B.A., Carthage College*

**Tammy Renner**, MS, MT (ASCP) Twin Cities  
 Medical Laboratory Technician Program Director  
*M.S., University of North Dakota*  
*B.S., Minot State University*

**Sarah Rodarte**, CMT Rockford  
*A.A.S., McHenry County College*  
*Diploma, Chicago School of Massage Therapy*

**SCHOOL OF BUSINESS (pg. 44)**

Add:

**Carla Offhaus**, CST Aurora  
*D.C., National College of Chiropractic*  
*M.B.A., American Intercontinental University*  
*Certificate, Waubesa Community College*

The following individuals should read:

**Drew Dresden** Aurora  
*M.A.F.M., DeVry University*  
*B.S., Illinois State University*

**SCHOOL OF EDUCATION (pg. 44)**

Add:

**Kelly Kist** Online  
 Early Childhood Education Program Coordinator  
*B.A., Pacific Oaks College*

*A.S., Santa Barbara City College*

The following individuals should read:

**Tracy Tepley** Brooklyn Park  
 Early Childhood Education Program Coordinator  
*M.S., B.S., North Dakota State University*

**SCHOOL OF JUSTICE STUDIES (pg. 44)**

Add:

**Jason Weber** Eden Prairie  
*M.A., Concordia University*  
*B.S., Evangel University*

**Emily Little** Lake Elmo  
*M.S., B.S., St. Cloud State University*

**SCHOOL OF NURSING (pg. 45)**

Remove:

John Menez Brooklyn Park  
 Pamela Stellmach St. Cloud

Add:

**Ruth Haugen** Brooklyn Park  
*M.S.N., Minnesota State University*

*B.S.N., Augsburg College*  
*A.S.N., Rochester State Junior College*

**Beth Anglin**, Dean of Nursing Green Bay  
*M.S.N. University of Phoenix*  
*B.S.N. University of Phoenix*

**Sheryl Stogis** Green Bay  
 Regional Director of Nursing  
*B.S., Northwestern University*  
*Dr. PH, University of Michigan*

**Deborah Matzke-Lewis**, RN Mankato  
*B.S.N., Mankato State University*

**Laura Rydholm** Mankato  
*M.S., University of Minnesota*  
*B.S.N., Gustavus Adolphus College*

**Elizabeth Krauss** St. Cloud  
*M.S.N., Clarkson College*  
*B.A., College of St. Catherine*

The following individuals should read:

**Dana Feld**, RN, Dean of Nursing Eagan  
*M.S., University of Minnesota*  
*B.E.S., St. Cloud State University*

**SCHOOL OF TECHNOLOGY AND DESIGN (pg. 45)**



Remove:

Stacy Kvernmo Aurora

Add:

**Edward Peterson** Rockford  
*M.I.T., American Intercontinental University*  
*B.A., Judson University*  
*A.A.S., Rockford Business College*

The following individuals should read:

**Joseph Wolz, MOAS** Aurora  
*M.A., B.A., Southern Illinois University*

**GENERAL EDUCATION AND DEVELOPMENTAL EDUCATION (pg. 46)**

Remove:

Seth Berg Eden Prairie  
 Barb Anderson Rockford  
 Luis Rodriguez Rockford  
 Erin Werthman Rockford  
 Tim Whitham Rockford

The following individuals should read:

**Jason Loewen** Lake Elmo  
*M.S., B.S., University of Minnesota – Twin Cities*

**LIBRARY AND LEARNING CENTER (pg. 45)**

Remove:

Jen Fong Aurora

Add:

**Adrienne DeSalvo** Aurora  
 Learning Center Coordinator  
*M.A., Northern Michigan University*  
*B.A., Michigan State University*

**Dawn Sommers, Assistant Librarian** Eagan  
*M.L.I.S., College of St. Catherine*  
*B.A., University of St. Thomas*

**Cynthia Reynolds, Reference Librarian** Rockford  
*M.L.I.S., University of Illinois – Urbana/Champaign*  
*B.S., Illinois State University*

**Jon Mladic** Rockford  
 Learning Center Coordinator  
*B.A., Illinois Wesleyan University*

**Beth Marie Gooding** Online  
 Reference Librarian  
*M.S., M.L.S., Indiana University*  
*B.A., University of Iowa*

The following individuals should read:

**Dennis M. Johnson** Lake Elmo  
 Reference Librarian

*M.L.I.S., Dominican University*  
*B.A., Winona State University*

**Stephanie Kane** Mankato  
 Learning Center Coordinator  
*M.A., Minnesota State University – Mankato*  
*B.A., Nyack College*

**CAREER SERVICES (pg. 47)**

Add:

**Emily Simon, Career Services Advisor** St. Cloud  
*M.S., St. Cloud State University*  
*B.A., Southwest Minnesota State University*

**ADMISSIONS (pg. 47)**

Remove:

Juliana Klocek Green Bay  
 Kathy Clifford Mankato  
 Dan Buesgens Online

Add:

**Stephen Brown** Twin Cities  
 National Director of Corporate Development  
*B.S., University of Dayton*

**J. Christopher Phillips** Twin Cities  
 National Director of Admissions  
*B.A., University of Wisconsin – Madison*

**Matthew McIntosh** Brooklyn Park  
 Director of Admissions  
*B.A., University of Minnesota*

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

**Patrick Green, Director of Admissions** Lake Elmo  
*B.A., College of St. Scholastica*

**Timothy Fritche** Mankato  
 Director of Admissions  
*B.S., University of Wisconsin*

**Trisha L. Wills, Director of Admissions** Rockford  
*M.B.A., Colorado Technical University*  
*B.S., University of Illinois – Urbana/Champaign*

**Scott Dawson, Director of Admissions** St. Cloud  
*B.S., Rasmussen College*

**Patrick Schmidt** Wausau  
 Director of Admissions  
*B.A., Judson University*

**Kevin Roberts, Director of Admissions** Online  
*B.S., University of South Dakota*

The following individuals should read:

**Tony Perez**, Director of Admissions Aurora  
*M.B.A., B.A., Aurora University*  
*A.A.S., Harper College*

*M.S., Argosy University*  
*B.A., Carroll College*  
**Jeff Laing** Online  
 Academic Advisor  
*A.S., Full Sail Real World Education*

**STUDENT SERVICES (pg. 47)**

Remove:

Bridget Spencer Mankato  
 Carrie Daninhirsch Online

Add:

**Dean Fredericks** Mankato  
 Director of Student Services  
*A.A.S., Rasmussen College*  
**Matthew Strum** Mankato  
 Student Services Coordinator  
*B.A., Luther College*  
**Rebecca Rudolph** Rockford  
 Scheduler and Academic Advisor  
*B.A., University of Wisconsin – Whitewater*

The following individuals should read:

**Angela Craig**, Student Services Advisor Eagan  
*B.A., Fort Lewis College*  
**Jamie Hauer**, Student Scheduler Eagan

**Michelle Ahrendt** Mankato  
 Director of Student Financial Services  
*A.A.S., Rasmussen College*

**Andrew F. Byrnes** Rockford  
 Student Accounts Manager  
*B.S., Northern Illinois University*  
*A.S., Highland Community College*

**Amy Gustafson**, Financial Aid Officer Rockford  
*B.A., Western Illinois University*

**Valerie Jensen** Rockford  
 Financial Planning Coordinator  
*B.S., University of Wisconsin – Madison*

**Stacy LaVigne** St. Cloud  
 Financial Planning Coordinator  
*B.S., Southwest State University*

**Aaron Peterson**, Financial Aid Officer St. Cloud  
*B.S., St. Cloud State University*

The following individuals should read:

**Kate Lauer**, Financial Aid Officer St. Cloud  
*B.S., A.A.S., Rasmussen College*

**Amy Wentland** St. Cloud  
 Financial Planning Coordinator

**Ashley Croly** Online  
*B.A., B.S., Stetson University*

**STUDENT FINANCIAL SERVICES (pg. 48)**

Remove:

Kyle Ingebrigtsen Brooklyn Park  
 Tammy Greig Rockford

Add:

**Charmaine Merritt** Twin Cities  
 Bench Director of Student Financial Services  
*B.A., Metropolitan State University*

**Rania Henry** Aurora  
 Financial Planning Coordinator  
*M.B.A., B.A., Benedictine University*

**Christina Ritter** Brooklyn Park  
 Financial Planning Coordinator  
*B.A., Alverno College*

**Michelle Sykora** Lake Elmo  
 Financial Planning Coordinator  
*A.A.S., Rasmussen College*

**HUMAN SERVICES AAS DEGREE**

• 6 Quarters Full-Time • 8 Quarters Part-Time

**CAREER OPPORTUNITIES**

- Community Service Specialist
- Human Service Assistant
- Social Service Specialist
- Program Assistant

**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 diversity, communication, critical thinking, and providing services to individuals or groups with varying needs.

**FOUNDATION COURSES**

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**

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

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

**MAJOR AND CORE COURSES**

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\***

**EARLY CHILDHOOD EDUCATION AAS DEGREE**

• 6 Quarters Full-Time • 8 Quarters Part-Time

**CAREER OPPORTUNITIES**

- Early Childhood Instructor
- Teacher Assistant
- Child Care Director
- Home-School Liaison

**OBJECTIVE**

Graduates of this program know principles of child development, health and safety, curriculum, and instruction. They understand observation and assessment techniques for young children. They can plan and implement curriculum for early childhood programs and child and family service settings, establish and maintain a safe environment, and guide young children’s behavior in the early childhood classroom. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

**FOUNDATION COURSES**

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**

D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
EC100	Foundations of Child Development	4
EC110	Early Childhood Education	
	Curriculum and Instruction	4
EC120	Health, Safety, and Nutrition	4
EC170	Early Childhood Education Externship	6
EC171	Early Childhood Education	
	Externship II	6
EC172	Early Childhood Education	
	Externship III	6
EC200	Observation and Assessment in	
	Early Childhood Education	4
EC290	Early Childhood Education Capstone	2

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

*\*\*\* Introduction to Sociology is required for the Child and Family Studies specialization. Students in that specialization must complete two additional courses from the Social Sciences general-education category.*

**GENERAL EDUCATION COURSES**English Composition (Required course)

G124	English Composition	4
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Communication (Select 1 course)

G141	Introduction to Communication	4
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G226	Speech	4
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Humanities (Select 2 courses)

G125	Humanities	4
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G138	Introduction to Film	4
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G201	Creative Writing	4
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G230	Introduction to Literature	4
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Math (Select 1 course)

G221	Introduction to Statistics	4
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G233	College Algebra	4
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Natural Sciences (Select 1 course)

G150	Structure and Function of the Human Body	4
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G215	Introduction to Human Biology	4
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G239	Introduction to Astronomy	4
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G245	Introduction to Geology	4
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Social Sciences (Select 2 courses\*\*\*)

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

EC230	Guiding Children’s Behavior	4
EC231	Family Resource Management	4
EC232	Child and Family Advocacy	4
G142	Introduction to Sociology	4
	<b>Total Degree Credits</b>	<b>93*</b>

**CHILD DEVELOPMENT SPECIALIZATION**

EC210	Infant and Toddler Development	4
EC211	Dynamics of the Family	4
EC212	Emerging Literacy Through Children’s Literature	4
EC252	The Exceptional Child	4
	<b>Total Degree Credits</b>	<b>93*</b>

**ENGLISH LANGUAGE LEARNER SPECIALIZATION**

EC240	Introduction to English Language Learners	4
EC241	Language and Literacy Acquisition	4
EC242	Involving Parents of English Language Learners	4
EC243	Curriculum and Instruction for English Language Learners	4
	<b>Total Degree Credits</b>	<b>93*</b>

**SPECIAL NEEDS SPECIALIZATION**

EC250	Advocating for Special Needs Children	4
EC251	The Inclusive Classroom	4
EC252	The Exceptional Child	4
EC253	Curriculum and Instruction for Special Needs Children	4
	<b>Total Degree Credits</b>	<b>93*</b>

**CRIMINAL JUSTICE AAS DEGREE**

**PSYCHOLOGY SPECIALIZATION**

HS260	Community Psychology	4
HS270	Social Psychology	4
HS280	Abnormal Psychology	4

**Total Degree Credits** 93\*

This degree program is also offered online.

**HEALTHCARE MANAGEMENT BS DEGREE**

• 12 Quarters Full-Time • 16 Quarters Part-Time

**CAREER OPPORTUNITIES**

- Health and Human Services Director
- Compliance Analyst
- Home Health Care Director
- Physician Office Manager

**OBJECTIVE**

Graduates of this degree program understand the planning and coordination of health services in a variety of settings, and know the information and processes used to diagnose and treat human injuries and diseases. They acquire critical-thinking skills through a program of general education and are able to apply them to the healthcare setting. Graduates can apply, analyze, synthesize, and evaluate facts and theories pertaining to healthcare management; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; recognize and address complex ethical situations; and operate effectively within a continually changing environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, lifelong learning, and integrity in applying their management expertise to serve the healthcare community.

**FOUNDATION COURSES**

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**

**LOWER DIVISION**

A151	Accounting I	4
A152	Accounting II	4
B232	Principles of Marketing	4
B233	Principles of Management	4
B267	Employment Law	4
B271	Professional Communication	4
D111	Computer Information Systems	3
D181	Excel	3
D187	Professional Presentations	3
D283	Access	3
E150	Success Strategies	4
E242	Career Development	2
G137	Introduction to Psychology	4
G150	Structure and Function of the Human Body	4
H200	US Healthcare Systems	4
M120	Medical Terminology	4
M223	Pathology I	4
M224	Pathology II	4
M230	Medical Law and Ethics	4
<b><i>Total lower division major/core credits</i></b>		<b><i>70</i></b>



**HEALTHCARE MANAGEMENT BS DEGREE**

**MAJOR AND CORE COURSES**

**UPPER DIVISION**

B375	Advanced Human Resource Management	4
B490	Business, Society, and Ethics	4
B492	Contemporary Leadership Challenges	4
H300	Introduction to Healthcare Administration	4
H310	Foundations of Managed Care	4
H320	Financial Management of Healthcare Organizations	4
H330	Quality Improvement in Health Care	4
H340	Regulation and Compliance in Health Care	4
H350	Healthcare Statistics	4
H360	Healthcare Planning and Policy Management	4
H490	Healthcare Management Capstone	2
<b>Total upper division major/core credits</b>		<b>42</b>

*Elective Credits* 12  
**Total Degree Credits** 180\*  
 This Degree Program is also offered online.

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

**GENERAL EDUCATION COURSES\*\***

**LOWER DIVISION**

<u>English Composition (Required course)</u>		
G124	English Composition	4
<u>Communication (Select 1 course)</u>		
G141	Introduction to Communication	4
G226	Speech	4
<u>Humanities (Select 2 courses)</u>		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
<u>Math (Select 1 course)</u>		
G221	Introduction to Statistics	4
G233	College Algebra	4
<u>Natural Sciences (Select 1 course)</u>		
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

**HEALTHCARE MANAGEMENT BS DEGREE**

Social Sciences (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

*Total lower division general education credits 32*

**UPPER DIVISION**

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 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.*

**ACCOUNTING BS DEGREE**

• 12 Quarters Full-Time • 16 Quarters Part-Time

**CAREER OPPORTUNITIES**

- Auditor           • Cost Accountant           • Financial Analyst           • Managerial Accountant
- Accounts Payable Manager   • Accounts Receivable Manager

**OBJECTIVE**

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

**FOUNDATION COURSES**

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**

**LOWER DIVISION**

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

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

**MAJOR AND CORE COURSES**

**UPPER DIVISION**

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

**ACCOUNTING BS DEGREE**

A425	Corporate Fraud Examination	4
A430	International Accounting	4
A490	Accounting Capstone II	4
B351	Management of Information Systems	4
B360	Operations Management	4
B428	Money and Banking	4
B370	Organizational Behavior Analysis	4
B460	Strategic Management	4
<b>Total upper division major/core credits</b>		<b>64</b>

**ELECTIVE COURSES**

*(Select 5 from the following list):*

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
<b>Total Elective Credits</b>		<b>20</b>

**Total Degree Credits** **181\***

This Degree Program is also offered online.

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

**GENERAL EDUCATION COURSES\*\***

**LOWER DIVISION**

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

**ACCOUNTING BS DEGREE**

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 course\*\*\*, and select 1 elective)

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

**Total lower division general education credits 32**

\*\*\* 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.

**UPPER DIVISION**

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 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.

**BUSINESS ADMINISTRATION BS DEGREE**

• 12 Quarters Full-Time • 16 Quarters Part-Time

**CAREER OPPORTUNITIES**

- Office Manager
- Personnel Recruiter
- Employment Training Specialist
- Assistant Training Manager
- Compensation and Benefits Administrator
- Human Resources Generalist Personnel Recruiter
- Information Technology Manager
- IT Project Manager
- Database Administrator
- Network Administrator
- IT Operations Supervisor

**OBJECTIVE**

Graduates of this program know concepts in management, human resources, marketing, and business law and ethics. They understand 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.

**FOUNDATION COURSES**

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**

**LOWER DIVISION**

A151	Accounting I	4
A152	Accounting II	4
B136	Introduction to Business	4
B232	Principles of Marketing	4
B233	Principles of Management	4
B234	Business Law	4
B263	Principles of Advertising	4
B271	Professional Communication	4
D111	Computer Information Systems	3
D181	Excel	3
D283	Access	3
E150	Success Strategies	4
E242	Career Development	2
G203	Macroeconomics	4
G204	Microeconomics	4
S115	Keyboarding I	3
S120	Word for Windows	3

***Total lower division major/core credits 61***

**BUSINESS ADMINISTRATION BS DEGREE**

**MAJOR AND CORE COURSES**

**UPPER DIVISION**

A310	Managerial Accounting	4
B404	Negotiation and Conflict Management	4
B490	Business, Society, and Ethics	4
B492	Contemporary Leadership Challenges	4
B305	Public Relations	4
B435	Labor and Employment Law	4

*Student will select two courses from the following as Upper Division Business Courses for a total of 8 credits:*

B325	Professional Selling	4
B352	International Business	4
B382	Insurance	4
B428	Money & Banking	4
B463	Money & Banking II	4

***Total upper division major/core credits 32***

**MANAGEMENT SPECIALIZATION**

*(Select 20 credits from the following):*

B250	Training and Development	4
B370	Organizational Behavior Analysis	4
B375	Advanced Human Resource Management	4
B433	Human Resource Recruitment and Selection	4
B460	Strategic Management	4
B463	Money & Banking II	4
B474	Small Business Management I	4
B484	Small Business Management II	4

***Unrestricted Electives 12***

***Total Degree Credits 181\****

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

**HUMAN RESOURCES SPECIALIZATION**

*(Select 20 credits from the following):*

B250	Training and Development	4
B370	Organizational Behavior Analysis	4
B375	Advanced Human Resource Management	4
B433	Human Resource Recruitment and Selection	4
B453	Compensation Administration	4
B461	Labor Relations Management	4

***Unrestricted Electives 12***

***Total Degree Credits 181\****

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

**BUSINESS ADMINISTRATION BS DEGREE**

**INFORMATION TECHNOLOGY SPECIALIZATION**

*(Select 16 credits from the following):*

B351	Management of Information Systems	4
N300	Introduction to Computer Science Concepts	3
N330	MIS Techniques	3
N340	Information Technology Project Management	4
N400	Programming Languages Principles	3
N410	Database Management and Administration	4
N420	Network Security and Cryptography	3
N430	Computer Forensics	3
	<b>Unrestricted IT Electives</b>	<b>3</b>
	<b>Unrestricted Electives</b>	<b>12</b>
	<b>Total Degree Credits</b>	<b>180 – 183*</b>

This Degree Program is also offered online.

**INTERNET MARKETING SPECIALIZATION**

*(Must take all the following courses):*

B218	E-Commerce	4
B228	Search Engine Marketing	4
B342	Audience and Application	4
B353	E-Marketing	4
B357	Marketing and Web Analytics	4
B410	Law and E-Commerce	4
B422	Website Development for Business	4
B442	Advanced Search Engine Marketing Strategies	4
	<b>Total Degree Credits</b>	<b>181*</b>

This Degree Program is also offered online.

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

† Depending upon courses taken in the Information Technology Specialization, the Total Degree Credits may vary from 180 to 183 credits.

**GENERAL EDUCATION COURSES\*\***

**LOWER DIVISION**

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
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**BUSINESS ADMINISTRATION BS DEGREE**

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

***Total lower division general education credits 32*****UPPER DIVISION**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 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.*