RASMUSSEN COLLEGE
DOCTRINA • CONCRETIO • SUCCESSIO

110 Years of Academic Excellence

2010–11 CATALOG & STUDENT HANDBOOK

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

MINNESOTA

Minnesota Campus Locations: Blaine • Brooklyn Park
Eagan • Eden Prairie • Lake Elmo/Woodbury
Mankato • Moorhead • St. Cloud

INSIDE THIS CATALOG

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www.Rasmussen.edu

MISSION

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

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

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

PURPOSE

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

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

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

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

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

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

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

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ENROLLMENT PROCEDURES

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

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

- Application Form (Apply early for best class choices and scholarship opportunities.)
- $60 fee for entire program or $20 per course
- An attestation of high school graduation or equivalency
- College placement exam results
- Required credentials for foreign students, including TOEFL test score of 500 paper-based or 173 computer-based, plus first quarter tuition.
- Graduates of High Schools outside of the United States need to provide a copy of their transcript or diploma along with the standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the students education level equivalent to U.S. standards.
- Individuals applying for admission to the Law Enforcement, Medical Laboratory Technician, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- In addition, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.

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

PICKING A START DATE

2010 - 2011 Academic Calendar

- ***2010 Summer Quarter***
  July 6 – September 19
- ***2010 Early Fall Quarter***
  August 9 – September 19
- ***2010 Fall Quarter***
  October 4 – December 19
- ***2010 Early Winter Quarter***
  November 8 – December 19
- ***2011 Winter Quarter***
  January 3 – March 20
- ***2011 Early Spring Quarter***
  February 7 – March 20
- ***2011 Spring Quarter***
  April 4 – June 19
- ***2011 Early Summer Quarter***
  May 9 – June 19
- ***2011 Summer Quarter***
  July 5 – September 19

College Holidays

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

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. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

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

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

Tuition Rates

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

	Program	*Type of Award*	*Amount Per Year*	*Application*
Gift Aid	***Federal Pell Grant Program***	Grant based on financial need.	$555 - $5550	Free Application for Federal Student Aid (FAFSA)
	MN State Grant	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
	Federal Supplemental Educational Opportunity Grant (SEOG)	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
	Academic Competitiveness Grant (ACG)	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
Employment	***MN State Work Study***	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
	Federal Work Study	Same as State Work Study.	Varies	Free Application for Federal Student Aid – Awarded by the College
Federal Loan Programs	***Federal Subsidized Stafford Loan Program***	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
	Federal Unsubsidized Stafford Loan Program	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 & 2nd Year $6000 3rd Year & above $7000.	Free Application for Federal Student Aid and Promissory Note processed through College and Lender
	Federal Parent Loan for Undergraduate Students (PLUS)	For credit-worthy parents of dependent undergraduates.	Up to college cost of attendance.	PLUS application and Promissory Note processed through College and Lender
Minnesota State Loan Programs	***Student Educational Loan Fund (SELF)***	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 though College and the Higher Education Services Office
Veterans' Benefits	***Veterans' Benefits***	Veterans and dependents of veterans, including Guard and Reserve Component.	Monthly benefit based on service contributions	Veterans Administration or Veterans Service Officer

SCHOLARSHIP AND GRANT PROGRAMS

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

Grade Point Achievement Scholarships

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

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

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

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

Early Start Program

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

10% Military Discount

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

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

Corporate Discount

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

On-Time Graduation Scholarship and Accelerated Graduation Scholarship

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

Restrictions

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

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

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

EXERCISE SCIENCE AAS DEGREE

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

Career Areas *• Personal Trainer • Fitness Instructor*

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

General Education Courses

Number	Course	Credits
English Composition *(Required course)*		
G124	English Composition	4
Communication *(Select 1 course)*		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities *(Select 2 courses)*		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math *(Required course)*		
G233	College Algebra	4
Natural Sciences *(Required course)*		
G215	Introduction to Human Biology	4
Social Sciences *(Select 2 courses)*		
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics		
G123	Principles of Economics	4
G142	Introduction to Sociology	4
G146	Human Geography	4
G148	General Psychology	4
G203	Macroeconomics	4
G204	Microeconomics	4
G242	American/U.S. National Government	4
G270	United States History: 1900 to the Present	4

Major and Core Courses

Number	Course	Credits
B136	Introduction to Business	4
D132	Computer Applications and Business Systems Concepts	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
ES240	Exercise for Special Populations	3
ES280	Exercise Science Capstone	4
M120	Medical Terminology	4
MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5
MT245	Kinesiology	4
ES205	Nutrition for Exercise Science	4
ES210	Biomechanics	4
ES235	Group Fitness	3
	Total Degree Credits	***90****

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

This program is only available at the Eagan campus.

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.

SCHOOL OF ALLIED HEALTH

HEALTH INFORMATION TECHNICIAN AAS DEGREE**

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

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

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.

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

General Education Courses

Number	Course	Credits
English Composition *(Required course)*		
G124	English Composition	4
Communication *(Select 1 course)*		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities *(Select 2 courses)*		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math *(Required course)*		
G233	College Algebra	4
Natural Sciences *(Required course)*		
G150	Structure and Function of the Human Body	4
Social Sciences *(Select 2 courses)*		
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics		
G123	Principles of Economics	4
G142	Introduction to Sociology	4
G146	Human Geography	4
G148	General Psychology	4
G203	Macroeconomics	4
G204	Microeconomics	4
G242	American/U.S. National Government	4
G270	United States History: 1900 to the Present	4

Major and Core Courses

Number	Course	Credits
D132	Computer Applications and Business Systems Concepts	3
E150	Success Strategies	4
E242	Career Development	2
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
M229	Healthcare Information Technologies	4
M232	Pathophysiology	5
M243	Health Information Laws & Ethics	4
M251	Medical Coding Practicum	1
M252	Health Information Practicum	2
MA135	Pharmacology for the Allied Health Professionals	4
	Total Degree Credits	**90***

This Degree Program is also offered online

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

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

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

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

MASSAGE THERAPY AAS DEGREE

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

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

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

General Education Courses

Number	Course	Credits
English Composition *(Required course)*		
G124	English Composition	4
Communication *(Select 1 course)*		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities *(Select 2 courses)*		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math *(Required course)*		
G233	College Algebra	4
Natural Sciences *(Required course)*		
G215	Introduction to Human Biology	4
Social Sciences *(Select 2 courses)*		
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics		
G123	Principles of Economics	4
G142	Introduction to Sociology	4
G146	Human Geography	4
G148	General Psychology	4
G203	Macroeconomics	4
G204	Microeconomics	4
G242	American/U.S. National Government	4
G270	United States History: 1900 to the Present	4

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 II or Foundations of Math. These courses may be required of some students based upon placement examinations.*

This program is only available at the Eden Prairie 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 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).

SCHOOL OF ALLIED HEALTH

MEDICAL ADMINISTRATION AAS DEGREE

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

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

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.

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

General Education Courses

Number	Course	Credits
English Composition *(Required course)*		
G124	English Composition	4
Communication *(Select 1 course)*		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities *(Select 2 courses)*		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math *(Required course)*		
G233	College Algebra	4
Natural Sciences *(Required course)*		
G150	Structure and Function of the Human Body	4
Social Sciences *(Select 2 courses)*		
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics		
G123	Principles of Economics	4
G142	Introduction to Sociology	4
G146	Human Geography	4
G148	General Psychology	4
G203	Macroeconomics	4
G204	Microeconomics	4
G242	American/U.S. National Government	4
G270	United States History: 1900 to the Present	4

Major and Core Courses

Number	Course	Credits
D132	Computer Applications and Business Systems Concepts	3
E150	Success Strategies	4
E242	Career Development	2
M120	Medical Terminology	4
M130	Medical Writing, Style and Grammar	3
M140	Basic ICD-9-CM Coding	4
M140A	Intermediate ICD-9-CM Coding	3
M141	Ambulatory Care Coding	3
M200	Medical Office Procedures	4
M201	Medical Transcription I	4
M202	Introduction to Medical Transcription	4
M209	Medical Insurance and Billing	3
M230	Medical Law and Ethics	4
M232	Pathophysiology	5
M251	Medical Coding Practicum	1
M290	Medical Administration Capstone	1
S115	Keyboarding I	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 II or Foundations of Math. These courses may be required of some students based upon placement examinations.*

MEDICAL ASSISTING AAS DEGREE**

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

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

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

General Education Courses

Number	Course	Credits
English Composition *(Required course)*		
G124	English Composition	4
Communication *(Select 1 course)*		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities *(Select 2 courses)*		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math *(Required course)*		
G233	College Algebra	4
Natural Sciences *(Required course)*		
G215	Introduction to Human Biology	4
Social Sciences *(Required**, select one additional course)*		
G123	Principles of Economics	4
G142	Introduction to Sociology	4
G146	Human Geography	4
G148	General Psychology**	4
G203	Macroeconomics	4
G204	Microeconomics	4
G242	American/U.S. National Government	4
G270	United States History: 1900 to the Present	4

Major and Core Courses

Number	Course	Credits
D132	Computer Applications and Business Systems Concepts	3
E242	Career Development	2
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M230	Medical Law and Ethics	4
M232	Pathophysiology	5
MA110	Clinical Skills I	4
MA135	Pharmacology for the Allied Health Professional	4
MA145	Clinical Skills II	4
MA225	Laboratory Skills for Medical Assisting	4
MA230	Medical Assistant Externship	8
MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5
MA250	Radiography Skills	3
	Total Degree Credits	***91****

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

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

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

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

OBJECTIVE

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

SCHOOL OF ALLIED HEALTH

MEDICAL LABORATORY TECHNICIAN AAS DEGREE

Standard Length of Program • 8 Quarters Full-Time

***Career Areas** • Medical Laboratory Technician*

OBJECTIVE

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

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

General Education Courses

Number	Course	Credits
English Composition (Required course)		
G124	English Composition	4
Communication (Select 1 course)		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities (Select 2 courses)		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math (Required course)		
G233	College Algebra	4
Natural Sciences (Required course)		
G215	Introduction to Human Biology	4
Social Sciences (Select 2 courses)		
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics		
G123	Principles of Economics	4
G142	Introduction to Sociology	4
G146	Human Geography	4
G148	General Psychology	4
G203	Macroeconomics	4
G204	Microeconomics	4
G242	American/U.S. National Government	4
G270	United States History: 1900 to the Present	4

Major and Core Courses

Number	Course	Credits
D132	Computer Applications and Business Systems Concepts	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***

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

This program is only available at the Lake Elmo, Mankato and St. Cloud campuses.

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

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

PHARMACY TECHNICIAN AAS DEGREE

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

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

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

General Education Courses

Number	Course	Credits
English Composition *(Required course)*		
G124	English Composition	4
Communication *(Select 1 course)*		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities *(Select 2 courses)*		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math *(Required course)*		
G233	College Algebra	4
Natural Sciences *(Select 1 course)*		
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
Social Sciences *(Select 2 courses)*		
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics		
G123	Principles of Economics	4
G142	Introduction to Sociology	4
G146	Human Geography	4
G148	General Psychology	4
G203	Macroeconomics	4
G204	Microeconomics	4
G242	American/U.S. National Government	4
G270	United States History: 1900 to the Present	4

Major and Core Courses

Number	Course	Credits
B119	Customer Service	4
B271	Professional Communication	4
D132	Computer Applications and Business Systems Concepts	3
E150	Success Strategies	4
E242	Career Development	2
G150	Structure and Function of the Human Body	4
M120	Medical Terminology	4
M230	Medical Law and Ethics	4
M232	Pathophysiology	5
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
PT285	Pharmacy Technician Capstone	3
S115	Keyboarding I	3
	Total Degree Credits	***90****

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

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

OBJECTIVE

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

SCHOOL OF ALLIED HEALTH

SURGICAL TECHNOLOGIST AAS DEGREE

Standard Length of Program • 7 Quarters Full-Time

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

OBJECTIVE

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

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

General Education Courses

Number	Course	Credits
English Composition *(Required course)*		
G124	English Composition	4
Communication *(Select 1 course)*		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities *(Select 2 courses)*		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math *(Required course)*		
G233	College Algebra	4
Natural Sciences *(Required course)*		
G215	Introduction to Human Biology	4
Social Sciences *(Required**, select 1 additional course)*		
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics		
G123	Principles of Economics	4
G142	Introduction to Sociology	4
G146	Human Geography	4
G148	General Psychology**	4
G203	Macroeconomics	4
G204	Microeconomics	4
G242	American/U.S. National Government	4
G270	United States History: 1900 to the Present	4

Major and Core Courses

Number	Course	Credits
D132	Computer Applications and Business Systems Concepts	3
E242	Career Development	2
M120	Medical Terminology	4
M232	Pathophysiology	5
MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5
ST107	Introduction to Surgical Technology	5
ST115	Surgical Procedures I	5
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	***90****

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

This program is only available at the Brooklyn Park and St. Cloud campuses.

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

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

ACCOUNTING BACHELOR OF SCIENCE DEGREE

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

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

General Education Courses

Number	Course	Credits
Lower Level		
English Composition (Required course)		
G124	English Composition	4
Communication (Select 1 course)		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities (Select 2 courses)		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math (Required course)		
G233	College Algebra	4
Natural Sciences (Select 1 course)		
G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
Social Sciences (Required courses)		
G203	Macroeconomics	4
G204	Microeconomics	4
Upper Level		
Communication (Select 1 course)		
G324	Advanced Composition	4
G332	Visual Communication in the Media	4
Humanities (Select 1 course)		
G330	American Literature	4
G335	Contemporary World Literature: 1900 to the Present	4
G420	Studies in American Literature and Culture	4
G435	Literature of American Minorities	4
G440	Political Thought	4
Math/Natural Sciences (Select 1 course)		
G328	Human Uses of the Environment	4
G346	Physical Geography	4
G350	Conservation of Resources	4
G434	Gender in Math and Science	4
Social Sciences (Select 2 courses)		
G333	American Religious History	4
G355	Geography of the United States and Canada	4
G360	Contemporary World Religions	4
G365	Social Problems	4
G380	Visions of America Since 1945	4
G401	Comparative Politics	4
G425	Work and Family	4
Total lower division general education credits		**32**
Total upper division general education credits		**24**

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

Major and Core Courses

Number	Course	Credits
Lower Division		
A140	Financial Accounting I	4
A141	Financial Accounting II	4
B136	Introduction to Business	4
B232	Principles of Marketing	4
B233	Principles of Management	4
B234	Business Law	4
B271	Professional Communication	4
B293	Business Ethics	4
D132	Computer Applications and Business Systems Concepts	3
D181	Excel	3
E242	Career Development	2
Upper Division		
A330	Managerial Accounting Theory and Practice	4
A340	Advanced Auditing Concepts and Standards	4
A343	Business Law II	4
A360	Taxation of Individuals	4
A370	Intermediate Financial Reporting I	4
A375	Intermediate Financial Reporting II	4
A380	Intermediate Financial Reporting III	4
A406	Cost Accounting Principles and Applications	4
A416	Advanced Financial Accounting	4
A420	Accounting Information Systems	4
A430	International Accounting	4
A490	Accounting Capstone II	4
B330	Advanced Principles of Financial Management	4
B351	Management of Information Systems	4
B444	Statistics for Managers	4
B460	Strategic Management	4

Total Degree Credit Hours

Total lower division major/core credits	**40**
Unrestricted elective credits	**20**
Total upper division major/core credits	**64**
Total credits	**180 ***

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

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.

SCHOOL OF BUSINESS

BUSINESS MANAGEMENT BACHELOR OF SCIENCE DEGREE

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

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

OBJECTIVE

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

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

General Education Courses

Number	Course	Credits
Lower Level		
English Composition (Required course)		
G124	English Composition	4
Communication (Select 1 course)		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities (Select 2 courses)		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math (Required course)		
G233	College Algebra	4
Natural Sciences (Select 1 course)		
G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
Social Sciences (Both courses are required)		
G203	Macroeconomics	4
G204	Microeconomics	4
Upper Level		
Communication (Select 1 course)		
G324	Advanced Composition	4
G332	Visual Communication in the Media	4
Humanities (Select 2 courses)		
G330	American Literature	4
G335	Contemporary World Literature: 1900 to the Present	4
G420	Studies in American Literature and Culture	4
G435	Literature of American Minorities	4
G440	Political Thought	4
Math/Natural Sciences (Select 1 course)		
G328	Human Uses of the Environment	4
G346	Physical Geography	4
G350	Conservation of Resources	4
G434	Gender in Math and Science	4
Social Sciences (Select 2 courses)		
G333	American Religious History	4
G355	Geography of the United States and Canada	4
G360	Contemporary World Religions	4
G365	Social Problems	4
G380	Visions of America Since 1945	4
G401	Comparative Politics	4
G425	Work and Family	4
Total lower division general education credits		**32**
Total upper division general education credits		**24**

Business Management Specialization

B242	Multicultural Communications for Business	4
B250	Training and Development	4
B333	Principles of Management II	4
B360	Operations Management	4
B404	Negotiation and Conflict Management	4
B415	Risk Management	4
B474	Small Business Management I	4
	Total Credits	**28**

Human Resources Specialization

B242	Multicultural Communications for Business	4
B375	Advanced Human Resource Management	4
B390	Human Resources Information Systems	4
B404	Negotiation and Conflict Management	4
B433	Human Resource Recruitment and Selection	4
B453	Compensation Administration	4
B461	Labor Relations Management	4
	Total Credits	**28**

Major and Core Courses

Number	Course	Credits
Lower Division		
A140	Financial Accounting I	4
A141	Financial Accounting II	4
B136	Introduction to Business	4
B165	Introduction to Human Resource Management	4
B230	Principles of Finance	4
B232	Principles of Marketing	4
B233	Principles of Management	4
B234	Business Law	4
B271	Professional Communication	4
B293	Business Ethics	4
D132	Computer Applications and Business Systems Concepts	3
E242	Career Development	2
Upper Division		
A330	Managerial Accounting Theory and Practice	4
B323	Advanced Principles of Marketing	4
B351	Management of Information Systems	4
B352	International Business	4
B370	Organizational Behavior	4
B371	Research and Report Writing	4
B420	Organizational Development	4
B421	Statistics for Business	4
B440	Managing a Diverse Workforce	4
B460	Strategic Management	4
B491	Legal and Ethical Environment of Business	4
B492	Contemporary Leadership Challenges	4
B498	Management Capstone	3

General Business Specialization

3 Upper Division Business Electives,	12
Unrestricted Electives	16
Total Degree Credits	**28**

This Degree Program is also offered online

Internet Marketing Specialization

B218	E-Commerce	4
B228	Search Engine Marketing	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
	Total Credits	**28**

Information Technology Specialization

B216	Network Fundamentals for Business Professionals	3
B220	Project Planning and Documentation	4
N300	Introduction to Computer Science Concepts	3
N330	MIS Techniques	3
N340	Information Technology Project Management	4
N400	Programming Languages Principles	3
N410	Database Management and Administration	3
N420	Network Security and Cryptography	3
N430	Computer Forensics	3
	Total Credits	**29**

Total Degree Credit Hours

Total lower division major/core credits	**45**
Total upper division major/core credits	**51**
Total Specialization credits	**28 – 29**
Total General Education credits	**56**
Total credits	**180-181***

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

HEALTHCARE MANAGEMENT BACHELOR OF SCIENCE DEGREE

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

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

General Education Courses

Number	Course	Credits
Lower Level		
English Composition (Required course)		
G124	English Composition	4
Communication (Select 1 course)		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities (Select 2 courses)		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math (Required course)		
G233	College Algebra	4
Natural Sciences (Select 1 course)		
G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
Social Sciences (Both courses are required)		
G203	Macroeconomics	4
G204	Microeconomics	4
Upper Level		
Communication (Select 1 course)		
G324	Advanced Composition	4
G332	Visual Communication in the Media	4
Humanities (Select 1 course)		
G330	American Literature	4
G335	Contemporary World Literature: 1900 to the Present	4
G420	Studies in American Literature and Culture	4
G435	Literature of American Minorities	4
G440	Political Thought	4
Math/Natural Sciences (Select 1 course)		
G328	Human Uses of the Environment	4
G346	Physical Geography	4
G350	Conservation of Resources	4
G434	Gender in Math and Science	4
Social Sciences (Select 2 courses)		
G333	American Religious History	4
G355	Geography of the United States and Canada	4
G360	Contemporary World Religions	4
G365	Social Problems	4
G380	Visions of America Since 1945	4
G401	Comparative Politics	4
G425	Work and Family	4
Total lower division general education credits		**32**
Total upper division general education credits		**24**

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

Major and Core Courses

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

Total Degree Credit Hours

Total lower division major/core credits	**61**
Total upper division major/core credits	**63**
Total general education credits	**56**
Total credits	***180 ****

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

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

OBJECTIVE

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

SCHOOL OF BUSINESS

ACCOUNTING AAS DEGREE

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

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

OBJECTIVE

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

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

General Education Courses

Number	Course	Credits
English Composition *(Required course)*		
G124	English Composition	4
Communication *(Select 1 course)*		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities *(Select 2 courses)*		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math *(Required course)*		
G233	College Algebra	4
Natural Sciences *(Select 1 course)*		
G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
Social Sciences *(Both courses are required)*		
G203	Principles of Macroeconomics	4
G204	Principles of Microeconomics	4

Major and Core Courses

Number	Course	Credits
A140	Financial Accounting I	4
A141	Financial Accounting II	4
A177	Payroll Accounting	4
A269	Income Tax	4
A276	Financial Investigations	4
A280	Accounting Capstone	2
B136	Introduction to Business	4
B232	Principles of Management	4
B233	Principles of Marketing	4
B271	Professional Communication	4
B293	Business Ethics	4
B234	Business Law	4
D279	Computer Focused Principles	3
D181	Excel	3
D132	Computer Applications and Business Systems Concepts	3
E242	Career Development	2
F108	Financial Markets and Institutions	3
	Total Degree Credits	***92****

This Degree Program is also offered online

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

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

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 Areas *• Retail Management • Small Business Manager • Customer Service • Child Care Administrator • 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
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 B098 and/or B099.

General Education Courses

Number	Course	Credits
English Composition (Required course)		
G124	English Composition	4
Communication (Select 1 course)		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities (Select 2 courses)		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math (Required course)		
G233	College Algebra	4
Natural Sciences (Select 1 course)		
G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
Social Sciences (Both courses are required)		
G203	Principles of Macroeconomics	4
G204	Principles of Microeconomics	4

Major and Core Courses

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

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

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

Business Administration Specialization

A177	Payroll Accounting	4
B119	Customer Service	4
D181	Excel	3
D279	Computer Focused Principles	3
	Total Degree Credits	**93***

This Degree Program is also offered online

Call Center Management Specialization

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
	Total Degree Credits	**95***

This Degree Program is also offered online

Child Development Specialization

EC100	Foundations of Child Development	4
EC110	Early Childhood Education Curriculum and Instruction	4
EC120	Health, Safety, and Nutrition	4
EC211	Dynamics of the Family	4
	Total Degree Credits	**95***

This Degree Program is also offered online

Entrepreneurship Specialization

B146	Introduction to Entrepreneurship	4
B240	Entrepreneurial Product and Service Planning	4
B244	Entrepreneurial Finance: Capitalization for the Entrepreneur	4
	Total Degree Credits	**91***

This Degree Program is also offered online

Human Resource Specialization

B249	Risk Management and Insurance	4
B250	Training and Development	4
B267	Employment Law	4
B268	Compensation and Benefits Management	4
	Total Degree Credits	**95***

This Degree Program is also offered online

Internet Marketing Specialization

B218	E-Commerce	4
B228	Search Engine Marketing	4
B231	Web Media Marketing	4
	Total Degree Credits	**91***

This Degree Program is also offered online

Marketing and Sales Specialization

B140	Sales Techniques	4
B218	E-Commerce	4
B263	Principles of Advertising	4
R200	Principles of Retailing	4
	Total Degree Credits	**95***

This Degree Program is also offered online

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.

EARLY CHILDHOOD EDUCATION AAS DEGREE

CHILD AND FAMILY STUDIES • CHILD DEVELOPMENT
ENGLISH LANGUAGE LEARNER • CHILD WITH SPECIAL NEEDS

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

Career Areas *• Early Childhood Teacher • Teacher Assistant • Early Childhood Special Education Assistant • Preschool Teacher*

OBJECTIVE

Graduates of this program know child development and apply best practices to their work in the early childhood field. They understand developmentally appropriate practices, positive guidance, partnering with parents and observation and assessment of young children. They can plan and implement activities, materials and interactions that promote children's healthy development while supporting a safe environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, professionalism in the workplace, and lifelong learning.

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

General Education Courses

Number	Course	Credits
English Composition *(Required course)*		
G124	English Composition	4
Communication *(Select 1 course)*		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities *(Select 2 courses)*		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math *(Required course)*		
G233	College Algebra	4
Natural Sciences *(Select 1 course)*		
G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
Social Sciences *(Select 2 courses)*		
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics		
G123	Principles of Economics	4
G142	Introduction to Sociology	4
G146	Human Geography	4
G148	General Psychology	4
G203	Macroeconomics	4
G204	Microeconomics	4
G242	American/U.S. National Government	4
G270	United States History: 1900 to the Present	4

Major and Core Courses

Number	Course	Credits
D132	Computer Applications and Business Systems Concepts	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

Child and Family Studies Specialization

**Students in this Specialization may not count Introduction to Sociology as a General Education Social Sciences requirement.*

EC230	Guiding Children's Behavior	4
EC231	Family Resource Management	4
EC232	Child and Family Advocacy	4
G142	Introduction to Sociology*	4
	Total Degree Credits	**93***

This Degree Program is also offered online

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
	Total Degree Credits	**93***

This Degree Program is also offered online

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
	Total Degree Credits	**93***

This Degree Program is also offered online

Child with Special Needs Specialization

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

This Degree Program is also offered online

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

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

BUSINESS MANAGEMENT AAS DEGREE
Child Development • *See School of Business on Page 19*

CRIMINAL JUSTICE BACHELOR OF SCIENCE DEGREE

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

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

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

General Education Courses

Lower Level

Number	Course	Credits
English Composition *(Required course)*		
G124	English Composition	4
Communication *(Select 1 course)*		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities *(Select 2 courses)*		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math *(Required course)*		
G233	College Algebra	4
Natural Sciences *(Select 1 course)*		
G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
Social Sciences *(Required courses)*		
G142	Introduction to Sociology	4
G148	General Psychology	4

Upper Level

Communication *(Select 1 course)*		
G324	Advanced Composition	4
G332	Visual Communication in the Media	4
Humanities *(Select 1 course)*		
G330	American Literature	4
G335	Contemporary World Literature: 1900 to the Present	4
G420	Studies in American Literature and Culture	4
G435	Literature of American Minorities	4
G440	Political Thought	4
Math/Natural Sciences *(Select 1 course)*		
G328	Human Uses of the Environment	4
G346	Physical Geography	4
G350	Conservation of Resources	4
G434	Gender in Math and Science	4
Social Sciences *(Select 2 courses)*		
G333	American Religious History	4
G355	Geography of the United States and Canada	4
G360	Contemporary World Religions	4
G365	Social Problems	4
G380	Visions of America Since 1945	4
G401	Comparative Politics	4
G425	Work and Family	4
Total lower division general education credits		**32**
Total upper division general education credits		**24**

Major and Core Courses

Number	Course	Credits
Lower Division		
D132	Computer Applications and Business Systems Concepts	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		
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	2
J472	Fieldwork in Criminal Justice II	8
J490	Critical Issues in Criminal Justice	4

Client Services/Corrections Specialization

J340	Women and Criminal Justice	4
J345	Diversion and Rehabilitation	4
J425	Community Corrections	4
J435	Special Populations in Criminal Justice	4
	Total Degree Credits	***183****

This Degree Program is also offered online

Criminal Offenders Specialization

J330	Organized Criminal Syndicates	4
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****

J332	Homeland Security Policy	4
J335	Risk Analysis	4
J405	Emergency Management	4
J420	Crimes Across Borders	4
	Total Degree Credits	***183****

This Degree Program is also offered online

Investigation/Law Enforcement Specialization

J305	Examination of Forensic Science	4
J320	Criminal Investigations	4
J325	Criminal Evidence	4
J430	Forensic Psychology	4
	Total Degree Credits	***183****

This Degree Program is also offered online

Total lower division major/core credits	**49**
Total unrestricted elective credits	**12**
Total upper division major/core credits	**50**

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.

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

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

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

SCHOOL OF JUSTICE STUDIES

CRIMINAL JUSTICE AAS DEGREE

CORRECTIONS • HOMELAND SECURITY • LAW ENFORCEMENT • PSYCHOLOGY

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

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

OBJECTIVE

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

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

General Education Courses

Number	Course	Credits
English Composition *(Required course)*		
G124	English Composition	4
Communication *(Select 1 course)*		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities *(Select 2 courses)*		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math *(Required course)*		
G233	College Algebra	4
Natural Sciences *(Select 1 course)*		
G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
Social Sciences *(Both courses are required)*		
G142	Introduction to Sociology	4
G148	General Psychology	4

Major and Core Courses

Number	Course	Credits
D132	Computer Applications and Business Systems Concepts	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

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

Homeland Security Specialization

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

J122	Crime Scene to Conviction: Critical Skills in Documentation	4
J222	Practical Psychology for Law Enforcement	4
J226	Legal Code for Law Enforcement	4
	Total Degree Credits	***93****

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

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

Criminal Justice Professional Peace Officer Education (PPOE)

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

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

HUMAN SERVICES AAS DEGREE

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

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

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

General Education Courses

Number	Course	Credits
English Composition *(Required course)*		
G124	English Composition	4
Communication *(Select 1 course)*		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities *(Select 2 courses)*		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math *(Required course)*		
G233	College Algebra	4
Natural Sciences *(Select 1 course)*		
G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
Social Sciences *(Both courses are required)*		
G142	Introduction to Sociology	4
G148	General Psychology	4

Major and Core Courses

Number	Course	Credits
B119	Customer Service	4
D132	Computer Applications and Business Systems Concepts	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

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

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

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.

SCHOOL OF JUSTICE STUDIES

LAW ENFORCEMENT AAS DEGREE

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

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

OBJECTIVE

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

General Education Courses

Number	Course	Credits
English Composition *(Required course)*		
G124	English Composition	4
Communication *(Select 1 course)*		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities *(Select 2 courses)*		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math *(Required course)*		
G233	College Algebra	4
Natural Sciences *(Select 1 course)*		
G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
Social Sciences *(Both courses are required)*		
G142	Introduction to Sociology	4
G148	General Psychology	4

Major and Core Courses

Number	Course	Credits
D132	Computer Applications and Business Systems Concepts	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 in 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***

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

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

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

PARALEGAL AAS DEGREE

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

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

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

General Education Courses

Number	Course	Credits
English Composition *(Required course)*		
G124	English Composition	4
Communication *(Select 1 course)*		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities *(Select 2 courses)*		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math *(Required course)*		
G233	College Algebra	4
Natural Sciences *(Select 1 course)*		
G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
Social Sciences *(Both courses are required)*		
G142	Introduction to Sociology	4
G148	General Psychology	4

Major and Core Courses

Number	Course	Credits
D132	Computer Applications and Business Systems Concepts	3
E150	Success Strategies	4
E242	Career Development	2
PL100	Introduction to Law and the Legal System	4
PL121	Civil Litigation and Procedure I	4
PL122	Civil Litigation and Procedure II	4
PL140	Contracts	4
PL145	Paralegal Ethics	4
PL215	Real Estate Law	4
PL216	Corporate Law	4
PL219	Law Office Operations and Technology	4
PL225	Torts	4
PL230	Family Law	4
PL235	Legal Research	4
PL240	Legal Writing	4
PL290	Paralegal Internship	5
	Total Degree Credits	***94****

This Degree Program is also offered online

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

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

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

OBJECTIVE

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

SCHOOL OF JUSTICE STUDIES

LAW ENFORCEMENT ACADEMIC CERTIFICATE

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

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

OBJECTIVE

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

Foundation Courses

Number	Course	Credits
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 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 Certificate Credits	***36****

This Degree Program is also offered online

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

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

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

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

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

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

LAW ENFORCEMENT SKILLS CERTIFICATE

Standard Length of Program • 2 Quarters Part-Time

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

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

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

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 Certificate Credits	***24****

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

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

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

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.

PARALEGAL CERTIFICATE

Standard Length of Program •4 Quarters Full-Time

Career Areas *• Paralegal • Legal Assistant • Legal Secretary • Compliance Officer*

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

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

Rasmussen College's Eagan campus location has been approved by the National Association of Legal Assistants (NALA) as a testing center for the Certified Legal Assistant/Certified Paralegal (CLA/CP) examination.

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

Major and Core Courses

Number	Course	Credits
G124	English Composition	4
G233	College Algebra	4
	General Education elective**	4
PL100	Introduction to Law and the Legal System	4
PL121	Civil Litigation and Procedure I	4
PL122	Civil Litigation and Procedure II	4
PL140	Contracts	4
PL145	Paralegal Ethics	4
PL219	Law Office Technology	4
PL225	Torts	4
PL230	Family Law	4
PL235	Legal Research	4
PL240	Legal Writing	4
PL290	Paralegal Internship	5
Electives *(choose 1, for 4 credits)*		
PL215	Real Estate Law	4
PL216	Corporate Law	4
	Total Certificate Credits	***61****

This Degree Program is also offered online

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

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

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.

SCHOOL OF NURSING

PRACTICAL NURSING AAS DEGREE

Standard Length of Program • 6 Quarters Full-Time

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

OBJECTIVE

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

General Education Courses

Number	Course	Credits
English Composition *(Required)*		
G124	*English Composition**	*4*
Communication *(Required)*		
G141	*Introduction to Communication**	*4*
Math/Natural Sciences *(Required)*		
G233	*College Algebra*	*4*
Natural Sciences *(Required)*		
G215	*Introduction to Human Biology*	*4*
Humanities *(Select 2 courses)*		
G125	*Humanities*	*4*
G145	*Film Appreciation*	*4*
G201	*Creative Writing*	*4*
G230	*Introduction to Literature*	*4*
Social Sciences *(Required courses)*		
G142	*Introduction to Sociology**	*4*
G148	*General Psychology**	*4*

Major and Core Courses

Number	Course	Credits
D132	*Computer Applications and Business Systems Concepts*	*3*
M120	*Medical Terminology*	*4*
MA241	*Human Anatomy and Physiology I*	*5*
MA242	*Human Anatomy and Physiology II*	*5*
NU115	*Comprehensive Pharmacology*	*4*
NU115L	*Comprehensive Pharmacology Lab*	*2*
NU205	*Human Nutrition*	*4*
PN100	*Nursing Foundations*	*6*
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****

** Students must complete those general education courses listed as required to graduate in this program (G124, G141, G142, G148, G215, and G233) or transfer in the equivalent. In addition, the student must complete two courses from the four listed Humanities electives (G125, 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.

This program is only offered during the day at the Blaine, Brooklyn Park, Eagan, Mankato, and St. Cloud campuses.

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.

PROFESSIONAL NURSING AAS DEGREE

Standard Length of Program • 7 Quarters Full-Time

Career Areas *• Hospitals • Clinics • Rehabilitation Centers • Long-Term Care Facilities*

General Education Courses

Number	Course	Credits
English Composition *(Required)*		
G124	English Composition	4
Communication *(Required)*		
G141	Introduction to Communication	4
Humanities *(Required)*		
G201	Creative Writing	4
Math/Natural Sciences *(Required courses)*		
G215	Introduction to Human Biology	4
G233	College Algebra	4
MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5
Social Sciences *(Required)*		
G142	Introduction to Sociology	4

Major and Core Courses

Number	Course	Credits
M120	Medical Terminology	4
MA218	Introduction to Microbiology	5
NU100	Critical Thinking in Nursing	2
NU115	Comprehensive Pharmacology	4
NU115L	Comprehensive Pharmacology Lab	2
NU110	Introduction to Professional Nursing	3
NU120	Adult Medical Surgical Nursing I	6
NU125	Clinical Nursing Skills I	5
NU205	Human Nutrition	4
NU220	Adult Medical Surgical Nursing II	6
NU225	Clinical Nursing Skills II	3
NU230	Pediatric and Maternity Nursing	6
NU240	Mental Health Nursing	6
NU250	Nursing Care of the Elderly	6
NU270	Legal and Ethical Nursing Issues	1
NU295	Leadership in Nursing	4
	Total Degree Credits	***101***

This program is only offered at the Mankato campus.

OBJECTIVE

The objective of the Professional Nursing program is to provide the knowledge, clinical skills, nursing values, meanings and experience necessary for an entry level professional nursing position; and in turn facilitate competency in the core components of professional nursing: professional behavior, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration and managing care. This program is designed to prepare the graduate to utilize and apply the nursing process (assessment, diagnosis, planning, intervention and evaluation) to provide care across the life span and in diverse settings within the health care continuum. Upon successful completion of this program, the graduate will receive an Associate of Applied Science Degree in Nursing and will be eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) to obtain licensure as a registered nurse.

SCHOOL OF NURSING

PROFESSIONAL NURSING AAS – MOBILITY DEGREE

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

Career Areas *• Hospitals • Clinics • Rehabilitation Centers • Long-Term Care Facilities*

OBJECTIVE

Students in this program will have successfully passed the NCLEX-PN and will hold a current license as a practical nurse. The objective of the bridge from a Practical Nursing to a Professional Nursing program is to provide the knowledge, clinical skills, nursing values, meanings and experience necessary for an entry level professional nursing position; and in turn facilitate competency in the core components of professional nursing: professional behavior, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration and managing care. This program is designed to prepare the graduate to utilize and apply the nursing process (assessment, diagnosis, planning, intervention and evaluation) to provide care across the life span and in diverse settings within the health care continuum. Upon successful completion of this program, the graduate will receive an Associate of Applied Science Degree in Nursing and will be eligible to sit for the national Council Licensure Examination for Registered Nurses (NCLEX-RN) to obtain licensure as a registered nurse.

Practical Nursing Block Transfer Courses – 23 Credits

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

Number	Course	Credits
NU100	Critical Thinking in Nursing	2
NU115	Comprehensive Pharmacology	4
NU115L	Comprehensive Pharmacology Lab	2
NU120	Adult Medical Surgical Nursing I	6
NU125	Clinical Nursing Skills I	5
NU205	Human Nutrition	4

Anticipated Program Transfer Courses – 38 Credits

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

Number	Course	Credits
G124	English Composition	4
G137	Introduction to Psychology	4
G141	Introduction to Communication	4
G201	Creative Writing	4
G215	Introduction to Human Biology	4
G233	College Algebra	4
M120	Medical Terminology	4
MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5

Major and Core Courses – 40 Credits

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

Number	Course	Credits
MA218	Introduction to Microbiology	5
NU130	Transitions in Nursing	3
NU220	Adult Medical Surgical Nursing II	6
NU225	Clinical Nursing Skills II	3
NU230	Pediatric and Maternity Nursing	6
NU240	Mental Health Nursing	6
NU250	Nursing Care of the Elderly	6
NU270	Legal and Ethical Nursing Issues	1
NU295	Leadership in Nursing	4
	Total Degree Credits	***101***

This program is only offered at the Mankato campus.

DIGITAL DESIGN AND ANIMATION BACHELOR OF SCIENCE DEGREE

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

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

*General Education Courses***

Number	Course	Credits
Lower Level		
English Composition *(Required course)*		
G124	English Composition	4
Communication *(Select 1 course)*		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities *(Select 2 courses)*		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math *(Required course)*		
G233	College Algebra	4
Natural Sciences *(Select 1 course)*		
G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
Social Sciences *(Select 2 courses)*		
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics		
G123	Principles of Economics	4
G142	Introduction to Sociology	4
G146	Human Geography	4
G148	General Psychology	4
G203	Macroeconomics	4
G204	Microeconomics	4
G242	American/U.S. National Government	4
G270	United States History: 1900 to the Present	4
Upper Level		
Communication *(Select 1 course)*		
G324	Advanced Composition	4
G332	Visual Communication in the Media	4
Humanities *(Select 1 course)*		
G330	American Literature	4
G335	Contemporary World Literature: 1900 to the Present	4
G420	Studies in American Literature and Culture	4
G435	Literature of American Minorities	4
G440	Political Thought	4
Math/Natural Sciences *(Select 1 course)*		
G328	Human Uses of the Environment	4
G346	Physical Geography	4
G350	Conservation of Resources	4
G434	Gender in Math and Science	4
Social Sciences *(Select 1 course)*		
G333	American Religious History	4
G355	Geography of the United States and Canada	4
G360	Contemporary World Religions	4
G365	Social Problems	4
G380	Visions of America Since 1945	4
G401	Comparative Politics	4
G425	Work and Family	4
Total lower division general education credits		**32**
Total upper division general education credits		**24**

*** 32 credits of lower-division general-education coursework and 24 credits of upper-division general-education coursework are required.*

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

Major and Core Courses

Number	Course	Credits
Lower Division		
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 Design	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
Upper Division		
N301	The Business of Digital Media	4
N305	Figure Drawing	4
N310	The Study of Animation	4
N315	Flash Animation	4
N320	Polygon Modeling	4
N325	Advanced Methods of Computer Graphics	4
N335	Digital Photography	4
N345	Advanced HTML Coding with CSS	4
N350	Concept Development for Digital Media	4
N405	Advanced Applications of Digital and Experimental Art	4
N415	Digital Effects Creation	4
N425	Storyboard Development for Digital Media	4
N435	Digital Video/Audio Project	4
N440	Web Design Project	4
N441	3D Game Character Creation	4
N445	Animation Graphics Project	4
Elective Courses *(Select 3 courses)*		
NM110	Drawing Design and Art Theory	3
NM115	Networking and Internet Technologies	3
NM131	Introduction to 3D Arts and Animation	3
NM240	3-Dimensional Animation	3
NM250	Dynamic Content Management	3
NM260	Server Side Scripting	3
Total Elective credits		**9**
Total lower division major/core credits (including electives)		**63**
Total upper division major/core credits		**64**
Total credits		***183****

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

OBJECTIVE

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

SCHOOL OF TECHNOLOGY AND DESIGN

GAME AND SIMULATION PROGRAMING BACHELOR OF SCIENCE DEGREE

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

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

OBJECTIVE

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

General Education Courses**

Number	Course	Credits
Lower Level		
English Composition (Required course)		
G124	English Composition	4
Communication (Select 1 course)		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities (Select 2 courses)		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math (Required course)		
G233	College Algebra	4
Natural Sciences (Select 1 course)		
G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
Social Sciences (Select 2 courses)		
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics		
G123	Principles of Economics	4
G142	Introduction to Sociology	4
G146	Human Geography	4
G148	General Psychology	4
G203	Macroeconomics	4
G204	Microeconomics	4
G242	American/U.S. National Government	4
G270	United States History: 1900 to the Present	4
Upper Level		
Communication (Select 1 course)		
G324	Advanced Composition	4
G332	Visual Communication in the Media	4
Humanities (Select 1 course)		
G330	American Literature	4
G335	Contemporary World Literature: 1900 to the Present	4
G420	Studies in American Literature and Culture	4
G435	Literature of American Minorities	4
G440	Political Thought	4
Math/Natural Sciences (Select 1 course)		
G328	Human Uses of the Environment	4
G346	Physical Geography	4
G350	Conservation of Resources	4
G434	Gender in Math and Science	4
Social Sciences (Select 1 course)		
G333	American Religious History	4
G355	Geography of the United States and Canada	4
G360	Contemporary World Religions	4
G365	Social Problems	4
G380	Visions of America Since 1945	4
G401	Comparative Politics	4
G425	Work and Family	4
Total lower division general education credits		**32**
Total upper division general education credits		**24**

** 32 credits of lower-division general-education coursework and 24 credits of upper-division general-education coursework are required.

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

Major and Core Courses

Number	Course	Credits
D132	Computer Applications and Business Systems Concepts	3
E150	Success Strategies	4
E242	Career Development	2
N137	Programming I	4
N138	Game Preproduction	4
N139	Game Design Theory I	4
N180	Math for Game and Simulation Production I	4
N205	Platform Design and Human-Computer Interaction	4
N206	Data Structures	4
N207	Programming II	4
N266	Console Development	4
N276	Applied Game and Simulation Theory	4
N280	Graphics Development with DirectX	4
N281	Game Design Theory II	4
N285	Game and Simulation Marketing	4
N286	Math for Game and Simulation Production II	4
W114	Fundamentals of Programming	3
Upper Division		
N302	Graphics Development with OpenGL	4
N311	Game and Simulation Lighting Techniques	4
N321	3D Content Creation	4
N346	Practical Game Development	4
N355	Game Planning and Development Strategies	4
N360	Mobile Platform Development	4
N365	The Physics of Gaming	4
N401	Artificial Intelligence	4
N421	Software Engineering for Game and Simulation Production	4
N431	Multiplayer Game Programming	4
N450	Game Assets	4
N455	Game Audio Assets	4
N460	Applications of Physics for Game and Simulation Production	4
N465	Industrial Simulation Project	4
N470	Video Game Production Project	4
Total lower division major/core credits		**64**
Total upper division major/core credits		**60**
Total credits		**180***

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

INFORMATION SYSTEMS MANAGEMENT AAS DEGREE

NETWORK ADMINISTRATION • WEB PROGRAMMING • DATABASE ADMINISTRATION
COMPUTER INFORMATION TECHNOLOGY • IP TELEPHONY • NETWORKING SECURITY

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

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

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

General Education Courses

Number	Course	Credits
English Composition (Required course)		
G124	English Composition	4
Communication (Select 1 course)		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities (Select 2 courses)		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math (Required course)		
G233	College Algebra	4
Natural Sciences (Select 1 course)		
G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
Social Sciences (Select 2 courses)		
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics		
G123	Principles of Economics	4
G142	Introduction to Sociology	4
G146	Human Geography	4
G148	General Psychology	4
G203	Macroeconomics	4
G204	Microeconomics	4
G242	American/U.S. National Government	4
G270	United States History: 1900 to the Present	4

Major and Core Courses

Number	Course	Credits
B119	Customer Service	4
B136	Introduction to Business	4
B271	Professional Communication	4
B293	Business Ethics	4
D132	Computer Applications and Business Systems Concepts	3
E150	Success Strategies	4
E242	Career Development	2

Network Administration Specialization

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

Web Programming Specialization

N209	PHP/MySQL Administration	4
NM115	Networking and Internet Technologies	3
W109	Relational Databases	3
W110	JavaScript	3
W114	Fundamentals of Programming	3
W116	Introduction to Web Design Software	3
W118	Introduction to HTML	3
W125	Introduction to Visual Basic	3
W201	Advanced Visual Basic	3
W210	Java I	3
W215	PERL/CGI	3
W222	Advanced Visual Basic	3
W290	Web Programming Capstone	2
	Total Degree Credits	**96***

This Degree Program is also offered online

Computer Information Technology Specialization

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

N112	PC Hardware and Software I	3
N113	PC Hardware and Software II	3
N228	Microsoft Windows Server	3
	Total Degree Credits	**93***

Group II - Multimedia Web Elective Group

NM111	Introduction to Computer Graphics	3
NM113	Introduction to Multimedia Design	3
W208	Advanced Website Design	3
	Total Degree Credits	**93***

This Degree Program is also offered online

Database Administration Specialization

B220	Project Planning and Documentation	4
N136	Operating Systems Fundamentals	4
N209	PHP/MySQL Administration	4
N236	Database Security	4
N271	SQL Server Administration	3
N273	Business Intelligence Reporting	3
N290	Information Technology Capstone	2
W109	Relational Databases	3
W114	Fundamentals of Programming	3
W125	Introduction to Visual Basic	3
	Total Degree Credits	**90***

This Degree Program is also offered online

IP Telephony Specialization

B220	Project Planning and Documentation	4
N112	PC Hardware and Software I	3
N113	PC Hardware and Software II	3
N127	Microsoft Windows Workstations	3
N133	Networking Fundamentals	3
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
	Total Degree Credits	**90***

OBJECTIVE

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

Networking Security Specialization

B220	Project Planning and Documentation	4
N112	PC Hardware and Software I	3
N113	PC Hardware and Software II	3
N127	Microsoft Windows Workstations	3
N133	Networking Fundamentals	3
N141	Networking Security	3
N226	Windows Active Directory	3
N228	Microsoft Windows Server	3
N235	Cisco Networking Fundamentals and Routing	3
N253	Managing Information Security	3
N290	Information Technology Capstone	2
	Total Degree Credits	**90***

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

SCHOOL OF TECHNOLOGY AND DESIGN

MULTIMEDIA TECHNOLOGIES AAS DEGREE

DIGITAL DESIGN AND ANIMATION • WEB DESIGN

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

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

OBJECTIVE

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

Foundation Courses

Number	Course	Credits
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 B098 and/or B099.

General Education Courses

Number	Course	Credits
English Composition *(Required course)*		
G124	English Composition	4
Communication *(Select 1 course)*		
G141	Introduction to Communication	4
G227	Oral Communication	4
Humanities *(Select 2 courses)*		
G125	Humanities	4
G145	Film Appreciation	4
G201	Creative Writing	4
G220	Writing About Literature	4
G224	Introduction to Critical Thinking	4
G225	Ethics	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
Math *(Required course)*		
G233	College Algebra	4
Natural Sciences *(Select 1 course)*		
G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
Social Sciences *(Select 2 courses)*		
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics		
G123	Principles of Economics	4
G142	Introduction to Sociology	4
G146	Human Geography	4
G148	General Psychology	4
G203	Macroeconomics	4
G204	Microeconomics	4
G242	American/U.S. National Government	4
G270	United States History: 1900 to the Present	4

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 Design	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

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

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 II or Foundations of Math. These courses may be required of some students based upon placement examinations.*

BUSINESS MANAGEMENT BS DEGREE
Internet Marketing • *See School of Business on Page 16*

BUSINESS MANAGEMENT AAS DEGREE
Internet Marketing • *See School of Business on Page 19*

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	- Business
D	- Computers
EC	- Early Childhood Education
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 Assisting
ML, PB	- Medical Laboratory Technician
MT	- Massage Therapy
N	- Network
NM	- Multimedia
PL	- Paralegal
PN	- Practical Nursing
PT	- Pharmacy Technician
R	- Retail/Sales
S	- Secretarial/Office Administration
ST	- Surgical Technologies
W	- Web Programming

A140 Financial Accounting I
40 hours, 4 credits
This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of bookkeeping. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced. The course will emphasize valuing assets, including property, plant and equipment, inventory, and accounts receivable, and will address the classification of accounts, notes, payroll liabilities, and monthly adjustments.

Prerequisite: none

A141 Financial Accounting II
40 hours, 4 credits
This course is a further continuation of Financial Accounting I and will stress financial statement analysis for partnerships and corporations. It will also emphasize corporate accounting, corporate issuing and investing in debt and equity securities, financial and cash-flow analysis, and decision-making. The course will include manufacturing accounting methods used for budgeting and forecasting.

Prerequisite: Financial Accounting I

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: Financial 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: Financial Accounting II

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: Financial Accounting II

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.

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

Prerequisite: Financial Accounting II

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

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

A330 Managerial Accounting Theory and Practice
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: Financial Accounting II

A340 Advanced Auditing Concepts and Standards
40 hours, 4 credits
This course includes a study of auditing standards and procedures and an integration of professional ethics within the accounting discipline. Emphasis is placed on analytical thinking, evaluation of business risks, and internal control practices and a thorough study of Sarbanes Oxley and other relevant laws and regulations as they relate to publicly traded companies.

Prerequisite: Financial Accounting II

A343 Business 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, securities regulation contracts, and other areas of business law.

Prerequisite: Business Law

A360 Taxation of Individuals
40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business. Focus is on income, exclusions, deductions, exemptions, credits, property, gift, estate tax and depreciation.

Prerequisite: Financial Accounting II

A370 Intermediate Financial Reporting I
40 hours, 4 credits
This course covers a review of accounting theory, its conceptual framework, and how to understand and analyze financial reports, including income statements, the statement of cash flows, and the balance sheet.

Prerequisite: Financial Accounting II

A375 Intermediate Financial Reporting II
40 hours, 4 credits
This course builds on Intermediate Financial Reporting I. Topics include stockholder's equity, valuation of assets and liabilities, interpretation of financial statements, accounting changes and errors, and prior period adjustments.

Prerequisite: Intermediate Financial Reporting I

A380 Intermediate Financial Reporting III
40 hours, 4 credits
Intermediate Financial Reporting III focuses on topics in financial accounting measurement, including reporting of income taxes, accounting changes and correction of errors, revenue measurement, leases, pensions, cash flow, financial statement analysis, interim financial reports, and reporting for segments of a business enterprise.

Prerequisite: Intermediate Financial Reporting II

A406 Cost Accounting Principles and Applications
40 hours, 4 credits
This course provides a survey of the theory and application of cost accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control. Topics include how to identify, measure, and accumulate direct and indirect costs, how to apply burden, introduction to job costing systems, budgeting, cost-volume-profit relationships, and relevant costing.

Prerequisite: Financial Accounting II

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

Prerequisite: Taxation of Individuals

A416 Advanced Financial Accounting
40 hours, 4 credits
This course focuses on the importance of the operational functions in organizations today to include business combinations and the related financial accounting transactions necessary, segment reporting, output planning, international transaction accounting, foreign currency transactions, inventory control, scheduling, and quality control. An interweaving emphasis will be placed on quality and its impact in securing a strategic advantage for manufacturing and service entities.

Prerequisites: Advanced Principles of Financial Management

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.

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: Advanced Auditing Concepts and Standards

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

COURSE DESCRIPTIONS

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 Financial Accounting

A490 Accounting Capstone II
40 hours, 4 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, inter-personal communication and class presentation. Students have the opportunity to participate in an optional internship/externship project.

Prerequisite: Intended for student's last quarter

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 administrating the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guide lines.

Prerequisite: none

B216 Network Fundamentals for Business Professionals
40 hours, 3 credits
This course teaches the foundations of networks in a business context. The course covers Local Area Networks and Wide Area Networks and includes how communication is accomplished in those environments and how they are used to support business processes.

Pre-requisite: Computer Application and Business Systems Concepts

B218 E-Commerce
40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the 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.

Prerequisite: Intended for student's last quarter

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

Prerequisite: E-Commerce

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

Prerequisite: Financial Accounting I

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

Prerequisite: E-Commerce

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

Prerequisite: none

B233 Principles of Management
40 hours, 4 credits
Students enrolled in this course will develop managerial skills and insights by studying management practices.

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

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

B249 Risk Management and Insurance*
40 hours, 4 credits
This course covers the general principles of risk management and insurance and their role in business. Topics include the relationship of risk transfer, risk avoidance, and risk retention to risk management and loss control methods as used for decision making in human resources and finance. Emphasis is placed on the risk management process which includes the identification of risks, evaluation of risks, and selection of an appropriate management response, implementation, and review.

Prerequisite: Introduction to Human Resource Management

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

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

B271 Professional Communication
40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations 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 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

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

Prerequisite: Principles of Marketing

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

Prerequisite: Financial Accounting II

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

Prerequisite: Principles of Management

B351 Management of Information Systems
40 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems.

Prerequisite: Computer Applications and Business Systems Concepts, Introduction to Business

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

Prerequisite: Principles of Management

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

Prerequisite: E-Commerce

B357 Marketing and Web Analytics
40 hours, 4 credits
This course teaches the fundamentals of how to use web analytics concepts, tools, and techniques to harness the power of an organization's website to create measureable business value, increase customer retention, and build customer loyalty.

Prerequisites: Search Engine Marketing; E-Commerce

B360 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

B370 Organizational Behavior
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

B371 Research and Report Writing
40 hours, 4 credits
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methodology, literature reviews, information literacy, and academic report writing.

Prerequisite: English Composition or Professional Communication

B375 Advanced Human Resource Management
40 hours, 4 credits
The purpose of this course is to enable the student to develop a broad exposure to new approaches, techniques, and future trends in the management of personnel. This course includes a study of the major functions in personal management including job analysis, manpower planning, selection of personnel, performance evaluation, training and wage and salary administration.

Prerequisites: Principles of Management; Introduction to Human Resource Management

B390 Human Resources Information Systems
40 hours, 4 credits
This course examines the role of human resources information systems in today's organizations and human resources departments. Key areas of focus include human resource information systems design, acquisition, and implementation. The role of these systems in talent acquisition and management is also examined.

Prerequisite: Computer Applications and Business Systems Concepts

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

Prerequisite: Introduction to Business

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

Prerequisite: Business Law

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

Prerequisite: Introduction to Human Resource Management

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

Prerequisite: Organizational Behavior Analysis

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

Prerequisite: College Math course

B422 Website Development for Business
40 hours, 4 credits
This course teaches students the business strategies and techniques for website design and development. Key areas include usability studies, information architecture design, and working with information technology professionals to develop the website.

Prerequisites: Advanced Search Engine Marketing Strategies, Marketing and Web Analytics

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

Prerequisite: Principles of Economics or equivalent

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

Prerequisite: Principles of Management

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

Prerequisite: Principles of Management

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

COURSE DESCRIPTIONS

B442 Advanced Search Engine Marketing Strategies
40 hours, 4 credits
This course is designed to give students an in-depth understanding of search engine optimization and search engine marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives.

Prerequisite: Search Engine Marketing

B444 Statistics for Managers
40 hours, 4 credits
In this course students will utilize a statistical computer package, and examine applied statistics methods and applications in business situations.

Prerequisite: College Math course

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

Prerequisite: Principles of Management

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

Prerequisite: Introduction to Business

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

Prerequisite: Principles of Management

B474 Small Business Management I
40 hours, 4 credits
This course is a study of the factors involved in starting and managing a small- to medium-sized business. Emphasis is on the conduct of a pre-business feasibility study, and start-up of the business, successful management and options for succession or termination. Students will prepare a sample business plan.

Prerequisite: Principles of Management

B491 Legal and Ethical Environment of Business
40 hours, 4 credits
This course presents an overview of the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.

Prerequisite: none

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

Prerequisite: Principles of Management

B498 Management Capstone*
30 hours, 3 credits
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, 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 during the student's last semester.

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

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

Prerequisite: none

D181 Excel
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Excel. Students will be introduced to electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.

Prerequisite: Computer Applications and Business Systems Concepts

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

Prerequisite: Computer Applications and Business Systems Concepts

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

Prerequisite: Financial Accounting I

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

Prerequisite: Computer Applications and Business Systems Concepts

E150 Success Strategies
40 hours, 4 credits
This course will enable students to develop positive skills that ensure success in the college setting and workplace. Specific topics in learning and study 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

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 adults.

Prerequisite: none

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

Prerequisite: Early Childhood Education Externship

EC172 Early Childhood Eduction 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 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 education curriculum. Topics include developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, puppetry, and flannel-board use will be emphasized.

Prerequisite: none

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

Prerequisite: Early Childhood Education Externship II

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

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 Children with Special Needs
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 Externship III

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

Prerequisite: Early Childhood Education Externship III

EC252 The Exceptional Child
40 hours, 4 credits
This course is designed to explore the benefits of inclusion in the early childhood setting. Students will develop an understanding of exceptional development. Students will identify the parties relevant to exceptional development and their roles as resources in support of the child and their families.

Prerequisite: none

EC253 Curriculum and Instruction for Children with Special Needs
40 hours, 4 credits
Students will explore how to adapt developmentally appropriate curriculum to support the development of children with special needs. They will learn strategies for effective partnering with other professionals and parents 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.

ES100 Introduction to Exercise Science
40 hours, 3 credits
This course introduces students to the field of exercise science. It covers subfields of exercise science, including physiological responses to exercise, nutrition, and biomechanics. Students will learn the field's history, philosophy, and current trends and issues. Career paths and professional organizations will also be discussed. Students will become CPR-certified.

Prerequisite: none

ES110 Fitness Theory and Assessment
40 hours, 3 credits
This course covers the theory and practice of fitness assessment, exercise prescription, and program design. Students will learn the professional standards behind fitness assessment and prescription. The stages necessary to design and implement a client's fitness and exercise program will also be covered.

Prerequisite: Introduction to Exercise Science, Human Anatomy and Physiology I

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

Prerequisite: Kinesiology II

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

Prerequisite: Nutrition and Diet Therapy

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

Prerequisite: Kinesiology I

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

Prerequisite: Fitness Theory and Assessment

ES235 Group Fitness
40 hours, 3 credits
This course is designed to provide theoretical knowledge and practical skills in preparation for a national certification exam in group fitness instruction. Topics include guidelines for instructing safe, effective, and purposeful exercise, essentials of the instructor-participant relationship, the principles of motivation to encourage adherence in the group fitness setting, effective instructor-to-participant communication techniques, methods for enhancing group leadership, and the group fitness instructor's professional role.

Prerequisite: Fitness Theory and Assessment

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

Prerequisite: Fitness Theory and Assessment

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

Prerequisite: Completion of all other Exercise Science Core courses.

F108 Financial Markets and Institutions
40 hours, 4 credits
This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.

Prerequisite: None

F111 Introduction to Banking
40 hours, 4 credits
This course is the standard introduction to the banking profession. It touches on nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.

Prerequisite: none

F212 Fundamentals of Consumer Lending
40 hours, 4 credits
This course provides the basic knowledge about consumer credit. It will cover terminology, basic categories of consumer credit, determining credit worthiness, and the application process. It includes the origin of regulations protecting consumer credit transactions, and reviews specific regulations that apply to consumer credit.

Prerequisite: Introduction to Banking

F213 Introduction to Mortgage Lending
40 hours, 4 credits
This course examines mortgage lending, not only from the 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

G123 Principles of Economics
40 hours, 4 credits
Introduction to national income theories, price theories and behavior of the firm under varying economic conditions. Includes the economic roles of business, government and households; economic fluctuations and growth; money and banking; and international economics.

Prerequisite: none

G124 English Composition
40 hours, 4 credits
This course is intended to help students develop their ability to write and express ideas in an organized, unified, coherent manner that reflects an appropriate awareness of purpose and audience. Through writing, reading, and discussion, students will learn to synthesize their thoughts as they communicate more effectively. Course 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

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

COURSE DESCRIPTIONS

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
A study of society, including the roles, interactions and cultural patterns that organize everyday life. Includes the analysis of social conflict, the structure and function of institutions, the dynamics of individual and group interactions, social stratification and interactions among diverse groups of people.

Prerequisite: none

G145 Film Appreciation
40 hours, 4 credits
An introduction to film as an art form, emphasizing a study of the aesthetic and production elements of the medium, including narrative genres, directional style, cinematography, acting, and editing.

Prerequisite: none

G146 Human Geography
40 hours, 4 credits
A systematic or regional introduction to the basic concepts of human geography, including the causes and consequences of the uneven distribution of human activity.

Prerequisite: none

G148 General Psychology
40 hours, 4 credits
A survey of the study of human and animal behavior with emphasis on the scientific nature of contemporary psychological investigation. Topics may include the biology of behavior, sensation and perception, learning, memory, cognition, motivation, emotion, life-span development of behavior, personality, abnormal behavior and its therapies, social behavior and individual differences.

Prerequisite: none

G150 Structure and Function of the Human Body
40 hours, 4 credits
This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.

Prerequisite: none

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

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

G203 Macroeconomics
40 hours, 4 credits
Introduction to national income theories, economic fluctuations and growth, money and banking, and international economics.

Prerequisite: none

G204 Microeconomics
40 hours, 4 credits
Introduction to price theories, the behavior of the firm under varying market conditions and the behavior of the consumer.

Prerequisite: none

G215 Introduction to Human Biology
50 hours, 4 credits
Students will explore fundamental concepts of human biology. They will examine cell structure and function, body systems, and biochemistry. They will also learn basic concepts of genetics and evolution. Students will explore the relationship of human populations and the ecosystem.

Prerequisites: none

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

Prerequisite: English Composition

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

Prerequisite: English Composition

G225 Ethics
40 hours, 4 credits
This course is designed as a study of ethical practices and principles and its relationship to personal and social morality. Emphasis is placed on the application of ethical theories to problems faced in business and society.

Prerequisite: none

G227 Oral Communication
40 hours, 4 credits
The oral communication course: (1) develops awareness of the communication process; (2) provides inventional, organizational and expressive strategies; (3) promotes understanding of and adaptation to a variety of communication contexts; and (4) emphasizes critical skills in listening, reading, thinking and speaking.

Prerequisite: none

G230 Introduction to Literature
40 hours, 4 credits
This course offers an introduction to the most common literary genres: fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts. Reading and analysis of texts will include a variety of literary forms and periods. Students will engage in approaches to determine literary meaning, form, and value.

Prerequisite: none [English Comp. recommended]

G233 College Algebra
40 hours, 4 credits
This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.

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

G238 Conversational Spanish
40 hours, 4 credits
This course focuses on common words and phrases students need to develop a working vocabulary which will enable them to communicate with Spanish-speaking individuals in the personal and professional lives. Although oral communication is stressed, included is an overview of Spanish grammar, phonetic pronunciation and Hispanic culture.

Prerequisite: none

G239 Introduction to Astronomy
40 hours, 4 credits
Examines astronomical phenomena and concepts, including the solar system, stars and galaxies, planetary motions, atoms and radiation, and the origin and evolution of the universe.

Prerequisite: none

G242 American/U.S. National Government
40 hours, 4 credits
An introduction to the organization and function of the U.S. national government. Includes the U.S. Constitution; the federal system; political behavior; executive, legislative, and judicial powers; and public policy.

Prerequisite: none

G245 Introduction to Geology
40 hours, 4 credits
Examines basic geologic principles from a physical or historical perspective. Includes such topics as the formation of rocks and minerals; internal and external processes modifying the earth's surface and phenomena; and the evolutionary history of the earth, including its life forms, oceans and atmosphere.

Prerequisite: none

G270 United States History: 1900 to the Present
40 hours, 4 credits
Political, social, and economic history of the United States, including the origins and development of its peoples and cultures to the present.

Prerequisite: none

G324 Advanced Composition
40 hours, 4 credits
This advanced writing course is intended to help students further develop and refine their writing, researching, and analytical skills, through the application of these skills to various rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their views 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
A survey of the contribution of religion to American culture, including the differences between rural and urban society, the development of religious freedom and the rise of a "secular religion." Examines the emergence of new forms of belief and practice and the variety of religious issues confronting American society today.

Prerequisite: none

G335 Contemporary World Literature: 1900 to the Present
40 hours, 4 credits
This course explores how authors from around the world have engaged with important themes and historical events throughout the twentieth century. In studying these texts, students will examine the interplay of fiction and history, the varieties of literary style, and the qualities that link as well as distinguish works from different cultures. Students will respond to texts critically in discussion and essays, as well as research critical evaluations of literary topics, authors, etc.

Prerequisite: English Composition

G346 Physical Geography
40 hours, 4 credits
This course presents a study of the development and distribution of landforms, climates, minerals, soils and water resources. Interrelationships between the physical environment and regional patterns formed by these elements are analyzed against man's utilization of them.

Prerequisite: none

G350 Conservation of Resources
40 hours, 4 credits
The purpose of this course is to provide students with important principles of ecology and resource management. Emphasis will be on local, national, and global environment problems and possible solutions to these problems.

Prerequisite: none

G355 Geography of the United States and Canada
40 hours, 4 credits
This course presents a comprehensive study of the physical, economic, and social character of the geographic regions of the US and Canada and their significance in the economic and political affairs of the world.

Prerequisite: none

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

G360 Contemporary World Religions
40 hours, 4 credits
This course explores the unity and diversity of religious traditions in a global context in order to understand the mutual interactions between religions and cultures. Emphasis is placed on the role of religions in shaping human values which can either create or resolve social conflicts, and the impact these values can have on issues of race, ethnicity and religious diversity in a multicultural world.

Prerequisite: none

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

Prerequisite: Introduction to Sociology

G380 Visions of America Since 1945
40 hours, 4 credits
Since the end of World War II, popular culture has become an especially significant aspect of 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

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

Prerequisite: Introduction to Literature

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

Prerequisite: none

G434 Gender in Math and Science
40 hours, 4 credits
This course examines the personal and collective educational experiences, career paths, and discoveries of female researchers, teachers, and practitioners in the fields of mathematics and science.

Prerequisite: none

G435 Literature of American Minorities
40 hours, 4 credits
This course introduces students to a variety of texts by American minority authors from the mid-19th century to the present. The central focus of this course will be on literary responses to social marginalization based on race/ethnicity, gender, national origin, sexuality/sexual orientation, ability, and other factors. Students will study the effects of exclusionary and oppressive practices, both historical and present day, on writers' perceptions and literary representations of their times, contexts, and identity. Students will also be introduced to samples of the most common critical-theoretical approaches to the primary texts they will study in this class

Prerequisite: English Composition

G440 Political Thought
40 hours, 4 credits
The aim of this course is to understand and appreciate some important authors and traditions of political thought. The course will cover such topics as authority, consent, freedom, and obligation.

Prerequisite: none

H200 US Healthcare Systems
40 hours, 4 credits
This course provides an overview of the United States healthcare system. The history of the evolution of health care will be explored, along with the role of local, state, and federal government in healthcare delivery. An introduction to a variety of provider models and service delivery systems found in both private and public healthcare facilities will be covered, including different types of healthcare facilities. The influence of reimbursement methodologies and finance on healthcare delivery will be explored.

Prerequisite: none

H210 Marketing and Communication in Healthcare
40 hours, 4 credits
This course is an introduction to marketing concepts and how they are applied in the healthcare industry. Topics include consumer buying behavior, business-to-business markets, market research techniques, pricing concepts, marketing channels, and promotional strategies and techniques.

Prerequisite: none

H300 Introduction to Healthcare Administration
40 hours, 4 credits
This course provides an exploration of the administrative principles and practices within healthcare organizations. Emphasis is placed on organization, structure, and operation of healthcare facilities. Management principles will be applied to case studies of healthcare industry scenarios.

Prerequisite: US Healthcare Systems

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

Prerequisite: Introduction to Healthcare Administration

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

Prerequisites: Introduction to Healthcare Administration, Financial Accounting II

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

Prerequisite: Introduction to Healthcare Administration

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

Prerequisite: Introduction to Healthcare Administration

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

Prerequisite: Introduction to Healthcare Administration

H360 Healthcare Planning and Policy Management
40 hours, 4 credits
This course provides a study of current healthcare-policy issues affecting the U.S. healthcare system and the politics that drive policy and planning of healthcare delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic theory, trends, and the future of health care will be explored.

Prerequisite: Introduction to Healthcare Administration

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

Prerequisite: Computer Applications and Business Systems Concepts

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

Prerequisite: Principles of Management

H420 Advanced Healthcare Law and Ethics
40 hours, 4 credits
This course examines ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical problems in the health-care field.

Prerequisite: Medical Law and Ethics

H430 Epidemiology
40 hours, 4 credits
This course examines the patterns and causes of disease in populations, how diseases are documented, and how to analyze the data to understand disease causes.

Prerequisite: none

H440 International Healthcare
40 credits, 4 hours
In this course, students will compare and contrast foreign healthcare services and systems, focusing on cultural, geographic, environmental, economic and political factors.

Prerequisite: Introduction to Healthcare Administration

H490 Healthcare Management Capstone
30 hours, 3 credits
This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare-management concepts via completion of a Capstone project approved by the instructor. Students have the opportunity to participate in an optional internship/externship project.

Prerequisites: Students must be enrolled in the Healthcare Management BS Degree program and in their last or second-to-last quarter

HS100 Introduction to Human Services
40 hours, 4 credits
Introduction to Human Services exposes the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how current economics shape programs. Human service intervention strategies utilized in daily practice are 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

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

COURSE DESCRIPTIONS

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: General 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.

Prerequisites: Introduction to Criminal Justice, Introduction to Human Services

J120 Policing in America
40 hours, 4 credits
Students will examine the theoretical underpinnings of police work in the United States, including its historical roots, its current status, and the trends that will shape its future. They will explore the problems and solutions facing citizens, patrol officers, administrators, and agencies. They will also cover contemporary practices such as Community Oriented Policing, Problem Oriented Policing, and Directed Patrol. In investigating these topics, student will develop skills in critical thinking and problem solving.

Prerequisite: Introduction to Criminal Justice

J122 Crime Scene to Conviction: Critical Skills in 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

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 or Introduction to Human Services

J211 Counseling Clients*
40 hours, 4 credits
Students will examine the process and effects of counseling. Assessment tools, methods of evaluation, and case plans are explored. They will consider a variety of counseling settings, including prisons, jails, group homes, in-patient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse clients including juveniles and adults, men and women, and people from various cultures.

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

J212 Legal Principles in Corrections*
40 hours, 4 credits
Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders' rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.

Prerequisite: Criminal Law and Procedures

J222 Practical Psychology for Law Enforcement*
40 hours, 4 credits
Students will examine how principles of psychology relate to law-enforcement work. They will explore fundamental concepts from a policing perspective, focusing on the real-world effects these principles produce on peace officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim- 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

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.

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

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

J330 Organized Criminal Syndicates
40 hours, 4 credits
This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the cause of organized crime, in addition to the investigation, prosecution, and sentencing of syndicates.

Prerequisites: Criminology, Juvenile Justice

J340 Women and Criminal Justice
40 hours, 4 credits
This course examines the role of women as offenders, victims, and professionals in criminal justice. Theories and research that have differentiated women in the criminal-justice system will be explored. The 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.

Prerequisites: Juvenile Justice, Domestic Violence

J350 Cultural Diversity and Justice
40 hours, 4 credits
This course will examine the true picture and statistics of minority representation at every point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of 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: College Math course

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.

Prerequisites: Introduction to Homeland Security, Security Challenges

J410 Criminal Justice
Leadership and Management
40 hours, 4 credits
This course will familiarize students with common management theory and practice in criminal-justice organizations. The application of management techniques to all areas of criminal justice will be explored, along with leadership and administration techniques and issues particular to criminal justice. Organizational philosophy, visioning, planning, and goal development will be examined.

Prerequisite: Ethics in Criminal Justice

J415 Crime Prevention
40 hours, 4 credits
This course will explore the goals and types of various crime-prevention strategies. Physical environments and crime, neighborhood crime prevention, the media, and crime displacement will be explored. The course will examine persons and conditions associated with high rates of 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.

Prerequisites: Criminal Behavior, Introduction to Corrections

J430 Forensic Psychology
40 hours, 4 credits
This course will examine the role and function of psychology as it applies to the criminal-justice system. Students will examine the responsibilities and tasks of forensic psychologists when working with law enforcement, courts, and corrections. A psychological approach to person-to-person crimes will be explored.

Prerequisites: Criminal Behavior, Introduction to Psychology

J435 Special Populations
in Criminal Justice
40 hours, 4
Students will examine the special populations of offenders in the criminal justice system. The experience of women, minorities, the physically and mentally challenged, the elderly, and the socioeconomically deprived in all parts of the criminal justice system will be explored. Students will analyze programs, policies, and case studies relating to special populations.

Prerequisites: Criminal Behavior

J440 Special Offenders: Sex Offenders
40 hours, 4 credits
This course will examine the causes of sexual offenses and treatment of offenders. Laws and policy pertaining to sex offenders will be analyzed. Research on sex offenders, including recidivism, treatment, and re-entry into the community, will be examined.

Prerequisite: Introduction to Criminal Justice

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

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

Co-requisite: Fieldwork in Criminal Justice II

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

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

Co-requisite: Fieldwork in Criminal Justice

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

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

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

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. 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: Introduction to Criminal Justice or enrolled in certificate

LE245 Minnesota Criminal Code
20 hours, 2 credits
Students will examine Minnesota criminal code and related statutes to gain a thorough understanding of 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. 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

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

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

M201 Medical Transcription I
80 hours, 4 credits
The student will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format.

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

M202 Introduction to Medical Transcription
40 hours, 4 credits
An introduction to the profession of medical transcription and medical editing. Topics covered will be the medical transcription process and the skills needed as well as technology and equipment used, work scenarios and work stations, employer expectations, salary methods, the job search, and professional associations. The student will explore the lifecycle of the patient record and how electronic health records impact the profession. Speech recognition and other technology will be presented along with resources that a medical transcriptionist will need to use on the job.

Pre- or Co-requisite: Medical Writing, Style and Grammar

M208 Introduction to Health Information Management
40 hours, 4 credits
This course introduces the student to the history of the profession of 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)

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.

Prerequisites: Introduction to Health Information Management, Computer Information Systems

M230 Medical Law and Ethics
40 hours, 4 credits
A study of the United States legal system and court process with emphasis on legal and ethical issues within the health care environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student's program of study.

Prerequisite: none

M232 Pathophysiology
50 Hours, 5 Credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.

Prerequisite: Human Anatomy and Physiology I, or Structure and Function of the Human Body

M243 Health Information Law and Ethics
40 hours 4 Credits
A study of the impact of the United States legal system and various health care regulations and ethics on the health information management environment. Fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored.

Prerequisite: Introduction to Health Information Management

M251 Medical Coding Practicum*
30 hours, 1 credit
This course offers supervised practical experience in a simulated campus or online setting, or a health care facility arranged by the student, with a minimum of 30 hours of practical experience in medical coding under the direction of 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.

M252 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

M290 Medical Administration Capstone*
10 hours, 1 credit
This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills.

Prerequisite: Medical Administration student in last or second-to-last quarter.

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

Prerequisites: Medical Terminology, Human Anatomy and Physiology I

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

Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body

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

Prerequisite: Clinical Skills I

MA218 Introduction to Microbiology
70 hours, 5 credits
This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.

Prerequisite: none

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

Prerequisites: Clinical Skills II

MA230 Medical Assistant Externship
240 hours, 8 credits
Students will engage in an 11-week on-the-job training experience in a physician's office/clinic in their field of study or medical-specialty interest. The extern will perform medical-assisting job duties in both the front-office administrative area and the back-office clinical area, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked. In the lecture portion of the course, students will learn job-search techniques and skills for entry-level medical assistants.

Prerequisites: All core program courses; Attendance at Externship Meeting; Attendance at Site Meeting

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

Prerequisite: Introduction to Human Biology

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

Prerequisite: Human Anatomy and Physiology I

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

Prerequisite: Anatomy and Physiology II

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

Prerequisite: Program admission

ML150 Clinical Chemistry I
40 hours, 3 credits
An introduction to analytical techniques, instrumentation, and basic principles of clinical chemistry methods. Presents the theory and application of biochemical analytes, including clinical significance and normal reference ranges.

Prerequisites: Introduction to Clinical Laboratory Science
Co-requisites: Human Anatomy and Physiology I, and College Algebra

ML151 Hematology I
40 hours, 3 credits
Introduction to the theory and practical application of routine and special hematology procedures. Presents red-blood-cell function, hematopoeisis, 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, hematopoeisis and associated diseases. The student laboratory focuses on identifying normal and abnormal white blood cell morphology and the evaluation of stained blood smears. Coagulation principles and techniques will be included.

Prerequisite: Hematology I

ML203 Immunology
40 hours, 3 credits
Basic immunology and serology concepts will be presented with an emphasis on selected infectious diseases and autoimmune disorders. The theory of immunologic and serologic procedures will also be presented.

Prerequisite: Human Anatomy and Physiology I

ML205 Immunohematology
40 hours, 3 credits
An introduction to the fundamentals of the immune system and the principles of genetics as they apply to blood group inheritance and blood banking procedures. Includes donor selection, blood collection, blood component processing and administration of blood components. Utilizes a student laboratory for experiences in routine blood banking procedures.

Prerequisites: Hematology I, Immunology

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

Prerequisite: Clinical Microbiology I

ML291 Clinical Practicum I
360 hours, 12 credits
Students will perform in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate.

Prerequisite: Approval by campus coordinator; completion of all coursework required by clinical affiliate.

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

Prerequisite: Clinical Practicum I

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

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

COURSE DESCRIPTIONS

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

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. During the lab portion of this course, students will be palpating muscles and the movement that partners with them.

Prerequisite: Kinesiology

MT250 Business and Wellness
40 hours, 3 credits
This course prepares the student for the final steps into the world of work, including in-depth preparation and review for the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). The focus includes professional preparation for employment in the various venues that massage therapy is offered, and includes nutrition and wellness information to provide the student with a business, personal, and professional plan for their new career.

Prerequisites: Deep Tissue Massage, Sports Massage. This course is recommended for the last quarter.

N112 PC Hardware and Software I
40 hours, 3 credits
In this course the students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. The topics covered include; the relationship between computer hardware and software, the installation, support, and troubleshooting of system boards, memory, hard drives, multimedia, and input/output devices. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Each student will assemble a computer using prescribed parts and materials.

Prerequisite: none

N113 PC Hardware and Software II
40 hours, 3 credits
This course is a continuation of PC Hardware and Software I. The topics covered include review of previously covered topics, telecommunications and networking, the Internet, and printing. Additional topics in this course are virus protection, disaster recovery and maintenance planning. Finally, the student will learn about the conduct and responsibilities of being a professional PC technician. To reinforce the materials in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course in addition to PC Hardware and Software I helps prepare students to take the CompTIA A+ certification exam.

Prerequisite: PC Hardware and Software I

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

Prerequisite: PC Hardware and Software I

N133 Networking Fundamentals*
40 hours, 3 credits
This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks and how communications are accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course helps prepare students to take the CompTIA Network+ certification exam.

Pre- or Co-requisite: PC Hardware and Software II

N136 Operating Systems Fundamentals
60 hours, 4 credits
Students are introduced to the principles of various types of microcomputer operating systems. Topics include system resources, memory management, processor management, user interface and operating system functions especially related to database resource management. Emphasis is placed on how the user, hardware, and software interface with the operating system.

Prerequisite: none

N137 Programming I
60 hours, 4 credits
This course is designed to teach the student C++ programming utilizing object oriented terminology. C++ expressions, decisions, and loops within the C++ realm are explored and practiced. This first course in a two course sequence ends with an analysis of functions and classes and how these elements are used in different programming projects.

Prerequisite: none

N138 Game Preproduction
40 hours, 4 credits
This course has been designed to teach you the fundamental philosophies of game design and apply them in a hands-on manner using a step-by-step process that develops problem solving strategies. The techniques taught in this course exist to provide the practical resources needed to build a firm understanding of game development from a production standpoint. In addition, the information this course provides is a grounded study for any real life application where inspiration must combine with practical knowledge and application to create a marketable product.

Prerequisite: none

N139 Game Design Theory I
40 hours, 4 credits
The goal of this course is to study the design process for digital games as it pertains to social and structural issues within games and gameplaying behavior. The course covers many topics, including social and cultural elements of games, games as a global commodity, games as instigators for technical innovation, and emerging gaming areas such as mobile games.

Prerequisite: none

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

Prerequisite: Networking Fundamentals

N164 Voice Over IP Fundamentals
40 hours, 3 credits
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

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

Prerequisite: College Algebra

N205 Platform Design and Human-Computer Interaction
60 hours, 4 credits
How a person interacts with a game is one of the more crucial aspects in determining the success of the game among consumers. This course will emphasize the details and planning process that must be followed to ensure a successful interface for the game that is to be played. Various techniques of creating buttons, menus, and other types of interfaces will be explored to give the student a wide exposure to this important element in creating games.

Prerequisite: Console Development

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

Prerequisite: Programming I

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

Prerequisite: Programming I

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

N208 Linux Administration*
40 hours, 3 credits
This course is designed to introduce the Linux operating system. The students will learn to install, configure, maintain, administer, and use programming features of the Linux operating system. Students will learn how to download and install source application from the Internet, run Windows emulation, and apply Linux in the enterprise network environment. This course uses a combination of reading, lecture, Internet-based research, and lab work to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Linux+ certification exam.

Pre- or Co-requisite: PC Hardware and Software II

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

Prerequisite: SQL Server Administration

N226 Windows Active Directory*
40 hours, 3 credits
The course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, set up, configure, utilize, maintain and trouble shoot Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.

Prerequisite: Microsoft Windows Server

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

Prerequisite: PC Hardware and Software II

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

Prerequisite: Windows Active Directory

N235 Cisco Networking Fundamentals and Routing*
40 hours, 3 credits
In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco networking topics such as access control list, WAN connectivity, and virtual LANs. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Cisco CCENT Exam.

Prerequisite: Networking Fundamentals and Microsoft Windows Server

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

Prerequisite: SQL Server Administration

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

Prerequisite: Networking Security

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

Prerequisite: Voice Over IP Fundamentals

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

Prerequisite: IP Telephony

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

Prerequisite: Programming II

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

Prerequisite: Relational Databases

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

Prerequisite: SQL Server Administration

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

Prerequisite: Platform Design and Human-Computer Interaction

N280 Graphics Development with DirectX
60 hours, 4 credits
During this course the fundamentals of DirectX are examined and backed up by a solid foundation in software engineering practices. The student will gain a professional game developer understanding of how DirectX (the most current version) works. The student will also be able to deliver a programming knowledge of DirectX and will have a practical, Software Engineering approach to creating software.

Prerequisite: none

N281 Game Design Theory II
40 hours, 4 credits
During this course we will explore the more advanced aspects of gaming and the history and cultural impact of interactive simulations and video games. As an advanced theory course discussions will cover researching the cultural, business, and technical perspectives involved with game and simulation production. Insights into design, production, marketing, and sociocultural impacts of interactive entertainment and communication will also be considered.

Prerequisite: Game Design Theory I

N285 Game and Simulation Marketing
40 hours, 4 credits
This course examines the combination of art, science, commerce and culture and its effects on shaping the production, marketing, distribution, and consumption of contemporary media. It combines perspectives on media industries and systems with an awareness of the creative process, the audience, and trends shaping content. The focus of this course is on the rapidly growing segment of entertainment media known as computer gaming.

Prerequisite: none

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

Prerequisite: Math for Game and Simulation Production I

N290 Information Technology Capstone*
20 hours, 2 credits
This course summarizes key learning throughout the student's program. Students apply what they've learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.

Prerequisite: This course is intended to be completed in the student's last quarter.

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

Prerequisite: Computer Applications and Business System Concepts

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

Prerequisite: Introduction to Business

N302 Graphics Development with OpenGL
60 hours, 4 credits
The goal of the course is to teach fundamental principles of computer graphic algorithms in relation to video game and simulations. The focus is on graphics methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves solutions to problems such as how we represent 3D models, describe their position and motion in 3D, project them into 2D images, and render these 2D projections with pixels. We will also consider photometric problems, such as how we represent light, model the way objects reflect light, and the path that light takes as it refracts through the scene.

Prerequisite: none

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

COURSE DESCRIPTIONS

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

Prerequisite: Color Theory and Techniques

N310 The Study of Animation
60 hours, 4 credits
This hands-on animation course is intended for students with a computer science background who would like to improve their sense of observation, timing, and motion through the real art of animation to create strong believable animation pieces. A good understanding of motion is an important foundation for using computers and technology to their full potential for the creation of animation. This class also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development and dramatic structure.

Prerequisite: none

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

Prerequisites: 3D Content Creation, Graphics Development with DirectX

N315 Flash Animation
60 hours, 4 credits
This course is an introduction to Macromedia's Flash. The course will cover the basics of Flash: importing, creating & editing vector graphics and creating simple animations, creating interactive elements and incorporating sound and video and testing Flash movies. Also, students explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making and output.

Prerequisite: Multimedia Technologies

N320 Polygon Modeling
60 hours, 4 credits
This course provides students with a solid grounding in a variety of three-dimensional modeling mechanisms. Students will research the development issues associated with this software (3DS Max). We will then explore various creation and texturing techniques in both Z-Brush and 3DS Max as they apply to the computer game model. Students will also identify the various roles in a game art development team.

Prerequisite: The Study of Animation

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

Prerequisite: Game Preproduction

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

Prerequisite: Introduction to Computer Graphics

N330 MIS Techniques
40 hours, 3 credits
This course is an introduction to computer use required of users and developers of management information systems.

Prerequisite: Computer Applications and Business Systems Concepts

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

Prerequisite: Audio/Video Editing

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

Prerequisite: Computer Applications and Business Systems Concepts

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

Prerequisite: Fundamentals of Web Authoring and Design

N346 Practical Game Development
60 hours, 4 credits
This course approaches the study of computer games from different viewpoints. First is an example of media that can be analyzed and critiqued for their thematic elements, formal structure, plot and interactive appreciation. The next step is a study of complex software subjects to technology constraints and the product of a professional design and implementation process. The last is a study of behaviors and associations comparable to other popular art forms. Students will study the principles of game design and use them both to analyze existing games and to develop their own original game ideas.

Prerequisite: Game Design Theory II

N350 Concept Development for Digital Media
40 hours, 4 credits
This course is concerned with the cultivation of ideas and problem-solving strategies for still and moving imagery. The use of composition and frame, directing methodologies, editing principles and sound elements will be explored. Students create treatments, inspirational sketches, descriptive drawings, character and object design, storyboards, and animatics as a method for developing and communicating concepts for time-based media.

Prerequisite: none

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

Prerequisite: Game and Simulation Marketing

N360 Mobile Platform Development
60 hours, 4 credits
As more devices become smaller and more mobile, the need to have games to entertain users in downtime increases. This course looks at how to create games for mobile platforms using a systematic approach. The java programming language is utilized in creating these games. How to weave in audio and video is also addressed along with considering factors such as user inputs involved in playing the game.

Prerequisite: Programming II

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

Prerequisite: Math for Game and Simulation Production II

N400 Programming Languages Principles
40 hours, 3 credits
An introduction to programming language principles, including the history of programming languages, formal models for specifying languages, design goals, run-time structures, and implementation techniques, along with a survey of the principal programming language paradigms.

Prerequisites: none

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

Prerequisite: Programming II

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

Prerequisite: Advanced Methods of Computer Graphics

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

Prerequisites: MIS Techniques, Management of Information Systems

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

Prerequisite: Polygon Modeling

N420 Network Security and Cryptography
40 hours, 4 credits
This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing an active network defense, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.

Prerequisites: Computer Applications and Business Systems Concepts, Networking Fundamentals for Business Professionals

N421 Software Engineering for Game and Simulation Production
60 hours, 4 credits
In order to create games or simulations an effective approach needs to be taken to the design and overall strategy of creating these products. Development strategies, risk analysis, and process improvement are some the big topics that will be tackled in this class. In addition, this course will delve into how to conduct testing on new games and simulations and the purpose and method for producing documentation that can be used in the overall development cycle.

Prerequisite: Programming II

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

N425 Storyboard Development for Digital Media
40 hours, 4 credits
Introduction to storyboarding and the planning processes of visual storytelling. Translation of concepts such as shot types, continuity, pacing, transitions and sequencing into a visual narrative. During the course the students also explore cinematic vocabulary and storyboard technique in the creation of both personal and professional expression.

Prerequisite: Multimedia Portfolio Development

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

Prerequisite: Computer Applications and Business Systems Concepts

N431 Multiplayer Game Programming
60 hours, 4 credits
The trend in games is to have many people simultaneously playing a game utilizing the Internet or some other network. Topics included in this course include scripting, server cluster architecture, data transfer, and how to prevent cheating in MMOG situations.

Prerequisite: Programming II

N435 Digital Video/Audio Project
60 hours, 4 credits
This advanced course in Audio/Video production is for students to create a final product that exemplifies the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video (and associated audio) using After Effects, Premiere, Sound forge and Director. Also considered will be the preparation of digital video for use in interactive media such as CD, DVD and Web casts. Students will produce a final project on DVD. Students may work as a team on this project.

Prerequisites: Audio/Video Editing; Digital Media Assembly

N440 Web Design Project
60 hours, 4 credits
The purpose of this course is the advanced application of knowledge gained by students in the process of developing web sites. This course will take a user-centered approach to designing web sites and will focus on the entire lifecycle of a web site, from the idea of creating a web site, through requirements gathering, conceptual design, physical design, testing, and implementation.

Prerequisite: Multimedia Technologies

N441 3D Game Character Creation
60 hours, 4 credits
This course is designed to equip digital media students with skills in 3D character creation and effects in a game environment. During this course students will explore advanced 3D modeling and animation theory and principles which focus on character animation as it applies to the gaming environment. Specifically, these principles and theories are applied to the context of interactive narratives and games. Advanced modeling will also be explored. Student will engage in the study of character posing and rigging for games, advanced animation, creative character animation as well as morphing and blending to create expressive characters.

Prerequisite: Polygon Modeling

N445 Animation Graphics Project
60 hours, 4 credits
This course combines the accumulated knowledge of students in the design and creation in 3D environments. The culmination of this knowledge will be a final 3D Animation project using modeling, texturing and animation techniques. Students are expected to explore various theories and techniques to complete a professional summative 3D animation project.

Prerequisite: The Study of Animation

N450 Game Assets
60 hours, 4 credits
This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as performance tuning, debugging, designing for test, pipeline management and distribution, study of software architecture design between platforms, object oriented practices for game play, asset management and coding best practices. It also covers areas like cross-platform porting and multi-lingual techniques.

Prerequisite: Programming II

N455 Game Audio Assets
60 hours, 4 credits
In this course, we will cover the fundamentals of audio programming for games. Topics covered include basics such as audio formats and common hardware configurations and loading sounds in ADPCM format. Students will explore play back "one shot" and looping sounds; and stream audio from an external device. They will then use these building blocks to write a low-level sound engine that will be implemented into a game engine.

Prerequisite: Programming II

N460 Application of Physics for Game and Simulation Production
60 hours, 4 credits
An important aspect in a game or simulation is to be able to render what is happening in the game in realistic terms based on standard real physics principles. This course is designed to allow the game or simulation programmer to be able to translate the ideas and sequences of a game into realistic actions. Key components in this class will be the opportunity for students to develop tools, demos, and working games that utilize and follow real physics.

Prerequisites: Programming II, The Physics of Gaming

N465 Industrial Simulation Project
60 hours, 4 credits
This course is designed around a final project in Industrial Simulation. We will focus on design and research issues pertinent to design exploration and presentation through simulations. Throughout the course we will explore concepts in modeling, simulation, and design common to many domains, and investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity.

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

N470 Video Game Production Project
70 hours, 4 credits
This course will provide an understanding of advanced techniques for electronic game design and programming. Topics will include techniques in graphics game engines, motion generation, behavioral control for autonomous characters, interaction structure, and social and interface issues of multi-user play. Students will culminate these skills into a final project that will demonstrate their understanding of proper game creation techniques.

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

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.

Pre- or Co-requisite: Color Theory & Techniques

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 Design
40 hours, 3 credits
This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. 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: none

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

Prerequisite: Introduction to Computer Graphics

NM122 Digital Publishing
40 hours, 3 credits
This course utilizes techniques associated with designing 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: Typography

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,digital input devices and graphic software packages. Basic exercises are introduced and practiced to learn how to achieve different visual effects and create visual effectiveness. The use of color in printing is also explored.

Prerequisite: Introduction to Computer Graphics

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: Multimedia Design

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

Prerequisite: Multimedia Design

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

Pre- or Co-requisite: Audio/Video Editing

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

Prerequisite: Introduction to 3D Arts and Animation

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

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

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

Prerequisite: Introduction to Multimedia Design

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

Prerequisites: Dynamic Content Management, Fundamentals of Web Authoring and Design

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

COURSE DESCRIPTIONS

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.

Pre- or Co-requisite: Multimedia Technologies

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: Digital Media Production

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 reel using a consistent theme related to their identity package.

Pre- or Co-requisite: Digital Media Assembly

NU100 Critical Thinking in Nursing
20 hours, 2 credits
This course introduces the student to critical thinking as a professional nurse. Students have the opportunity to use critical thinking skills as the foundation to future nursing courses.

Prerequisite: none

NU110 Introduction to Professional Nursing
30 hours, 3 credits
This course introduces the student to the role of the professional nurse in contemporary health care settings. The student is introduced to the nursing process, therapeutic communication and issues affecting professional nurses.

Prerequisite: Critical Thinking in Nursing

NU115 Comprehensive Pharmacology
40 hours, 4 credits
This online course provides an overview of essential concepts and principles of pharmacology as applied in the nursing management of client care, to include an overview of drug classifications, drug actions/interactions, and therapeutic and adverse reactions to medications. Students demonstrate proficiency with the use of problem solving skills and mathematical calculations necessary to perform the nursing role. This course provides the foundation for subsequent coursework.

NU115L Comprehensive Pharmacology Lab
40 hours, 2 credits
This course prepares the student to administer medications. The six "rights" of administration, dosage calculation, routes of administration, proper use and storage of medications, patient observation and documentation are included. Clinical skills are practiced in the nursing lab. This course includes the practice and demonstration of medication administration.

Prerequisite: none
Co-requisite: Comprehensive Pharmacology

NU120 Adult Medical Surgical Nursing I
100 hours, 6 credits
This course utilizes the nursing process to examine areas of medical surgical nursing in adult populations. Students review conditions at the cellular level, the integumentary, gastrointestinal and musculoskeletal systems. Additionally students learn about concepts of pain, loss and grieving and peri-operative nursing care.

Prerequisite: LPN licensure; Introduction to Professional Nursing, Pharmacology

NU125 Clinical Nursing Skills I
70 hours, 5 credits
In this laboratory course, students are introduced to concepts and abilities to meet basic human needs while using psychomotor skills. Students incorporate safety, therapeutic communication, and basic assessment skills used by professional nurses.

Prerequisite: Introduction to Professional Nursing

NU130 Transitions in Nursing
30 hours, 3 credits
This course facilitates the transition between practical and professional nursing. It introduces and examines issues of scope of practice, assessment, and care planning, and ethical and legal issues at the professional nurse level.

Prerequisite: LPN licensure

NU205 Human Nutrition
40 hours, 4 credits
This online course introduces the student to principles of nutrition and the role of nutrients and common alterations in health throughout the life cycle. The sources of nutrients, their normal and therapeutic roles, and daily requirements will be addressed. Related processes such as digestion, transport, absorption, metabolism, and storage of nutrients are included. The relationship between nutrition and disease is emphasized. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community and clinical areas.

Prerequisite: none

NU220 Adult Medical Surgical Nursing II
100 hours, 6 credits
This course continues the medical-surgical topics previously covered. It is comprised of both theory and clinical components. Content covered includes issues in hematology, oncology, homeostasis, fluid and electrolytes and the endocrine system. Students focus on pathophysiology, diagnostic procedures, nursing interventions, patient teaching while using the nursing process as a framework.

Prerequisite: LPN licensure; or Adult Medical Surgical Nursing I, Clinical Nursing Skills I

NU225 Clinical Nursing Skills II
50 hours, 3 credits
This course is a continuation of Clinical Nursing Skills I and is comprised of theory and laboratory components. Students develop advanced psychomotor skills used by the professional nurse: IV therapy modalities, working with clients with compromised respiratory systems, cardiac monitoring, and complex wound issues.

Prerequisite: LPN licensure; or Adult Medical Surgical Nursing I, Clinical Nursing Skills I

NU230 Pediatric and Maternity Nursing
100 hours, 6 credits
This course examines concepts of care related to pediatric and maternity populations. It is comprised of theoretical and clinical components. Pediatric content includes growth and development, fundamentals of disease prevention, health maintenance and care during illness. Maternal content includes the profession through prenatal care, delivery and post partum care in health populations. Students utilize critical thinking skills to develop teaching and learning strategies in this population.

Prerequisites: Adult Medical Surgical Nursing II, Clinical Nursing Skills II

NU240 Mental Health Nursing
100 hours, 6 credits
This course covers the principles of mental health nursing noting the application of psychiatric and social issues in a variety of settings. This course has both lecture and clinical content. Content includes therapeutic communication, pathophysiology, pharmacology, current treatments using evidence based practice and the nursing process as the framework.

Prerequisites: Adult Medical Surgical Nursing II, Clinical Nursing Skills II

NU250 Nursing Care of the Elderly
100 hours, 6 credits
This course explores caring for the elderly client in theory and clinical settings. The content builds on previous learning experiences in order to plan and implement care in a comprehensive approach to normal aging. Content addresses physiological, psychological and cognitive functioning, review legal and ethical issues, and examine the normal aging process.

Prerequisite: Mental Health Nursing

NU270 Legal and Ethical Nursing Issues
20 hours, 2 credits
Students critically examine the study of ethics and ethical dilemmas in health care settings. Issues reviewed include consents, abuse in vulnerable populations, and patient rights as they apply to the professional nurse.

Prerequisite: none

NU295 Leadership in Nursing
80 hours, 4 credits
This capstone course examines the role of the professional nurse in leadership settings. Content includes review of leadership and management issues, responsibilities of team leader and nurse manager, in addition to issues such as managing multiple patients and disaster nursing. This course has both a theory and a clinical component.

Prerequisite: Mental Health Nursing

Co-requisite: Nursing Care of the Elderly

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.

Prerequisite: Introduction to Clinical Laboratory Science
Co-requisite: 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

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

PL145 Paralegal Ethics
40 hours, 4 credits
This course provides a strong theoretical and practical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in paralegal studies, but also how to resolve these issues with sound moral decisions and proper responses.

Prerequisite: Introduction to Law and the Legal System

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

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

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.

Prerequisite: Introduction to Law and the Legal System

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

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

Prerequisite: Introduction to Law and the Legal System

PL240 Legal Writing
40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions. Students will use the results of their research from the Legal Research course in connection with at least three (3) significant writing projects, including memoranda of law. High level communication skills will be developed to effectively communicate in writing to different potential readers, including clients, attorneys in an office, trial court judges, and appellate panel judges. Analysis and preparation of high level legal content as well as formatting, citation rules, and other items needed for writing in this field will be developed. Students will organize an appellate brief which requires specific, rule based, formatting and structural content. This content includes items such as tables of cases and other authorities, a table of contents, statement of the case, argument, and conclusion.

Prerequisites: Legal Research and English Composition

PL290 Paralegal Internship
130 hours, 5 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.

Prerequisite: Final-quarter status and consent of program coordinator.

PN100 Nursing Foundations
120 hours, 6 credits
This introductory course is comprised of both a 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: Introduction to Pharmacology, Human Anatomy and Physiology I

PN115 Nursing I
90 hours, 5 credits
This course is an introduction to medical/surgical nursing and is comprised of both a theory and clinical component. Content includes nursing documentation, medication administration, the nursing process, and transcultural considerations. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the cardiovascular and respiratory systems.

Prerequisites: Nursing Foundations, Introduction to Pharmacology, Human Anatomy and Physiology I
Co-requisite: Psychosocial Nursing

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
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
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
Co-requisites: Nursing II, Nutrition and Diet Therapy

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

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

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

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

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

PT105 Introduction to Pharmacy
40 hours, 4 credits
An introduction to the technician's role in pharmacy practice. The student will gain a basic knowledge of chemistry and become knowledgeable in correct use of CPR. Emphasis will be on patient profiles, receiving and interpreting drug orders, routes of administration, dosage forms, and brand versus generic drugs. The importance of accuracy will be addressed along with methods of avoiding medication errors.

Prerequisite: none

PT120 Pharmacy Math and Dosages
40 hours, 4 credits
This course will provide the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice.

Prerequisites: Introduction to Pharmacy (or co-requisite); College Algebra

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

Prerequisite: Pharmacy Math and Dosages

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

Prerequisites: Introduction to Pharmacy, Pharmacy Math and Dosages

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

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

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

COURSE DESCRIPTIONS

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

Prerequisite: none

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

Prerequisite: none

S120 Word for Windows*
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam.

Prerequisite: Computer Information Systems

ST107 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.

Prerequisites: Medical Terminology

ST115 Surgical Procedures I
60 hours, 4 credits
This course will orient the student to surgical technology and prepare them for scrub and 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

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

W109 Relational Databases
40 hours, 3 credits
This course covers relational databases and their efficient design. The course will include the definition of tables and indexes, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized.

Prerequisites: Operating Systems Fundamentals and Fundamentals of Programming

W110 JavaScript
40 hours, 3 credits
In this course students learn how to effectively create web pages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing web pages created with this language. This course builds upon HTML principles.

Prerequisites: Introduction to HTML and Fundamentals of Programming

W114 Fundamentals of Programming
40 hours, 3 credits
This course is an introduction to computer concepts, logic, and programming. It includes designing, coding, debugging, testing, and documenting programs using a high-level programming language. The course provides the beginning programmer with a guide to developing structured program logic.

Prerequisite: none

W116 Introduction to Web Design Software
40 hours, 3 credits
This course will introduce beginners to the tools and knowledge needed in creating interesting, usable, and well-designed websites.

Prerequisite: none

W118 Introduction to HTML
40 hours, 3 credits
This course will introduce students to the basics of HTML. Students will learn the latest in HTML, conforming to XML and XHTML coding standards. The course is a step-by-step approach for learning how to create, format, and enhance a webpage using HTML.

Prerequisite: none

W125 Introduction to Visual Basic
40 hours, 3 credits
The students who take this course will learn to create basic applications using Visual Basic .NET. It covers language basics and program structure. Topics include graphical interface design and development, control properties, event-driven procedures, variables, scope, expressions, operators, functions, decision-making structures, looping structures, and database access files.

Prerequisite: none

W201 Advanced Visual Basic
40 hours, 3 credits
The students who take this course will learn to create applications using Visual Basic .NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, DBMS, SQL, and ASP.NET.

Prerequisite: Introduction to Visual Basic

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

Prerequisite: Introduction to Website Design

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

Prerequisite: JavaScript

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

Prerequisite: Java I

W290 Web Programming Capstone*
20 hours, 2 credits
This course summarizes key learning throughout the student's program. Students apply what they have learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.

Prerequisites: Java I and PERL/CGI. This course is intended to be completed in the student's last quarter.

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

NOTES

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.

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 (Fee is not required for fully online programs through RAS Online.)
- An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, 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. International students will also need to provide a valid high school transcript, which must be evaluated by an external academic credential evaluation agency.
- 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.

Background Checks

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 externship or practicum activities or obtain employment upon graduation.

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

- Business Management AAS with Early Childhood Education Specialization
- Healthcare Management BS
- Health Information Technician AAS
- Massage Therapy AAS
- Medical Administration AAS
- Medical Assisting AAS
- Medical Laboratory Technician AAS
- Pharmacy Technician AAS
- Surgical Technologist AAS
- Criminal Justice BS
- Criminal Justice AAS
- Human Services AAS
- Law Enforcement AAS
- Law Enforcement Academic and Skills Certificates
- Paralegal AAS / Certificate
- Practical Nursing AAS
- Professional Nursing AAS
- Professional Nursing - Mobility AAS

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

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

A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing 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.

Applying to the Medical Laboratory Technician and Surgical Technologist Programs

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.

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	Not eligible for admission
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

Assessment

Rasmussen College has developed an institutional culture wherein assessment is at the heart of the College's daily functions. The Rasmussen College Comprehensive Assessment Plan (CAP) is the primary measurement for the Institution's mission. The CAP is organized around the Mission Statement and the six Purposes that support the mission. For each purpose, supporting objectives have been developed, and assessment tools are used to collect data and assess each objective. In this way, the College systematically assesses the purposes and, ultimately, the mission of the institution.

In the spirit of this learning-focused approach to assessment, academic assessment at Rasmussen College follows a pattern of incoming, ongoing, and outcome assessment.

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

Submission of a Graduate Achievement Portfolio, in which students demonstrate their communication, critical thinking, and information literacy skills, is a graduation requirement which students fulfill in E242 Career Development or in an appropriate capstone course for their program.

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. 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.

Applying to the School of Nursing

Applicants must achieve a score on the STEP exam above that requiring a Foundations course as detailed in the current Rasmussen College catalog. Applicants must be able to qualify for Math and English Composition coursework even if plans are to transfer credits from a previously attended program. Former 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 admission, applicants must achieve the following scores in the areas of Math, Vocabulary, Reading, and Grammar (Biology, Chemistry, Anatomy, and Physiology are not required and may be omitted):

· Practical Nursing (PN)	70
· Professional Nursing	80

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

· Application

· Application Fee

· Health Evaluation completed by a licensed physician or nurse practitioner. Evaluation must include immunization record.

· Proof of Hepatitis B vaccination or a current titer must be submitted before admission. If not yet administered, the series of Hepatitis B vaccinations (3) must be started before being accepted into the program and completed before the first day of clinical practice

· A TB exam or x-ray must be completed before the first day of clinical practice and annually thereafter

· High school diploma or attestation

· Official college transcripts

· A background evaluation will be performed prior to acceptance into the School of Nursing and possibly again before advancing to clinical practice

ACADEMIC INFORMATION AND COLLEGE POLICIES

Applying to the School of Nursing continued

Applicants who wish to repeat the Evolve A2 to increase their score must submit a $30 non-refundable re-test fee. Former Rasmussen College School of Nursing students who have not been enrolled for more than 12 months must successfully repeat the Evolve A2 to be deemed eligible for reenrollment. Current Rasmussen College students not enrolled in the School of Nursing but wishing to apply must follow the Rasmussen College School of Nursing admissions process.

Once the applicant file is complete, the College will schedule an interview between the applicant, the Dean of Nursing, and the Financial Aid and Admissions departments.

Students accepted into the School of Nursing will receive a letter from the College via registered mail. Accepted nursing applicants must attend all orientations scheduled by the School of Nursing and the College. Failure to attend will result in dismissal from the School of Nursing.

Applicants not accepted can reapply the following quarter but must make certain that all date-sensitive documents listed above are current and complete.

Applying to Law Enforcement 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. 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.

Applicants who achieve the required minimum scores will be contacted by their Admissions Coordinator or Representative to complete the following:

- Rasmussen College background check
- Information session
- Certified driving record documentation
- Criminal history record documentation
- Two-page written autobiography
- Health physical
- Psychological evaluation

Once the applicant file is complete, the Admissions Coordinator/Representative will schedule a

face-to-face interview between the applicant and Program Coordinator/Director. Following this interview, applicants can continue with the necessary steps to proceed, which include

- Application
- Application fee (if deemed necessary)
- Provide official high school and college transcripts
- Any additional program-specific requirements as specified at the time of enrollment

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

Individual Progress

Students may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. To be considered for admission, individual progress students must complete the application form and attestation of high school graduation. The STEP test is not required for 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).

Immunization Requirements

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

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

Developmental Education

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students and to providing educational opportunities to those who enroll. All new students who enroll in a degree, diploma, or certificate program are required to take the STEP reading, writing, and math placement tests. Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundations courses are prerequisites, or their equivalents, do not need to take the STEP test. Returning students who have not successfully completed the Foundations courses, their equivalents, or the courses for which Foundations courses are prerequisites must take the STEP test. Coursework in math or English that is numbered below 100 is considered to be developmental. STEP scores are used to appropriately place students in English and math courses according to skill level. See Entrance Assessment Table for placement scores.

These credits are not counted toward graduation, and each must be passed with a grade of '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.

Students who place at the level of B097 Foundations of English I are not eligible for program admission in any of the following campuses: Rasmussen College – Blaine, Rasmussen College-Brooklyn Park, Rasmussen College – Eagan, Rasmussen College – Eden Prairie, Rasmussen College – Lake Elmo / Woodbury, Rasmussen College – Mankato, Rasmussen College – St. Cloud.

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

Accommodations Policy

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

Students with disabilities do not have to self-disclose or register with the Campus Accommodations Officer, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Officer to request such services. Students who are unsure who to contact should check with their Academic Dean.

STEP Retest Policy

The STEP entrance exam may not be retaken for initial placement purposes after the start of a Foundations level course.

On occasion, however, a retest may be allowed prior to the start of a quarter. Such retests are only granted if extenuating circumstances exist that lead the enrolling student to feel that the STEP test results do not accurately reflect his or her true abilities or if the College determines a re-test is needed to accurately determine the student's ability level. Only one such retest may be allowed, at the discretion of the Academic Dean.

Foundation Courses Timeframe

To help ensure student success, and that Rasmussen College is using the STEP placement test to its fullest potential, students who need foundation courses must complete all of those courses in their first three quarters. These students must, at a minimum, complete a foundation course in their first quarter of enrollment, except for students starting during a mid-term start who may complete the course within their first two quarters. If for some reason students fail to do this, they cannot continue their education at Rasmussen College.

Equipment

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

Educational Records Definition

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

Grading System

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	Foundations Withdrawal or Medical Leave Withdrawal
ZF	NA	Failure to complete non-credit course requirement
ZP	NA	Successful completion of non-credit course

Allied Health Programs Grade Scale

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

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

1. 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.
2. 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.
3. Students automatically pass B099 Foundations of Math if they achieve a score of 17 or more (out of 35 items) on the final exam/end of quarter post-test in this class.
4. Students 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 II
SX 73% or more UX Below 73%

Foundations of Math
SX 73% or more UX Below 73%

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 passing grade earned from a repeated course will replace the grade in the student's cumulative GPA from the first time the student took the course. The student's GPA should be recalculated to reflect the new letter grade.

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

2+2 Matriculation Policy

Students who have completed an associate's degree from an accredited institution may enroll in a Rasmussen College bachelor's degree in the same program area (i.e., business degrees are 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 credits that are lacking—will be posted in the student's academic transcript upon enrollment. Students who have not completed emphasis courses or prerequisite courses for junior- or senior-level coursework may be required to complete the emphasis courses or prerequisites, depending on the applicability of their prior coursework. Students must complete the required number of total credits, including all emphasis credits, to graduate from the bachelor's degree program.

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. 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. 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.

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."

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 one week of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the end of the second week of the subsequent quarter. Grade disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean.

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

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

Program Changes

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

High School Professional Program

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

Independent Study Policy

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

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

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for the course in the quarter in question does not arise from the student's decision to withdraw from the 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.

ACADEMIC INFORMATION AND COLLEGE POLICIES

Independent Study Policy continued
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 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.

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

An examination score of 83% or higher is required to receive credit by examination. The examination grade will be 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 Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

Course 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, qualify for a waiver from Success Strategies . Students with a two-year degree or higher from an accredited institution of higher education, with a minimum cumulative GPA of 2.0, also qualify for a course waiver from Success Strategies. The student's academic transcript will be reviewed, and if the criteria are met, the Success Strategies course requirement will be waived, and the grade will be posted on the 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 or PT 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.

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

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

Transfer Credit Policy
1. Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
2. Students must request that official transcripts containing coursework to be 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 success and the collection of the Graduate Achievement Portfolio. Therefore, although transfer credits may be considered for the E242 Career Development course, it is not available for credit by examination. Further, if previous college credits are accepted in transfer for this course, students will be required to communicate with College placement representatives to review their employment status and to submit their Graduate Achievement Portfolio (which is a requirement for graduation). E150 Success Strategies is not available for credit by examination because its completion is deemed vital to student success. However, E150 will be considered for transfer if a similar course with appropriate credits has been completed with a grade of C or higher at an accredited institution of higher education.
6. Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.33 quarter credits.
7. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical 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; 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.

Mobility Practical Nursing Block Transfer Courses
Students who have successfully completed a practical nursing program and hold a current MN practical nursing license will receive credit in the mobility program for the following courses through block transfer:
– NU105 Pharmacology
– NU120 Adult Medical Surgical Nursing I
– NU125 Clinical Nursing Skills I
– NU100 Critical Thinking in Nursing
– NU205 Human Nutrition

College Equivalency Credits
The College recognizes the following college-equivalency credits:

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

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

Credits earned through college-equivalency programs will be posted on student transcripts as test-out credits (TO) and may not be assigned letter grades or applied to cumulative grade-point-average credits. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical 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 sixteen (16) or twenty-four (24) additional upper-division general education credits, depending on program, distributed across the following categories: Communication, Humanities, Math/Natural Science, and Social Science.

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

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

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

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

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

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

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

School of Business Mission Statement
The Rasmussen School of Business prepares students for an ever-changing business environment. This goal is accomplished by offering market-focused skills and leading-edge programs that address the global marketplace. We measure our success 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.

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 Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each area. Completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length.

Certificates or transcripts of credits may be given to those students taking individual subjects or individual progress courses of study.

Transcripts
Transcripts for graduates and students who have completed their course of study are provided without charge; however a fee of $5.00 is charged for all other transcripts."

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 would like to transfer credits earned at Rasmussen College to another school should understand that the decision to accept transfer credits is always at the discretion of the receiving institution. 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 Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

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.

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.

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. The offenses can be from two different courses or from the same course in the same quarter. 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.

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.

ACADEMIC INFORMATION AND COLLEGE POLICIES

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 Honors Program

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

The Early Honors Program is a great way for high school students to experience college while still supported by high school staff and mentors, try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course.

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

Early Honors Program Terms and Conditions

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

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.

Limitations

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

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

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

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.

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 Structure

Tuition Rates are as follows: *New Starts and Re-entering Students as of 10-1-2010*

SCHOOL	PROGRAM	COST (for all class levels)
School of Education Programs:	Early Childhood Education	$325 per credit
School of Allied Health Programs:	Exercise Science, Health Information Technician, Massage Therapy, Medical Administration, Medical Assisting, Medical Transcription, Pharmacy Technician	$420 per credit
School of Business Programs:	Accounting, Business Management, Healthcare Management	
School of Justice Studies Programs:	Criminal Justice, Human Services, Law Enforcement, Paralegal	
School of Allied Health Programs:	Medical Laboratory Technician, Surgical Technician	$430 per credit
School of Nursing Programs:	Practical Nursing	
School of Nursing Program:	Professional Nursing	$440 per credit
School of Technology and Design Programs:	Digital Design and Animation, Game and Simulation Production, Information Systems Management, Multimedia Technology	

- Books and classroom resources are included in tuition as determined and distributed by the College.
- Students taking sixteen (16) or more credits shall only be charged for sixteen (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 $275 per credit hour, plus the cost of books and other fees effective October 1, 2010. This non-credit option is NOT available for courses beginning with a "CC" "N" "NM" "PN" "PT" "ST" "ML" and "W". Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts denote a "ZP" upon completion of the course. Students may choose to convert the "ZP" to a letter grade and earn credit for an additional cost of $145 per credit hour.
- 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.

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

Student Senate

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

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

The representatives include: President, Vice President, Treasurer, and Secretary.

Student Senate is open to all students, however student groups vary from campus to campus. Therefore, students should see their Campus Director for information regarding student groups.

Changes in Regulations, Programs, Tuition, Book Prices, Faculty Changes in regulations, programs, tuition, book prices, and faculty may 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. Academic and financial aid files are not complete until both exit interviews have been completed.

All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding their loan(s) including address and telephone numbers of lenders, deferment requests, a list of qualifications, a sample repayment guide, loan consolidation information, and review of loan terms.

The Financial Aid Department is available for your assistance for the duration of your student loan.

Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due the College.

The State of Minnesota Cancellation, Termination, Refund Policy

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.

Students in Allied Health programs and Nursing programs who wish to re-enter the Allied Health and 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.

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.

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, FSEOG, and then other Title IV programs.

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

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 must contact the Campus Accommodations Officer prior to the first day of classes to complete a re-admission application. Additionally, the Campus Accommodations Officer must receive a letter from the student's professional therapist and/or physician stating the student's medical situation and that the professional therapist/physician believes the student is able to return Rasmussen College.

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

Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal

1. If the student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/ add period the course(s) will be dropped without being recorded on the student's transcript and tuition will not be charged.
2. A grade of "WX" will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter.

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

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

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

Medical Leave of Absence and Medical Withdrawal Policy continued

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:

Amount of Institutional Share of the Title IV Refund

=

Remaining refund due to the State Aid Programs(*)

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

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

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

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

Veterans Refund

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

Library Fine Policy

Rasmussen College Library 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.

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, faculty 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 complaints.

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

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

   1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment as occurred and report its findings and the resolution to an Executive Vice President or President; or
   2. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or
   3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

Following receipt of the report, the Campus Director, Associate Campus Director/Director of Campus Operations or will report their findings to an Executive Vice President or President with appropriate recommendations 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, Associate Campus Director/Director of Campus Operations, of the assault for support and assistance.

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

1. It is helpful to have a written summary of what happened while the memory is still clear.
2. No attempt should be made to bathe, change clothes, or otherwise clean up prior to examination by a medical practitioner qualified to make determinations regarding sexual assault.
3. In most cases it will be helpful to have a friend with you when talking to the local law enforcement officials or sexual assault center personnel.

Victims' Rights Under Sexual Assault Policy

If the assault is alleged to have been committed by a member of our college community on property owned by the Rasmussen the following additional policy applies:

1. The victim is aware that criminal charges can be made with local law enforcement officials;
2. The prompt assistance of campus administration, or Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident;
3. A sexual assault victim's participation in and the presence of the victim's attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint;

Victims' Rights Under Sexual Assault Policy continued

4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;
5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;
7. The assistance of campus 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
8. Further information can be obtained from either of the following sources:

   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/

   Office of Justice Programs
   (651) 201-7310 • (800) 247-0390
   Website: www.ojp.state.mn.us
9. The campus administration will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Reparations Board. For further information 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:

1. The presence of employees or students on campus or in corporate offices while under the influence of intoxicants, drugs or any other controlled substances.
2. 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:

1. Discipline employees, including dismissal, for felony convictions regarding illegal use, possession or trafficking of drugs.
2. 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.

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:

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such employee, up to and including expulsion or termination of employment.
3. 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 premises. 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.

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:

- Minnesota Office of Higher Education
  1450 Energy Park Drive, Suite 350
  St. Paul, MN 55108-5227
  (651) 642-0567
- State of Wisconsin Education Approval Board
  30 West Mifflin Street
  Madison, WI 53708-8696
  (608) 266-1996
- The Higher Learning Commission (www.ncahlc.org), a commission of the North Central Association of Colleges and Schools,
  30 North La Salle Street, Suite 2400,
  Chicago, IL 60602-2504
  (312) 263-0456.

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

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

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

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

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

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

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

Corporate Officers:

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

Accreditation, Licensing & Approvals

Accreditation:
Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association
30 N. La Salle Street, Suite 2400,
Chicago, IL 60602-2504
(800) 621-7440 or (312) 263-0456;

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

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

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

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

- 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 (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
  (727) 210-2350
  www.caahep.org

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

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

Programs or campuses not listed above are not programmatically accredited.

Registration:
Rasmussen College 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) 642-0533

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

- State of Wisconsin Educational Approval Board
  30 West Mifflin Street
  Madison, WI 53708-8696
  608) 266-1996

The State of Wisconsin Educational Approval Board has approved all of Rasmussen College's programs except the Law Enforcement AAS degree and certificates.

Approved For:

- Veterans' Benefits by the Minnesota State Approving Agency

Standards of Satisfactory Progress For Institutional and Financial Aid Guidelines

Satisfactory Academic Progress is defined as progression through an academic program within a prescribed time frame. Lack of satisfactory progress may jeopardize the students' ability to complete their program. Rasmussen College expects students to progress through programs based on the satisfactory progression standards listed 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/WD" and "U/UN" which is counted as an attempted course for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress.

Courses which have been transferred 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 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/WD, 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 are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Progress calculations for re-entering students who change programs will include only the grades and credits attempted and earned for courses that are part of the student's new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter.

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