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, Rasmussen College is committed to preparing students to be active, productive, and successful contributors to a global community.

PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE 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, businesses, industries, professional associations/communities, and other institutions of higher learning benefit from shared knowledge and experience.

6 Assessment and Planning: Rasmussen College students, both on campus and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists Rasmussen College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the institution.
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### 2013-2014 ACADEMIC CALENDAR

- **Summer Quarter**
  - July 8 – September 22
- **Early Fall Quarter**
  - August 12 – September 22
- **Fall Quarter**
  - October 7 – December 22
- **Early Winter Quarter**
  - November 12 – December 22
- **Winter Quarter**
  - January 6 – March 23
- **Early Spring Quarter**
  - February 10 – March 23
- **Spring Quarter**
  - April 7 – June 22
- **Early Summer Quarter**
  - May 12 – June 22
- **Summer Quarter**
  - July 7 – September 21

### COLLEGE HOLIDAYS

- New Year’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and the following Friday
- Christmas Day
WELCOME TO RASMUSSEN COLLEGE

Congratulations on becoming a college student. I am excited to welcome you to Rasmussen College!

Although earning a credential is a significant investment in your time, it is an invaluable investment that will be with you throughout your life. Since 1900, Rasmussen College has been helping students obtain the education and skills they need to succeed through courses focused on practical, relevant, and hands-on learning experiences. This foundation can be applied when our graduates enter their future careers, and we work to evolve our courses to meet the ever-changing demands from employers. Be confident in knowing that whichever program you have chosen, we will help to prepare you with the necessary resources and support services for your career after graduation.

To help you make the most of your Rasmussen College experience, I encourage you to review your courses, discuss any questions you may have with your program manager, and introduce yourself to your instructors. Together, these individuals, along with others you meet during your academic career, will serve as your SUPPORT+ team and will be instrumental in your future success. You are now a part of the Rasmussen College community, and we want you to feel confident about your educational experience.

Again, congratulations on making the decision to become a college student. I wish you the best of luck in your academic studies, and I look forward to seeing you at graduation.

Sincerely,

Kristi A. Waite
President, Rasmussen College
LEARN WITH SUPPORT
GRADUATE WITH CONFIDENCE

SUPPORT+, our comprehensive network of student services, provides a customized level of support to help you earn your degree and succeed in your chosen career.

At no additional cost to you, our team of SUPPORT+ professionals—from your program manager, to your career services advisor, to everyone in between—is there to help you succeed in your classes and in your career.

Our dedicated team of faculty and staff provides exceptional customized support to help you reach your academic and career goals. Your SUPPORT+ team includes:

PROGRAM MANAGER
• Helps you determine the degree that is right for you
• Assists you in completing your application
• Provides you with guidance throughout your college career

STUDENT FINANCIAL SERVICES ADVISOR
• Helps you navigate the financial aid and FAFSA application process
• Answers questions about your award letter and the GI Bill
• Guides you to available scholarship, loan, and grant opportunities

STUDENT ADVISOR
• Develops course schedule for your My Degree Plan
• Works with you to determine a balanced course load
• Ensures course availability throughout your degree timeline

FACULTY
• Incorporates industry experience in the classroom
• Helps you become proficient with course material
• Works with you to develop career-specific skills

ACADEMIC TUTOR
• Provides 24/7 math assistance for introductory algebra and college algebra
• Offers tutoring assistance seven days per week in English, anatomy and physiology, economics, general chemistry, biology, and Spanish
• Available online and on campus—chat, call, email, or schedule a tutoring session

CAREER SERVICES ADVISOR
• Develops your professional career-seeking skills
• Helps you prepare your resume and create your professional portfolio
• Provides you with guidance on your career choices and networking opportunities

PERSONAL SUPPORT CENTER
• Technical support specialists available 24/7
• Helps with software installation and web browser configuration
• Troubleshoots Internet connectivity, password reset, online course access, and other technical issues

ONLINE LEARNING CENTER
• Schedules faculty and student tutoring
• Provides study aids, writing assistance, time management, and test-taking strategies
• Offers convenient, 24-hour turnaround on comprehensive writing quality reviews

MANAGER OF STUDENT RECORDS
• Evaluates your transcripts for transfer credit
• Records credentials on your transcript as you achieve them
• Monitors graduation requirements
ACCOUNTING • CERTIFICATE • DIPLOMA • AAS DEGREE • BS DEGREE

CERTIFICATE

CAREER OPPORTUNITIES:
• Accounting Clerk
• Bookkeeper

OBJECTIVE:
Graduates of this 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 the ability to effectively communicate in a variety of situations, in the workplace and in their communities.

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B087 Practical Math 4

CERTIFICATE COURSES
LOWER DIVISION
A136 Introduction to Business 4
A140 Financial Accounting I 4
A141 Financial Accounting II 4
A177 Payroll Accounting 4
B136 Principles of Management 4
B271 Professional Communication 4
D132 Computer Applications and Business Systems Concepts 3
D181 Excel 3
D279 Computer Focused Principles 3
E242 Career Development 2

TOTAL CERTIFICATE CREDITS 39*

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

DIPLOMA

CAREER OPPORTUNITIES:
• Accounting Clerk
• Bookkeeper
• Bank Teller
• Accounts Management Trainee

OBJECTIVE:
Graduates of this 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 the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 Math course; College Algebra recommended) 4

MAJOR AND CORE COURSES
LOWER DIVISION
A276 Financial Investigation 4
A280 Accounting Capstone 2
B232 Principles of Marketing 4
B234 Business Law 4
B293 Business Ethics 4
F108 Financial Markets and Institutions 4

Total Diploma Credits
General Education Credits 12
Major and Core Credits 61

TOTAL DIPLOMA CREDITS 73*

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Accounting Clerk
• Auditing Clerk
• Bookkeeper
• Bank Teller
• Account Management Trainee

OBJECTIVE:
Graduates of this 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 written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 of the following courses)** 8
G123 Principles of Economics 4
G142 Introduction to Sociology 4
G203 Macroeconomics 4
G204 Microeconomics 4
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 61

TOTAL AAS CREDITS 93*

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

** It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.

RASMUSSEN COLLEGE MINNESOTA

SCHOOL OF BUSINESS

MISSION STATEMENT

The Rasmussen College 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 lifelong learning, and professional contributions of our graduates. Graduates of the School of Business will be active contributors and leaders in their chosen fields and diverse communities.

rasmussen.edu
**BACHELOR’S DEGREE**

**CAREER OPPORTUNITIES:**
- Auditor
- Cost Accountant
- Financial Analyst
- Managerial Accountant
- Accounts Payable Manager
- Accounts Receivable Manager

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

**IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES**

**GENERAL EDUCATION COURSES**

**UPPER DIVISION**
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 1 course) 4
- Social Sciences (Select 2 courses) 8

**MAJOR AND CORE COURSES**

**UPPER DIVISION**
- A330 Managerial Accounting Theory and Practice 4
- A340 Advanced Auditing Concepts and Standards 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
- B343 Business Law II 4
- B351 Management of Information Systems 4
- B444 Statistics for Managers 4
- B460 Strategic Management 4

Total Bachelor’s Degree Credits 181*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

**PUBLIC ACCOUNTING BACHELOR’S DEGREE**

**CAREER OPPORTUNITIES:**
- Certified Public Accountant
- Public Accountant
- Management Accountant
- Government Accountant
- Internal Auditor

**OBJECTIVE:**
Graduates of this program know the accounting processes and cycles of public and professional accounting firms, businesses, and government agencies and concepts in management, marketing, business law and business ethics. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. 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.

**IN ADDITION TO ALL ACCOUNTING BS DEGREE COURSES**

**CPA COURSES**

**UPPER DIVISION**
- A315 Government and Not-for-profit Accounting 4
- A322 Risk Management for Accountants 4
- A400 CPA Exam Preparation 2
- A402 Advanced Auditing II 4
- A410 Advanced Federal Tax Theory 4
- A415 Financial Statement Analysis 4
- A432 Accounting Fraud Investigation 4
- A440 Accounting Research Methods and Techniques 4
- B333 Principles of Management II 4
- B360 Operations Management 4
- B370 Organizational Behavior Analysis 4
- B420 Organizational Development 4
- B492 Contemporary Leadership Challenges 4

Total Public Accounting Degree Credits 32

Total Bachelor’s Degree Credits 231*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
BUSINESS MANAGEMENT
CERTIFICATE • DIPLOMA • AAS DEGREE • BS DEGREE

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

OBJECTIVE:
Graduates of this program know concepts in accounting, business, business ethics, business law, and finance. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities.

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B087 Practical Math 4

CERTIFICATE COURSES
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
E242 Career Development 2

TOTAL CERTIFICATE CREDITS 37*

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

BUSINESS DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

OBJECTIVE:
Graduates of this program know 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 the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES
LOWER DIVISION
B165 Introduction to Human Resource Management 4
B230 Principles of Finance 4
B280 Business Capstone 2

Total Diploma Credits
General Education Credits 12
Major and Core Credits 47
TOTAL DIPLOMA CREDITS 59*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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

rasmussen.edu
### BUSINESS MANAGEMENT ASSOCIATE’S DEGREE

**CAREER OPPORTUNITIES:**
- Customer Service Representative
- Administrative Assistant
- Call Center Representative
- Sales Representative

**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 written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

### IN ADDITION TO ALL DIPLOMA COURSES

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- Humanities (Select 2 courses) 8
- Math/Natural Sciences 4
- (Select 1 Math course; College Algebra recommended) 4
- Social Sciences (Select 2 of the following courses) ** 8
- G123 Principles of Economics 4
- G142 Introduction to Sociology 4
- G203 Macroeconomics 4
- G204 Microeconomics 4

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- A177 Payroll Accounting 4
- B119 Customer Service 4
- D279 Computer Focused Principles 3

**TOTAL ASSOCIATE’S DEGREE CREDITS**

- General Education Credits 32
- Major and Core Credits 58
- TOTAL AAS DEGREE CREDITS ** 90*

* See page 39 for general education course selections.

### BUSINESS MANAGEMENT BACHELOR’S DEGREE

**CAREER OPPORTUNITIES:**
- Executive Administrative Assistant
- Account Manager
- Sales Manager
- General and Operations Manager
- Assistant Manager

**OBJECTIVE:**
Graduates of this program know concepts in management, organizational leadership, and business ethics. They understand finance and accounting, and advanced management theories and techniques that can be incorporated in a variety of fields. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; infuse 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 efficiently within a continually changing environment. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

### IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

**GENERAL EDUCATION COURSES**

**UPPER DIVISION**
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 1 course) 4
- Social Sciences (Select 2 courses) 8

**MAJOR AND CORE COURSES**

**UPPER DIVISION**
- A332 Accounting for Business Managers 4
- B316 Applied Management Principles 4
- B323 Advanced Principles of Marketing 4
- B351 Management of Information Systems 4
- B352 International Business 4
- B360 Operations Management 4
- B370 Organizational Behavior Analysis 4
- B371 Research and Report Writing 4
- B404 Negotiation and Conflict Management 4
- B415 Risk Management 4
- B420 Organizational Development 4
- B421 Statistics for Business 4
- B439 Business Law and Ethics 4
- B440 Managing a Diverse Workforce 4
- B460 Strategic Management 4
- B492 Contemporary Leadership Challenges 4
- B498 Management Capstone 3

**TOTAL BACHELOR’S DEGREE CREDITS ** 181*

* See page 39 for general education course selections.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

**It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.**
CAREER OPPORTUNITIES:
- Health and Human Services Manager
- Compliance Analyst
- Home Care Manager
- Physician Office Manager

OBJECTIVE:
Graduates of this degree program understand the planning and coordination of health services in a variety of settings, and know the information and processes used to diagnose and treat human injuries and diseases. They acquire critical-thinking skills through a program of general education and are able to apply them to the healthcare setting. Graduates can apply, analyze, synthesize, and evaluate facts and theories pertaining to healthcare management; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; recognize and address complex ethical situations; and operate effectively within a continually changing environment. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B087 Practical Math 4

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 2 courses, including at least 1 Math course; College Algebra recommended) 8
Social Sciences (Select 2 of the following courses)** 8
G123 Principles of Economics 4
G142 Introduction to Sociology 4
G203 Macroeconomics 4
G204 Microeconomics 4

UPPER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
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 Communications in Healthcare 4
M120 Medical Terminology 4
M230 Medical Law and Ethics 4
M370 Healthcare Information Systems 4
M420 Advanced Healthcare Law and Ethics 4
M430 Epidemiology 4
M440 International Healthcare 4
M490 Healthcare Management Capstone 3
Total Bachelor's Degree Credits 61

UPPER DIVISION
B571 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 Bachelor's Degree Credits 63

TOTAL BS DEGREE CREDITS 180 *

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

** It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.

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

SCHOOL OF BUSINESS
MISSION STATEMENT
The Rasmussen College 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 lifelong learning, and professional contributions of our graduates. Graduates of the School of Business will be active contributors and leaders in their chosen fields and diverse communities.

rasmussen.edu
**HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP CERTIFICATE**

**BUSINESS CERTIFICATE**

**CAREER OPPORTUNITIES:**
- Entry-level Business Assistant

**OBJECTIVE:**
Graduates of this program know concepts in accounting, business, business ethics, business law, and finance. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment.

**FOUNDATION COURSES**
- B080 Reading and Writing Strategies
- B087 Practical Math

**CERTIFICATE COURSES**
- A140 Financial Accounting I
- A141 Financial Accounting II
- B136 Introduction to Business
- B232 Principles of Marketing
- B233 Principles of Management
- B234 Business Law
- B271 Professional Communication
- B293 Business Ethics
- D132 Computer Applications and Business Systems Concepts
- E242 Career Development

**TOTAL CERTIFICATE CREDITS**
37*

*In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

---

**HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP DIPLOMA**

**CAREER OPPORTUNITIES:**
- Management Trainee

**OBJECTIVE:**
Graduates of this program know fundamental concepts in leadership, human resources, management, marketing, and business ethics. They understand how human resources impact the workplace and can apply critical thinking to issues related to organizations, employment law, compensation, training, and employee development. 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 written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**
- English Composition (Required course)
- Math/Natural Sciences (Select 1 course)

**MAJOR AND CORE COURSES**
- B165 Introduction to Human Resource Management
- B235 Introduction to Organizational Leadership
- B250 Training and Development
- B267 Employment Law

**TOTAL DIPLOMA CREDITS**
61*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

*In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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**HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP ASSOCIATE’S DEGREE**

**CAREER OPPORTUNITIES:**
- Compensation, Benefits, and Job Analysis Specialist
- Training and Development Specialist
- Human Resources, Training, and Labor Relations Specialist

**OBJECTIVE:**
Graduates of this program know fundamental concepts in leadership, human resources, management, marketing, and business ethics. They understand how human resources impact the workplace and can apply critical thinking to issues related to organizations, employment law, compensation, training, and employee development. 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 written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

**IN ADDITION TO ALL DIPLOMA COURSES**

**GENERAL EDUCATION COURSES**
- Communication (Select 1 course)
- Humanities (Select 2 courses)
- Math/Natural Sciences (Select 1 course)
- Social Sciences (Select 2 of the following courses)**
- Principles of Economics
- Introduction to Sociology
- Macroeconomics
- Microeconomics

**MAJOR AND CORE COURSES**
- B230 Principles of Finance
- B280 Business Capstone

**TOTAL AAS DEGREE CREDITS**
91*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

*In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

**It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.**

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**SCHOOL OF BUSINESS MISSION STATEMENT**

The Rasmussen College 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 lifelong learning, and professional contributions of our graduates. Graduates of the School of Business will be active contributors and leaders in their chosen fields and diverse communities.
BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

OBJECTIVE:
Graduates of this program know concepts in accounting, business, business ethics, business law, and finance. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B087</td>
<td>Practical Math</td>
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CERTIFICATE COURSES

LOWER DIVISION

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
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<td>4</td>
</tr>
<tr>
<td>A141</td>
<td>Financial Accounting II</td>
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</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B232</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B234</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
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TOTAL CERTIFICATE CREDITS: 37*

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

MARKETING DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

OBJECTIVE:
Graduates of this program understand fundamental concepts in marketing and business management. They can demonstrate marketing and management skills including planning and decision making, organizing, controlling, and leading employees. Students will be able to use computer applications for the business environment. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
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<tbody>
<tr>
<td>A140</td>
<td>Financial Accounting I</td>
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<td>B234</td>
<td>Business Law</td>
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<td>B271</td>
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<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
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<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G124</td>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
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</tbody>
</table>

TOTAL DIPLOMA CREDITS: 57*

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

SCHOOL OF BUSINESS

MISSION STATEMENT

The Rasmussen College 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 lifelong learning, and professional contributions of our graduates. Graduates of the School of Business will be active contributors and leaders in their chosen fields and diverse communities.
MARKETING ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Marketing Coordinator
• Marketing Specialist
• Electronic Commerce Specialist

OBJECTIVE:
Graduates of this program understand fundamental concepts in marketing and business management. They can demonstrate marketing and management skills including planning and decision making, organizing, controlling, and leading employees. Students will be able to use computer applications for the business environment. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 of the following courses)** 8
G123 Principles of Economics
G142 Introduction to Sociology
G203 Macroeconomics
G204 Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION
B165 Introduction to Human Resource Management 4
B230 Principles of Finance 4
B280 Business Capstone 2

Total Associate’s Degree Credits 32
Major and Core Credits 59

TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

** It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.
MULTIMEDIA TECHNOLOGIES DIPLOMA

DIGITAL DESIGN AND ANIMATION

CAREER OPPORTUNITIES:
• Graphic Designer
• Print and Digital Designer
• 3D Artist

OBJECTIVE:
Graduates of this program know basic theories of visual and interactive media design. They can create multimedia projects involving traditional art techniques, video, and audio assets. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

FOUNDATION COURSES
B080  Reading and Writing Strategies  4
B087  Practical Math  4

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required Course)  4
G124  English Composition  4
Communication (Select 1 course)  4
Math/Natural Sciences  4
(Select 1 Math course; College Algebra recommended)

MAJOR AND CORE COURSES
LOWER DIVISION
B136  Introduction to Business  4
B220  Project Planning and Documentation  4
B271  Professional Communication  4
B273  Internet Business Models and E-Commerce  4
E242  Career Development  2
N150  Technology’s Role in the 21st Century  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
NM292  Fundamentals of Web Authoring and Design  3
NM262  Digital Media Assembly  3
NM272  Multimedia Technologies  3

SPECIALIZATION COURSES
NM110  Drawing Design and Art Theory  3
NM131  Introduction to 3D Arts and Animation  3
NM240  3-Dimensional Animation  3

Total Diploma Credits
General Education Credits  12
Major and Core Credits  59

TOTAL DIPLOMA CREDITS  71*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

WEB DESIGN

CAREER OPPORTUNITIES:
• Graphic Designer
• Print and Digital Designer
• Website Designer

OBJECTIVE:
Graduates of this program know basic theories of visual and interactive media design. They can create web-based projects involving video and audio assets. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

FOUNDATION COURSES
B080  Reading and Writing Strategies  4
B087  Practical Math  4

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required Course)  4
G124  English Composition  4
Communication (Select 1 course)  4
Math/Natural Sciences  4
(Select 1 Math course; College Algebra recommended)

MAJOR AND CORE COURSES
LOWER DIVISION
B136  Introduction to Business  4
B220  Project Planning and Documentation  4
B271  Professional Communication  4
B273  Internet Business Models and E-Commerce  4
E242  Career Development  2
N150  Technology’s Role in the 21st Century  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

SPECIALIZATION COURSES
NM115  Networking and Internet Technologies  3
NM250  Dynamic Content Management  3
NM260  Server Side Scripting  3

Total Diploma Credits
General Education Credits  12
Major and Core Credits  59

TOTAL DIPLOMA CREDITS  71*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
MULTIMEDIA TECHNOLOGIES ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Graphic Designer
• Art Director
• Website Designer
• Multimedia Artist and Animator

OBJECTIVE:
Graduates of this program know basic theories of visual and interactive media design, project management, and portfolio development. They understand business needs and can apply this understanding to develop complimentary multimedia projects. They can create and enhance multimedia projects involving traditional art techniques, video, and audio assets. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (“Required course, select 1 additional course) 8
G147  Art Appreciation*  
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
LOWER DIVISION
Digital Design and Animation Specialization
NM280 Multimedia Portfolio Development 2
Web Design Specialization
NM280 Multimedia Portfolio Development 2
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 61
TOTAL AAS DEGREE CREDITS 93*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

DIGITAL DESIGN AND ANIMATION BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Graphic Designer
• Senior Art Director
• Visual Media Producer
• Website Designer
• Multimedia Artist and Animator
• 3D Animator

OBJECTIVE:
Graduates of this program know intermediate theories of visual design, object modeling, project management, and portfolio development. They understand business strategies and can apply this understanding to drive multimedia projects. Graduates can develop and guide visual designs and digital projects from concept to final production using techniques from both traditional art and multimedia design, using industry-standard software tools and applications. They can apply, analyze, and evaluate theories and techniques of design and animation. Graduates understand how to enhance business and user needs with value-added elements such as communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways, and collaborative project development.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES
UPPER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
UPPER DIVISION
N301  The Business of Digital Media 4
N309  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
Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 64
TOTAL BS DEGREE CREDITS 181*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
SCHOOL OF EDUCATION

EARLY CHILDHOOD EDUCATION • CERTIFICATE • DIPLOMA • AAS DEGREE
CHILD AND FAMILY STUDIES • CHILD DEVELOPMENT • ENGLISH LANGUAGE LEARNER • CHILD WITH SPECIAL NEEDS

CERTIFICATE

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

OBJECTIVE:
Graduates of this program know child development and apply best practices to their work in the early childhood field. Students are prepared for the national Child Development Associate (CDA) credential. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
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<tr>
<td>B087</td>
<td>Practical Math</td>
<td>4</td>
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CERTIFICATE COURSES

LOWER DIVISION

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<th>Course</th>
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<tr>
<td>E242</td>
<td>Career Development</td>
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<tr>
<td>EC100</td>
<td>Foundations of Child Development</td>
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<tr>
<td>EC110</td>
<td>Early Childhood Education Curriculum and Instruction</td>
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<td>EC121</td>
<td>Health, Safety, and Nutrition/CDA Application</td>
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<tr>
<td>EC200</td>
<td>Observation and Assessment in Early Childhood Education</td>
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Choose either Track I ** or Track II

Track I **

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<td>Application: Externship II</td>
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<td>EC182</td>
<td>Reflection: Externship III</td>
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Track II

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<td>Teacher Reflection I: Early Childhood Education as a Profession</td>
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<tr>
<td>EC184</td>
<td>Teacher Reflection II: Morality and Ethics in Early Childhood Education</td>
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</tr>
<tr>
<td>EC185</td>
<td>Teacher Reflection III: The Intentional Teacher</td>
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</tbody>
</table>

TOTAL CERTIFICATE CREDITS 36*

Students enrolling in the Early Childhood Education Certificate program must currently be working in the Early Childhood Education field and have an externship site approved by the College by the end of the first week of the quarter. Please see a Program Manager for more details.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

** Track I includes externship courses, which are not available to students in all states. Please see the Early Childhood Education program page on the Rasmussen College website (rasmussen.edu) and speak to a Program Manager for more details.

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

Graduates of Early Childhood Education programs at Rasmussen College are not eligible for licensure as a teacher in an elementary or secondary school. A Bachelor’s degree and a state teaching license are typically required to work as a teacher in a public school and some private school settings. States, municipalities, districts or individual schools may have more stringent licensing requirements. Students must determine the licensure requirements in the state and school in which they intend to work.

Child care facilities and the states in which they are located establish qualifications for staff that work with children, and often implement guidelines regarding age, education, experience, background and professional development. Students must determine the licensure requirements in the state and facility in which they intend to work.

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Rasmussen College’s Early Childhood Education Program prepares early childhood educators to serve young children, their families, and their communities. We foster and advocate developmentally and culturally appropriate practices among early childhood professionals. We value diversity, professionalism, collaboration, and research-based practice. We strive to provide young children with meaningful experiences that provide a foundation for a productive life.

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
DIPLOMA

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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. They develop a niche through selection of a specialization equipping them to meet the needs of today’s children and families. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts. Students are prepared for the National Child Development Associate (CDA) credential.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
- English Composition (Required course) 4
- Child and Family Studies Specialization
- EC225 Parent Education and Support 4
- EC230 Guiding Children’s Behavior 4
- EC232 Child and Family Advocacy 4
- EC240 Introduction to Sociology 4

MAJOR AND CORE COURSES

LOWER DIVISION
- D132 Computer Applications and Business Systems Concepts 3
- E170 Introduction to Undergraduate Research 2
- Child and Family Studies Specialization
- EC252 Inclusive Classroom 4
- EC250 Advanced Developmental Assessment 4
- EC251 The Exceptional Child 4
- EC252 Foundations of Early Childhood Education 4

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Early Childhood Teacher
• Teacher’s 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 written and interpersonal communication, critical thinking and problem solving, information and financial literacy and diversity awareness skills and their significance in academic and workplace situations. Students are prepared for the National Child Development Associate (CDA) credential.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 1 course) 4
- Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

LOWER DIVISION
- Child and Family Studies Specialization
- EC295 Summative Project for Early Childhood Education 2
- Child Development Specialization
- EC295 Summative Project for Early Childhood Education 2
- English Language Learner Specialization
- EC295 Summative Project for Early Childhood Education 2
- Child with Special Needs Specialization
- EC295 Summative Project for Early Childhood Education 2

Total Associate’s Degree Credits
- General Education Credits 32
- Major and Core Credits 59

TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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

Graduates of Early Childhood Education programs at Rasmussen College are not eligible for licensure as a teacher in an elementary or secondary school. A Bachelor’s degree and a state teaching license are typically required to work as a teacher in a public school and some private school settings. States, municipalities, districts or individual schools may have more stringent licensing requirements. Students must determine the licensure requirements in the state and school in which they intend to work.

Child care facilities and the states in which they are located establish qualifications for staff that work with children, and often implement guidelines regarding age, education, experience, background and professional development. Students must determine the licensure requirements in the state and facility in which they intend to work.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

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Child care facilities and the states in which they are located establish qualifications for staff that work with children, and often implement guidelines regarding age, education, experience, background and professional development. Students must determine the licensure requirements in the state and facility in which they intend to work.
CAREER OPPORTUNITIES:
- Phlebotomist
- Laboratory Assistant
- EKG Technician
- Patient Care Technician
- Personal Care Aide
- Healthcare Associate

FOUNDATION COURSES
- B080 Reading and Writing Strategies 4
- B099 Foundations of Math 4

GENERAL EDUCATION COURSES
- Communication (Required course) 4
- G141 Introduction to Communication 4
- Math/Natural Sciences (Required course) 4
- G150 Structure and Function of the Human Body 4

MAJOR AND CORE COURSES
- E242 Career Development 2
- M100 Customer Service in Healthcare 1
- M220 Medical Terminology 4
- M230 Medical Law and Ethics 4

PATIENT CARE TECHNICIAN TRACK
OBJECTIVE:
Graduates of the Patient Care Technician Certificate program know how to perform a variety of patient care duties in a number of clinical settings. They have learned to assist physicians and other health care professionals with medical procedures. Graduates value their ability to positively impact the patient experience and provide care in multiple settings.

- EK100 Introduction to Electrocardiograms 4
- PB105 Phlebotomy 3
- PC150 Patient Care Skills I 3
- PC250 Patient Care Skills II 5
- PC290 Patient Care Tech Externship and Capstone 4

TOTAL CERTIFICATE CREDITS 38*

EKG TECHNICIAN TRACK
OBJECTIVE:
Graduates of the EKG Technician Certificate program know how to effectively operate electrocardiography (EKG) equipment on a diverse patient population. Graduates have learned detailed information about the cardiovascular system and are able to apply their knowledge to obtain accurate testing results. They value their interactions with patients and the health care team in multiple health care settings.

- EK100 Introduction to Electrocardiograms 4
- EK115 Cardiovascular Anatomy and Pathology 4
- EK200 Advanced Electrocardiograms 4
- EK290 EKG Externship and Capstone 4
- M105 Introduction to Electronic Health Records 3

TOTAL CERTIFICATE CREDITS 38*

PHLEBOTOMY TRACK
OBJECTIVE:
Graduates of the Phlebotomy Certificate program know patient preparation procedures for performing the collection of blood specimens. In addition, graduates apply their knowledge of processing blood specimens and other body fluids for diagnostic testing. They value their roles in communicating information clearly and effectively from the laboratory to physicians, patients, and other health care professionals within the medical environment.

- M105 Introduction to Electronic Health Records 3
- PB100 Introduction to Laboratory Processing 4
- PB105 Phlebotomy 3
- PB205 Phlebotomy II 4
- PB290 Phlebotomy Externship and Capstone 5

TOTAL CERTIFICATE CREDITS 38*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check. This program is not available at the Moorhead campus. The Mankato and St. Cloud campuses only offer the Health Sciences Associate’s Degree and Phlebotomy Certificate track.

Lab work for the Phlebotomy Certificate track is only available at the Brooklyn Park/Maple Grove, Lake Elmo/Woodbury, Mankato and St. Cloud campuses.

Lab work for the EKG Technician Certificate track is only available at the Blaine campus.

Lab work for the Patient Care Technician Certificate track is only available at the Blaine and Bloomington campuses.
ASSOCIATE'S DEGREE

CAREER OPPORTUNITIES:
• Phlebotomist
• Laboratory Assistant
• EKG Technician
• Patient Care Technician
• Personal Care Aide
• Phlebotomy Services Representative
• Monitor Technician
• Cardiovascular Technician
• Patient Care Assistant
• Healthcare Associate

OBJECTIVE:
Graduates of the Health Sciences Associate of Science Degree know and can apply a combination of real world technical skills and general education concepts, and have learned to serve as valuable members of a health care team. Depending on career track, graduates may choose from a variety of employment options involving patient care or related health care situations. Graduates understand and value critical thinking and problem solving, written and interpersonal communication, customer service, diversity awareness skills, and medical ethics as these concepts relate to the health care industry and the community.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course)
G124  English Composition  4
Communication (Select 1 course other than G141)
Humans (Select 3 courses)  12
Math/Natural Sciences
(Select 2 courses other than G150)
Social Sciences (Select 3 courses)  12

MAJOR AND CORE COURSES

LOWER DIVISION
H200  US Healthcare Systems  4
M232  Pathophysiology  5
MA135 Pharmacology for the Allied Health Professional  4
Total Associate’s Degree Credits
General Education Credits  48
Major and Core Credits  24
Track Credits  19
TOTAL AS DEGREE CREDITS  91*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.

This program is not available at the Moorhead campus, The Mankato and St. Cloud campuses only offer the Health Sciences Associate’s Degree and Phlebotomy Certificate track.

Lab work for the Phlebotomy Certificate track is only available at the Brooklyn Park/Maple Grove, Lake Elmo/Woodbury, Mankato and St. Cloud campuses.

Lab work for the EKG Technician Certificate track is only available at the Blaine campus.

Lab work for the Patient Care Technician Certificate track is only available at the Blaine and Bloomington campuses.
## Medical Billing and Coding Certificate

### Career Opportunities:
- Medical Coder
- Medical Coder/Biller

### Objective:
Graduates of this certificate program know how to code healthcare data using ICD and CPT coding principles, and understand how these skills contribute to other areas in the healthcare facility. Students know how to navigate a health record and abstract information necessary to correctly code the medical information. They know medical terminology, anatomy, pathology and the effective use of medical coding software available. They value the ability to effectively communicate, ethical and professional behavior in the workplace and the confidentiality of patient information.

### Foundation Courses
- **B080**  Reading and Writing Strategies  4
- **B087**  Practical Math  4

### General Education Courses

#### Lower Division
- Math/Natural Sciences (Required course)  4
- **G150**  Structure and Function of the Human Body

#### Major and Core Courses

#### Lower Division
- **D132**  Computer Applications and Business Systems Concepts  3
- **E242**  Career Development  2
- **M120**  Medical Terminology  4
- **M121**  Anatomy and Pharmacology for Coders  3
- **M131**  ICD-CM Coding  4
- **M132**  ICD-PCS Coding  4
- **M141**  Ambulatory Care Coding  3
- **M209**  Medical Insurance and Billing  3
- **M232**  Pathophysiology  5
- **M243**  Health Information Law and Ethics  4
- **M251**  Medical Coding Practicum  1

### Total Certificate Credits
- General Education Credits  4
- Major and Core Credits  36

### Total Certificate Credits  40*

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*In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

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* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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

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## Medical Billing and Coding Diploma

### Career Opportunities:
- Medical Coder
- Medical Coder/Biller

### Objective:
Graduates of this diploma program know how to code healthcare data using ICD and CPT coding principles, and understand how these skills contribute to other areas in the healthcare facility. Students know how to navigate a health record and abstract information necessary to correctly code the medical information. They know medical terminology, anatomy, pathology and the effective use of medical coding software available. They value the importance of effective written and interpersonal communication, critical thinking and problem solving, ethical and professional behavior in the workplace and the confidentiality of patient information.

### General Education Courses

#### Lower Division
- **G124**  English Composition (Required course)  4
- **G136**  Introduction to Health Information Management  4

#### Major and Core Courses

#### Lower Division
- **G140**  Human Anatomy  5
- **G141**  Principles of Pathology  4
- **M261**  Medical Coding Practicum  3

#### Total Diploma Credits
- General Education Credits  16
- Major and Core Credits  40

### Total Diploma Credits  56*

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* In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

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* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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

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Our Credential Ladder guides you to earn increasingly advanced academic credentials.
HEALTH INFORMATION Technician ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• 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, navigate an electronic health record, manage a file room, and release medical information under appropriate circumstances. Graduates value written and interpersonal communication, critical thinking and problem solving, diversity awareness, skills, information and financial literacy, ethical and professional behavior in the workplace, and the confidentiality of patient information.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Humanities (Select 2 courses) 8
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

LOWER DIVISION
H200 US Healthcare Systems 4
M211 Quality Analysis and Management 4
M218 Management of Health Information Services 4
M229 Healthcare Information Technologies 4
M252 Health Information Practicum 2

TOTAL Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 58
TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

The Health Information Technician Associate Degree Program offered at the Brooklyn Park/Maple Grove, Bloomington, Eagan, Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses in Minnesota – the Aurora/Naperville and Rockford Campuses in Illinois – the Green Bay Campus in Wisconsin – and the Rasmussen College Online Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). This program may require specific immunizations prior to professional practice experience.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check. Applicants must also attend a programmatic orientation.

HEALTH INFORMATION MANAGEMENT BACHELOR'S DEGREE

CAREER OPPORTUNITIES:
• Medical Records Manager
• Clinical Data Analyst
• Privacy Officer
• Corporate Compliance Officer
• Risk Management Officer

OBJECTIVE:
Graduates of the Health Information Management (HIM) program will be prepared to assume diverse entry-level positions that span a broad range of settings including hospitals, physician practices, nursing homes, home health agencies, mental health facilities, and public health agencies as well as software companies, government agencies, pharmaceutical companies, and consulting firms. They will understand basic human anatomy and physiology, medical terminology and pathophysiology and demonstrate how they are critical to managing patient health information. HIM BS graduates will be able to communicate with all levels (clinical, financial, and administrative) of an organization that utilizes patient data in daily operations and decision making. Graduates will be skilled and competent in developing information policy, designing and managing information systems, as well as functioning in a technologically advanced and changing work environment. Graduates can apply, analyze, synthesize, and evaluate didactical theories and real world experiences relevant to health information management; demonstrate self-directed learning skills using a variety of resources and technology; articulate personal attitudes and attributes critical to professional leadership; and administer health information computer systems. Graduates value critical analytical thinking, problem solving, financial literacy, knowledge creation skills, lifelong learning, communication, diverse perspectives, technology and information literacy, ethical and professional practice, and confidentiality of patient information.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

UPPER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

UPPER DIVISION
B375 Advanced Human Resource Management 4
H330 Quality Improvement in Healthcare 4
H340 Regulation and Compliance in Healthcare 4
H350 Healthcare Statistics 4
H420 Advanced Healthcare Law and Ethics 4
H300 Information and Communication Technologies 4
H305 Health Information Management Systems 4
H320 Data, Information, and File Structures 4
H330 Financial Management of Health Information Services 4
H340 Project Management 4
H350 Electronic Health Record Application 4
H360 Reimbursement Methodologies 4
H400 Electronic Data Security 3
H410 Applied Research in Health Information Management 4
H420 Health Information Management Professional Practice Experience 4
H430 Strategic Planning and Development 4
H435 Health Data Management 2
H450 Health Information Management Alternative Facility Professional Practice Experience 1

Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 58
Upper Division Major and Core Credits 66
TOTAL BS DEGREE CREDITS 180*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

This program is not available online to residents of some states. Please speak with your Program Manager to determine your eligibility for enrollment.

This program requires specific immunizations prior to professional practice experience.

Entrance Requirements for Health Information Management Bachelor’s Program: Applicants pursuing admittance into the Health Information Management BS degree program must possess an AAS in Health Information Technology Management from a CAHIIM-accredited program earned within the past five years or have an AAS degree and possess a current RHIT credential. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years and approval by the Program Coordinator.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check. Applicants must also attend a programmatic orientation.

The Health Information Management BS Degree program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).
DIPLOMA

CAREER OPPORTUNITIES:
• Medical Administrative Assistant/Secretary
• Medical Coder/Biller
• Medical Receptionist

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, billing, and general medical office procedures. They value the importance of effective written and interpersonal communication, critical thinking, ethical and professional behavior in the workplace, and the confidentiality of patient information.

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B087 Practical Math 4

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course) 4
Math/Natural Sciences (Required course) 4
G150 Structure and Function of the Human Body

MAJOR AND CORE COURSES
LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
M100 Customer Service in Healthcare 1
M120 Medical Terminology 4
M130 Medical Writing, Style, and Grammar 3
M133 ICD Coding 3
M141 Ambulatory Care Coding 3
M202 Introduction to Medical Transcription 4
M209 Medical Insurance and Billing 3
M214 Medical Transcription 3
M230 Medical Law and Ethics 4
M232 Pathophysiology 5
M270 Electronic Health Records and Medical Office Procedures 4
M290 Medical Administration Capstone 1
M2135 Pharmacology for the Allied Health Professional 4
S115 Keyboarding I 3

Total Diploma Credits
General Education Credits 8
Major and Core Credits 50

TOTAL DIPLOMA CREDITS 58*

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Medical Office Manager
• Medical Coder/Biller
• Medical Administrative Assistant/Secretary
• Medical Receptionist

OBJECTIVE:
Graduates of this program understand the procedures and processes 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, billing, and general medical office procedures. They value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, diversity awareness skills, ethical and professional behavior in the workplace, and the confidentiality of patient information.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course other than G150) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
LOWER DIVISION
A140 Financial Accounting I 4
H200 US Healthcare Systems 4
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 58

TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
# MEDICAL ASSISTING • DIPLOMA • AAS DEGREE

## DIPLOMA

### CAREER OPPORTUNITIES:
- Medical Assistant
- Medical Office Administrative Assistant

### OBJECTIVE:
The objectives of the Medical Assisting Diploma program are to prepare students to become valuable members of a healthcare team by supporting and assisting providers in delivering quality healthcare services; and to prepare students who are proficient in cognitive (knowledge), psychomotor (skills), and affective (behavioral) learning behaviors for entry-level medical assistant positions. Graduates value the critical thinking, effective communication, diversity awareness skills and medical ethics as they pertain to the medical assisting career.

### FOUNDATION COURSES
- B080 Reading and Writing Strategies: 4
- B087 Practical Math: 4

### GENERAL EDUCATION COURSES

#### LOWER DIVISION
- English Composition (Required course): 4
- G124 English Composition: 4
- Math/Natural Sciences (Required course): 4
- G150 Structure and Function of the Human Body: 4

#### MAJOR AND CORE COURSES

#### LOWER DIVISION
- E242 Career Development: 2
- M100 Customer Service in Healthcare: 1
- M120 Medical Terminology: 4
- M230 Medical Law and Ethics: 4
- M232 Pathophysiology: 4
- M270 Electronic Health Records and Medical Office Procedures: 4
- MA102 Introduction to Medical Assisting: 3
- 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
- MA250 Radiography Skills: 3
- MA265 Medical Assistant Externship: 8
- MA285 Medical Assisting Capstone: 2

**Total Diploma Credits**
- General Education Credits: 8
- Major and Core Credits: 52
- **TOTAL DIPLOMA CREDITS: 60***

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.*

This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma program at the Green Bay, Lake Elmo/Woodbury, and Moorhead campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (cahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Ocala, New Port Richey/West Pasco and Tampa/Brandon campuses in Florida; the Appleton and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Mankato, and St. Cloud campuses in Minnesota are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

Medical Assisting students must receive the first injection of the Hepatitis B immunization series by the end of week two in the Introduction to Medical Assisting course. Prior to the student beginning their externship, the full three injection series of the Hepatitis B immunization and all other program required immunizations must be completed. Medical Assisting students must successfully complete all Medical Assisting competencies before they will be eligible for graduation.

All Medical Assisting students are required to attend the Medical Assisting Programmatic Orientation within the first quarter of the program. All Medical Assisting students are required to attend the Rasmussen Externship meeting conducted by the Program Coordinator as well as a site orientation (if required by the site) prior to being eligible to begin the externship.

In addition to meeting all other admissions requirements, Minnesota campus applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.

## ASSOCIATE’S DEGREE

### CAREER OPPORTUNITIES:
- Medical Assistant
- Medical Office Administrative Assistant

### OBJECTIVE:
The objectives of the Medical Assisting AAS Degree program are to prepare students to become valuable members of a healthcare team by supporting and assisting providers in delivering quality healthcare services; and to prepare students who are proficient in cognitive (knowledge), psychomotor (skills), and affective (behavioral) learning behaviors for entry-level medical assistant positions. Graduates will understand and value critical thinking and problem solving, written and interpersonal communication, information and financial literacy, diversity awareness skills and medical ethics as they relate to the medical assisting career and the global community.

### IN ADDITION TO ALL DIPLOMA COURSES

### GENERAL EDUCATION COURSES

#### LOWER DIVISION
- Communication (Select 1 course): 4
- Humanities (Select 2 courses): 8
- Math/Natural Sciences (Select 2 courses): 8
- Social Sciences (*Required, Select 1 additional course): 8
- G148 General Psychology

#### MAJOR AND CORE COURSES

#### LOWER DIVISION
- D132 Computer Applications and Business Systems Concepts: 3

**Total Associate’s Degree Credits**
- General Education Credits: 36
- Major and Core Credits: 55
- **TOTAL AAS DEGREE CREDITS: 91***

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.*

This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Ocala, New Port Richey/West Pasco and Tampa/Brandon campuses in Florida; the Appleton and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Mankato, and St. Cloud campuses in Minnesota are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

In addition to meeting all other admissions requirements, Minnesota campus applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.
CAREER OPPORTUNITIES:
• 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 and problem solving, written and interpersonal communication, diversity awareness skills, information and financial 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.

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Required courses) 8
G215 Introduction to Human Biology
G233 College Algebra
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
LOWER DIVISION
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 Clinical Chemistry 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 Associate's Degree Credits
General Education Credits 32
Major and Core Credits 79
TOTAL AAS DEGREE CREDITS 111

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter prior to beginning their first Practicum course as a requirement to graduate from an Associate's degree program.

This program requires specific immunizations prior to professional practice experience.

This program is available at the Lake Elmo/Woodbury, Mankato, St. Cloud, Moorhead, and Green Bay campuses.

The Medical Laboratory Technician program at the Green Bay, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Rosemount, IL, 65018, 713-714-8880.

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.

In addition to meeting all other admissions requirements, Minnesota campus applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.
PHARMACY TECHNICIAN • CERTIFICATE • DIPLOMA • AAS DEGREE

CERTIFICATE
CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy

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 the ability to effectively communicate in a variety of situations, honesty and integrity, compassion for patients, and patient confidentiality.

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B087 Practical Math 4

GENERAL EDUCATION COURSES
LOWER DIVISION
Math/Natural Sciences 8
("Required, select one additional course"
G150 Structure and Function of the Human Body"

MAJOR AND CORE COURSES
LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
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
Total Certificate Credits
General Education Credits 8
Major and Core Credits 36
TOTAL CERTIFICATE CREDITS 44*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

DIPLOMA
CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy

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 written and interpersonal communication, critical thinking in a variety of professional contexts, honesty and integrity, compassion for patients, and patient confidentiality.

IN ADDITION TO ALL CERTIFICATE COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4

MAJOR AND CORE COURSES
LOWER DIVISION
B119 Customer Service 4
B271 Professional Communication 4
H200 US Healthcare Systems 4
PT285 Pharmacy Technician Capstone 3
S115 Keyboarding I 3
Total Diploma Credits
General Education Credits 16
Major and Core Credits 54
TOTAL DIPLOMA CREDITS 70*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

ASSOCIATE’S DEGREE
CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy
• Hospitals and Healthcare Facilities

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 written and interpersonal communication, critical thinking and problem solving, information and financial literacy, diversity awareness skills, honesty and integrity, compassion for patients, and patient confidentiality.

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course other than G150) 4
Social Sciences (Select 2 courses) 8
Total Associate’s Degree Credits
General Education Credits 36
Major and Core Credits 54
TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

ASSOCIATE’S DEGREE
CERTIFICATE
DIPLMA
AAS DEGREE

EARN AS YOU LEARN
Our Credential Ladder guides you to earn increasingly advanced academic credentials.

888-5-RASMUSSEN
CAREER OPPORTUNITIES:
• Surgical Technologist
• Surgical Assistant

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.

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (“Required, select one additional course”) 8
G215 Introduction to Human Biology 4
Social Sciences (“Required, Select 1 additional course”) 8
G148 General Psychology 4

TOTAL AAS DEGREE CREDITS
General Education Credits 32
Major and Core Credits 60
TOTAL AAS DEGREE CREDITS 92

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete a passing grade in a seminar course. Students must complete the Junior Seminar during the quarter prior to beginning their first Practicum course as a requirement to graduate from an Associate’s degree program.

This program requires specific immunizations prior to professional practice experience.

This program is only available at the Brooklyn Park/Maple Grove, Moorhead, and St. Cloud campuses.

The Surgical Technologist AAS Program at the Brooklyn Park/Maple Grove, Moorhead, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (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)
  3361 Park Street
  Clearwater, FL 33756
  727-210-2350
  caahep.org

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.

In addition to meeting all other admissions requirements, Minnesota campus applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.
CRIMINAL JUSTICE • AAS DEGREE • BS DEGREE

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES: **
- Corrections Officer
- Peace Officer
- Probation Assistant
- Court Clerk
- Security Professional
- Juvenile Specialist

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 written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B087 Practical Math 4

GENERAL EDUCATION COURSES
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 2 courses, including at least one Math course) 8
Social Sciences (Required courses) 8
G142 Introduction to Sociology 4
G148 General Psychology 4

MAJOR AND CORE COURSES
D132 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2
J100 Introduction to Criminal Justice 4
J106 Criminology: Motives for Criminal Deviance 4
J115 Introduction to Corrections 4
J120 Policing in America 4
J140 Field Communications in Criminal Justice 2
J150 Introduction to Criminal Law 4
J170 Applied Criminal Procedures 4
J200 Domestic Violence 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J246 Practical Psychology for the Criminal Justice Professional 4
J250 Drugs and Crime 4
J255 Ethics in Criminal Justice 4
J270 Critical Thinking and Evidence-Based Practices in Criminal Justice 4
J280 Contemporary Issues in Criminal Justice Capstone 4

Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 59
TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS

BACHELOR’S DEGREE

CAREER OPPORTUNITIES: **
- Detective Investigator
- Homeland Security Agent
- Juvenile Justice Specialist

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. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES:

UPPER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES:

UPPER DIVISION
J326 Criminal Behavior: Profiling Violent Offenders 4
J331 Constitutional Law 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
J490 Critical Issues in Criminal Justice 4

Choose either Track I or Track II
Track I (Not available for national online students)
J480 Criminal Justice Internship 9
Track II J453 Criminal Justice Seminar 5
J457 Senior Thesis 4

Elective Credits (Select 4 courses for 16 credits) 16
J305 Examination of Forensic Science 4
J320 Criminal Investigations 4
J325 Criminal Evidence 4
J330 Organized Criminal Syndicates 4
J340 Women and Criminal Justice 4
J345 Diversion and Rehabilitation 4
J401 Community Corrections 4
J430 Forensic Psychology 4
J430 Special Populations in Criminal Justice 4
J440 Special Offenders: Sex Offenders 4
J445 Special Offenders: Serial Killers 4

Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 59
Upper Division Major and Core Credits 49
Upper Division Elective Credits 16
TOTAL BS DEGREE CREDITS 180*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

** Additional training may be required.

Criminal Justice Professional Peace Officer Education (PPOE). This program meets peace officer training standards established by the Minnesota Peace Officer Standards and Training (MN POST) Board for persons who seek employment in Minnesota as a peace officer. Training standards vary by state, and students seeking peace officer employment in a state other than Minnesota should consult that state’s regulations. In order to sit for the Minnesota Peace Officer Standards and Training (MN POST) Board 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 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. Skills training cannot be completed online.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
HUMAN SERVICES • CERTIFICATE • DIPLOMA • AAS DEGREE

CERTIFICATE

CAREER OPPORTUNITIES:
• Program Assistant Specialist

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. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities.

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B087 Practical Math 4

GENERAL EDUCATION COURSES
LOWER DIVISION
Social Sciences (Required course) 4
G148 General Psychology 4

MAJOR AND CORE COURSES
LOWER DIVISION
E242 Career Development 2
HS110 Introduction to 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
J121 Case Management: Strategies for Rehabilitation 4
J211 Counselling Clients 4

Total Certificate Credits
General Education Credits 4
Major and Core Credits 34
TOTAL CERTIFICATE CREDITS 38*

DIPLOMA

CAREER OPPORTUNITIES:
• Community Service Specialist
• Human Service Assistant

OBJECTIVE:
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES
LOWER DIVISION
B119 Customer Service 4
D132 Computer Applications and Business Systems Concepts 3
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J250 Drugs and Crime 4

Choose either Track I or Track II

Track I
HS294 Internship for Human Services 9

Track II
B271 Professional Communication 4
HS295 Human Services Capstone 5

Total Diploma Credits
General Education Credits 16
Major and Core Credits 58
TOTAL DIPLOMA CREDITS 74*

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Community Service Specialist
• Community Service Assistant
• Social Service Specialist
• Human Service Assistant
• Program Assistant Specialist
• Social Service Assistant
• Program Assistant

OBJECTIVE:
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Required course) 4
G142 Introduction to Sociology 4

Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 58
TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Senior Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Graduation Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
PARALEGAL AAS DEGREE

CAREER OPPORTUNITIES:
- Paralegal
- Legal Assistant
- Legal Secretary
- Compliance Officer

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 written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

FOUNDATION COURSES
- B080 Reading and Writing Strategies
- B087 Practical Math

LOWER DIVISION
- English Composition (Required course)
- PL100 Introduction to Law and the Legal System
- PL121 Civil Litigation and Procedure I
- PL122 Civil Litigation and Procedure II
- PL142 Contracts: Managing Legal Relationships
- PL145 Paralegal Ethics
- PL226 Law Office Technology: Cyberspace and the Paralegal Profession
- PL228 Torts: Auto Accidents and Other Legal Injuries
- PL230 Family Law
- PL235 Legal Research
- PL240 Legal Writing

MAJOR AND CORE COURSES
- PL215 Real Estate Law
- PL216 Corporate Law
- PL228 Torts: Auto Accidents and Other Legal Injuries
- PL230 Family Law
- PL235 Legal Research
- PL240 Legal Writing
- Electives (choose 1 course, for 4 credits)

Chose either Track I or Track II
- Track I
  - PL290 Paralegal Internship
- Track II
  - PL280 Paralegal Capstone

TOTAL ASSOCIATE’S DEGREE CREDITS
194*

PARALEGAL CERTIFICATE

CAREER OPPORTUNITIES:
- Paralegal
- Legal Assistant
- Legal Secretary
- Compliance Officer

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 the ability to effectively communicate in a variety of situations, in the workplace and in their communities.

FOUNDATION COURSES
- B080 Reading and Writing Strategies
- B087 Practical Math

LOWER DIVISION
- English Composition (Required course)
- PL100 Introduction to Law and the Legal System
- PL121 Civil Litigation and Procedure I
- PL122 Civil Litigation and Procedure II
- PL142 Contracts: Managing Legal Relationships
- PL145 Paralegal Ethics
- PL226 Law Office Technology: Cyberspace and the Paralegal Profession
- PL228 Torts: Auto Accidents and Other Legal Injuries
- PL230 Family Law
- PL240 Legal Writing

MAJOR AND CORE COURSES
- PL215 Real Estate Law
- PL216 Corporate Law
- Chose either Track I or Track II
- Track I
  - PL290 Paralegal Internship
- Track II
  - PL280 Paralegal Capstone

TOTAL CERTIFICATE CREDITS
61*

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. ** Students must complete one additional general education course (with a course designator or transfer in the equivalent).
## LAW ENFORCEMENT AAS DEGREE

### LOWER DIVISION

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<td>Firearms I: Fundamentals of Armed Police Response</td>
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<td>Firearms II: Tactics for Combat Gunfighting</td>
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<td>Use of Force I: From Empty Hands to TASERS</td>
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<td>Use of Force II: Winning Violent Confrontations</td>
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<td>LE284</td>
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<td>LE290</td>
<td>Law Enforcement Capstone</td>
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### TOTAL AAS DEGREE CREDITS

41

**SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.**

## LAW ENFORCEMENT ACADEMIC CERTIFICATE

### LOWER DIVISION

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### TOTAL CERTIFICATE CREDITS

36

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

Criminal Justice Professional Peace Officer Education (PPOE) This program meets peace officer training standards established by the Minnesota Peace Officer Standards and Training (MN POST) Board for persons who seek employment in Minnesota as a peace officer. Training standards vary by state, and students seeking peace officer employment in a state other than Minnesota should consult that state’s regulations. In order to sit for the Minnesota Peace Officer Standards and Training (MN POST) Board licensing exam, students are required to successfully complete an officially recognized one-year course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical “Skills” coursework meeting POST objectives. Students must provide the Rasmussen College Law Enforcement Coordination 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. Skills training cannot be completed online.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and must also submit to a Minnesota Bureau of Criminal Apprehension background check.

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**CAREER OPPORTUNITIES:**
- 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. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities. Upon completing this program and additional required practical skills coursework, graduates will be eligible to take the Minnesota Professional Peace Officer (POST) licensing exam.

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**MAJOR AND CORE COURSES**

**LOWER DIVISION**

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**TOTAL CERTIFICATE CREDITS**

36

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

**CAREER OPPORTUNITIES:**
- 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. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities. Upon completing this program and additional required practical skills coursework, graduates will be eligible to take the Minnesota Professional Peace Officer (POST) licensing exam.

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**MAJOR AND CORE COURSES**

**LOWER DIVISION**

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**TOTAL AAS DEGREE CREDITS**

41

**SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.**
LAW ENFORCEMENT SKILLS CERTIFICATE

CAREER OPPORTUNITIES:
• Police Officer
• Deputy Sheriff
• Law Enforcement Officer
• State Trooper
• Conservation Officer

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. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities. Upon completing this program and additional required academic coursework, graduates will be eligible to take the Minnesota Professional Peace Officer (POST) licensing exam.

MAJOR AND CORE COURSES

LOWER DIVISION
- LE210 Traffic Enforcement: Managing Traffic Violators 3
- LE219 Firearms I: Fundamentals of Armed Police Response 2
- LE220 Firearms II: Tactics for Combat Gunfighting 2
- LE227 Use of Force I: From Empty Hands to TASERs 2
- LE228 Use of Force II: Winning Violent Confrontations 2
- LE233 Crime Scene Response: The Real CSI 3
- LE240 Minnesota Traffic Code 2
- LE245 Minnesota Criminal Code 2
- LE284 Patrol Practicals: Handling Calls in Progress 4
- LE290 Law Enforcement Capstone 2

TOTAL CERTIFICATE CREDITS 24

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

Admission to the Law Enforcement Skills 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 in a program that is approved by the Minnesota Peace Officer Standards and Training (MN POST) Board. Applicants are also required to interview with a Program Manager and complete a Rasmussen College placement test as part of the admissions process.

Criminal Justice Professional Peace Officer Education (PPOE) This program meets peace officer training standards established by the Minnesota Peace Officer Standards and Training (MN POST) Board for persons who seek employment in Minnesota as a peace officer. Training standards vary by state, and students seeking peace officer employment in a state other than Minnesota should consult that state’s regulations. In order to sit for the Minnesota Peace Officer Standards and Training (MN POST) Board 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 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.

Some skills training providers may require additional academic coursework. Skills training cannot be completed online.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and must also submit to a Minnesota Bureau of Criminal Apprehension background check.
CAREER OPPORTUNITIES:

- Clinical Practice
- Administration
- Nursing Education
- Nursing Leadership

OBJECTIVE:
The principal aim of this nursing education program is to strengthen nurses in the generalist role in alignment with the Essentials of Baccalaureate Education for Professional Nursing Practice. Graduates of this program will know the theoretical foundation of nursing according to the Quality and Safety Education for Nurses (QSEN) competencies which are designed to allow them to continuously improve the quality and safety of the healthcare systems within which they work. Graduates will be immersed in the six outcome abilities central to the QSEN competencies, and they are, patient centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety and informatics. Upon completion of the nursing program, they will be able to improve patient outcomes and promote nursing as a profession. Graduates value caring, diversity, excellence, holism, effective communication, integrity, life-long learning and evidence-based practice that underlie the QSEN outcome abilities.

PROGRAM ENROLLMENT:
Applicants to this program who have a current unencumbered Registered Nurse license, have successfully completed an Associate’s degree in Nursing, and satisfy all program admission requirements will receive a block transfer equivalent to 113 credits in transfer to this program. Applicants who hold an RN license without an Associate’s degree and satisfy all program admission requirements will receive 66 credits in transfer to this program. They may receive up to 47 additional credits for successfully completed applicable lower division general education coursework; lower division general education credits not transferred must be completed to earn this degree.

FOUNDATION COURSES

- B080 Reading and Writing Strategies 4
- B087 Practical Math 4

GENERAL EDUCATION COURSES

UPPER DIVISION

- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 1 course) 4
- Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

- NUR 3177 Health Assessment 4
- NUR 3205 Applied Pathophysiology 4
- NUR 3418 Introduction to Alternative and Complementary Therapies 4
- NUR 3508 Quality and Safety in Nursing 4
- NUR 3655 Transcultural Nursing 4
- NUR 3816 Dimensions of Professional Nursing 4
- NUR 4165 Nursing Research 4
- NUR 4529 Public Health and Community Nursing 4
- NUR 4773 Leadership and Management in Nursing 4
- NUR 4870 Nursing Informatics 4
- NUR 4909 Nursing Capstone 4

Total Bachelor's Degree Credits 181*

In addition to the courses listed, at designated points in their programs of study, students must complete the Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

This program is not available online to residents of some states. Please speak with your Program Manager to determine your eligibility for enrollment.
PROFESSIONAL NURSING AS DEGREE

CAREER OPPORTUNITIES IN:
• Hospitals
• Rehabilitation Centers
• Clinics
• Long-Term Care Facilities

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 healthcare continuum. Upon successful completion of this program, the graduate will receive an Associate of 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.

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Mathematics (Required course) 4
G233 College Algebra 4
Natural Sciences (Required courses) 19
G215 Introduction to Human Biology 4
GN200 Introduction to Microbiology 4
MA241 Human Anatomy and Physiology I 4
MA242 Human Anatomy and Physiology II 4
Social Sciences (Required courses) 8
G148 General Psychology 4
G217 Human Growth and Development 4

MAJOR AND CORE COURSES

LOWER DIVISION
NU117 Nutritional Principles in Nursing 4
NU124 Introduction to Professional Nursing 4
NU138 Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing 4
NU203 Fundamentals of Professional Nursing 6
NU213 Comprehensive Pharmacology 6
NU223 Professional Nursing I 6
NU237 Mental Health Nursing 4
NU241 Professional Nursing II 6
NU255 Maternal Child Health Nursing 4
NU260 Professional Nursing III 6
NU273 Role, Scope, Quality, and Leadership In Professional Nursing 4
NU294 Professional Nursing Capstone 2

Total Associate’s Degree Credits
General Education Credits 47
Major and Core Credits 56

TOTAL AS DEGREE CREDITS 103

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

This program is only offered at the Mankato, Bloomington 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.

In addition to meeting all other admissions requirements, Minnesota campus applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.

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

MOBILITY BRIDGE ENTRANCE OPTION

Students who have successfully completed a practical nursing program and hold a current practical nursing license will receive credit for NU117 Nutritional Principles in Nursing (4 credits) and NU203 Fundamentals of Professional Nursing (6 credits) in the Professional Nursing AS Degree program. Students may also transfer in up to 47 credits in successfully completed applicable general education coursework; graduates of Rasmussen College’s Practical Nursing program will receive credit for G124 English Composition, G233 College Algebra, and the Communication course the student completed in the Practical Nursing program (for a total of 12 additional general education credits). Students must successfully complete all remaining coursework in the Professional Nursing AS Degree program to earn this degree.
SCHOOL OF NURSING

PRACTICAL NURSING DIPLOMA

CAREER OPPORTUNITIES IN:
- Hospitals
- Clinics
- Long-Term Care Facilities
- Assisted Living Centers
- Dental Offices
- Physician’s Offices

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 NFLPN and NAPNES. Graduates 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.

Upon successful completion of this program, the graduate will receive a Diploma in Practical Nursing and will be eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN) to obtain licensure as a practical nurse.

GENERAL EDUCATION COURSES

LOWER DIVISION
- English Composition (Required course) 4
- G124 English Composition 4
- Communication (Select 1 course) 4
- Math/ Natural Sciences (Required courses) 8
- G150 Structure and Function of the Human Body 4
- G233 College Algebra 3

MAJOR AND CORE COURSES

LOWER DIVISION
- NU117 Nutritional Principles in Nursing 4
- PN106 Fundamentals of Practical Nursing 6
- PN108 Introduction to Practical Nursing 2
- PN114 Practical Nursing I 6
- PN123 Basic Pharmacology 3
- PN148 Gerontologic Nursing 3
- PN153 Practical Nursing II 6
- PN167 Psychosocial Nursing 4
- PN174 Practical Nursing III 6
- PN180 Family Nursing 4
- PN197 Practical Nursing Capstone 2

Total Diploma Credits
- General Education Credits 16
- Major and Core Credits 46

TOTAL DIPLOMA DEGREE CREDITS 62

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

This program is offered at the Brooklyn Park/Maple Grove, Eagan, Mankato, Moorhead, and St. Cloud campuses.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

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

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.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and must also submit to a Minnesota Department of Human Services background check.

SCHOOL OF NURSING MISSION STATEMENT
In accordance with the mission statement of Rasmussen College, the School of Nursing mission is to cultivate a learning environment that develops a skill set for critical thinking and educates students in the development of knowledge, skills, and attitudes needed to provide safe and competent nursing care in the communities we serve.

rasmussen.edu
DIPLOMA

CAREER OPPORTUNITIES:
• Web Developer

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates are familiar with interactive tools, technologies, and development platforms to build robust web applications and user-friendly web interfaces. They possess a developed skill set in web programming, IT project management, and website creation. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in IT support practices.

FOUNDATION COURSES
B080  Reading and Writing Strategies  4
B087  Practical Math  4

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)  4
G124  English Composition  4
Math/Natural Sciences (Select 1 course)  4

MAJOR AND CORE COURSES
LOWER DIVISION
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
E242  Career Development  2
N140  Logic and Troubleshooting  4
SD225  Object-Oriented Programming  3
W107  Programming Fundamentals  3
W109  Relational Databases  3
W110  JavaScript  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
W216  PHP/MySQL  3
W290  Web Programming Capstone  2

Total Diploma Credits
General Education Credits  8
Major and Core Credits  60

TOTAL DIPLOMA CREDITS  68*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Web Developer

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology and application development add value to the business process. Graduates know a variety of interactive tools, technologies, and development platforms to build robust web applications and user-friendly web interfaces. They possess a comprehensive skill set in multi-platform web programming, IT project management, and website creation. Graduates value the importance of effective written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 1 course)  4
Social Sciences (Select 2 courses)  8
Total Associate’s Degree Credits  32
Major and Core Credits  60

TOTAL AAS DEGREE CREDITS  92*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
SOFTWARE APPLICATION DEVELOPMENT CERTIFICATE

CAREER OPPORTUNITIES:
- Programmer Analyst
- Applications Developer
- Software Developer

OBJECTIVE:
Graduates of this program understand basic computer software and hardware concepts. They can develop and deploy computer applications and understand how development techniques affect software performance. Graduates are also able to conceptualize and manage software design projects. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities.

GENERAL EDUCATION COURSES

LOWER DIVISION
- Math/Natural Sciences (Required course) 5
  - G246 Advanced Algebra
  - Lower Division General Education Credits 5
- Total Certificate Credits 35

SOFTWARE APPLICATION DEVELOPMENT ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
- Programmer Analyst
- Applications Developer
- Computer Systems Analyst
- Software Developer

OBJECTIVE:
Graduates of this program understand intermediate computer software and hardware concepts. They can develop and deploy computer applications, design digital and software architecture, and utilize quality assurance techniques to improve software performance. Graduates are also able to conceptualize and manage software design projects. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

GENERAL EDUCATION COURSES

LOWER DIVISION
- English Composition (Required course) 4
  - G124 English Composition
  - Communication (“Required course, select 1 additional course”) 8
    - G126A English Composition 2
  - Humanities (“Required course, select 2 additional courses”) 12
    - G224 Introduction to Critical Thinking
  - Math/Natural Sciences (“Required, select 1 additional course”) 8
    - G247 Introduction to Discrete Mathematics
  - Social Sciences (Select 2 courses) 8
  - Lower Division General Education Credits 45
  - Major and Core Credits 46
  - Total AS Degree Credits 91

SOFTWARE APPLICATION DEVELOPMENT • CERTIFICATE • AS DEGREE

COMPUTER SCIENCE BS DEGREE

IN ADDITION TO ALL CERTIFICATE COURSES

LOWER DIVISION
- Calculus I 3
- PreCalculus 3
- Calculus I 3
- Calculus II 3
- Introduction to Computer Systems 3
- Total Associate’s Degree Credits 45

MAJOR AND CORE COURSES

LOWER DIVISION
G246 Advanced Algebra
COMPUTER SCIENCE BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Software Engineer
• Application Integration Engineer
• Software Architect
• Software Developer
• Applications Developer
• Computer Programmer

OBJECTIVE:
Graduates of this program understand and can apply theoretical concepts in the development of mobile applications and complex software products. They understand the principles of discrete and continuous mathematics and are able to apply logic and mathematical proof techniques. They understand programming fundamentals and are able to apply development techniques using a variety of modern programming languages. They have knowledge of the concepts and design principles relevant to computer architecture, operating systems, organization, networks, and distributed computing environments. Additionally, graduates have knowledge of fundamental principles in software engineering and algorithm analysis. They can perform software quality assurance testing, develop program documentation and flow charts, and apply best practices in the software development process. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways, enabling students to excel in the software application development industry.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

UPPER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

UPPER DIVISION
MH300 Applied Discrete Mathematics 4
MH310 Probability and Statistics 4
N303 Software Systems Principles 3
N304 Operating Systems Design 4
N322 Web Application Architecture and Design 4
N341 Software Systems Engineering 4
N358 Database Systems Design 4
N360 Mobile Platform Development 4
N361 Algorithm Analysis 4
N401 Artificial Intelligence 4
N402 Network Systems Design 4
N403 Advanced Mobile Application Development 3
N436 Simulation Analysis and Design 4
N461 Computer Graphics Programming 4
N471 Engineering Virtual Worlds 4
N480 Senior Computer Science Capstone 3

UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS 4
Total Bachelor’s Degree Credits
Lower Division General Education Credits 45
Upper Division General Education Credits 24
Lower Division Major and Core Credits 46
Upper Division Major and Core Credits 61
Unrestricted Upper Division Elective Credits 4
TOTAL BS DEGREE CREDITS 180

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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.
INFORMATION TECHNOLOGY MANAGEMENT
DIPLOMAS • AAS DEGREE • BS DEGREE

INFORMATION SECURITY BS DEGREE

INFORMATION TECHNOLOGY MANAGEMENT DIPLOMAS

CAREER OPPORTUNITIES:
• Deskside Support Technician
• Helpdesk / Service Desk Support Specialist
• Field Service Technician
• End User Support Specialist

OBJECTIVE:
Graduates of this program will be able to explain the basics of information technology, including systems analysis, network analysis, programming, network and computer security, and business applications. Graduates will understand how to troubleshoot computer and network problems with server, desktop, laptop, and mobile devices. Graduates will be able to develop a plan for mitigating risk and disaster planning concerning computers and networks. In addition, graduates will be able to create a plan to engage in life-long learning activities, including certifications. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in team and work environments.

FOUNDATION COURSES
B080 Reading and Writing Strategies
B087 Practical Math

GENERAL EDUCATION COURSES
English Composition (Required Course)
G124 English Composition
Math/Natural Sciences (Required Course)
G233 College Algebra

MAJOR AND CORE COURSES
LOWER DIVISION
B119 Customer Service
B136 Introduction to Business
B271 Professional Communication
D132 Computer Applications and Business Systems Concepts
E242 Career Development
N140 Logic and Troubleshooting
N141 Networking Security
N146 Fundamentals of Hardware and Software I
N147 Fundamentals of Hardware and Software II
N171 Introduction to Networks
N200 Systems Analysis
N228 Microsoft Windows Server
N290 Information Technology Capstone
W107 Programming Fundamentals

CHOOSE ONE TRACK:
Computer Information Technology Track**
N127 Microsoft Windows Workstations 3
N149 Helpdesk Support 3
N156 Mac Integration 3
N233 Software Packaging and Deployment 3
N259 Mobile Support Principles 3

General Track**
D250 Microsoft Access 3
N127 Microsoft Windows Workstation 3
N149 Helpdesk Support 3
N208 Linux Administration 3
W118 Introduction to HTML 3

Network Administration Track
N201 Cisco Network Routing and Switching 3
N208 Linux Administration 3
N211 Windows Scripting 3
N226 Windows Active Directory 3
N274 SQL Server Administration 3

Network Security Track
N201 Cisco Network Routing and Switching 3
N208 Linux Administration 3
N211 Mobile and Mac OS Security 3
N230 Fundamentals of Ethical Hacking 3
N253 Managing Information Security 3

Total Diploma Credits
General Education Credits 8
Major and Core Credits 44
Track Credits 15

TOTAL DIPLOMA CREDITS 67*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

INFORMATION TECHNOLOGY MANAGEMENT AAS

CAREER OPPORTUNITIES:
• Deskside Support Technician
• Helpdesk / Service Desk Support Specialist
• Field Service Technician
• End User Support Specialist

OBJECTIVE:
Graduates of this program will be able to explain the basics of information technology, including systems analysis, network analysis, programming, network and computer security, and business applications. Graduates will understand how to troubleshoot computer and network problems with server, desktop, laptop, and mobile devices. Graduates will be able to develop a plan for mitigating risk and disaster planning concerning computers and networks. In addition, graduates will be able to create a plan to engage in life-long learning activities, including certifications. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in team and work environments.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 additional course, other than College Algebra) 4
Social Sciences (Select 2 courses) 8

Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 59

TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

**NOTE: N208 Linux Administration and N201 Cisco Network Routing and Switching are prerequisite to courses contained in the Information Security BS degree program. Students that continue into the Information Security BS degree program must complete N208 prior to taking N437 Linux Security Strategies and must complete N201 prior to taking N314 Advanced Cisco Network Security – CCNA.

EARN AS YOU LEARN

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
### INFORMATION TECHNOLOGY MANAGEMENT BS

**CAREER OPPORTUNITIES:**
- Network Administrator
- Network Analyst
- Information Technology Manager

**OBJECTIVE:**
Graduates of this program understand how information systems are used in business and how technology adds value to business processes. They have advanced skills in network infrastructure management and know how to support business requirements through technology recommendations, security implementation, and development of policies and procedures to protect client data. Graduates have the ability to establish support structures and procedures to provide best in class customer service and problem resolution. They possess a high skill level in providing systems support and administration for web and database applications, network optimization, and expertise in systems performance monitoring. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

**IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES**

**GENERAL EDUCATION COURSES**

<table>
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<tr>
<th>UPPER DIVISION</th>
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<tbody>
<tr>
<td>Communication (Select 1 course)</td>
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<td>Humanities (Select 2 courses)</td>
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<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
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<td>Social Sciences (Select 2 courses)</td>
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<tr>
<th>MAJOR AND CORE COURSES</th>
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<tr>
<td>B351 Management of Information Systems</td>
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<td>B370 Organizational Behavior Analysis</td>
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<td>N312 Advanced Networking</td>
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<td>N323 Asset Management</td>
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<td>N331 Infrastructure Hardware</td>
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<td>N344 IT Security for Managers</td>
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<td>N359 Support Management</td>
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<td>N370 Virtualization</td>
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<td>N380 Project Management for IT</td>
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<td>N404 Cloud Computing</td>
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<td>N406 IT Operations Management</td>
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<td>N412 Risk Management and Business Continuity</td>
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<td>N422 Enterprise Application Support</td>
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<td>N424 Storage Management</td>
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<td>N432 Information Technology Management Capstone</td>
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<td>N433 Operating Systems Design</td>
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<td>N443 Service Management</td>
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<td>N458 Systems Monitoring</td>
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</tbody>
</table>

Total Bachelor's Degree Credits: 182*

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### INFORMATION SECURITY BS

**CAREER OPPORTUNITIES:**
- Network Security Analyst
- Security Consultant
- Information Security Analyst
- Computer Forensic Analyst

**OBJECTIVE:**
Graduates of this program will gain advanced knowledge in collecting and preparing evidence of computer crimes such as fraud, child pornography, and cyber espionage. The curriculum emphasizes a comprehensive understanding of the forensic tools and techniques used to investigate and analyze network-related incidents and digital devices. Graduates will be exposed to ethical and professional information systems management security standards in project management and report writing. Graduates of this program will also be able to address current and future cyber security challenges such as the collection and preservation of digital evidence, with a strong foundation of fundamental information systems management security principles. In addition, a graduate of this program will be prepared to provide exceptional service in the technology realm of the criminal justice field. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways, and integrity in the criminal justice system.

**IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES**

**GENERAL EDUCATION COURSES**

<table>
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<tr>
<th>MAJOR AND CORE COURSES</th>
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<tr>
<td>N312 Advanced Networking</td>
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<td>N314 Advanced Cisco Network Security–CCNA</td>
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<td>N326 Legal and Security Issues</td>
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<td>N327 SSCP Certification Preparation</td>
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<tr>
<td>N333 Wireless, Mobile and Cloud Security</td>
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<tr>
<td>N363 Security Strategies for Web Apps and Social Networking</td>
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<tr>
<td>N370 Virtualization</td>
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<tr>
<td>N385 Scripting - Shell Scripting / Python / Perl</td>
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<tr>
<td>N404 Cloud Computing</td>
<td>4</td>
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<td>N409 Auditing Information Technology Infrastructure</td>
<td>4</td>
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<td>N412 Risk Management and Business Continuity</td>
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<td>N416 Access Controls, Authentication, and PKI</td>
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<td>N420 Network Security and Cryptography</td>
<td>3</td>
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<td>N423 Windows Security Strategies</td>
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<td>N430 Computer Forensics</td>
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<td>N437 Linux Security Strategies</td>
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<tr>
<td>N442 Hacker Techniques, Tools, and Applications</td>
<td>4</td>
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<tr>
<td>N459 ISS Capstone</td>
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</tbody>
</table>

Total Bachelor’s Degree Credits: 182*

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* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

**Graduation Requirements:**
Students in Information Technology Management, Information Security, and Game and Simulation Programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will pay for students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payments will be made only once per certification. Students are responsible for paying for any additional attempts.
CAREER OPPORTUNITIES:
• 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 final production. They understand games and simulations in terms of storyline, plot, visual elements, interface design, hardware requirements, and the necessary programming languages to complete projects. They can develop stories and characters for games and simulations, and employ development techniques, applied math and physics, and networking skills for multi-player games. They can perform software quality assurance testing, product documentation, audience analysis, and implementation efficacy research while delivering products to consumers. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways, and understand how these practices can enhance the overall game and simulation development experience.

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B087 Practical Math 4

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences 9
("Required, Select 1 additional course")
G246 Advanced Algebra" (5 credits) 4
Social Sciences (Select 2 courses) 8

UPPER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2
E242 Career Development 2
N137 Programming I 4
N165 Fundamentals of Game Development I 4
N180 Math for Game and Simulation Production I 4
N204 Human-Computer Interaction and Interface Design 4
N206 Data Structures 4
N207 Programming II 4
N212 Fundamentals of Game Development II 4
N222 Physics for Game and Simulation Production 3
N225 Interactive Storytelling 3
N231 Web Application Development 3
N237 C# 3
N286 Math for Game and Simulation Production II 4
SD140 Mobile Application Development 3
SD225 Object-Oriented Programming 3
W107 Programming Fundamentals 3

UPPER DIVISION
N309 Principles of Computer Graphics 4
N316 Principles of Shader Programming 4
N324 Portfolio, Package and Publish 4
N328 Quality Assurance in Game and Simulation Production 4
N334 Game Engines and Integrated Game Development Environments 4
N347 Mobile Game Development 4
N401 Artificial Intelligence 4
N407 Networking and Multiplayer Game Development 4
N413 Asset Development I 4
N421 Software Engineering for Game and Simulation Production 4
N426 Asset Development II 4
N434 Simulation Production Project I 4
N444 Simulation Production Project II 4
N462 Game Production Project I 4
N463 Game Production Project II 4
N471 Engineering Virtual Worlds 4

Total Bachelor’s Degree Credits
Lower Division General Education Credits 33
Upper Division General Education Credits 24
Lower Division Major and Core Credits 60
Upper Division Major and Core Credits 64

TOTAL BS DEGREE CREDITS 181*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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.

Graduation Requirements
Students in Information Technology Management, Information Security, and Game and Simulation Programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will pay for students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payments will be made only once per certification. Students are responsible for paying for any additional attempts.
GENERAL EDUCATION COURSE SELECTIONS

ALL BS AND AAS DEGREE PROGRAMS
(Except Computer Science BS, Software Application Development AS, and Nursing Programs)

LOWER DIVISION

English Composition 
G124 English Composition 4
Communication 
G126A English Composition 2* 4
G414 Introduction to Communication 4
G427 Oral Communication 4

Humanities 
G125 Humanities 4
G145 Film Appreciation 4
G147 Art Appreciation 4
G201 Creative Writing 4
G224 Introduction to Critical Thinking 4
G230 Introduction to Literature 4
G238 Conversational Spanish 4

Math/Natural Sciences 
G150 Structure and Function of the Human Body 4
G152 Scientific Literacy 4
G180 General Education Mathematics 4
G215 Introduction to Human Biology 4
G233 College Algebra 4
G239 Introduction to Astronomy 4
G245 Introduction to Geology 4

Social Sciences 
G123 Principles of Economics 4
G142 Introduction to Sociology 4
G146 Human Geography 4
G148 General Psychology 4
G149 Technology and Society 4
G200 Understanding Cultures 4
G203 Macroeconomics 4
G204 Microeconomics 4
G242 American/U.S. National Government 4
G270 United States History: 1900 to the Present 4

UPPER DIVISION

Communication 
G324 Advanced Composition 4
G332 Visual Communication in the Media 4

Humanities 
G330 American Literature 4
G335 Contemporary World Literature: 1900 to the Present 4
G435 Literature of American Minorities 4
G440 Political Thought 4

Math/Natural Sciences 
G328 Human Uses of the Environment 4
G346 Physical Geography 4
G350 Conservation of Resources 4
G354 Gender in Math and Science 4

Social Sciences 
G333 American Religious History 4
G380 Visions of America Since 1945 4
G401 Comparative Politics 4
G425 Work and Family 4

*Required courses

See specific course requirements on program pages.

GENERAL EDUCATION REQUIREMENTS FOR RASMUSSEN COLLEGE CREDENTIALS

BS degree candidates must successfully complete an additional twenty-four (24) upper-division general education credits beyond the lower-division credits required in an Associate’s degree. These credits should be distributed across the following categories: Communication, Humanities, Math/Natural Sciences, and Social Sciences. AAS degree candidates must successfully complete thirty-two (32) credits of general education coursework distributed across the following categories: English Composition, Communication, Humanities, Mathematics, Natural Sciences, and Social Sciences. AS degree candidates must successfully complete forty-five (45) credits of general education coursework distributed across the same categories. Diploma programs include general education courses as designated by program. Certificate programs may not include general education courses because they are career focused. Courses that are primarily developmental or remedial in nature, such as Foundation courses, may not be included in the general education total for any program.

COMPUTER SCIENCE BS DEGREE AND SOFTWARE APPLICATION DEVELOPMENT AS DEGREE

LOWER DIVISION

English Composition 
G124 English Composition* 4
Communication 
G126A English Composition 2* 4
G414 Introduction to Communication 4
G427 Oral Communication 4

Humanities 
G125 Humanities 4
G145 Film Appreciation 4
G147 Art Appreciation 4
G201 Creative Writing 4
G224 Introduction to Critical Thinking* 4
G230 Introduction to Literature 4
G238 Conversational Spanish 4

Math/Natural Sciences 
G150 Structure and Function of the Human Body 4
G152 Scientific Literacy 4
G180 General Education Mathematics 4
G215 Introduction to Human Biology 4
G239 Introduction to Astronomy 4
G245 Introduction to Geology 4
G246 Advanced Algebra 4
G247 Introduction to Discrete Mathematics* 4

Social Sciences 
G123 Principles of Economics 4
G142 Introduction to Sociology 4
G146 Human Geography 4
G148 General Psychology 4
G149 Technology and Society 4
G200 Understanding Cultures 4
G203 Macroeconomics 4
G204 Microeconomics 4
G242 American/U.S. National Government 4
G270 United States History: 1900 to the Present 4

UPPER DIVISION

Communication 
G324 Advanced Composition 4
G332 Visual Communication in the Media 4

Humanities 
G330 American Literature 4
G335 Contemporary World Literature: 1900 to the Present 4
G435 Literature of American Minorities 4
G440 Political Thought 4

Math/Natural Sciences 
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 
G333 American Religious History 4
G380 Visions of America Since 1945 4
G401 Comparative Politics 4
G425 Work and Family 4

*Required courses

See specific course requirements on program pages.

NURSING PROGRAMS

English Composition 
G124 English Composition 4
Communication 
G414 Communication 4
G427 Oral Communication 4

Humanities 
G125 Humanities 4
G145 Film Appreciation 4
G147 Art Appreciation 4
G201 Creative Writing 4
G224 Introduction to Critical Thinking 4
G230 Introduction to Literature 4
G238 Conversational Spanish 4

Math/Natural Sciences 
G150 Structure and Function of the Human Body 4
G215 Introduction to Human Biology 4
G233 College Algebra 4
GN200 Introduction to Microbiology 5
MA241 Human Anatomy and Physiology I 5
MA242 Human Anatomy and Physiology II 5

Social Sciences 
G148 General Psychology 4
G217 Human Growth and Development 4
See specific course requirements on program pages...

GENERAL EDUCATION PHILOSOPHY

The purpose of general education is to promote breadth of knowledge and intellectual inquiry as a central component of a program of study. Through the development of their general skills, students are expected to refine their communication and critical thinking abilities, apply these concepts to their chosen areas of programmatic study, and interact responsibly and constructively with others in a rapidly changing world. General education concepts and skills are integrated across the curriculum in a number of programmatic courses to prepare students to:

1. Effectively communicate, either orally or 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.
4. Recognize and value the diverse needs and perspectives of individuals.

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 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, 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.
College Experience Course, 0 credits

The College Experience D1 and instructor led, objective qualification tool to help quantify the commitment of potential students through a one week simulation of the college experience at Rasmussen College. This course must be passed with a score of 80/100 in order to proceed with enrollment. This course is designed to helpbuild a student's confidence and knowledge through demonstrating habits necessary for success in college and clarifying expectations for student engagement. This course requires both reading and submission of assignments to closely resemble what they will experience every week in a typical Rasmussen course.
Prerequisite: none

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: 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
This 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 interpersonal communication and class presentations.
Prerequisite: Offered last or second-to-last quarter for Associate's degree students.

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

A332 Accounting for Business Managers 40 hours, 4 credits
This course provides a review of accounting objectives and their relation to business, as well as 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: none

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

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 present value 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 the 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 builds on Intermediate Financial Reporting II and explores advanced financial principles, processes, and procedures related to how organizations measure key financial objectives, including revenue, cash, and taxes. The development and challenges concerning international accounting standards is also studied. An application of international standards is interwoven through each lesson.
Prerequisite: Intermediate Financial Reporting II

A400 CPA Exam Preparation 40 hours, 2 credits
The CPA exam preparation course provides students with a comprehensive review of topics tested on the CPA examination. Students learn through lecture as well as problem solving.
Prerequisite: This is the last course students take in the program.

A402 Advanced Auditing II 40 hours, 4 credits
This course covers the depth and breadth of generally accepted auditing standards and their applications with emphasis on internal auditing, operational auditing, and integrity auditing.
Prerequisites: Advanced Auditing Concepts and Standards

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, allocate, accumulate, control and track 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 Service, addressing individuals, corporations, and partnerships.
Prerequisite: Taxation of Individuals

A415 Financial Statement Analysis 40 hours, 4 credits
This course introduces the student to the study of financial statement analysis including interpreting and analyzing accounting data and examining financial statements.
Prerequisites: Financial Accounting II

A416 Advanced Financial Accounting 40 hours, 4 credits
This course focuses on the importance of the operational functions in organizations today in linking business decisions and the related financial accounting transactions necessary, segment reporting, output planning, internal reporting, international business, currency transactions, inventory control, and quality control. An interweaving emphasis will be placed on quality and its impact in using a strategic advantage for manufacturing and service entities.
Prerequisite: Intermediate Financial Reporting II

A420 Accounting Information Systems 40 hours, 4 credits
An advanced course that further develops an understanding of the elements, relationships, and issues associated with manual and computerized accounting information systems. Practical assignments using spreadsheets, databases, and general education software.
Prerequisite: Management of Information Systems

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 financial statements, transfer pricing, foreign currency translation, financial disclosure, and international accounting harmonization.
Prerequisite: Advanced Financial Accounting
A432 Accounting Fraud Investigation
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

A440 Accounting Research Methods and Techniques
40 hours, 4 credits
In this course students learn accounting research tools and processes, how to conduct accounting research, and how to apply findings and results to solve business problems.
Prerequisites: Advanced Auditing Concepts and Standards; Taxation of Individuals; Intermediate Financial Reporting III

A490 Accounting Capstone II
40 hours, 4 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, interpersonal communication and class presentation.
Prerequisite: Intended for student’s last quarter

B080 Reading and Writing Strategies
40 hours, 4 credits
This course develops students’ reading and writing skills in preparation for college-level coursework. Through review of grammar, punctuation, and the writing process, students will enhance their ability to compose sentences, paragraphs, and short essays. The study of reading strategies will provide students with the tools necessary for comprehending college-level texts. This course is taught in six-week sessions.
Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

B087 Practical Math
40 hours, 4 credits
Mathematics is learned through communication. In this course, students will learn to communicate how problems are solved and how solving problems can be applied in real-world settings. Students will have opportunities to learn multiple problem solving strategies. This course also provides practice and skill problems. This course is taught in six-week sessions.
Prerequisite: Placement determined by Rasmussen College entrance placement exam 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, governmental, marketing, analysis and any other activities related to general ownership and operation.
Prerequisite: none

B165 Introduction to Human Resources Management
40 hours, 4 credits
This course is an introduction to the management and leadership of an organization’s human resources and 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 guidelines. This course includes educational resources from Harvard Business Publishing.
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 will work through related issues and produce a resolution in a well written format.
Prerequisite: none

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 management, financial analysis, budgeting, and capital structure. Prerequisite: Financial Accounting I

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. In addition, they will develop an understanding of the manager-employee relationship and the legal and ethical issues that impact these relationships. This course includes educational resources from Harvard Business Publishing.
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

B235 Introduction to Organizational Leadership
40 hours, 4 credits
This course provides students with an opportunity to learn the fundamental theory and practical application of organizational leadership in the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the chaotic and consistently changing world of organizations and develop their own skills to become effective leaders. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

B245 Online Multimedia 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 business communication tools, this course will also address creating and evaluating proposals, media and non-media communication and online public relations.
Prerequisite: Internet Business Models and E-Commerce

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

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 employment 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

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 electronic environments.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

B271E Support Business Models and 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

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’s 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: Intended for last quarter of student’s program

B281 Public Relations and Advertising Strategies
40 hours, 4 credits
Students examine the similarities and differences between public relations, advertising and promotional marketing and how to differentiate between target audience and a target market. Marketing interactions with associated stakeholders, including current and new customers; shareholders; the media; financial and industry analysts will be explored. Other parts of the enterprise, such as senior management and marketing, finance, and human resources departments are studied.
Prerequisite: Principles of Marketing

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

B316 Applied Management Principles
40 hours, 4 credits
This course will review foundational management skills and insights derived from management practices. 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; problem solving; coaching, influencing, and motivating others; team-building; and leading change.
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 marketing value. This course includes educational resources from Harvard Business Publishing.
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. Through theory, self-analysis, and analysis of others, this course covers a continuation of financial planning, working capital management, capital structure, multinational financial, 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; problem solving; coaching, influencing, and motivating others; team-building; and leading change. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Principles of Management

B343 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 and transactional laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, securities regulation contracts, and other areas of business law.
Prerequisite: Business Law

This catalog and student handbook is published biennially. Rasmussen College reserves the right to modify course content, add, change, or delete courses, and update course prerequisites and degrees at any time. For more information, please contact Rasmussen College Academic Affairs at 888-5-RASMUSSEN.
COURSE DESCRIPTIONS

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.
Prerequisites: none

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: none

B360 Operations Management 40 hours, 4 credits
In this course students examine the operations function of coordinating people, production, 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. Emphasis during the course will be used for solving business problems.
Prerequisite: none

B370 Organizational Behavior Analysis 40 hours, 4 credits
This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.
Prerequisite: none

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 personnel 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, or Management of Health Information Services

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 the development of effective negotiation and conflict management skills.
Prerequisite: Organizational Behavior Analysis

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: none

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. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

B421 Statistical Business 40 hours, 4 credits
In this course, students will develop basic statistical literacy along with the ability to analyze and evaluate quantitative real-life business problems using statistical methods. Students will learn to organize and present quantitative data by means of graphical and numerical methods. Topics include descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression.
Prerequisite: none

B429 Business Law and Ethics 40 hours, 4 credits
This course reviews fundamental principles of law applicable to business transactions, and provides overview of the current moral and ethical issues that arise in the world of business. Students will examine 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

B434 Statistics for Managers 40 hours, 4 credits
In this course students will utilize a statistical computer package, and examine applied statistics methodology and applications in business situations.
Prerequisite: College-level Math course

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 integrate the advances of these functions and concepts into strategic development. The best practices used to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.
Prerequisite: Introduction to Business

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 is addressed. Critical thinking and ethical analysis are key areas of focus throughout the course. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Business Ethics or Business Law

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: none

B496 Management Capstone 30 hours, 3 credits
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contrasting, and integrating 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 quarter.
Prerequisite: Business Bachelor’s student in last or second-to-last quarter

B508C Human Anatomy and Physiology I 60 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.
Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Introduction to Human Biology (except for students enrolled in the Medical Assisting program)

B509C Human Anatomy and Physiology II 60 hours, 5 credits
In this course, students will continue the study of human anatomy and physiology that began 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

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 teach students how to use Microsoft Office Excel to accomplish common accounting functions, such as maintaining accounts receivable, accounts payable and general ledgers.
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

D250 Microsoft Access 40 hours, 3 credits
This course is designed to investigate the advanced applications of 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

D279 Computer Focused Principles 40 hours, 3 credits
This course is designed to teach students how to use Microsoft Office applications through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce the third and final reporting. 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

E170 Introduction to Undergraduate Research 20 hours, 2 credits
This seminar course challenges students at the end of their freshman year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the freshman seminar as part of Certificate course requirements the quarter they are scheduled for the E242 Career Development course.

E242 Career Development 20 hours, 2 credits
This course is designed to teach 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
EC202 Observation and Assessment in Early Childhood Education 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.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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. It includes 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.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC225 Parent Education and Support 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.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC241 Language and Literacy Acquisition 40 hours, 4 credits

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

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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 learn methods for maintaining effective communication and developing strong relationships with the families of English Language Learners.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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 learn about the roles and responsibilities of early childhood professionals and their roles as resources in support of the child and their families.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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
EC295 Summative Project for Early Childhood Education 20 hours, 2 credits
The course will include student reflection upon cumulative learning from the early childhood education program. Students will critically analyze, reflect and problem solve experiences in the field of early childhood. Students will identify specialization-specific skills needed to inform best practices. Students will compile research and select the best application(s) to improve care and education for young children.
Prerequisite: none

EK100 Introduction to Electrocardiograms 50 hours, 4 credits
This course provides an introduction to performing and interpreting electrocardiograms. In this course, students will identify a basic EKG using a systemic approach. Students will also learn how to use EKG equipment and practice safety procedures for patients. Topics include patient medical records and regulations, patient communication, and basic functions of the cardiac system.
Prerequisite: none

EK115 Cardiovascular Anatomy and Pathology 40 hours, 4 credits
This course provides students with a focused exploration of the anatomy and diseases of the cardiovascular system. Students will learn about the basic mechanism that regulates the cardiac cycle and the relationship between disease processes and electrocardiography (EKG) results. In this course, students will also discuss how research and evidence based education of disease processes affect EKG monitoring.
Prerequisites: Introduction to Electrocardiograms; Structure and Function of the Human Body

EK200 Advanced Electrocardiograms 60 hours, 4 credits
In this course students will develop skills to ensure patient knowledge and safety during cardiac monitoring. The use of advanced EKG equipment will provide an opportunity to analyze complex EKG rhythms and apply advanced cardiac monitoring practices. Students will also learn how to apply research and evidence based education to monitoring practices.
Prerequisite: Introduction to Electrocardiograms

EK290 EKG Extremap and Capstone 100 hours, 4 credits
This course is designed to provide the student with experience in a clinical setting that includes performing cardiac testing, evaluating EKG results, and effectively communicating with patients and patient care team. During the practical experience, students will participate in a program capstone that will assist students during their externship and prepare students for a certification exam.
Prerequisite: Advanced Electrocardiograms

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

G123 Principles of Economics 40 hours, 4 credits
This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This knowledge includes microeconomics and macroeconomic concepts.
Prerequisite: none

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

G126A English Composition 2 40 hours, 4 credits
This course builds on students’ understanding of the writing process through an exploration of various writing strategies and research. Students will analyze readings and apply critical reading and writing skills. This course will develop argumentative writing and application of research.
Prerequisite: English Composition

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: identification, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

G142 Introduction to Sociology 40 hours, 4 credits
This course introduces students to basic sociology terms and concepts. Students will understand how to apply sociological concepts and theories and analyze the structure and relationships of social institutions and the process of social change. Students will explore a variety of topics of sociological interest, including socialization, social inequality, social movements, and the impact of technology and social change on society.
Prerequisite: none

G145 Film Appreciation 40 hours, 4 credits
Students will study different elements, forms, techniques and styles of film and will learn a critical approach to film and the motion picture industry. Students will critique films and filmmakers through various approaches and assessments that demonstrate analysis, interpretation, and evaluation skills as well as an expanded understanding of visual film as an art form.
Prerequisite: none

G146 Human Geography 40 hours, 4 credits
This course will introduce students to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of Earth’s surface. Students will employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences.
Prerequisite: none

G147 Art Appreciation 40 hours, 4 credits
Students will examine the historical, social, and technological factors that contribute to understanding the function and meaning of art in society. Using a global and thematic approach, students will be introduced to the basic elements of art, while learning about a full range of materials used and the development of fundamental concepts of art criticism. Western and non-Western art is represented, with a strong emphasis on a global perspective in relation to culture, art, communication, politics, and economics.
Prerequisite: none

G148 General Psychology 40 hours, 4 credits
This course will provide students with a general understanding of basic methodologies, concepts, theories, and practices in contemporary psychology. Areas of investigation may include: research and research methodologies of psychology, the science of the brain, theories of human development and intelligence, concepts of motivation and emotions, the science of sensation and perceptions, and the current practices pertaining to psychological disorders, therapies, and treatments.
Prerequisite: none

G149 Technology and Society 40 hours, 4 credits
Students will examine the relationships, benefits, historical significance, and effects technology has on society. This course will investigate the local, national and global impact of technology on both individual and global cultures. This course introduces students to basic diversity and technology terms and concepts. Students will examine the influences that emerging technologies have on diversity awareness, the digital divide, and intercultural knowledge.
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

G152 Scientific Literacy 40 hours, 4 credits
In this course students will explore the role that science plays in the world. Students will survey different natural sciences such as: biology, health sciences, chemistry, physics, astronomy, and geology; as well as analyze specific case studies from these fields. Throughout the course students will develop their scientific reasoning skills. They will learn about the scientific method as well as how to detect common fallacies and misuses of science.
Prerequisite: none

G155 Education Mathematics 40 Hours, 4 credits
This course introduces students to topics from modern mathematics that are relevant to everyday life and not typically covered in the standard college math sequence. Students will be exposed to a variety of mathematical tools from diverse branches of mathematics. They will utilize these tools to solve interesting real-world problems. Topics may include, but are not limited to, game theory, graph theory, the mathematics of growth, applications of geometry, probability, and statistics.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

G200 Understanding Cultures 40 hours, 4 credits
This course is a comparative study of societies and cultures around the world and the cultures within the United States, focusing on the effects of ethnicity. Students will explore the effects of African Americans, Latino, Asian American and Native Americans living in the United States. Topics include family, marriage, gender roles, the media and the representation of women, social organization, language, social stratification, economic processes, conflicts and cultural and social change over time. Examples will be drawn from Africa, South America, North America, Asia and the Pacific Islands.
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 screenplays. 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 6,000 words over the course of the program.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

G203 Macroeconomics 40 hours, 4 credits
In this course, students will learn the fundamentals of macroeconomics, which deals with the economy as a whole. An overview of the American economy will be explored through a study of basic supply and demand analysis and a review of fiscal and monetary policy to phases of the business cycle. Unemployment, inflation, GDP, and policy decisions which affect the American economy at home and abroad will be covered.
Prerequisite: none

G204 Microeconomics 40 hours, 4 credits
Students will be introduced to the field of microeconomics in this course, including theories of production, determination of prices, and distribution of income in regulated and unregulated industries. Other topics may include industrial relations, monopolies, and comparative economic systems.
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. Students will complete laboratory exercise coordinated with course content.
Prerequisite: none

G217 Human Growth and Development 40 hours, 4 credits
This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development.
Prerequisite: none

G224 Introduction to Critical Thinking 40 hours, 4 credits
A study of the rules of valid judging and reasoning, both logical and informal. Students study 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 group of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.
Prerequisite: English Composition
G227 Oral Communication
40 hours, 4 credits
This course will present students with a broad understanding of communication in a variety of contexts. Students will learn the processes and strategies of oral communication by exploring speech anxiety, audience analysis, and organizational speech patterns. Students will research, use supporting materials, and use effective language to develop and present a narrative, informative and persuasive speech.
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 Composition recommended)

G233 College Algebra
40 hours, 4 credits
This course prepares 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, inequalities, and quadratic equations, and word problems.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam 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 their 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
This course presents the development and evolution of the American national government with emphasis on the structures and processes of our representative democracy, including its ties to culture, politics and policies, political parties, and state and local governments.
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

G246 Advanced Algebra
50 hours, 4 credits
Students will learn about topics including functions and functional notation, domains and ranges in relation to functions, graphing functions and solving various functions. Students will be able to solve linear equations and inequalities as well as quadratic equations and higher-order polynomial equations. This course will review algebraic technique as well as polynomials, factoring, exponents, roots, and radicals.
Prerequisite: Satisfactory score on placement exam

G247 Introduction to Discrete Mathematics
40 hours, 4 credits
This course provides the basis for proper mathematical reasoning in a computer science framework. Topics that students explore include propositional and predicate logic, proof strategies and inductive reasoning, sets, functions, elementary counting techniques, and number systems.
Prerequisite: none

G248 Introduction to Quantum
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.
Prerequisites: English Composition; Introduction to Literature

G249 Human Uses of the Environment
40 hours, 4 credits
This course examines the history of the earth, including the 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

G250 Visual Communication
50 hours, 4 credits
A survey of the history of visual communication. This course will analyze how people understand their world through visual images. Students will examine how people visually gather, process, and interpret information as well as through media sources.
Prerequisite: none

G333 American Religious History
40 hours, 4 credits
A survey of the development and evolution of 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 literatures, 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 in the context of 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

G358 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 examination 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: American/U.S. National Government

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 and the problems that result from the combination of individuals’ work and family responsibilities. An emphasis is placed on paid and unpaid labor force participation.
Prerequisite: none

G434 Gender in Math and Science
40 hours, 4 credits
This course examines the personal and collective educational experiences, professional opportunities, 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-18th century to the present. The central focus of this course will be on literary responses to social marginalization based on race/ethnicity, gender, national origins, 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 of the major ideas and traditions of political thought. The course will cover such topics as authority, consent, freedom, and obligation.
Prerequisite: none

G420 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; molecular genetics; physiology; a survey of bacteria, viruses, algae, fungi, protozoa and helminths; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.
Prerequisite: none

H200 U.S. Healthcare Systems
40 hours, 4 credits
This course provides an overview of the United States healthcare system. The history of the evolution of healthcare 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 may include consumer buying behavior, business-to-business markets, market research techniques, pricing concepts, marketing channels, and promotional strategies and techniques. This course includes educational resources from Harvard Business Publishing.
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, the role, and operation of healthcare facilities. Management principles will be applied to case studies of healthcare delivery systems, focusing on theory and the foundational concepts of managed care.
Prerequisites: US Healthcare Systems; Principles of Management; Introduction to Human Resource Management; Electronic Health Records; and Medical Office Procedures
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 assessing quality in healthcare 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 or Introduction to Health Information Management
H340 Regulation and Compliance in Healthcare 40 hours, 4 credits
This course is an exploration of the many entities that regulate healthcare delivery at the local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance will be 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 healthcare as a business is explored. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management
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 the data, and the display of data.
Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management; College-level Math course
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 trends, and the future of healthcare will be explored.
Prerequisite: Introduction to Healthcare Administration
H400 Healthcare Information Systems 40 hours, 4 credits
The Healthcare Information Systems course focuses on how healthcare institutions can use technology and information processing and systems development in the diagnosis of diseases and the documentation of patient records and other data. It also addresses the strategies and techniques healthcare business professionals can use to help increase the quality of healthcare services and the efficiency with which the services are delivered.
Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Healthcare Administration
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.
Prerequisites: Principles of Management; Introduction to Healthcare Administration
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 healthcare field. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Medical Law and Ethics or Health Information 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
H450 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. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Students must be enrolled in the Healthcare Management Bachelors Degree program and in their last or second-to-last quarter
H300 Information and Communication Technologies 40 hours, 4 credits
This course is an exploration of the technologies available to manage all aspects of health information and communication, including hardware and software to ensure data collection, storage, analysis and reporting of information. Students will explore the development of networks, including intranet and internet applications to facilitate the electronic health record. Interpretation of the data and the use of standards to achieve interoperability of healthcare information systems will be explored.
Prerequisite: Program Admission
H305 Health Information Management Systems 40 hours, 4 credits
A study of the various clinical, administrative, and specialty service applications used in healthcare organizations are emphasized. This course applies information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems and applications will be explored.
Prerequisite: Program Admission
H320 Data, Information, and File Structures 60 hours, 4 credits
A lab-based environment to apply knowledge of database architecture and design such as data dictionary, data modeling, and data warehousing to meet organizational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.
Prerequisites: HI330 Financial Management of Health Information Services; HI440 International Healthcare
H330 Project Management 40 hours, 4 credits
An exploration of the application of general principles of project management in the administration of health information services. Students will learn to implement systems engineering and project management techniques to ensure efficient work flow and appropriate outcomes.
Prerequisite: Program Admission
H335 Electronic Health Record Application 70 hours, 4 credits
A lab-based course focusing on the use and application of electronic health records. Projects will be completed to simulate real-world activities that occur in the health information department and healthcare facility that will require critical thinking and problem solving.
Prerequisite: Program Admission
H360 Reimbursement Methodologies 40 hours, 4 credits
A study on managing the use of clinical data required to ensure proper payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, chargemaster management, casemix management, the audit process, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APDs, RBRVS, and RUGs.
Prerequisite: Program Admission
H400 Electronic Data Security 40 hours, 3 credits
A study of data protection methods and monitoring including network, physical, technical, and managerial safeguards. Risk assessment, audit and control programs, contingency planning, and data recovery is included. Internet, web-based, and Health security is explored. Students will learn to ensure confidentiality and security measures to protect electronic health information and protect data integrity and validity.
Prerequisite: Program Admission
H410 Applied Research in Health Information Management 40 hours, 4 credits
Students will complete a research project specific to HIM and will present their research to class. Project will be conducted in a web-based environment. Data analysis and presentation techniques will be used. Topics explored will be in alignment with Institutional Review Board processes and policies, research design and methods, knowledge-based research techniques, research protocol data management, and national guidelines regarding human subject research.
Prerequisite: Healthcare Statistics
H420 Health Information Management Professional Practice Experience 120 hours, 4 credits
A 120-hour practical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by an HIM Director or Supervisor. The experience will include operational and managerial experience and an administrative project that will benefit the-clinical site. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: must be completed in the student’s final quarter
H430 Strategic Planning and Development 40 hours, 4 credits
An exploration of the principles of developing strategic and operational plans for facility-wide systems and how to assess organization-wide information needs. Students will demonstrate and apply the principles of organization behavior to facilitate team building, negotiation and change management. Strategic leadership, entrepreneurialism, and benchmarking will be explored.
Prerequisites: Program Admission
H435 Health Data Management 20 hours, 2 credits
This course addresses the fundamental concepts of managing health records both manually and electronically in today’s healthcare facilities. This course introduces students to the practice of health information management, focusing on the content and structure of patient-identifiable data. This course covers management issues related to paper-based record systems, including clinical documentation issues, medical data processing as a tool for documentation, forms design, storage and retrieval systems, and chart tracking. Secondary records such as indexes, registers, and registries are covered in this course, along with an exploration of data sources, data capture, healthcare information infrastructure and documentation requirements. In this course, students analyze healthcare data sets, such as the RHDS, UHDDS, OASIS including the history, purpose, and uses of each.
Prerequisite: Program Admission
H450 Health Information Management Alternative Facility Professional Practice Experience 30 hours, 1 Credit
This course is a 30-hour practical experience that will focus on a non-hospital environment of the student’s choice. This experience is designed to assist students in exploring the diversity of the health information profession. The experience will include health information-related shadowing, observation, and/or performance of tasks and must be approved by the instructor. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: Must be completed in the student’s final 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 will be examined. The stressors 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 is designed as a foundation for students to develop the morals, ethics, and attitude necessary to strategically help those in crisis situations. The values and ethics intrinsic to the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function as change agents and must therefore attain and develop a core of intervention knowledge, theory, and skills to effectively deal with people in crisis. The ability to create genuine and empathetic relationships with others is central to those entering the human services field. Intervention strategies are also explored.
Prerequisite: Introduction to Human Services

HS250 Organization and Leadership in Human Services 40 hours, 4 credits
Working and managing within a human services organization takes high moral 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 how to build a strong ethical organization through culture, climate, and structure.
Prerequisites: Case Management: Strategies for Rehabilitation; 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 the community is as important as the individual in it.
Prerequisite: General Psychology

HS265 Social Psychology 40 hours, 4 credits
In this course students will understand the applied discipline of social psychology. In order to understand the social interaction of functioning and its effect on their own personal behavior, feelings, and potential actions of others. Consequences of social interaction and motivation based on judgment, attitudes, persuasion, conformity, and aggression will be explored. Different social interactions will be analyzed including conformity, productivity, and leadership.
Prerequisite: General 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, feelings, 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 an individual’s ability to adapt and function in a community will be considered, such as one’s genetic makeup, physical condition, learning, and socialization.
Prerequisite: General Psychology

HS294 Internship for Human Services 250 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 in the classroom. This is an integral part of the total educational process.
Prerequisite: Students must be in their last or second-to-last quarter before graduation.
Co-requisite: Sophomore Seminar

HS295 Human Services Capstone 50 hours, 5 credits
This course will provide students with an opportunity to integrate learning, skills, and knowledge of the Human Services program in the form of a Capstone Project. Contemporary issues and future trends will also be analyzed.
Prerequisite: Students must be in their last or second-to-last quarter.
Co-requisite: Sophomore Seminar

HUN 2202 Human Nutrition 40 hours, 4 credits
This course introduces the student to principles of nutrition and the role of nutrients in health and common alterations in health throughout the life cycle. 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

J100 Introduction to Criminal Justice 40 hours, 4 credits
An introductory course designed to provide students with a general foundation in the criminal justice field. Course participants will present to different communities in the criminal justice system, their interrelationships, and the role of each in the criminal justice process. Students will explore the historical basis for the contemporary American legal system, policing styles and the evolution of crime prevention, the structure of the judicial system and its processes, and the introduction of the role of computers in the criminal justice system.
Prerequisite: none

J106 Crime Motives: Motives for Criminal Deviance 40 hours, 4 credits
This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals.
Prerequisite: none

J115 Introduction to Corrections 40 hours, 4 credits
A general overview of U.S. corrections, jail 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. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice or Introduction to Law and the Legal System.

J140 Field Communications in Criminal Justice 20 hours, 2 credits
This course emphasizes the skills of both oral and written communication with emphasis on writing formats used by justice professionals. Students will acquire the skills necessary to effectively communicate within diverse communities.
Prerequisite: Introduction to Criminal Justice

J150 Introduction to Criminal Law 40 hours, 4 credits
Four credit course is designed for students who are interested in the Federal and State court systems. This course examines substantive criminal, definitions of crime, and principles of criminal responsibility. The course will explore contemporary concepts such as Community Orienting Policing, Problem Oriented Policing, and Directed Patrolling. In investigating these topics, student will develop skills in critical thinking and problem solving. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice

J171 Criminal Justice: Strategies for Rehabilitation 40 hours, 4 credits
Students will learn how to manage caseloads of clients in crisis, develop plans and use techniques for clients’ rehabilitation. They will learn how to write effective court reports, case entries, recommendations and violation summaries. Students will explore client-interview skills and motivation techniques. Examination of special populations of diverse clients, such as substance abusers and the mentally ill are reviewed.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

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 mechanics of writing, and develop skills in legal documentation, 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: Policing in America

J130 Introduction to Homeland Security 40 hours, 4 credits
This course provides an introduction to the philosophical, historical, and multinational 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

J131 Criminal Law and Procedures: Crime and the Courtroom 40 hours, 4 credits
This course provides an examination of substantive and procedural criminal law. Students will study the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Student will examine how factors and circumstances which may excuse criminal responsibility, and common law principles are examined. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice or Introduction to Law and the Legal System.

J140 Field Communications in Criminal Justice 20 hours, 2 credits
This course emphasizes the skills of both oral and written communication with emphasis on writing formats used by justice professionals. Students will acquire the skills necessary to effectively communicate within diverse communities.
Prerequisite: Introduction to Criminal Justice

J150 Introduction to Criminal Law 40 hours, 4 credits
This four credit course is designed for students who are interested in the Federal and State court systems. This course examines substantive criminal, definitions of crime, and principles of criminal responsibility. The course will explore contemporary concepts such as Community Orienting Policing, Problem Oriented Policing, and Directed Patrolling. In investigating these topics, student will develop skills in critical thinking and problem solving. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice

J170 Applied Criminal Procedures 40 hours, 4 credits
This course provides an examination of procedural requirements for the judicial processing of criminal offenders. The concepts of evidence sufficiency, standards of proof, and due process are explored. Students will examine the Bill of Rights and its applicability to the criminal justice process.
Prerequisite: Introduction to Criminal Law

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, law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide.
Prerequisite: Introduction to Criminal Justice

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

J212 Legal Principles in Corrections 40 hours, 4 credits
Students will examine applied constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders rights to a fair trial, the rights of crime victims, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.
Prerequisite: Introduction to Corrections
 COURSE DESCRIPTIONS

J213 Juvenile Justice: Delinquency, Dependence, and Diversion
40 hours, 4 credits
An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models, and judicial and correctional processes. 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

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 police officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim- and witness-interviewing strategies, offender behavior-modification approaches, and officer coping methods. They will review the short- and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisite: Policing in America

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 to understand the insights 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 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

J246 Practical Psychology for the Criminal Justice Professional
40 hours, 4 credits
Students will examine how principles of psychology relate to the field of criminal justice. They will explore fundamental concepts from a criminal justice perspective, focusing on the real-world effects these principles produce on criminal justice professionals, 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 coping methods. They will review the immediate and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisites: General Psychology; 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 to these principles, the implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug policy enforcement will be presented. Crime prevention developments as “club drugs,” inhalants, herbal stimulants, and designer drugs will also be discussed.
Prerequisites: Introduction to Criminal Justice or Introduction to Human Services

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 view not only of events that transpire in the criminal justice system but also of how our moral decisions are made in response to them.
Prerequisites: Policing in America; Criminal Law and Procedures; Courtroom

J270 Critical Thinking and Evidence-Based Practices in Criminal Justice
40 hours, 4 credits
This course is designed to focus on a wide variety of problem solving skills. These include scenario based problem solving and evidence based practices. The inter-related skills necessary for effective problem solving in the criminal justice system are emphasized. The development of evidence based practices will be explored and the incorporation of such practices in the field of criminal justice will be analyzed.
Prerequisites: Policing in America; Criminal Law and Procedures; Courtroom

J280 Contemporary Issues in Criminal Justice Capstone
40 hours, 4 credits
This course addresses the complexities of issues that exist in society today. The course project is designed 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.

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: Constitutional Law

J320 Criminal Investigations
40 hours, 4 credits
Students will learn to conduct full criminal investigations. They will examine various techniques, methods, and processes for investigating and interrogating crime suspects and witnesses. They will also explore techniques for conducting investigations with special populations.
Prerequisite: Constitutional Law

J321 Domestic Violence
40 hours, 4 credits
This course will familiarize students with the fundamentals of criminal as it pertains to the legal representation 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. Procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.
Prerequisite: Criminal Law and Procedures; Criminal Justice Introduction (except for students enrolled in the Cyber Security Program)

J326 Criminal Behavior: Profiling in Modern Criminal Justice
40 hours, 4 credits
This course will examine serial behavior type and criminal profile. Crimes such as serial murder, espionage, and serial sexual will be examined through case files to enhance investigative methods. Students will analyze psychological profiles and behavioral modus operandi.
Prerequisites: Criminology: Motives for Criminal Deviance (except for students enrolled in the Cyber Security Program)

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: Motives for Criminal Deviance; Juvenile Justice; Delinquency, Dependency, and Diversion

J331 Constitutional Law
40 hours, 4 credits
This course challenges students to examine the interpretation 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 real life criminal justice issues.
Prerequisites: Criminal Law and Procedures; Courtroom and the Courthouse (except for students enrolled in the Cyber Security Program)

J332 Homeland Security Policy
40 hours, 4 credits
Students will receive an overview of homeland security policy at the federal, state, and local levels. They will examine four key security components: risk education, preparedness, public warning, and protective actions. They will also explore the coordination of structure and function of national and homeland security disciplines, including law enforcement, public education, medical, public health, emergency management (including FEMA), information operations, defense, diplomacy, commerce, transportation, and intelligence.
Prerequisite: Terrorism

J335 Risk Analysis
40 hours, 4 credits
Students will examine the importance of risk management through analysis and evaluation as a means of ensuring the protection of personnel, facilities, and property. They will gain an understanding of the identification and assessment of hazards, vulnerabilities, and risks, which is critical to comprehensive management of security operations. They will learn skills to aid in planning for natural or man-made disaster recovery, and for crisis management.
Prerequisites: Introduction to Homeland Security; Security Challenges

J340 Women and Criminal Justice
40 hours, 4 credits
This course examines the role of women as victims, offenders, and professionals in criminal justice. Theories and research that have been differentiated women in the criminal-justice system will be explored. The rise of female criminality and criminal-justice professionals will be examined and will be analyzed.
Prerequisite: Domestic Violence

J345 Diversion and Rehabilitation
40 hours, 4 credits
This course examines 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; Delinquency, Dependency, and Diversion; 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 social issues, 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 Statistical Analysis 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 NGVS data sets.
Prerequisite: College-level Math course

J365 Research Methods in Criminal Justice
40 hours, 4 credits
This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to the criminal-justice field. Students will become familiar with research terminology and the ethics involved in various research designs. To complete the course, students will design and simulate their own research project.
Prerequisite: Statistics in Criminal Justice

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 threats 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 and leadership theories to the Chris-Emergency services in the criminal-justice world 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, community crime prevention, and education will be explored. The course will examine persons and conditions associated with high rates of deviance.
Prerequisites: 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, will be 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 professionals in society. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored.
Prerequisites: Criminal Behavior; Profiling Violent Offenders; 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; Profiling Violent Offenders; General Psychology
J435 Special Populations in Criminal Justice 40 hours, 4 credits
Students will examine the special populations of offenders in the criminal justice system. The experience of women, minorities, the physically and mentally challenged, the elderly, and the socioeconomically deprived in all parts of the criminal justice system will be explored. Students will analyze program policies, and case studies relating to special populations.
Prerequisites: Criminal Behavior; Profiling Violent Offenders
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 (except for students enrolled in the Cyber Security Program)
J445 Special Offenders: Serial Killers 40 hours, 4 credits
Students will explore issues and controversies involved in serial killer cases or mass murder investigations. They will cover topics including maintaining justice, victim’s rights, interrogation techniques, media coverage of crimes, and grief.
Prerequisites: Criminology: Motives for Criminal Deviance; Criminal Behavior: Profiling Violent Offenders
J453 Criminal Justice Seminar 50 hours, 5 credits
This course provides students with the opportunity to explore an area of criminal justice that is of specific interest for their career or an area of relevant interest in the area of study. They may include any area of justice studies, with the approval of the instructor. Students will conduct a thorough review of their topic and present their work in the form of a final project.
Prerequisites: Statistics in Criminal Justice; Research Methods in Criminal Justice
J457 Criminal Justice Senior Thesis 40 hours, 4 credits
Students will apply their knowledge of criminal justice issues and social research methodology by completing a research project on an approved thesis proposal. Students will determine and carry out a research study, collect and analyze resulting data, and integrate their research findings into a formal thesis.
Prerequisite: Criminal Justice Seminar. Students should be in their last or second-to-last quarter
LE219 Firearms I: Fundamentals of Armed Police Response 40 hours, 2 credits
Students will learn the safety principles of marksmanship for firearms competency, and will progress to police-specific skills needed for proficiency in firearms use. They will practice the scenarios and maintenance of firearms.
Prerequisites: Ethics in Criminal Justice; Practical Psychology for Law Enforcement or enrolled in Certificate
LE220 Firearms II: Tactics for Combat Gunfighting 40 hours, 2 credits
Students will build upon fundamental principles of marksmanship to gain firearms skills unique to law enforcement and practical application. 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 simulation training to help them synthesize shooting skills with proper use-of-force decisions in real-time situations.
Prerequisite: Firearms I: Fundamentals of Armed Police Response
LE227 Use of Force I: From Empty Hands to TASERs 40 hours, 2 credits
Students will study fundamental fighting principles, including technical and psychological aspects of physical combat. They will use tactical positioning, command presence, verbalization skills, and techniques for conflict engagement in confrontational situations. Compliance and control techniques will be taught, ranging from empty-hand techniques, ground defense, and weapons techniques to the 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 or enrolled in Certificate
LE228 Use of Force II: Motorcycle and Violent Confrontations 40 hours, 2 credits
Students will build on fundamental police defensive techniques 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, make legal and appropriate, apply reasonable force, and articulate their reasoning. They will use practical application exercises and scenario-based training to maximize training effects.
Prerequisite: Use of Force I: From Empty Hands to TASERs
LE233 Crime Scene Response: The Real CSI 60 hours, 3 credits
Students will examine the investigation processes for crimes and crimes. They will study issues of scene secure processing, 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 or enrolled in Certificate
LE240 Minnesota Traffic Code 20 hours, 2 credits
Students will examine the traffic 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 possible traffic offenses and vehicles 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 or enrolled in Certificate
LE254 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, defense, and sentencing will also be explored.
Prerequisite: Introduction to Criminal Justice or enrolled in Certificate
LE284 Patrol Practicals: Handling Calls in Progress 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.
Prerequisite: Use of Force I: From Empty Hands to TASERs; Firearms I: Fundamentals of Armed Police Response; Traffic Enforcement: Managing Traffic Violators; Crime Scene Response: The Real CSI; enrolled in Certificate
LE290 Law Enforcement Capstone 20 hours, 2 credits
Students will examine the future of law enforcement by reviewing the special 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 the use of new areas for requires certification and licensing, and discuss the potential ethical, legal, and 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
M100 Customer Service in Healthcare 10 hours, 4 credits
This will prepare students to deliver outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence external and internal customers. Topics covered in this course include: the psychology of patients, customer service in a diverse world, listening skills and effective communication techniques.
Prerequisite: none
M105 Introduction to Electronic Health Records 30 hours, 3 credits
In today’s healthcare climate, this course will focus on the basics of Electronic Health Record (EHR) keeping of patient health information in a medical care delivery setting. An emphasis on emerging technologies in EHRs, and their potential application in evidence-based practice will be studied. The scope of the course is designed to familiarize students with the clinical patient encounter, as well as electronically supporting other care-related, and outcomes reporting.
Prerequisites: none
M210 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 roots, and common words 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
M121 Anatomy and Pharmacology for Coders 30 hours, 3 credits
This course provides an in-depth exploration of human anatomy and physiology as well as pharmacology to prepare students for coding. This course also provides a systematic approach to hospital inpatient and ambulatory care coding, emphasizing specific and correct coding procedures and techniques. Topics covered include: study of human cells and tissues, the integumentary system, bone, muscular, nervous, respiratory, genitourinary, circulatory, digestive, reproductive, sensory, cardiovascular, lymphatic, immune, and endocrine systems of the body; most commonly prescribed drugs; and laboratory tests. The student will learn how to abstract key information from the health record to assist in improving pharmacy documentation and to build and accurate coding. Students will complete laboratory exercises coordinated with course content.
Prerequisites: Structure and Function of the Human Body; Medical Terminology
M310 Medical Writing, Style and Grammar 30 hours, 3 credits
A focused look at English grammar, punctuation and sentence structure that will tend 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
M311 ICD-CM Coding 40 hours, 4 credits
This course provides in-depth study of the International Classification of Disease, Clinical Modification (ICD-CM) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. The student will review ICD-CM coding guidelines appropriate to the coding situation and will cover diagnostic coding of all body systems. Use of coding and grouping software will be introduced as the course progresses.
Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology
M132 ICD-PCS Coding 40 hours, 4 credits
This course provides an in-depth study of the International Classification of Diseases-Procedural Coding System (ICD-PCS) using sample exercises and medical records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-PCS coding guidelines appropriate to the coding situation and will cover procedural coding of all body systems. Use of coding and grouper software will be used as well as the use of registries and indices.
Prerequisite: Medical Terminology
Pre or Co-requisite: Pathophysiology
M133 ICD Coding 30 hours, 3 credits
This course provides a thorough overview of the International Classification of Diseases (ICD) using sample exercises and medical records to develop skill and accuracy in assigning codes 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
Prerequisite or Co-requisite: Pathophysiology
M140 Basic ICD-9-CM Coding 40 hours, 4 credits
This course provides an in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in assigning codes 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
Pre or Co-requisite: Pathophysiology
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: ICD-PCS Coding or ICD Coding
M201 Medical Transcription I 80 hours, 4 credits
The student will transcribe medical reports of medical specialties from CAD-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, correct use of medical terms, as well as proper report format.
Prerequisites: Medical Writing, Style and Grammar; Introduction to Medical Transcription; Medical Terminology; Keyboarding
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 profession, the skills needed as well as technology and equipment used, work scenarios and work stations, employer expectations and 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.
Prerequisite: Medical Terminology
Pre or Co-requisite: Medical Transcription, 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 role of the health information manager. Students learn about the organization of healthcare facilities, the members of the healthcare team who contribute to the quality and use of health information, and the management of healthcare 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 quality issues of health information services. This course includes data collection and compilation of healthcare statistics.
Prerequisites: Introduction to Health Information Management, Computer Applications and Business Systems Concepts
M214 Medical Transcription 60 hours, 3 credits
The student will transcribe medical reports of medical specialties from CAD-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: Introduction to Medical Transcription; Medical Terminology; Keyboarding
M218 Management of Health Information Services 40 hours, 4 credits
The topics of management, supervision, and human resource principles with application to health information service departments in various healthcare settings. Students will learn how to measure and productively manage HIM staff and explore the HIM management role in relation to other hospital departments.
Pre or Co-requisite: Introduction to Health Information Management
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 Applications and Business Systems Concepts
M230 Medical Law and Ethics 40 hours, 4 credits
A study of the United States legal system and court process with emphasis on legal issues within the healthcare environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered.
Prerequisite: Introduction to Medical Transcription
M222 Pathophysiology 50 hours, 3 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 processes, 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
M234 Health Information Law and Ethics 40 hours, 4 credits
A study of the impact of the United States legal system and various healthcare 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: none
M251 Medical Coding Practicum 30 hours, 1 credit
This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a Coding Instructor.
Pre or Co-requisite: Ambulatory Care Coding
M252 Health Information Practicum 60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinic and using software and practical collection as assignments to simulate 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: Health Information Law and Ethics; Healthcare Information Technologies; Quality Analysis and Management
M270 Electronic Health Records and 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
M280 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
MA102 Introduction to Medical Assisting 40 hours, 3 credits
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid.
Prerequisite: none
MA110 Clinical Skills I 60 hours, 4 credits
In this course students will begin their study of the essential and basic core of front-office and back-office medical-assisting skills. They will learn the assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and security procedures, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and documentation techniques. They will follow applied-learning approaches to all skill development and performance objectives.
Prerequisites: Introduction to Medical Assisting: Medical Terminology
Pre or Co-requisite: Structure and Function of the Human Body
MA135 Pharmacology for the Allied Health Professional 40 hours, 4 credits
This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to their therapeutic applications. Pertinent physiology and related diseases are reviewed before this pharmacology of the drug is discussed. The approach by body system in this course serves to provide the necessary background information and to refresh the student’s memory of previously learned material through which the therapeutic and the drug names are understood.
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, performing electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, 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: Laboratory Skills for Medical Assisting: Pathophysiology
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 by venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.
Prerequisite: Laboratory Skills
MA241 Human Anatomy and Physiology I 60 hours, 5 credits
In this course students will begin their study of the structure and function of the human body. The course examines topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will emphasize medical technology. Students will complete laboratory exercises coordinated with course content including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Pre or Co-requisite: Introduction to Human Biology
MA242 Human Anatomy and Physiology II 60 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: Structure and Function of the Human Body

MA265 Medical Assistant Externship 240 hours, 8 credits
In conjunction with a Medical Assistant Capstone, students will complete 240 hours of a Medical Assisting training experience in a physician’s office/clinic or clinical center. On the clinical site, the extern will perform medical-assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked.
Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-Step Mumps screening test within 6 months of starting externship; Completion of all immunizations or verifications of immunity required by program and site; Successful completion of background check (clear background check obtained); Attendance at Rasmussen College Externship meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Core Developmental and Seminar courses; Approval of Medical Assisting Program Coordinator

MA285 Medical Assisting Capstone 20 hours, 2 credits
In conjunction with the Medical Assisting Externship (MA265), students will complete an online Medical Assisting Capstone course. In this course, students will learn job-search techniques and skills for entry-level medical assistants as well as share and learn from their externship experiences with the class. Students will also prepare to sit for a Medical Assisting credential examination during this course (either the CMA or RMA depending on campus accreditation status).
Prerequisite: none
Co-requisite: Medical Assisting Externship

MCB 2101C 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, the protozoa and helminthes; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.
Prerequisite: none

MH100 Pre-calculus 40 hours, 3 credits
In this course, students will understand the application of function theory including the properties and behavior of various function types including linear, exponential, rational, polynomial, and parametric functions. The course emphasizes the comprehension of function behavior through graphs of manual and/or through the use of graphing calculators. Students will develop solution sets for equations and inequalities.
Prerequisite: Advanced Algebra

MH200 Calculus I 40 hours, 4 credits
This course takes students into a deeper exploration of functions within the framework of the Fundamental Theorem of Calculus. Topics including limits, derivatives, and methods of integration will be discussed. Students will cover numeric, graphical, and symbolic approaches to problem-solving for real-world scenarios. Technology including graphing calculators and computer applications will be used to solve problems and properly interpret results.
Prerequisite: Pre-calculus

MH219 Calculus II 40 hours, 4 credits
In this continuation of the topics investigated in Calculus I, students will further explore the methods of integration and the applications of calculus, as well as power series and methods of differentiation. This course will cover the topics of convergence and divergence, and students will understand whether improper integrals are convergent or divergent.
Prerequisite: Calculus I

MH300 Applied Discrete Mathematics 40 hours, 4 credits
This course builds on the foundation established in Introduction to Discrete Mathematics with further exploration in logic and mathematical reasoning. Topics include combinatorics and graph theory, Boolean algebra, digital logic circuits, ordered sets, functional programming, models of computation, and computational complexity. Students will gain experience formulating mathematical proofs.
Prerequisites: Introduction to Discrete Mathematics; Calculus II

MH310 Probability and Statistics 40 hours, 4 credits
This course explores the concepts of probability and statistics. Topics include random variables, expectation, and variance; sampling distributions; confidence intervals; and regression analysis. Students will use software to perform statistical calculations.
Prerequisites: Introduction to Discrete Mathematics; Calculus II

ML100 Introduction to Clinical Laboratory Science 40 hours, 3 credits
An introduction to the 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.
Prerequisite: Introduction to Clinical Laboratory Science
Co-requisites: Human Anatomy and Physiology I, 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, hemoglobin, and associated diseases. The student laboratory focuses on identifying normal and abnormal red-blood-cell morphology and the evaluation of stained blood smears. Coagulation procedures.
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 covered. This course is designed to introduce students to specific principles of microbial control that 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 principal clinical procedures of various tests performed in Clinical Chemistry. Integral to this course is a continued exploration 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, hemopoiesis and associated diseases. Students will focus 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 autoimmunity disorders. The theory of immunologic and serologic procedures will also be presented.
Prerequisites: Human Anatomy and Physiology I; Microbiology

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 instrumental microbiology techniques.
Prerequisite: Clinical Microbiology I

ML301 Clinical Practicum I 360 hours, 5 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

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, hands-on assignments, and hands-on labs to reinforce the course materials.
Further, the course helps prepare students to take the Microsoft Windows Configuring (7-660) Certification Exam, which awards Microsoft Certified Solutions Associate (MCSA) Windows 7 certification.
Prerequisite: Fundamentals of Hardware & Software II

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 as well as Internet Protocol, and sends students to work with networking set-ups 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.
Prerequisite: Fundamentals of PC Hardware and Software

N136 Operating Systems Fundamentals 240 hours, 6 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 applications and classes and how these elements are used in different programming projects.
Prerequisite: Object-Oriented Programming Course Descriptions 2013-2014 CATALOG AND STUDENT HANDBOOK 51 888-5-RASMUSSEN
Evaluating the user interface, the course will emphasize the details and planning of the game’s user interface. This includes the design of menus, and other types of interfaces will be discussed. Concepts of virtualization, desktop imaging, and deployment will be introduced.

Prerequisite: Fundamentals of Hardware and Software I

N149 Helpdesk Support 50 hours, 3 credits

This course introduces students to the general security concepts including authentication methods, cryptography basics, and common network attacks and how to respond 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 logical and physical security and disaster recovery. The 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: Introduction to Networks

N142 Foundations of Software Design 40 hours, 3 credits

This course introduces students to fundamental aspects of programming as it is related to proper software design concepts. Students will gain an understanding how computers process and store data. The course will also provide students with an understanding of software engineering by having them write small but useful computer programs using pseudo-code as well as a high-level programming language.

Prerequisite: none

N145 Fundamentals of PC Hardware and Software 60 hours, 4 credits

In this course, students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. Students will also be provided with hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exam. Each student will assemble a computer using prescribed parts and materials.

Prerequisite: Logic and Troubleshooting
N221 Mobile and Mac OS Security
40 hours, 3 credits
This course gives students an alternative perspective on securing multiple mobile operating systems. Students will learn how to apply security principles to Android, iOS, and Mac operating systems. They will learn how hackers penetrate these systems and how to properly secure each environment. Students will learn about aspects of BYOD (Bring Your Own Device) and understand what additional security measures need to be implemented to secure devices that are utilizing public networks.
Prerequisite: Networking Security

N222 Physics for Games and Simulation Production
50 hours, 4 credits
This course provides a broad overview of the fundamental principles of physics as they apply to game and simulation programming and prepares students in the use of physics engines within a game development environment. Topics include introductions to classical mechanics and dynamics, gravity, magnetism, optics and acoustics.
Prerequisite: none

N225 Interactive Storytelling
40 hours, 3 credits
This course explores the integration of storytelling and interactivity. From the fundamentals of creating stories to the integration of game technology, students will write and build worlds where story interacts with game structure. Subjects will include linear narrative, myths and the hero’s journey, chatterbots and MUDs, dialogue and debate trees, spatial narratives and storylines, and a range of interactive storytelling methodologies from campfires to LARP’s and text adventures.
Prerequisite: Game Preproduction

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

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

N230 Fundamentals of Ethical Hacking
40 hours, 3 credits
This course will show students the opposing side to network security. Students will gain insight into the hacking mindset as well as learn how to directly apply ethical principles to the work they perform on a day-to-day basis. Students of this course will learn how to utilize various tools commonly used in network security as well as hacking. The end result of this course is to give the student a stronger perspective on how to utilize tools to better test and secure networks against threats.
Prerequisite: Networking Security

N231 Web Application Development
40 hours, 3 credits
This course is designed to provide students with an introduction to current web application development techniques. Topics include HTML, CSS, PHP, as well as an introduction to scripting using PHP as well as Javascript. In addition, the course will focus on the principles of social media application development.
Prerequisite: Fundamentals of Programming

N233 Software Packaging and Deployment
50 hours, 3 credits
The goal of this course is to provide students an understanding of how to rapidly deploy applications and operating environments. Students will utilize various methods of application deployment through creating automated installs and application and operating systems images. Students will successfully package and deploy applications and operating systems via these methods in a virtual and stand-alone environment.
Prerequisite: Microsoft Windows Server

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.
Prerequisites: Networking Fundamentals; 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.
Prerequisites: SQL Server Administration

N237 C# 50 hours, 3 credits
Students will work with the C# programming language and gain an understanding of how it can be used to handle important computing tasks. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored.
Prerequisite: Object-Oriented Programming

N239 Information Technology Capstone
20 hours, 3 credits
This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by solving a real-world programming problem that simulates real-world exercise encompasses timelines, deadlines, team-building, and communication issues.
Prerequisite: This course is intended to be completed in the last quarter of study.

N301 The Business of Digital Media
40 hours, 4 credits
This course is designed to prepare students for multiple levels of project completion across the broad spectrum of digital media such as: concept development, production, project management, and content delivery. Important workforce assets of individual drive and assessment, success within creative teams, management of timelines and deadlines, and effective leadership are explored as they pertain to the multimedia development pipeline.
Prerequisite: Introduction to Business

N302 Graphics Development with OpenGL
60 hours, 4 credits
This course is designed to teach fundamental principles of computer graphic algorithms in relation to video games and simulations. The focus is on graphics methods used to render realistic images of scenes applied to computer games and simulations. Much of this involves solutions to problems such as how we represent 3D objects, how we represent their properties, how we render them into 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 to create an image.
Prerequisites: Programming II

N303 Software Systems Principles
40 hours, 3 credits
This course provides a historical perspective of programming languages and their development. Students will study techniques of language translation including lexical analysis, grammar, syntax, and parsers. Topics include the structure and implementation of an operating system software with an emphasis on concurrent process execution, process scheduling, context switching, and inter-process communication. The design and development of programs using dedicated OS features is also considered.
Prerequisite: Introduction to Computer Systems

N304 Operating Systems Design
50 hours, 4 credits
In the course, students learn how operating systems such as Windows, Linux, and the Mac OS X are a fundamental component of all computing systems. This course explores how operating systems are responsible for managing the running processes as well as the sharing of system resources such as the CPU and storage over network infrastructures. The course provides an in-depth exploration of the design and implementation of modern operating systems. Topics include the evolution of operating systems, scheduling, paging, input/output devices, virtual memory, files, synchronization, and security.
Prerequisite: Software Systems Principles

N305 Figure Drawing
50 hours, 4 credits
This course will emphasize the traditional and realistic approaches to drawing 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 addressed in depth study of motion and gesture drawing skills.
Prerequisite: Color Theory and Techniques
N306 Advanced Network Security
50 hours, 4 credits
This course provides a detailed examination of techniques and concepts surrounding the topic of network defense. Students will learn how to implement strategies to protect information asset security, utilizing industry tools and techniques. Both hardware and software issues within the field of Information Security will be explored. Students will examine a range of network security topics including virtual private networks, intrusion detection, cloud data security, and incident response strategies.
Prerequisites: Cisco Networking Fundamentals and Routing: Principles of Network Security

N307 Principles of Network Security
40 hours, 3 credits
This course is designed to light the concepts needed for network defense techniques. Students will examine the tools, techniques, and technologies used in the securing of information assets. This course is designed to provide in-depth information on the software and hardware components of Information Security. Topics covered include: intrusion detection, virtual private networks (VPN), and incident response strategies and planning, wireless network security.
Prerequisite: Networking Fundamentals

N309 Principles of Computer Graphics
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 graphical methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves solutions to problems such as how we represented 3D objects, how to describe their position and motion in 3D, project them into 2D images, and render these 2D projections with pixels. We will also consider photorealistic 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: Programming II

N310 The Study of Animation
60 hours, 4 credits
This course is intended for students with an animation/multimedia background, who want to understand how animation is created from a theoretical and practical standpoint. We will explore the basics of motion, light, and shadow to create convincing, believable, and realistic movements in animation. We will analyze the concepts behind animation and learn how to create motion that is compelling and effective.
Prerequisite: Digital Media Assembly

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. The fundamentals of game and simulation lighting are covered along with how to do shader programming to achieve more realistic “looks” in games. 3D lighting, texturing, alpha blending, and shading are covered in detail in this course.
Prerequisite: Programming II

N312 Advanced Networking
50 hours, 4 credits
This course covers the in-depth study of current networking technologies. Topics include OSI model, communication protocols, network addressing, UTP cables, Ethernet, WAN architecture (ATM, VTP, MPLS, and hybrid networks), Wireless and QoS. Additionally, students will learn to implement complex networking architecture with basic network security. This course will cover how to configure, maintain, and troubleshoot network devices using appropriate network tools and understand the structure and purpose of network technologies. This course includes basic solution recommendations, analyzing network traffic, becoming familiar with common protocols and metadata. Prerequisite: Introduction to Networks

N333 Introduction to Information Systems Security
40 hours, 3 credits
This course provides an overview of security challenges and strategies of countermeasure in the information systems environment. Topics include definition of terms, concepts, elements, and goals incorporating industry standard best practices with a focus on availability, vulnerability, integrity, and confidentiality aspects of information systems.
Prerequisite: none

N334 Advanced Cisco Network Security
60 hours, 4 credits
Cisco Certified Network Associate (CCNA) is a first-level certification program for Information Technology professionals. (CCNA exams are offered after completion of the entry-level (CCENT certification). The CCNA Security Certification helps maximize your investment in foundational network security knowledge and increases confidence in the integrity of your employer’s network. CCNA Security is for Network Security Specialists, Security Administrators, and Network Security Support Engineers. This course will help students prepare for the CCNA Security certification by using hands-on labs and simulations to understand network security principles by emphasizing practical, real-world principles.
Prerequisite: Cisco Network Routing and Switching 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 Flash movies. This course requires knowledge of basic Windows Operating System and the Macromedia Flash application.
Prerequisite: Multimedia Technologies

N336 Principles of Shader Programming
50 hours, 4 credits
This course provides an introduction to 3D programming, with an emphasis on using real-time shaders. The fundamentals of game and simulation lighting are covered along with how to do shader programming to achieve more realistic “looks” in games. 3D lighting, texturing, alpha blending, and shading are covered in detail in this course.
Prerequisite: Principles of Computer Graphics

N337 Polygon Modeling
60 hours, 4 credits
This course demonstrates the techniques of modeling objects in a three-dimensional environment. Students will manipulate primitive objects such as cubes, spheres, pyramids, and cylinders to build more complex polygons, and students will utilize techniques to approximate curved surfaces with multiple polygons. Industry standard software such as 3D Studio Max, Zbrush, and MudBox will be covered, and students will have the opportunity within an actual software modeling environment to create a variety of polygon objects.
Prerequisite: The Study of Animation

N338 Web Application Architecture and Design
50 hours, 4 credits
This course presents key concepts in distributed designs for network enabled software systems and applications. Distributed designs allow applications to span multiple machines and require deliberately planned design strategies. Students will learn to build systems that are scalable, reliable, and secure when implemented with network infrastructures. Topics include object-oriented programming to networked web services, including database applications deployed on very large-scale websites.
Prerequisite: Java I

N339 Introduction to Information Systems Security
50 hours, 3 credits
This course provides an overview of security challenges and strategies of countermeasure in the information systems environment. Topics include definition of terms, concepts, elements, and goals incorporating industry standard best practices with a focus on availability, vulnerability, integrity, and confidentiality aspects of information systems.
Prerequisite: none

N340 Project Management for IT
40 hours, 4 credits
This course focuses on the process and tasks necessary for game and simulation-specific employment including research and resumes, contacts and connections, and the important demos and elevator pitch. Students will learn how to develop an industry-specific resume, how to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn networking skills for their area of interest in game or simulation production.
Prerequisite: none

N352 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: Digital Photography

N3526 Legal and Security Issues
40 hours, 4 credits
This course offers an overview of the legal processes involved in implementing and maintaining an E-commerce website. In addition, this course examines the security issues involved in maintaining a web or intranet/ internet site and potentials for misuse.
Prerequisite: none

N363 SCP Certification Preparation
60 hours, 4 credits
The SCP certification ensures that candidates continuously monitor systems to safeguard against security threats. From the course, the student will be competent in access control, cryptography, malicious code and activity, monitoring and analysis, networks and communication, risk, response and recovery and security operations and administration.
Prerequisite: Network Security and Cryptography

N372 Quality Assurance in Game and Simulation Production
50 hours, 4 credits
Quality assurance is one of the most important elements in game production. This course focuses on the management aspect of quality assurance methods. Topics include strategies for playtesting and including playtesting feedback in the iterative design loop.
Prerequisite: Fundamentals of Game Development II

N383 Infrastructure Hardware
50 hours, 4 credits
This course covers hardware design and planning for medium to large scale data center operations. Topics include data center design (power, cooling, space planning), server racks, storage arrays, fiber channel, ISCSI, SAS, and SATA. Students will be able to design a data center for both operational efficiency (Green IT), and to provide adequate fault tolerance and capacity for anticipated growth.
Prerequisite: Introduction to Networks

N333 Wireless, Mobile and Cloud Security
50 hours, 4 credits
Wireless, mobile and cloud computing are some of the hottest technologies on the market today. Securing these emerging platforms is often an afterthought, leaving many systems vulnerable to attacks. This course will cover techniques necessary to ensure operational integrity and prevent data protection.
Prerequisite: Networking Security

N334 Game Engines and Integrated Game Development Environments
60 hours, 4 credits
This course is designed to introduce students to the use of game engines and integrated game development environments for game production. Topics will include a general overview of the available game engines as well as an in-depth introduction to the use of Unity. Students will learn how to use Javascript and C# within Unity to create new games assets within the Unity development environment.
Prerequisite: Fundamentals of Game Development II

N335 Digital Photography
60 hours, 4 credits
This course is for students who want to learn how to evaluate images for communication 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

N341 Software Systems Engineering
50 hours, 4 credits
This course exposes students to the implementation of software systems at a high level with an emphasis on rigorous algorithm development and test suites. The course introduces the concepts of development and tradeoffs related to resource management, system architecture capabilities, and hardware and software efficiencies. Students are also exposed to requirements analysis and the techniques to develop a functional system from specified requirements.
Prerequisite: Algorithm Analysis

N342 Scripting
50 hours, 4 credits
This course is designed to teach students basic scripting skills that can be used to automate administrative tasks and perform critical tasks. This course will cover scripting basics and will cover scripting syntax as well as scripting techniques and the use of scripting languages to perform tasks in an automated environment.
Prerequisites: Cisco Networking Fundamentals and Routing: Principles of Network Security

N343 Security Policies and Implementation
40 hours, 4 credits
This course includes a discussion on security policies that can be used to help protect and maintain a network, such as password policy, e-mail policy, and internet policy. The issues include organizational behavior and crisis management.
Prerequisite: none

N344 IT Security for Managers
40 hours, 3 credits
This course is designed to give the perspective of how to manage security within a business environment from the IT Manager’s point of view. Students will gain the overarching idea of securing not only the network but also the improvement of physical security and change management. Topics covered include security solution requisition, deployment strategies, bug reporting and penetration testing.
Prerequisite: Network Security
N345 Advanced HTML Coding with CSS
60 hours, 4 credits
This class covers advanced elements of webpage 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 principle of game design and use them both to analyze existing games and to develop their own original game ideas.
Prerequisite: Artificial Intelligence

N347 Mobile Game Development
60 hours, 4 credits
The goal of this course is to use mobile application development methods for mobile game development. Students will learn how to utilize HTML5, CSS3, Javascript and PHP to create device independent mobile games.
Prerequisite: Mobile Application Development

N350 Concept Development for Digital Media
40 hours, 4 credits
This course is concerned with problem-solving, research, and presentation skills for multimedia projects. Brainstorming, narrative, storyboarding, animations, pre-visualization, and transitions are all explored. Sketches, source imagery, and audio are developed to effectively simulate ideas to a time-based media. Documentation techniques are employed to chart progress with character and scene design, as well as camera and lighting.
Prerequisite: Storyboard Development for Digital Media

N355 Game Planning and Development Strategies
60 hours, 4 credits
In this course, students will cover the planning of the game and simulation development process from high-level design to low-level implementation. The course touches on topics covered in previous courses, including graphics, development of assets and the asset pipeline, interface design, and artificial intelligence to better understand the different game development methodologies. The process of developing a game or simulation will be covered from the essential design and development documents through quality assurance testing, including the risks and benefits of different types of iterative development cycles.
Prerequisite: Game Audio Assets

N358 Database Systems Design
50 hours, 4 credits
In this course, students will learn how to develop and deploy a relational database management system (RDBMS) as a software application. Students will explore relations and tables as well as how to modify the relations with commands such as insert, update, and delete. Students will also understand the role and importance of primary and foreign keys in creating relational database structures.
Prerequisite: Relational Databases

N359 Support Management
40 hours, 4 credits
This course is designed to introduce students to the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT support management. Topics include incident and problem management, configuration and change management, and help desk management. Students will design a knowledge base for tracking, and trending problems so that solutions can be implemented proactively to prevent problems and increase customer satisfaction.
Prerequisite: Customer Service

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

N361 Algorithm Analysis
40 hours, 4 credits
This course provides a detailed exploration of algorithm design and analysis, including greedy algorithms, divide and conquer, dynamic programming, and backtracking. Students will gain experience with searching and sorting techniques in practical applications. The course will also cover the estimation and analysis of time space complexity within a software design framework.
Prerequisites: Programming II, Probability and Statistics

N362 Technical Writing
20 hours, 2 credits
This course is designed to teach students best practices in authoring technical documentation. Topics include targeting your audience, organization, glossaries, appropriate use of graphics, tables, lists, wikis, and cross referencing. Students will be able to determine when and how to write a white paper, and will understand the pros and cons of wikis and other documentation portals.
Prerequisite: English Composition

N363 Security Strategies for Web Apps and Social Networking
40 hours, 3 credits
This course increases the awareness by how the internet and web-based applications have transformed the way businesses, organizations, and people communicate. With this information you have new risks, threats, and vulnerabilities for web-based applications and the people who use them. This course presents security strategies to mitigate the risks associated with web applications and social networking.
Prerequisite: none

N370 Virtualization
50 hours, 4 credits
This course offers an in-depth study of current virtualization technologies and discusses strategies and approaches for virtualization of servers, clients and applications. Topics include vSwitch, distributed virtual switching (DVS), server-side vs. client-side desktop virtualization (ISC & VDI) and virtual appliances. Students will gain hands-on experience with deploying and managing virtualization systems. Topics include incident.
Prerequisite: Introduction to Networks

N380 Project Management for IT
40 hours, 4 credits
This course covers the project management aspects of the IT department. Students will learn how to properly apply project management principles within the IT department to properly deploy network and software solutions. Students will utilize project management software for tracking projects as well as develop their own method of project tracking. Topics such as ITIL principles on Project Management will also be infused into the content of the course.

Prerequisite: Customer Service

N385 Scripting – Shell Scripting / Python / Perl
50 hours, 4 credits
This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and examine use cases involving Linux, Windows and Cisco IOS automation through scripting.
Prerequisite: Linux Security Strategies

N401 Artificial Intelligence
60 hours, 4 credits
Students will learn how techniques in Artificial Intelligence (AI) can be utilized to make software applications mimic human or intelligent behavior in a variety of contexts ranging from expert systems to computer-controlled game opponents. Students will be exposed to topics such as natural language processing and parsing, problem solving algorithms, and knowledge representations. The implications of the intelligent agent paradigm and the common sense and creativity will also be explored.
Prerequisite: Programming II

N402 Network Systems Design
50 hours, 4 credits
This course offers the study of the technology, network architecture and topologies, and software used by systems of network-connected computers. Topics include data transmission, local area network architecture, network protocols, distributed systems, security, and network applications such as email, various transport protocols, and server-to-server Internet such as the World Wide Web. Students will develop programs that run concurrently running computers within various network configurations.
Prerequisite: Operating Systems Design

N403 Mobile Application Development
40 hours, 3 credits
Building upon the topics covered in Mobile Application Development, this course provides students with instruction in the creation of more complex applications and programs. Students will learn how to use the Dalvik virtual machine as a platform to develop Android applications. Additionally, students will understand the differences in developing applications in a wide range of vertical industries including healthcare, science, and entertainment.
Prerequisite: Mobile Application Development

N404 Cloud Computing
40 hours, 4 credits
This course is designed to teach students how to perform a risk assessment and develop a disaster recovery strategy that aligns with business needs and priorities. Topics include disaster prevention, systems backup and recovery strategies, hot/ warm/cold site strategies, and documentation and testing of recovery procedures.
Prerequisite: Service Management

N412 Risk Management and Business Continuity
50 hours, 4 credits
This course will cover the principles, the approaches, and the methodology in assessing and planning systems to ensure the processes and the procedures are in compliance with pertinent laws and regulatory provisions. This course provides an overview of the context of information systems security (ISS).
Prerequisite: none

N451 Disaster Recovery
50 hours, 4 credits
This course is designed to teach students how to perform a risk assessment and develop a disaster recovery plan and learn how to process and implement each phase of the plan they have developed.
Prerequisite: IT Operations Management; Storage Management
N413 Asset Development I 60 hours, 4 credits
This course provides a brief introduction to the development of 2D and audio assets for game and simulation development. Students learn the production process involved in 2D and 3D asset creation and develop the skill necessary to create 2D and audio assets for the games developed within this program.
Prerequisite: Fundamentals of Game Development
N425 Network Security and Cryptography 40 hours, 3 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 enforcing forensic analysis of crimes and attacks. The course topics include public and private 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 Concepts
Introduction to Networks
N421 Software Engineering for Game and Simulation Production 60 hours, 4 credits
This course focuses on the software engineering principles and strategies necessary to develop a game or simulation, including an in-depth look at object-oriented architecture and design patterns used in game development. UML, risk analysis, constraint management, problem solving, process improvement, and handling crunch times are some of the topics that will be tackled in this class.
Prerequisite: Programming II
N422 Enterprise Application Support 40 hours, 4 credits
This course introduces students to the challenges of supporting complex enterprise applications like e-commerce and ERP systems. Topics include application architecture concepts (front-end, middleware, backend, and client/server), working with application specialists, application performance monitoring (end-to-end), security, support and maintenance, and disaster recovery.
Prerequisites: Risk Management and Business Continuity
N423 Windows Security Strategies 40 hours, 4 credits
This course introduces security implementations for various Windows platforms and applications. Areas of study include identifying and examining security risks, security solutions, and tools available for various Windows platforms and applications.
Prerequisite: none
N424 Storage Management 40 hours, 4 credits
The goal of this course is to cover various methods of data management. Students will learn about Storage Area Networks, Disk Arrays, and RAID. Students will cover topics such as data de-duplication, cloud backup and managing both physical and virtual data backup environments. Topics also covered are how to maintain both onsite and offsite data backups and creating a backup rotation policy.
Prerequisite: Advanced Networking
N425 Storyboard Production for Digital Media 40 hours, 4 credits
This course will introduce the student to utilizing storyboards to visually represent staging and camera movement. Specific attention will be paid to utilizing storyboards for shot types, angles, cuts, and transitions. Students will analyze existing storyboard samples as a guide to creating their own storyboard project. During the course the students will also examine visual techniques and terminology.
Prerequisite: Digital Media Production
N426 Asset Development II 60 hours, 4 credits
This course provides a brief introduction to development of 3D assets, including the use of 3D modeling, rigging and animation tools. Students learn the production process involved in 3D asset creation and develop the skill necessary to create 3D assets for the games and simulations developed with this program.
Prerequisite: Asset Development I
N430 Computer Forensics 40 hours, 3 credits
This course examines computer forensics and legal issues related to computer crime and the investigation of computer crime. The course topics include private and public key cryptography, digital signatures, digital forensics, and security protocols.
Prerequisite: Computer Applications and Business Systems Concepts
N431 Multiplayer Game Programming 60 hours, 4 credits
The trend in games is to have many players simultaneously playing a game utilizing the Internet or some other network. Topics included in this course include scripting, server clustering, network, data management, and how to prevent cheating in MMORG situations.
Prerequisite: Practical Game Development
N432 Information Technology Management Capstone 20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by completing a network operations plan. The plan will include details of hardware, software, infrastructure design, security, disaster recovery and support/service management.
Prerequisite: Advanced Networking; must be completed in the student’s final quarter
N433 Operating Systems Design 40 hours, 3 credits
In the course, students learn how operating systems such as Windows, Linux, and the MacOS X are a fundamental component of all computing systems. This course explores how operating systems are responsible for managing the running processes as well as the sharing of system resources such as the printers and storage over network infrastructures. The course provides an in-depth exploration of the design and implementation strategies of systems. Topics include the evolution of operating systems, scheduling, paging, input/output devices, virtual memory, files, synchronization, and security.
Prerequisite: Enterprise Application Support
N434 System Simulation Production I 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 simulation and simulation through simulations. Throughout the course we will explore concepts in modeling, simulation, and design common to many domains, and explore specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity.
Prerequisite: Software Engineering for Game Simulation Production
N435 Digital Video/Audio Project 60 hours, 4 credits
This advanced course in Audio/Video production is for students to create a final project that explores the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video and audio. Using commercial software, students will produce a final project on DVD. Students may work as a team on this project.
Prerequisite: Digital Media Production
N436 Simulation Analysis and Design 50 hours, 4 credits
This course offers students an in-depth exploration of the use of probability theory and statistical methods in the development of computer simulations used to study and model real-world phenomena. Students will build application frameworks to model events and activities within several environments including medical, industrial, military, and scientific simulation.
Prerequisite: Algorithm Analysis
N437 Linux Security Strategies 40 hours, 4 credits
This course is an introduction to the security of Linux platforms and applications. Areas of study include identifying and examining methods of securing Linux platforms and applications and implementing those methods.
Prerequisite: Linux Administration
N440 Web Design Project 60 hours, 4 credits
The purpose of this course is the advanced application of knowledge gained by students in the processes of developing websites. This course will take a user-centered approach to designing websites and will focus on the entire lifecycle of a website, from the area of creating a website, through requirements gathering, conceptual design, physical design, testing, and implementation.
Prerequisite: Advanced HTML coding with CSS
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. Students will engage in the study of character posing and rigging for games, advanced animation, character animation as well as morphing and blending to create expressive characters.
Prerequisite: Polygon Modeling
N442 Hacker Techniques, Tools, and Applications 40 hours, 4 credits
This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. The course also addresses incident handling methods used when information security is compromised.
Prerequisite: none
N443 Service Management 40 hours, 4 credits
This course provides a more in-depth examination of the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT service management. Topics include incident and service level agreements (SLAs), availability and capacity management. Students will write SLAs covering incident response times, availability, and capacity/infrastructure performance.
Prerequisite: Support Management
N444 Simulation Production Project II 60 hours, 4 credits
This course is a continuation of the Simulation Production Project I course. Students will continue on their project from the prototype to the final release stage.
Prerequisite: Simulation Production Project I
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: 3D Game Character Creation
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 development and coding best practices. It also covers areas like cross-platform porting and multi-lingual techniques.
Prerequisite: Applied Game and Simulation Theory
N455 Game Audio Assets 60 hours, 4 credits
In this course, we will cover the fundamentals of audio programming for games. Topics included 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 data to a game. The students will use this knowledge and expertise to build a game that is being implemented into a game engine.
Prerequisite: Game Assets
N458 Systems Monitoring 50 hours, 4 credits
This course is designed to teach students to identify performance bottlenecks, benchmark performance and implement monitoring techniques to proactively identify and react to changes in the environment. Topics include network infrastructure monitoring, security monitoring, performance tuning, and metrics and reporting.
Prerequisite: Advanced Networking
N459 ISS Capstone 40 hours, 3 credits
This course forms the basis for completing all the accumulated knowledge obtained from the initial IST curriculum and requires the student to respond to a RFP for information systems security consulting.
Prerequisite: This course is designed to be taken at the end of the program
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 to adhere to standard real physics principles. This course is designed to allow the game or simulation programmer to be able to translate the behavioral interactions 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.
Prerequisite: Programming II

N461 Computer Graphics Programming 50 hours, 4 credits
This course offers a survey of computer industry-standard graphic hardware, foundation graphic operations and implementations, two-dimensional and three-dimensional transformations utilizing matrix calculations, hidden lines and surface removal, illumination and shading models, curves and surface textures, object modeling, and three-dimensional animation. Students will learn how to convert complex mathematical formulae into operational program code.
Prerequisite: Programming II

N462 Game Production Project I 60 hours, 4 credits
This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines such as: animation synthesis, autonomous character behaviors, building structures for interactive system, solving multiplayer interface and social issues are covered in the course. Students utilize these skills to produce a game prototype as a final project.
Prerequisite: Networking and Multiplayer Game Development

N463 Game Production Project II 60 hours, 4 credits
This course is a continuation of the Game Production Project I course. Students will continue on their project from the prototype to the final release stage.
Prerequisite: Game Production Project I

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 engineering 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.
Prerequisite: Multiplayer Game Programming

N466 Unified Communications and Mobile Computing 50 hours, 4 credits
This course teaches students about the trends in telecommunications, the convergence of voice and data communications systems, and how mobile computing is an integral part of business today. Topics include standard communications architecture, video conferencing, IM, securing and managing mobile devices, and collaboration tools.
Prerequisite: Advanced Networking

N470 Video Game Production Project 70 hours, 4 credits
This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines such as: animation synthesis, autonomous character behaviors, building structures for interactive system, solving multiplayer interface and social issues are covered in the course. Students utilize these skills to produce a final project, demonstrating comprehension of the process of professional game creation.
Prerequisite: Multiplayer Game Programming

N471 Engineering Virtual Worlds 50 hours, 3 credits
In this course, students will learn how to create multi-user virtual worlds. Virtual worlds allow network-connected users to interact in real time within shared two-dimensional and three-dimensional environments. Students will gain an understanding of how virtual worlds change the concept of “interface” to one of “location.” The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.
Prerequisite: Programming II

N480 Senior Computer Science Capstone 30 hours, 3 credits
The Senior Computer Science Capstone course provides a culminating and integrating educational experience. While participating in a team environment, students will design and implement a large-scale software project utilizing the skills and techniques they have mastered throughout their program of study. Class and small group meetings will be used for teams to demonstrate the progress of their projects as well as for the teams to meet and work. Team meetings outside of regular scheduled class time sessions will be required.
Prerequisite: Must fail in last quarter of study

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 focus on various applications involving form, lighting, perspective, figure drawing and historical studies.
Prerequisite: none

NM111 Introduction to Computer Graphics 40 hours, 3 credits
This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting. This course will provide training in a variety of industry-accepted Adobe design software.
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. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics

NM115 Networking and Internet Technologies 40 hours, 3 credits
This course provides students with a practical understanding of the structure and operation of the Internet, including various communications and data transfer protocols, and an overview of programming for the Internet, how to manage Internet security and e-commerce. Further, students will explore in-depth a variety of technologies and methodologies such as network models and topologies as well as a range of security considerations. Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information.
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. This course will provide training in a variety of industry-accepted Adobe design software.
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. This course will provide training in a variety of industry-accepted 3D design software.
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. This course will provide training in a variety of industry-accepted Adobe design software.
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. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Multimedia Design

NM131 Introduction to 3D Arts and Animation 40 hours, 3 credits
This course introduces students to the fundamentals of 3-dimensional computer animation 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. This course will provide training in a variety of industry-accepted Autodesk 3D design software.
Prerequisite: Introduction to 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. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: 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 rendering. Students will create photo-realistic products and environments utilizing complex technical techniques and through creative design choices. They will be placed on detailed modeling and texture mapping complementing elementary 3D animation and story development. This course will provide training in a variety of industry-accepted 3D design software.
Prerequisite: Introduction to 3D Arts and Animation

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

NM252 Fundamentals of Web Authoring and Design 40 hours, 3 credits
This course focuses on the students’ basic authoring skills focusing on the demands of the industry, 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 utilize the industry: multimedia software 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 websites from a multimedia perspective. Emphasis is on data driven pages, interactivity through client side scripting, dynamic web content and database access through scripting.
Prerequisite: Dynamic Content Management; Fundamentals of Web Authoring and Design

NM262 Digital Media Assembly 40 hours, 3 credits
In this course, students will develop and apply scripts to control sprites, video, sound, and interactivity for informational and entertainment applications using authoring software. The project produced in this class will be available for use on CD-ROM. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Multimedia Technologies

NM272 Multimedia Technologies 40 hours, 3 credits
In this course, students will learn aspects of encoding, and authoring technologies 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. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Multimedia Design

NM280 Multimedia Portfolio Development 20 hours, 2 credits
In this course, students select a primary and secondary track to create an industry-quality portfolio of multimedia projects using the industry-standard tools. They will complete 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 chosen disciplines. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Assembly
Comprehensive Prerequisites: fluid and electrolyte, acid and base balance, infections and states of altered immunity, the professional nurse in contemporary healthcare settings. The student is introduced to basic physiological concepts and the proper use and storage of medications, patient education, and mathematical calculations necessary to perform the nursing role. This course provides the foundation for subsequent coursework. 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 healthcare settings. The student is introduced to the nursing process, therapeutic communication and issues affecting professional nurses.
Co-requisite: Critical Thinking in Nursing.

NU115 Comprehensive Pharmacology 40 hours, 4 credits
This 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. Prerequisite: none.

NU11L 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. Co-requisite: Pharmacology.

NU117 Nutritional Principles in Nursing 40 hours, 4 credits
This course introduces the student to the chemical processes that occur on a cellular level related to nutrient intake and metabolism. Emphasis is placed on the concept of Metabolism and the body’s ability to meet basic health and wellness needs as it pertains to a diverse set of clients across the lifespan. Students will be introduced to basic physiological concepts and are encouraged to explore Clinical and Nursing Judgment, Clinical Reasoning and Health Promotion, and Motivational Wellness. Special emphasis is placed on Growth and Development, Cellular Regulation, and clinical nutrition in order to prepare the student to critically apply these principles throughout the nursing program in the form of knowledge, skills, and attitudes. Prerequisite: Admission to a Nursing Program.

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 infections and states of altered immunity, the integumentary, gastrointestinal, and renal body systems. Additionally students learn about fluid and electrolyte, acid and base balance. Prerequisites: LPN licensure; Introduction to Professional Nursing; Comprehensive Pharmacology.

NU124 Introduction to Professional Nursing 40 hours, 4 credits
This course introduces the student to the role of the professional nurse. Students will be exposed to the professional expectations and scope of practice for the Registered Nurse in diverse healthcare settings. Also included are aspects of patient-centered care based upon safety and quality. The Concept-based framework for the Professional Nursing Program is introduced, along with the fundamental QSEN Core Competencies. Special emphasis is placed on Interdisciplinary Collaboration, Communication, and Professionalism. Students will gain the knowledge, skills, and attitudes needed to practice safely in the nursing profession in the role of the Registered Nurse by discovering their own learning styles and personal identities. Prerequisite: Admission to the Professional Nursing Program or entry into the Mobility Bridge Entry Option.

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.

NU138 Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing 40 hours, 4 credits
This course introduces students to critical thinking as a professional nurse by providing the theoretical basis for problem-solving embedded in Clinical Judgment. Building upon these critical thinking skills, ethical concepts are crucially examined and nursing informatics is introduced within the healthcare infrastructure. Special emphasis is placed on Nurses’ role in the Clinical Judgment, Evidence-Based Practice, Nursing Informatics, and Quality Improvement. Students are challenged to explore evidence-based practice and its impact on their role and how their practice knowledge and skills will change and evolve. The theoretical concepts will be applied to safe nursing through clinical judgment with the integration of informatics and critical thinking. Special emphasis will be placed on Communication, Motivational Wellness, Nursing Ethics and Law, and Advocacy as it pertains to this nursing specialty. This theoretical course must demonstrate proficiency in a variety of clinical skills and attitudes, inclusive of therapeutic communication, appropriate pharmacotherapeutic education, and patient-centered, holistic care in order to successfully complete this course. Prerequisite: Fundamentals of Professional Nursing.

NU220 Adult Medical Surgical Nursing II 100 hours, 6 credits
This course continues the medical-surgical topics previously covered. It is comprised of theory and clinical components. Content covered includes issues in the cardiac, respiratory, musculoskeletal, neuro-sensory, and integumentary systems. Additionally students learn about concepts of pain, emergency and perioperative nursing while focusing on the pathophysiology, diagnostic procedures, nursing interventions, and patient teaching while using the nursing process as a framework. Prerequisites: Adult Medical Nursing I; Clinical Nursing Skills I.

NU223 Professional Nursing I 107.5 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and clinical judgment required to meet basic health and wellness needs. Emphasis is placed on Sarcopenic Integumentary, Pain Management, Exchange, Immunity, and Intubation control. The theoretical basis for fluid/Electrolyte and Acid-Base Balance, Cardiovascular/Cerebrovascular, Cystic Fibrosis, and Thermoregulation will be introduced within this course. Previously introduced concepts such as inflammation, tissue integrity, elimination, mobility, health promotion, and education will be further emphasized. The student must demonstrate proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan in order to successfully complete this course. Prerequisite: Fundamentals of Professional Nursing.

NU225 Clinical Nursing Skills II 50 hours, 6 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 specimen collection. Prerequisites: LPN licensure; or Adult Medical Surgical Nursing I; Clinical Nursing Skills I.

NU230 Pediatric and Maternity Nursing 100 hours, 6 credits
This course reviews medical surgical concepts for practical LPNs for adults with common health problems. This course is comprised of theory and clinical content. 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.

NU233 Comprehensive Pharmacology 30 hours, 6 credits
This course is comprised of a theory and lab component where students acquire knowledge, skills, and attitudes to safely and effectively provide pharmacotherapeutic care to patients. Emphasis is placed on pharmacotherapeutics, pharmacokinetics, pharmacodynamics, and the current “rights of medication administration”, dosage calculation, patient education, and motivational wellness. The course will continue to build upon critical thinking concepts and clinical judgment to ensure safe, quality care in the administration of prescription, over-the-counter, and complementary and alternative medications at a beginning Professional Registered Nurse skill level. The student must demonstrate proficiency in a variety of clinical skills, related to medication administration within the lab setting, in order to successfully complete this course. Prerequisites: LPN licensure.

NU240 Maternal Health Nursing 55 hours, 4 credits
This course covers the principles of mental health nursing, noting the application of psychiatric nursing process to a variety of settings. This course has both lecture and clinical content. Content includes therapeutic communication, pharmacotherapeutic education, and patient-centered, holistic care in order to successfully complete this course. Prerequisite: Fundamentals of Professional Nursing.

NU241 Professional Nursing II 60 hours, 6 credits
This course covers the principles of mental health nursing noting the application of psychiatric nursing process to a variety of settings. This course has both lecture and clinical content. Content includes therapeutic communication, pharmacotherapeutic education, and patient-centered, holistic care in order to successfully complete this course. Prerequisites: Adult Medical Nursing II; Clinical Nursing Skills II.

NU250 Human Nutrition 40 hours, 4 credits
This course introduces the student to principles of nutrition and the role of nutrients in health and common alterations in health throughout the lifespan. The Concept-based framework for nutrition is included to prepare the student to apply these principles to the individual, and family, and community, and clinical areas. Prerequisite: none.

NU210 Medical Surgical Nursing Review for LPNs 100 hours, 6 credits
This course reviews medical surgical content for practical LPNs for adults with common health problems. This course is comprised of theory and clinical content. 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.

NU213 Comprehensive Pharmacology 30 hours, 6 credits
This course is comprised of a theory and lab component where students acquire knowledge, skills, and attitudes to safely and effectively provide pharmacotherapeutic care to patients. Emphasis is placed on pharmacotherapeutics, pharmacokinetics, pharmacodynamics, and the current “rights of medication administration”, dosage calculation, patient education, and motivational wellness. The course will continue to build upon critical thinking concepts and clinical judgment to ensure safe, quality care in the administration of prescription, over-the-counter, and complementary and alternative medications at a beginning Professional Registered Nurse skill level. The student must demonstrate proficiency in a variety of clinical skills, related to medication administration within the lab setting, in order to successfully complete this course. Prerequisites: LPN licensure; or Adult Medical Surgical Nursing I; Clinical Nursing Skills I.

NU237 Mental Health Nursing 55 hours, 4 credits
This course is comprised of a theory and clinical component where students acquire knowledge, skills, and attitudes to safely and effectively care for clients with mental health and behavioral disorders across the lifespan in a variety of clinical environments. Emphasis is placed on Functional Ability, inclusive of concepts such as Cognition, Addiction, Mood and Affect, Stress and Coping, Anxiety, Psychosis, and Violence. Special emphasis will be placed on Communication, Motivational Wellness, Nursing Ethics and Law, and Advocacy as it pertains to this nursing specialty. This theoretical course must demonstrate proficiency in a variety of clinical skills and attitudes, inclusive of therapeutic communication, appropriate pharmacotherapeutic education, and patient-centered, holistic care in order to successfully complete this course. Prerequisites: Fundamentals of Professional Nursing.
NU260 Professional Nursing III 117.5 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where students are completing their development of foundational concepts and nursing abilities required for the Professional Registered Nurse Role. Emphasis is placed on concepts such as Cellular Regulation, End-of-Life Integrity, Complementary and Alternative Therapies, and Crisis/Disaster Nursing. This course will continue to build on previous concepts with a special emphasis on Cardiovascular Integrity, Perfusion, Gas Exchange, Fluid/Electrolyte and Acid/Base-Balance, and Tissue Integrity. The theoretical basis for Clinical Judgment, as it relates to Patient-Centered Care, Evidence-Based Practice, and Nursing Informatics in the Clinical Setting is required for successful completion of this course. The student must also demonstrate an understanding of the role of the nurse in caring for vulnerable populations, and patient rights as they apply to the professional nurse.
Prerequisite: none
NU273 Role, Scope, Quality, and Leadership in Professional Nursing 80 hours, 4 credits
This course is comprised of a theory and clinical component where students are able to demonstrate the knowledge, skills, and attitudes necessary to provide quality care for a diverse set of clients across the lifespan at the level of a beginning Professional Registered Nurse to complete an Associate Degree.
Prerequisite: Professional Nursing III
NU294 Professional Nursing Capstone 20 hours, 4 credits
This course reflects on the student’s journey through the Professional Nursing Program, prepares the student for licensure, and mentors the student in the transition to professional practice. Concept-Based Framework is reviewed, along with the fundamental QSEN Core Competencies with a focus on Professionalism. The Individual Functional Ability, and Leadership. Students will delve into the knowledge, skills, and attitudes needed to successfully complete the NCLEX-RN and safely transition to a beginning Graduate Professional Registered Nurse role.
Prerequisites: Professional Nursing III; Rols, Scope, Quality, and Leadership in Professional Nursing
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 of the Elderly
NU1211C Adult Nursing I 220 hours, 13 credits
This is the first of three adult-health nursing courses. In this course, students continue to develop their role as a member of the profession of nursing as a provider of care to clients across the lifespan with uncomplicated medical surgical alterations in health. Pathophysiologic mechanisms of diseases are covered as well as assessment and nursing management with a special emphasis on the critically ill client. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. This course is designed to assist the graduating student in the transition to the role of the professional nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for the clinical application and evaluation in pediatric and childbearing settings.
Prerequisite: Adult Nursing I
NU2711C Adult Nursing II 230 hours, 13 credits
This is the second of three adult-health nursing courses. The focus of this course is on the care of adults with altered health status in acute care and psychiatric settings. In this course, students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health. Emphasis is placed on knowledge and skills relating to the delivery of care, the family, and the community. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession provide the framework for the clinical application and evaluation in pediatric and childbearing settings.
Prerequisite: Adult Nursing I
NU2712C Adult Nursing III 90 hours, 3 credits
This is the third of three adult-health nursing courses. The focus of this course is on the care of adults with altered health status. This course is designed to enhance the student’s knowledge and understanding of pharmacological concepts and care of clients with diseases related to human illness and disease. A patient centered systems approach is used to explore the pathophysiology, etiologies, risk factors, clinical presentation, and diagnosis of selected illness and disease. This course will aid in the student’s ability to develop sound nursing practice, critical reasoning, and foster skills that provide safe, quality patient care.
Prerequisite: Quality and Safety in Nursing Practice
Co-requisite: Applied Pathophysiology
NU3205 Applied Pathophysiology 40 hours, 4 credits
This course is designed to enhance the student’s knowledge and understanding of pharmacological concepts and care of clients with diseases related to human illness and disease. A patient centered systems approach is used to explore the pathophysiology, etiologies, risk factors, clinical presentation, and diagnosis of selected illness and disease. This course will aid in the student’s ability to develop sound nursing practice, critical reasoning, and foster skills that provide safe, quality patient care.
Prerequisite: Quality and Safety in Nursing Practice
Co-requisite: Health Assessment
NUR 4165 Nursing Research 40 hours, 4 credits
This course is designed to develop the skills required to read, comprehend, analyze, and utilize research as it applies to healthcare. Students will be required to identify and appraise basic evidence research that supports nursing practice. Further emphasis is placed on developing skills to become astute consumers of nursing research; such as examining literature reviews and analyzing data. Issues related to implementation and integration of best evidence in practice will be included in this course.

Prerequisites: Quality and Safety in Nursing Practice
Co-requisites: Nursing Informatics

NUR 4529 Public Health and Community Nursing 40 hours, 4 credits
This course provides an overview of concepts and theories related to public health/community health nursing. The role of the professional nurse in sustaining and promoting health among diverse populations is explored. Topics include core functions and essentials of public health, health promotions in healthcare technology, focused practice, community assessment, and interdisciplinary collaboration. Principles of epidemiology and the influence of factors impacting health and well-being of local and global communities are incorporated. This course provides the student the opportunity to demonstrate critical thinking and collaborative communication through community assessment.

Prerequisites: Transcultural Nursing; Nursing Research
Co-requisites: Leadership and Management in Nursing

NUR 4773 Leadership and Management in Nursing 40 hours, 4 credits
This course explores leadership theories and concepts that impact the professional role of nursing. Emphasis will be placed on nursing leadership roles that create a culture of advocacy, safety and quality through individual and team performance.

Prerequisites: Successful completion of all other BSN courses
Co-requisites: Public Health and Community Nursing

NUR 4870 Nursing Informatics 40 hours, 4 credits
This course integrates nursing science, information science, computer science and cognitive science to acquire, process, design, and disseminate knowledge. The student will explore the use of information technology applications used by health care professionals to support the delivery of healthcare. Students will discuss how the impact informatics has on the delivery of care including; efficacy and productivity, patient safety, confidentiality, and healthcare outcomes. Within the course will be hands-on experiences in information technology. Unique opportunities and challenges for the nurse will be considered and addressed in this course.

Prerequisites: Quality and Safety in Nursing Practice
Co-requisites: Nursing Research

NUR 4903 Nursing Capstone 40 hours, 4 credits
This course is designed to provide students with the opportunity to synthesize and comprehensively apply theoretical and clinical experiences from nursing courses into a capstone experience. Students will use critical thinking skills and evidence-based practice to promote patient centered nursing care that encompasses quality and safety. Students will plan and implement a practicum experience consistent with the professional standards of the baccalaureate nurse essentials. The capstone preceptorship supports the role transformation of students and promotes clinical competence at the BSN preparation level.

Prerequisites: Successful completion of all other BSN courses and/or Co-requisite: Leadership and Management in Nursing

PL100 Introduction to Laboratory Processing 50 hours, 4 credits
This course will introduce the role of the phlebotomist in a clinical laboratory setting. Students will learn how to adhere to safety and compliance regulations related to specimen collection and processing. This course also focuses on practices of the sample or patient as they relate to and influence laboratory procedures.

Prerequisites: none

PB205 Phlebotomy II 50 hours, 4 credits
In this course, students will learn the skills to perform a variety of blood collection methods using proper techniques and universal precautions. This course will also focus on patient handling and proper practice of phlebotomy procedures.

Prerequisites: none

PB290 Phlebotomy Externship and Capstone 130 hours, 5 credits
This course is designed to provide the student with experience in a clinical setting that includes specimen collection and handling and processing. Students will learn to effectively communicate with diverse patient populations and patient care teams. During the practical experience, students will participate in a program capstone that is designed to assist students during their externship and prepare them for a certification exam.

Prerequisites: Phlebotomy

PC150 Patient Care Skills I 40 hours, 3 credits
This course introduces the student to the role of the patient care technician in healthcare. The student is introduced to the patient care process, therapeutic communication, and universal precautions. Students will develop the skills to provide comfort, safety, and security for patients. Topics include patient care health promotion techniques, patient rights, and legal issues related to the management of medical information and documentation.

Prerequisites: none
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 related writings 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 current real estate legislation, 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. Stockholder 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

PL226 Law Office Technology: Cyberspace and the Paralegal Profession 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

PL228 Torts: Auto Accidents and Other Legal Injuries 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 laboratory research, students will develop an overview of causes of actions in torts and their relevance to the paralegal.

Prerequisite: Introduction to Law and the Legal System

PL230 Family Law 40 hours, 4 credits

This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including antenuptial 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 or enrolled in Certificate

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 present the Paralegal program in the second-to-last quarter of this course. 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 and briefs 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 components. High level composition 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 components. High level composition 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 components.

Prerequisite: Legal Research; 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 supervising attorney at the conclusion of the internship.

Prerequisite: Students must be enrolled in their last or second-to-last quarter

PN100 Nursing Foundations 100 hours, 6 credits

This introductory course is comprised of both a theory and a clinical component. Students are introduced to the concepts and nursing processes required to meet basic human needs. Emphasis is placed on safety, psychomotor skills, therapeutic communication, and adult growth and development. The student must achieve a variety of nursing competencies to successfully complete this course.

Prerequisite: Program admission

Co-requisites: Human Anatomy and Physiology I; Comprehensive Pharmacology; Comprehensive Pharmacology Lab

PN106 Fundamentals of Practical Nursing 112.5 hours, 6 credits

This course is comprised of a theory, lab, and clinical component where students are introduced to the fundamental concepts and nursing abilities required to meet basic health and wellness needs. The theoretical basis for nursing judgment, patient-centered care, growth and development, and basic physiological concepts are presented. Emphasis is placed on knowledge, skills, and attitudes needed to provide safe care for a diverse range of clients across the lifespan. Special emphasis is placed on teamwork, communication, and nursing informatics as it pertains to the healthcare infrastructure. The student will demonstrate proficiency in a variety of nursing skills in order to successfully complete this course.

Prerequisite: Admission to the Practical Nursing Program

Pre or Co-requisite: Introduction to Practical Nursing

PN108 Introduction to Practical Nursing 20 hours, 2 credits

This course introduces the student to the basic concepts of Practical Nursing. The student will be exposed to the practical nursing expectations and scope of practice in one of the healthcare settings. Also included are aspects of patient-centered care based upon evidence and quality. The Concept-based framework for the Practical Nursing Program is introduced, along with the fundamental QSEN Core Competencies. Special emphasis is placed on Teamwork, Communication, and Nursing Informatics. Students will delve into the knowledge, skills, and attitudes needed to practice safely in the nursing profession by discussing their own learning styles and personal identities.

Prerequisite: Admission to the Practical Nursing Program

PN114 Practical Nursing I 110 hours, 6 credits

This course is comprised of a theory, lab, and clinical component where students are building on the functional ability and nursing judgment required to meet basic health and wellness needs. Emphasis is placed on concepts such as oxygenation, cardiovascular integrity, tissue integrity, and infection control. Fluid/Electrolyte and Acid/Base Balance will be introduced within this course. The theoretical bases for Education and Health Promotion, as well as Pain Management, are presented. The student must demonstrate increased levels of independence, critical-thinking and patient-related knowledge, with specific attention to the development of critical-thinking skills for patients with disorders of the cardiovascular and respiratory systems.

Prerequisites: Nursing Foundations; Comprehensive Pharmacology; Comprehensive Pharmacology Lab; Human Anatomy and Physiology I

Co-requisite: Psychosocial Nursing

PN120 Psychosocial Nursing 60 hours, 4 credits

This course presents an overview of the underlying principles of psychiatric/mental-health nursing and how these concepts transcend practice settings; it is comprised of both a theory and clinical component. Content includes therapeutic interventions, pathophysiology, psychopharmacology, current treatments, 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; General Psychology

PN123 Basic Pharmacology 40 hours, 4 credits

This course is comprised of a theory and lab component where students acquire knowledge, skills, and attitudes to safely and effectively provide pharmacologic therapies to patients. Theoretical emphasis is placed on Absorption, Distribution, Metabolism, and Excretion (ADME), and basic dosage calculation. Patient education and motivational wellness will be introduced. The course will continue to build upon critical thinking concepts and nursing judgment to ensure basic safety in the administration of medications at a Beginning Practical Nursing skill level. The student must demonstrate proficiency in a variety of clinical skills, related to medication administration within the lab setting, in order to successfully complete this course.

Pre or Co-requisite: Structure and Function of the Human Body; College Algebra

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 therapeutic interventions. Theoretical emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients experiencing alterations of the reproductive, musculoskeletal, urologic, and endocrine systems.

Prerequisite: none

PN130 Maternal - Child Nursing 80 hours, 4 credits

This course investigates mater nal-child nursing and is comprised of both a theory and a clinical component. Students explore concepts relevant to care of the obstetrical, newborn, and pediatric patient and examine family planning 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-requisite: Nursing II

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, lymph, immunity, 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 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 comprehensive understanding 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 I; Maternal - Child Nursing; Human Nutrition

Co-requisites: Nursing III; Nursing Seminar

COURSE DESCRIPTIONS
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 standards. Core-PN review. Content is designed to facilitate transition from the role of student to the role of graduate practical nurse.

PN148 Gerontologic Nursing 30 hours, 3 credits
This course is comprised of a theory component where students acquire knowledge, skills, and attitudes to safely and effectively support the Functional Ability of the aging adult. Emphasis is placed on concepts such as Emotional and Cognitive Integrity, Neurological Adaptation, and End-of-Life Integrity. This course will continue to build on concepts required to meet basic health and wellness needs that are specific to the aging adult. Communication, as well as Nursing Ethics and Law as it applies to this specific population. Students are expected to apply Nursing Judgment and Cognitive Integrity. This course is offered in this course throughout concurrent and future Nursing Lab and Clinical Experiences.

Prerequisite: Fundamentals of Practical Nursing Pre or Co-requisites: Basic Pharmacology; Nutritional Principles in Nursing

PN152 Practical Nursing II 110 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where students are building on the foundational concepts and nursing abilities developed in Practical Nursing I. Emphasis is placed on concepts such as Surgical Integrity, Pain Management, and Glucose Regulation. This course will continue to build on previous concepts with a special emphasis on Fluid/Electrolyte and Acid/Base Balance, Elimination, Mobility, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Communication and Teamwork in the Clinical Setting, is required for successful completion of this course. The student must also demonstrate increasing proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan.

Prerequisite: Practical Nursing I

PN167 Psychosocial Nursing 55 hours, 4 credits
This course consists of both a theory and clinical component that focuses on the care of clients with mental health and behavioral disorders across the lifespan in a variety of clinical settings. Emphasis is placed on concepts such as Emotional and Cognitive Integrity, Motivation, Wellness, Psychosocial Integrity, Addiction, and Violence. Special emphasis will be placed on Nursing Judgment and Communication in the design, development, and implementation of the NCLEx-PN and safely transition to a beginning Graduate Practical Nursing role.

Prerequisite: Practical Nursing III

PN174 Practical Nursing III 115 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where students are completing their development of the fundamental concepts and skills necessary for the Practical Nursing Role. Emphasis is placed on concepts such as Neurological Adaptation, Cellular Regulation, Holistic Approaches, and Crisis/Disaster Nursing. This course will continue to build on previous concepts with a special emphasis on Thermoregulation, Cardiovascular Integrity, Tissue Integrity, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Quality Improvement, Patient-Centered Care, and Leadership in the Clinical Setting is required for successful completion of this course. The student must also demonstrate proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan in order to successfully complete the series.

Prerequisite: Practical Nursing II

PN180 Family Nursing 60 hours, 4 credits
This course consists of both a theory and clinical component that focus on the Knowledge, Skills, and Attitudes required to function in the appropriate role of the Practical Nurse in a Family Health Clinic, Pediatric Clinical Setting, or similar environment. Emphasis is placed on Reproduction as well as Growth and Development. Special emphasis will be placed on Surgical Integrity, Glucose Regulation, Infection Control, and Patient-Centered Care as it applies to this diverse group of clients. The theoretical basis for Complementary and Alternative Medicine, in conjunction with specific pharmacologic therapies for these clients will be introduced. Students are required to critically apply all previously introduced Health and Wellness Concepts, as well as Metabolism and Nursing Judgment, to content-specific exemplars presented in this course. The student must achieve proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and affective interactions in the clinical setting, in order to successfully complete this course.

Prerequisite: Practical Nursing II Pre or Co-requisites: Psychosocial Nursing

PN197 Practical Nursing Capstone 20 hours, 2 credits
This course reflects on the student’s journey through the Practical Nursing Program, prepares the student for licensure, and mentors the student on transition to practice. The Concept-Based Framework is reviewed, along with the fundamental QSEN Core Competencies with special emphasis on Quality Improvement, Professionalism, and Leadership. Students will delve into the knowledge, skills, and attitudes needed to successfully complete the NCLEX-PN and safely transition to a beginning Graduate Practical Nursing role.

Prerequisite: Practical Nursing III

PT105 Introduction to Pharmacy 40 hours, 4 credits
An introduction to the technologist’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

PT111 Pharmacy Technician Overview 40 hours, 4 credits
This course is an overview of all pharmacy technician certificate program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.

Prerequisite: Pharmacy Technician student in last or second-to-last quarter

PT120 Pharmacy Math and Dosages 40 hours, 3 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

PT215 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. Students will gain understanding of the various payment methods received by retail pharmacies. The student will explore various automation machines used within pharmacy settings.

Prerequisites: Pharmacy Math and Dosages

PT235 Pharmacy Technician Practicum I – Outpatient/Retail 90 hours, 3 credits
This course offers supervised practical experience in an outpatient setting with a minimum of 90 hours of externship experience in the unit-dose area of a pharmacy. The practicum will be under the direction of practicing pharmacists and pharmacy technicians. This practicum will allow the student to gain experience as a pharmacy technician in an actual pharmacy setting and is essential to training.

Prerequisites: Pharmacy for the Allied Health Professional, Pharmacy Software/Automation/Insurance Billing

PT236 Pharmacy Technician Practicum II – Unit Dosage IV 90 hours, 3 credits
This course offers supervised practical experience in pharmacy settings with a minimum of 90 hours of internship experience in the unit dose or outpatient/retail area of pharmacy designated by the practicum. The practicum will be under the direction of practicing pharmacists and pharmacy technicians. This practicum will allow the student to gain experience as a pharmacy technician in an actual pharmacy setting and is essential to training.

Prerequisites: Unit Dose IV/Lab

PT238 Pharmacy Technician Practicum III 90 hours, 3 credits
This course offers supervised practical experience in pharmacy settings with a minimum of 90 hours of internship experience in the unit dose or outpatient/retail area of pharmacy designated by the practicum. The practicum will be under the direction of practicing pharmacists and pharmacy technicians. This practicum will allow the student to gain experience as a pharmacy technician in an actual pharmacy setting and is essential to training.

Prerequisites: PT235 Pharmacy Technician Practicum I – Outpatient/Retail, PT236 Pharmacy Technician Practicum II – Unit Dosage IV

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

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

Prerequisite: none

S120 Word for Windows 40 hours, 3 credits
Students are 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 Applications and Business Systems Concepts

SD110 Discrete Structures for Computer Science 40 hours, 3 credits
This course will provide a basic understanding of discrete mathematical topics that form the basis of computer science. Topics to be covered include truth tables, logical propositions, elements of set theory, as well as basic notions of functions and mathematical induction.

Students will explore the logical constructs that are the underlying model of discrete systems.

Prerequisite: Fundamentals of Programming

SD140 Mobile Application Development 40 hours, 3 credits
In this course, students will understand the development cycle of programs and applications for mobile devices. Utilizing the Java language, students will create both standalone programs as well as program suites for mobile marketplace commerce systems where applications can be deployed. Instruction will focus on mobile development best practices for ease and efficiency of program development.

Prerequisite: Java I

SD206 Object-Oriented Programming 40 hours, 3 credits
This course will provide students with an understanding of the basic concepts of object-oriented programming including encapsulation, inheritance, and polymorphism. Students will explore the uses of class templates as well as their attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented using the Java programming language.

Prerequisite: Fundamentals of Programming

SD210 Essentials of Surgical Technology 70 hours, 4 credits
This course will orient the student to surgical technology and prepare them for scrub and circulating duties as well as Surgical Procedures I, and Surgical Procedures II. Topics include standards of conduct, special populations, safety standards, equipment, biomedical science, asepsis and sterile technique, anesthesia, surgical supplies and instrumentation.

Prerequisites: Medical Terminology; Introduction to Human Biology; Pathophysiology; Human Anatomy and Physiology I
ST110 Surgical Procedures I
70 hours, 4 credits
This course will expand on the duties and responsibilities as the role of scrub or OR Tech in circulating 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 Procedures II.
Prerequisite: Fundamentals of Surgical Technology
ST120 Surgical Pharmacology
20 hours, 2 credits
Students in this course will demonstrate an understanding of pharmacology and anesthesia concepts and their applications related to the field of surgical technology. They will study anesthesia methods, agents, and techniques of administration. They will also be able to define terminology related to pharmacology, identify medications used on surgical patients, and describe safe practices of medication handling in the surgical environment.
Prerequisites: Medical Terminology; Introduction to Human Biology
Pre or Co-requisite: Fundamentals of Surgical Technology
ST125 Surgical Microbiology
20 hours, 2 credits
This course has been designed to educate the student in the treatment of the disease-causing organisms that may present with a surgical patient or develop post-surgery as an acquired infection. This course specifically addresses the needs of the surgical technologist in maintaining aseptic techniques and caring for surgical patients before, during, and after surgery.
Prerequisites: Medical Terminology; Human Anatomy and Physiology I
ST209 Surgical Procedures II
70 hours, 4 credits
This course further expands upon the duties and responsibilities as the role of scrub in the field of surgical technology. Surgical areas explored and applied in this course include obstetrics/gynecology, ophthalmic, orthopaedic/rheumatologic, maxillofacial, plastic and reconstructive. This course is a preparatory class for Surgical Procedures III and Surgical Practicum I and II.
Prerequisite: Surgical Procedures I
ST214 Surgical Procedures III
70 hours, 4 credits
This course will expand on the duties and responsibilities as the role of scrub in the field of surgical technology. Surgical areas explored and applied in this course include: genitourinary, orthopedic, cardiothoracic, peripheral vascular, and neurosurgery. 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: Successful completion of all ST core courses except Surgical Tech Practicum II; Career Development and Seminar courses
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
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 Applications and Business Systems Concepts
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.
Prerequisite: Fundamentals of Programming
W110 JavaScript
40 hours, 3 credits
This course is designed to help 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; Fundamentals of Programming
W114 Fundamentals of Programming
40 hours, 3 credits
Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and the efficiency of their code. This course covers an introduction to computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored as well as the use of Java programming in the development of applications for mobile devices.
Prerequisite: Object-Oriented Programming
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: Fundamentals of Programming
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 object-oriented design and development, control properties, DBMS, SQL, and ASP.NET.
Prerequisite: Introduction to Visual Basic
W210 Java I
40 hours, 3 credits
Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored as well as the use of Java programming in the development of applications for mobile devices.
Prerequisite: Object-Oriented Programming
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: JavaScript
W216 PHP/MySQL
40 hours, 3 credits
This course covers the use of PHP scripting language and the MySQL database to create dynamic webpages. Topics include PHP scripting fundamentals; creating, accessing, and manipulating data with the MySQL database within a PHP program; creating HTML forms; and writing secure PHP programs.
Prerequisite: Java I
W220 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; PERL/CGI. This course is intended to be completed in the student’s last quarter
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

Our on-time completion and placement rates exceed the national averages of 22% and 74%, respectively. With our SUPPORT+ team members working one-on-one with you, including our student advisors and career services advisors, we help support your success. Contact a program manager to learn more about how you can become a Rasmussen College graduate. Contact a program manager to discuss your unique situation and tuition costs for your degree.

## Loans and Financial Aid

Our SUPPORT+ team can help you complete your financial aid application and review your financial aid award letter. Contact a student financial services advisor to discuss your individual needs and goals.

## Tuition and Fees

The tuition shown is the full tuition cost and does not reflect scholarships, grants, loans, or any credit transfers—all of which can lower your tuition cost. Contact a program manager to discuss your unique situation and tuition costs for your degree.

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<td>Multimedia Technologies—Web Design</td>
<td>Associate’s</td>
<td>27-1024, 27-1014</td>
<td>23%</td>
<td>72%</td>
<td>$24,877</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$4,200</td>
<td>$0</td>
</tr>
<tr>
<td>Multimedia Technologies—Web Design</td>
<td>Diploma</td>
<td>27-1024, 27-1014</td>
<td>30%</td>
<td>NA*</td>
<td>$19,339</td>
<td>$0</td>
<td>$0</td>
<td>$21,229</td>
<td>$3,300</td>
<td>$0</td>
</tr>
</tbody>
</table>

1 The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2 Internal placement rate methodology can be found at rasmussen.edu/SID
3 Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
4 Median loan debt for completers from private educational loans
5 Median amount that completers owe to Rasmussen College upon graduation
6 Tuition and fees charged for completing the program in normal time
7 Total cost of books and supplies when completing the program in normal time
8 Total cost of room and board is not applicable at Rasmussen College

*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.
**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.
## SCHOOL OF EDUCATION

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Minnesota Tuition and Fees</th>
<th>Minnesota Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education–Child and Family Studies</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>44%</td>
<td>98%</td>
<td>$19,464</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
</tr>
<tr>
<td>Early Childhood Education–Child Development</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>44%</td>
<td>98%</td>
<td>$19,464</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
</tr>
<tr>
<td>Early Childhood Education–Child with Special Needs</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>44%</td>
<td>98%</td>
<td>$19,464</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
</tr>
<tr>
<td>Early Childhood Education–English Language Learner</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>44%</td>
<td>98%</td>
<td>$19,464</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
</tr>
<tr>
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<td>Certificate</td>
<td>25-9041, 25-2011</td>
<td>57%</td>
<td>80%</td>
<td>$10,107</td>
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<td>$0</td>
<td>$10,764</td>
<td>$2,100</td>
</tr>
<tr>
<td>Early Childhood Education–Child and Family Studies</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,229</td>
<td>$2,700</td>
</tr>
<tr>
<td>Early Childhood Education–Child Development</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,229</td>
<td>$2,700</td>
</tr>
<tr>
<td>Early Childhood Education–Child with Special Needs</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,229</td>
<td>$2,700</td>
</tr>
<tr>
<td>Early Childhood Education–English Language Learner</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,229</td>
<td>$2,700</td>
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## SCHOOL OF HEALTH SCIENCES

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Minnesota Tuition and Fees</th>
<th>Minnesota Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>EKG Technician</td>
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<td>29-2031</td>
<td>NA*</td>
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<td>NA*</td>
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<td>$11,362</td>
<td>$1,650</td>
</tr>
<tr>
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<td>Associate's</td>
<td>31-9099</td>
<td>NA*</td>
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<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
<td>$3,600</td>
</tr>
<tr>
<td>Health Information Management</td>
<td>Bachelor's</td>
<td>29-2071</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,820</td>
<td>$7,350</td>
</tr>
<tr>
<td>Health Information Technician</td>
<td>Associate's</td>
<td>29-2071</td>
<td>42%</td>
<td>81%</td>
<td>$23,919</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,750</td>
</tr>
<tr>
<td>Medical Administration</td>
<td>Associate's</td>
<td>43-6013</td>
<td>23%</td>
<td>82%</td>
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<td>$0</td>
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<td>$3,900</td>
</tr>
<tr>
<td>Medical Administration</td>
<td>Diploma</td>
<td>43-6013</td>
<td>10%</td>
<td>NA*</td>
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<td>$0</td>
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<td>$2,550</td>
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<tr>
<td>Medical Assisting</td>
<td>Associate's</td>
<td>31-9092</td>
<td>49%</td>
<td>53%</td>
<td>$21,045</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Diploma</td>
<td>31-9092</td>
<td>44%</td>
<td>67%</td>
<td>$14,417</td>
<td>$0</td>
<td>$0</td>
<td>$17,940</td>
<td>$2,400</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>Certificate</td>
<td>29-2071</td>
<td>39%</td>
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<td>$0</td>
<td>$0</td>
<td>$11,960</td>
<td>$1,800</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>Diploma</td>
<td>29-2071</td>
<td>45%</td>
<td>75%</td>
<td>$16,029</td>
<td>$0</td>
<td>$0</td>
<td>$16,744</td>
<td>$2,400</td>
</tr>
<tr>
<td>Medical Laboratory Technician</td>
<td>Associate's</td>
<td>29-2012</td>
<td>95%</td>
<td>91%</td>
<td>$24,032</td>
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<td>$0</td>
<td>$33,189</td>
<td>$3,900</td>
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<td>Patient Care Technician</td>
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<td>NA*</td>
<td>NA*</td>
<td>$11,362</td>
<td>$1,650</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Associate's</td>
<td>29-2052, 31-9095</td>
<td>45%</td>
<td>75%</td>
<td>$21,550</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,600</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Certificate</td>
<td>29-2052, 31-9095</td>
<td>31%</td>
<td>90%</td>
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<td>$1,800</td>
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<tr>
<td>Pharmacy Technician</td>
<td>Diploma</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,930</td>
<td>$2,850</td>
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<tr>
<td>Phlebotomy</td>
<td>Certificate</td>
<td>31-9097, 31-9099</td>
<td>NA*</td>
<td>0%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$11,362</td>
<td>$1,650</td>
</tr>
<tr>
<td>Surgical Technologist</td>
<td>Associate's</td>
<td>29-2055</td>
<td>73%</td>
<td>100%</td>
<td>$21,171</td>
<td>$0</td>
<td>$0</td>
<td>$27,508</td>
<td>$3,300</td>
</tr>
</tbody>
</table>
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

Our on-time completion and placement rates exceed the national averages of 22% and 74%, respectively. With our SUPPORT+ team members working one-on-one with you, including our student advisors and career services advisors, we help support your success. Contact a program manager to learn more about how you can become a Rasmussen College graduate.

### SCHOOL OF JUSTICE STUDIES

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code*</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans ($)</th>
<th>Private Loans ($)</th>
<th>Institutional Loans ($)</th>
<th>Minnesota Tuition and Fees ($)</th>
<th>Minnesota Books and Supplies ($)</th>
<th>Room and Board ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice</td>
<td>33-3051</td>
<td>31%</td>
<td>74%</td>
<td>$25,751</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>33-3051</td>
<td>66%</td>
<td>77%</td>
<td>$32,956</td>
<td>$0</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,750</td>
<td>$0</td>
</tr>
<tr>
<td>Human Services</td>
<td>21-1093, 21-1094, 21-1099</td>
<td>40%</td>
<td>85%</td>
<td>$25,402</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Human Services</td>
<td>Certificate</td>
<td>28%</td>
<td>NA*</td>
<td>$15,720</td>
<td>$0</td>
<td>$0</td>
<td>$11,362</td>
<td>$1,500</td>
<td>$0</td>
</tr>
<tr>
<td>Human Services</td>
<td>Diploma</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$22,126</td>
<td>$2,850</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Certificate</td>
<td>64%</td>
<td>89%</td>
<td>$6,271</td>
<td>$0</td>
<td>$0</td>
<td>$10,764</td>
<td>$1,500</td>
<td>$0</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Associate’s</td>
<td>69%</td>
<td>67%</td>
<td>$17,770</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$4,050</td>
<td>$0</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Certificate</td>
<td>64%</td>
<td>89%</td>
<td>$6,271</td>
<td>$0</td>
<td>$0</td>
<td>$7,176</td>
<td>$1,500</td>
<td>$0</td>
</tr>
<tr>
<td>Paralegal</td>
<td>23-2011, 23-2099</td>
<td>41%</td>
<td>78%</td>
<td>$24,539</td>
<td>$0</td>
<td>$0</td>
<td>$28,106</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Certificate</td>
<td>75%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$18,239</td>
<td>$2,250</td>
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### SCHOOL OF NURSING

<table>
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<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans ($)</th>
<th>Private Loans ($)</th>
<th>Institutional Loans ($)</th>
<th>Minnesota Tuition and Fees ($)</th>
<th>Minnesota Books and Supplies ($)</th>
<th>Room and Board ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing RN to BSN</td>
<td>29-1141</td>
<td>79%</td>
<td>NA*</td>
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<td>$0</td>
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</tr>
<tr>
<td>Practical Nursing</td>
<td>29-2061</td>
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<td>$13,650</td>
<td>$0</td>
<td>$0</td>
<td>$23,250</td>
<td>$2,250</td>
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</tr>
<tr>
<td>Professional Nursing</td>
<td>29-1141</td>
<td>90%</td>
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<td>$0</td>
<td>$0</td>
<td>$40,685</td>
<td>$3,450</td>
<td>$0</td>
</tr>
</tbody>
</table>

1 The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2 Internal placement rate methodology can be found at rasmussen.edu/SID
3 Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
4 Median loan debt for completers from private educational loans
5 Median amount that completers owe to Rasmussen College upon graduation
6 Tuition and fees charged for completing the program in normal time
7 Total cost of books and supplies when completing the program in normal time
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*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.
**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.
<table>
<thead>
<tr>
<th>SCHOOL OF TECHNOLOGY</th>
<th>Degree Level</th>
<th>SOC Code^</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Minnesota Tuition and Fees</th>
<th>Minnesota Books and Supplies</th>
<th>Room and Board^</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>Bachelor's</td>
<td>15-1133</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,820</td>
<td>$7,200</td>
<td>$0</td>
</tr>
<tr>
<td>Game and Simulation Programming</td>
<td>Bachelor's</td>
<td>15-1131</td>
<td>64%</td>
<td>67%</td>
<td>$28,165</td>
<td>$0</td>
<td>$0</td>
<td>$54,119</td>
<td>$7,350</td>
<td>$0</td>
</tr>
<tr>
<td>Information Security</td>
<td>Bachelor's</td>
<td>15-1122</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>$7,650</td>
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</tr>
<tr>
<td>Information Technology Management—Network Security</td>
<td>Associate's</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$4,350</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management—Network Security</td>
<td>Diploma</td>
<td>15-1150</td>
<td>29%</td>
<td>NA*</td>
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<td>$0</td>
<td>$20,033</td>
<td>$3,450</td>
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</tr>
<tr>
<td>Information Technology Management—Computer Information Technology</td>
<td>Associate's</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$4,350</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management—Computer Information Technology</td>
<td>Diploma</td>
<td>15-1150</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
<td>$0</td>
<td>$0</td>
<td>$20,033</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management—Network Administration</td>
<td>Associate's</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$4,350</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management—Network Administration</td>
<td>Diploma</td>
<td>15-1150</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
<td>$0</td>
<td>$0</td>
<td>$20,033</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management</td>
<td>Bachelor's</td>
<td>15-1142</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>NA*</td>
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<td>$7,650</td>
<td>$0</td>
</tr>
<tr>
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<td>Associate's</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
<td>$4,350</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management—General</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,033</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Software Application Development</td>
<td>Associate's</td>
<td>15-1132</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
<td>$3,750</td>
<td>$0</td>
</tr>
<tr>
<td>Software Application Development</td>
<td>Certificate</td>
<td>15-1131</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$11,960</td>
<td>$1,800</td>
<td>$0</td>
</tr>
<tr>
<td>Web Programming</td>
<td>Diploma</td>
<td>15-1134</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
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<td>$0</td>
<td>$20,332</td>
<td>$3,150</td>
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<tr>
<td>Web Programming</td>
<td>Associate's</td>
<td>15-1134</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$0</td>
<td>$27,508</td>
<td>$4,050</td>
<td>$0</td>
</tr>
</tbody>
</table>
ADMISSIONS AND ENROLLMENT PROCEDURES

Congratulations on taking the first steps toward 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 admissions team. Contact information is at the end of this document and on our website at rasmussen.edu. Our staff is knowledgeable in helping you select the right major to prepare you for your desired career.

Whether you are looking at a campus-based, online, or a blended learning model, our staff will assist you in planning your course schedule and connect you with our student financial services team to get you started on your journey toward earning a college degree.

When you’ve chosen the program that best meets your needs, apply for admission by submitting or completing the following:

- Application Form (apply early for best scholarship opportunities)
- Attestation of high school graduation or equivalency
- Enrollment Agreement
- Rasmussen College entrance placement exam(s)
- Rasmussen College Experience Course (if applicable)
- All financial arrangements are complete, submitted, and verified
- Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technician, 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.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their 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 student’s education level equivalent to U.S. secondary education standards.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that if you are or expect to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.
  - In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College. The College reserves the right to reject any applicant on the good faith belief that the applicant (or the applicant’s parent or guardian) does not have the character to succeed in its programs.

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 Technician, 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.

UNLESS OTHERWISE NOTED, THE POLICIES IN THIS CATALOG REPLACE ALL PREVIOUSLY ISSUED VERSIONS.

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.

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 and enrollment agreement
- 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.
- Completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College. Alternatively, applicants providing a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete Entrance Placement Examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the Reading and Writing sections of the placement examination. Students who have not completed a college-level Math course are required to complete the Math portion of the placement examination.
- Successful completion of Rasmussen College Experience Course. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed one additional opportunity to re-take the course three months after the start of the first attempt. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years, students accepted into an Accelerated Program; Early Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course. Early Honors program and Individual Progress students will be required to successfully complete the Online College Readiness Course.
Academic and College Policies

Admissions Requirements

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 clinical, internship or practicum activities, obtain employment upon graduation, or accumulate unnecessary student loan debt.

The following programs require a general background check for admission in all states:

- Criminal Justice
- Early Childhood Education
- Fire Science
- Health Information Management
- Health Information Technician
- Healthcare Management
- Human Services
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician

The following programs require a general background check for admission in all states except Minnesota. In these programs, Rasmussen College has a Minnesota Department of Human Services background check for admission:

- Health Sciences
- Medical Assisting
- Medical Laboratory Technician
- Practical Nursing
- Professional Nursing
- Surgical Technologist

In Minnesota, the following programs require a Minnesota Bureau of Criminal Apprehension background check in addition to the general background check for admission:

- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills

In Florida, the following programs require a Florida Department of Law Enforcement (FDLE) background check in addition to the general background check for admission:

- Practical Nursing
- Professional Nursing

Programs listed here may not be available in each state. See program pages in this catalog or program listings on rasmussen.edu for program availability.

General Criminal and FDLE Background Check Process:
A student enrolling in any of the general criminal or FDLE background check designated programs must complete a Background Release Form, as well as a Background Check Authorization. Campuses will notify 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. If the student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender.

A student enrolling in a program that requires a MDHS background check will not have his/her aid submitted until the student is determined to be eligible either through a MDHS blue clearance letter or set aside letter. This process may delay a student’s funding until the background check process is complete.

A student who receives a MDHS blue clearance letter will have his/her aid funds disbursed after the student is eligible for a program. If the student is not eligible for the program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender.

A student enrolling in a program that requires a background check will not have his/her aid submitted until the student is determined to be eligible either through a school unspecified letter or set aside letter. This process may delay a student’s funding until the background check process is complete.

A student who receives a “no hit” or “unavailable” letter will have his/her aid submitted at the time of re-entry/re-enrollment. If the student fails to complete the program and the student is determined to be eligible either through a school unspecified letter or set aside letter. This process may delay a student’s funding until the background check process is complete.

A student who receives a MDHS blue clearance letter will have his/her aid funds disbursed after the student is eligible for a program. If the student is not eligible for the program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender.

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A student who receives a MDHS blue clearance letter will have his/her aid funds disbursed after the student is eligible for a program. If the student is not eligible for the program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender.
A student who receives a MDHS disqualification is deemed ineligible for admission and must complete the following:

- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course materials.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course materials.

A student who receives a MDHS disqualification may choose to apply for a Committee’s Reconsideration with the MDHS. If the Commissioner sets aside the disqualification, Rasmussen College will allow the student to apply for re-entry/enrollment for the next subsequent start date.

Immunization Requirements

Minnesota law (M.S. 135A.14) requires proof that all students born after 1956 are vaccinated against diptheria, 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 enrollment requirements, Health Sciences and Nursing programs may require specific immunizations for enrollment. Please see your campus for details.

Applying for Admission to the Medical Laboratory Technician and Surgical Technologist Programs

Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement score above that required or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to take the Entrance Placement test.

Once applicants have met the Entrance Placement requirements above, 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 meet the criteria for the Study Guide and 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
- Background screening
- Any additional program-specific requirements as specified at the time of enrollment.

A student may be required to complete the Application as well as general orientation or risk being dismissed from the cohort.

Applying for Admission to the School of Health Sciences Associate’s Degree or Certificates

In addition to the College entrance requirements, applicants pursuing admittance into the School of Health Sciences associate’s degree or Phlebotomy Certificate or ENGI Certificate or Patient Care Tech Certificate programs must complete the following prior to being deemed eligible for admission:

- The student will be required to have current Basic Life Support (BLS) and/or CPR certification.
- The certificate must have been issued by either the American Heart Association Healthcare Professionals or American Red Cross Professional Rescuers.
- Criminal Background Screening

Any additional program specific requirements outlined at the time of enrollment.

Applicants who wish to apply for admission into the School of Nursing or the School of Accounting may elect to have an examination as a placement test. If a student achieves the minimum score, the student may be considered for admission.

Applying for Admission into Law Enforcement Programs

Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement score above that required or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to take the Entrance Placement test.

Once applicants have met the Entrance Placement requirements above, they will be scheduled for the School of Nursing Entrance Exam.

2. Nursing School Entrance Exam: Applicants who have successfully completed College entrance placement requirements will be given access by admissions to the online registration process for the School of Nursing Entrance Exam. Here the applicant may register and pay any applicable fees for the test to be administered. Based on exam scores, applicants may apply for a nursing program for study for which they qualify. Applicants not accepted to a program required to determine by Rasmussen College at its sole discretion upon first attempt may register for one additional attempt. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing. Applicants who have previously taken the entrance exam within the past twelve months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Dean of Nursing and will count as one of the two attempts allowed in a 12 month period. Any nursing entrance exam results dated more than 12 months prior to application Rasmussen College will not be considered.

- TEAS Score for admissions eligibility for Associate Degree Nursing (ADN) program and Mobility Bridge Entrance Option 65% or higher composite score
- TEAS Score for admissions eligibility for Practical Nursing Diploma program 55%-64% composite score

3. Complete Application Requirements:

Applicants successful in completing the College entrance placement requirements and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:

- Rasmussen College Application
- Health Physical and proof of vaccinations
- The student will be required to have current Basic Life Support & Cardiac Pulmonary Resuscitation Certification with Defibrillator (BLS - CPR with Defibrillator). The certificate must have been issued by either the American Heart Association Healthcare Professionals or American Red Cross Professional Rescuers.
- Criminal Background Screening

Any additional program specific requirements outlined at the time of enrollment.

Applicants who wish to apply for admission into the College in the mail confirming acceptance once all admissions requirements have been met, including attendance at programmatic orientation. Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend both orientation sessions will result in dismissal from the program. Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully reapply to the School of Nursing and are required to take the Placement Exam or ATI Exam to be deemed eligible for reenrollment into the nursing program through a consultation with the Dean of Nursing.

Application for Admission into Early Admission Programs

Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement score above that required or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to take the Entrance Placement test.

Once applicants have met the Entrance Placement requirements above, they will be scheduled for the School of Nursing Entrance Exam.

Following the interview, applicants must complete the following steps to proceed, which include

- Application
- Provide official high school and college transcripts
- Rasmussen College background check
- 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. Students accepted into their program will receive a letter from the College in the mail. Applicants must also attend programmatic orientation as well as general orientation or risk being dismissed as an applicant.

Entrance Requirements for Software Application Certificate Program, B.S. in Computer Science Bachelor’s, and Game and Simulation Programming Bachelor’s Programs

Minimum scores of 22 on the Math portion and 25 on the Reading portion of the ACT test are required for entry into these programs. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or college-level algebra courses completed at regionally or nationally accredited institutions of higher learning. Recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA). Please speak with a Program Manager for details.

Paralegal Certificate Entrance Requirements

Admission 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.

Enrollment Requirements for Health Information Management Bachelor’s Program

Applicants pursuing admittance into the Health Information Management BS Degree program must possess an AA in Health Information Technology. Management from a CAHIIM accredited program earned within the past five years or have an AAS degree and possess a current RHIT credential. If the degree was obtained more than five years ago, the student needs to have work experience in the health information industry within the last five years and approval by the Program Coordinator.

Rasmussen College’s RN to BSN Program

High school seniors who have reached the minimum age of 16 have the opportunity to earn college credit through Rasmussen College’s RN to BSN 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 only on-campus and online to high school seniors who have reached the minimum age of 16. Enrollment in the Program is dependent on space availability.

Rasmussen College Early Honors Program Terms and Conditions

Applicants must meet the stated 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.
- 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 must be high school seniors and have a minimum cumulative high school grade point average of 2.25 of out possible 4.00.
- Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
- Students must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted into the Early Honors Program.
- 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 for the Early Honors Program.

To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
ACADEMIC INFORMATION AND COLLEGE POLICIES

PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY

Each campus has a professionally staffed Student Financial Services Office 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 to 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.

- Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a “PN”, “PRN”, “NU” 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 degree, diploma, or certificate at Rasmussen College for all successfully completed courses.
- Students who elect to pursue their education at another academic institution will be issued an official 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 course 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

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<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
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</thead>
<tbody>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$600 - $5,645</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
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<tr>
<td>MN State Grant</td>
<td>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.</td>
<td>Amounts calculated based on length of degree and current state legislative provisions</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
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<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
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<tr>
<td>Federal Work Study</td>
<td>Same as State Work Study.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500, 2nd Year - $4,500, 3rd Year - $5,500</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender and Entrance Counseling</td>
</tr>
<tr>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half time.</td>
<td>Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st &amp; 2nd Year $6,000, 3rd Year &amp; above $7,000.</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender and Entrance Counseling</td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Student Educational Loan Fund (SELF)</td>
<td>Supplemental, variable interest rate loan, allows deferment of principal while in college, requires credit-worthiness co-signer.</td>
<td>$7,500 per grade level</td>
<td>SELF application processed through College and the Higher Education Services Office</td>
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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
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 Student Financial Services Office for more information.

**Achieve Scholarship**
New prospective students enrolling at Rasmussen College for the October 7, 2013 academic start and taking 12 or more credits per quarter may be eligible for the Achieve Scholarship. The Achieve Scholarship awards recipients up to $8,800 (U.S.) in quarterly increments (of $500 per quarter) while attending Rasmussen College. Students in the Nursing Program (Practical Nursing and Professional Nursing) and AcceleratedED programs are not eligible for the scholarship. For a complete list of terms and conditions, visit www.rasmussen.edu/achieve or talk to a Program Manager.

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

**Military Discount**
All current and retired military personnel, as well as veterans, enrolling in a Degree, Diploma, or Certificate program may be eligible for a tuition discount. In addition, the College will extend the discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above.

**Restrictions**
Students are eligible for only one of the following scholarship and grant programs at a time:
- Early Honors Program
- Military Discount
- Corporate Discount
- AcceleratedED Partner Success Grant
- Achieve Scholarship

**Corporate Discount**
Some companies receive a tuition discount or grant from Rasmussen College for eligible employees. Contact your campus for details.

**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

**These Programs May Also Be Offered Online**

**Bachelor's Degrees**
- Accounting
- Business Management
- Criminal Justice
- Digital Design and Animation
- Game and Simulation Programming
- Health Information Management
- Healthcare Management
- Nursing Bachelor of Science (RN to BSN)

**Associate's Degrees**
- Accounting
- Business Management
- Criminal Justice
- Early Childhood Education (all specializations)
- Health Information Technician
- Human Services
- Information Technology Management (all specializations)
- Medical Administration
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician
- Web Programming

**Diplomas**
- Accounting
- Business
- Early Childhood Education (all specializations)
- Human Services
- Information Technology Management (all specializations)
- Medical Administration
- Medical Billing and Coding
- Multimedia Technologies (all specializations)
- Pharmacy Technician
- Web Programming

**Certificates**
- Accounting
- Business
- Early Childhood Education
- Human Services
- Law Enforcement Academic
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician

**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 Rasmussen College entrance placement exam 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 entrance placement test). Eligible individual progress courses will be applied to their degree program, and count as credits earned toward and ultimately awarded purposes of Satisfactory Academic Progress (SAP).
Academic Information and College Policies

Repeating Courses Policy

Students who are meeting Satisfactory Academic Progress may re-take courses up to three times, but only at regular tuition rates. Students repeating a course for a second time 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 included in the financial aid award calculation only if the program requires a higher grade to be considered “passing” than what the student has previously earned. In this case if the student fails the previously passed course all future eligibility to receive financial aid for that course is removed. The credits for all repeated courses, along with the credits from prior attempts, will be included in credits attempted for the purposes of determining Satisfactory Academic Progress. The highest grade earned from a repeated course will be used in the calculation of the student’s cumulative GPA. The student’s GPA will be recalculated to reflect the highest letter grade. If more than one attempt results in the same letter grade, only the most recent one will be used in the calculation of GPA.

Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be able to switch to another program that does not include the course as a required part of the program curriculum without going through the program appeal process. Students who fail a course three times, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. Students who cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher and transferring it back to Rasmussen College in accordance with the transfer of credit requirements. In the case of credit transfer, an “F/Fa” grade will remain for purposes of GPA calculation. However, all of the course credits both failed and transferred, count in the student’s Cumulative Completion Rate (CCR). Foundation courses may only be repeated once. Students who fail a Foundation course a second time will be terminated from the College. All attempts of repeated courses, including the grades, remain on academic records and transcripts even though they may not be included in the GPA calculation. Students should be aware that graduate schools and other institutions to which they wish to transfer credit may not accept repeats and may include all grades in calculating GPA for admission.

Incompletes

An ‘I/N’ indicates an incomplete grade, and is a temporary grade for a course in which a student is unable to complete due to extenuating circumstances. The student must request an incomplete from the instructor prior to the last day of the term. 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 by the instructor 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 end of the term),
   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.

Incompletes will be maintained in the student’s file.

1. The student’s Dean must be informed of all incompletes granted by instructor.
2. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
   a. The work to be completed must be regularly assigned work, identified in the course syllabus.
   b. The student can reasonably be expected to complete the work by the deadline.
   c. The student’s grade will be substantially improved.
   d. The student has demonstrated a commitment to completing the work in a timely fashion.
   e. Granting the incomplete is truly in the best interest of the student.
   f. By completing the work, one of the following will apply:
      i. The student will learn substantive information by completing the work.
      ii. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.

4. Allowing the student extra time compensates for events or conditions not within the student’s control (i.e., illness, emergency).

5. 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.

6. 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 the term. An incomplete grade not completed by the deadline will be changed to 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.

888-5-RASMUSSEN 2013-2014 CATALOG AND STUDENT HANDBOOK

ACADEMIC INFORMATION AND COLLEGE POLICIES

Academic Information and College Policies

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Academic Information and College Policies

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

- 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 family member, or mandatory military service.
- Mistalculation 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 grading 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 an instructor's request for a grade change. 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 by or 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 maintain the academic standards.

School of Nursing Incomplete Grade Policy and Policy for Change of Grade
The Incomplete Grade Policy and Policy for Change of Grade, above, apply to students in the School of Nursing, with the following exceptions:

- Students taking the Nursing Role and Scope or Leadership in Nursing course who do not earn a score of 90% or higher on the ATI Comprehensive Predictor Exam at either their first, second, or third attempt, will receive an incomplete grade for the course and be scheduled for remediation through the campus during the next subsequent quarter. Upon completion of remediation, the student will retake the ATI Comprehensive Predictor Exam. Students who achieve a score of 90% or higher will receive a grade of Nursing Role and Scope or Leadership in Nursing (as applicable) in the following academic quarter.

This policy applies to the following courses:

- NUR 2820 Nursing Role & Scope (FL)
- NUR 2320 Nursing Role & Scope (IL)
- NUR 280 Leadership in Nursing (WI)
- NUR 295 Leadership in Nursing (MN)

Program Changes
A student in an academic standing at the end of the current quarter will be allowed to change programs at the start of the next quarter as long as the request has been received prior to Friday of the first week of a quarter break.

A student who is not meeting satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog who is changing to a lower credential within the same program, or a student who is selecting a different speciality within the same program, who is requesting to change catalogs within the same program at the time of the request will be allowed to make this change regardless of the number of prior program changes. No appeal process is required. The request for the program change must be received prior to Friday of the first week of a quarter break.

Students who are not meeting the Standards of Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the end of the current quarter and does not meet any of the criteria above must file an appeal with the campus Program Change Appeal Committee. As part of the appeal process, the student will be required to submit a letter following the appeal process guidelines. The appeal will either be approved or denied based on a review of academic standing or progress to date with Rasmussen College and the request will be submitted in the appeal policy.

A complete description and requirements of the program change appeal process is available through the Campus Registrar. A clear background check is required for certain programs and a copy of the background check section of the catalog. Students who do not successfully pass a background check will be terminated from the College. All program change appeals will be received no later than Friday of the first week of break prior to the start of the quarter in which the student wants to change programs.

If a student chooses to change his/her academic program, the student defaults to the current catalog curriculum requirements. On occasion, a student may remain in his/her original catalog, assuming the desired program is still offered. A student who chooses to change program must provide written authorization in the form of a completed change of status form and a new enrollment agreement.

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, faculty members, 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 quality and quality and must be a regularly scheduled class and will meet the standard performance objectives for the class.
5. The Academic Dean approves the plan for completing the course work.
6. The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.
7. At least twice and at regular intervals during the quarter, the Dean will evaluate the student's progress by reviewing work completed.

Independent studies must meet the following guidelines:

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

1. When and where they will meet each week.
2. Weekly objectives for work to be completed based upon the weekly objectives defined by the syllabus on an on-site class.
3. Progress checks to be reviewed by the Dean.
4. Standards of academic quality for the work to be completed.
5. Deadline for all work to be completed at the end of the quarter.

Prerequisites
In order to take a course listing a prerequisite, the student must have received a passing grade in the prerequisite.

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

Graduation Requirements
Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of required coursework 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 Technology, 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 components of the Graduation Achievement Portfolio (GAP), as assigned in the appropriate seminar courses designated for each program, is a graduation requirement.

Academic Information Technology Management, Information Security, and Game and Simulation Programs must sit for designated, mandatory industry certifications, and all final scores must be submitted to the condition of graduation. The College will pay for students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payment will be made only once per certification. Students are responsible for paying for any additional attempts.

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

Academic Overload Policy
An academic or credit overload occurs when a student registers for more than 10 credits per week. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College.

The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average of at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 12 total credits in the approved quarter. For students who are newly transferring to the College, a maximum of 24 credits must be transferred to the College and the most recent GPA on a transcript must be 2.75 or higher. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. Any future overload requests for transfer students will be approved or denied according to the Academic Overload Policy for the full term. The Academic Overload Approval Form is available through a Student Advisor.

Drop/Add Class Policy
Rasmussen College mandates 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:
Full-quarter drop/add period: Students may drop courses through the first Friday 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 billed for enrollment in the course, and tuition will not be charged.
2. Following the first week of the quarter and on or before the sixth Friday of the quarter, the student will receive a W/D on the 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 a W/F 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.

Drop/add period for five and six week courses:
Students may add courses through the second day of the five or six week term and may drop a course through the first Friday of the term, tuition will continue to reflect the tuition billed at 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 five or six week term and on or before the third Friday of the term, students will receive a W/D 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 five or six week term, students will receive an FPA 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 and 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.

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.

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.

Online Courses
Students may be required to take online courses in order to complete a degree. All new students will complete an orientation program prior to beginning classes. Online course activities and assignments at Rasmussen College are conducted via chat, email, message boards, and interactive websites. Tuition and fees for online courses are assessed at the same rate as for residential courses unless otherwise indicated. Online instructors receive training and support while operating in the online environment. A list of computer hardware and software requirements for online courses is provided to students upon enrollment. Textbooks and other resources required for online courses are available at the Rasmussen College bookstore.

Academic Honors
Term Honors and Dean’s List Recognition
Each term, Rasmussen College recognizes outstanding academic achievement by awarding certificates of achievement. Enrolled, degree-seeking students who earn a term grade point average of 3.25-3.49 will receive an Honor Roll certificate. Enrolled, degree-seeking students who earn a term grade point average of 3.75-4.00 will receive a Dean’s List certificate.

Graduation Honors
Rasmussen College recognizes outstanding academic achievement by awarding honors to graduates who meet minimum qualifications. Students who earn an Associate’s or Bachelor’s degree, complete all graduation requirements, and earn a cumulative grade point average of 3.50 or higher will graduate with honors and will receive gold cords for the graduation ceremony as a symbol of this achievement. Additionally, the following honors will be noted on the diplomas of Bachelor’s degree students:

Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.67-3.749
Magna Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.50-3.669
Summa Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.75-4.00

RASMUSSEN COLLEGE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe.

Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. Students who do not meet the standard will be expected to participate in Project Rally, which includes online learning tools and consultations with a member of the College team. The student is expected to complete the online learning tool in Project Rally by the last Friday of the quarter. Failure to complete this tool may result in an administrative withdrawal from the College.

SAP Components: All students must meet all three of the components that are used to measure a student’s Satisfactory Academic Progress (SAP) towards the completion of a degree or certificate. The three components are as follows:

1. GPA. Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00.
2. Pace/Cumulative Completion Rate (CCR). This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (e.g., 6 credits earned / 12 credits attempted = 50%). Minimum standards are listed in the chart below.

<table>
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<tr>
<th>Percentage of Credits Attempted Toward Maximum Time Frame</th>
<th>Minimum Successful Completion of Cumulative Credit Hours Attempted</th>
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<tbody>
<tr>
<td>Up to 25%</td>
<td>25%</td>
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<tr>
<td>Greater than 25%, up to 50%</td>
<td>50%</td>
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<tr>
<td>Greater than 50%</td>
<td>67%</td>
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3. Duration of Eligibility. This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (e.g., maximum time frame for a 90-credit program = 90 X 150%, or 135 credits). Total credits are indicated for each program listing in the catalog. A student who exceeds 150% of the maximum time frame is no longer eligible for financial aid.

In calculating Pace/CCR and Duration of Eligibility, the following grades will be considered attempted, but will not be considered as credits successfully completed or earned. F, FA, U/N, W/D, W/D, or FIA. In addition, foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

Financial Aid Warning: If a student’s CGPA falls below 2.00, or if Pace/CCR Standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Warning period. A student who fails to meet any one of the components of SAP at the end of the Financial Aid Warning period is not eligible for financial aid.

Not Eligible for Financial Aid: A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the Financial Aid Warning or Financial Aid Probation period, and who does not successfully appeal, is not eligible for further financial aid funding.

Appeals: A student may appeal his/her assigned status of Not Eligible for Financial Aid to the Academic Review Committee, which will determine whether mitigating circumstances exist, and, if so, will forward the appeal to the Vice President of Compliance and Financial Services. All appeals must be made in writing and must address the nature of the circumstances that the student believes warrant exception to the policy stated above. All appeals will be reviewed and ruled on within ten business days, and students will be notified in writing regarding the outcome of the appeal. The ruling of the Vice President of Compliance and Financial Services is final and cannot be appealed.

Financial Aid Probation: If a student fails to make Satisfactory Academic Progress, but submits a successful appeal and has his/her eligibility for aid reinstated, he/she will be placed on Financial Aid Probation. A student is eligible for financial aid during the Financial Aid Probation period. At the end of the Financial Aid Probation period, the student must meet minimum SAP requirements to be eligible for further financial aid funding. A student who fails to meet either the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period is not eligible for financial aid.

Students must regain Satisfactory Academic Progress within two quarters or they will be terminated from the College. The decision to terminate may be appealed through the Academic Review Committee process.

Students who withdraw from the College and later re-enter are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Academic Progress calculations for a re-entering student who changes 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. If other courses have been taken at another institution and can be transferred in, the courses will be included in SAP calculations as described elsewhere in this section. A student terminated due to SAP may not re-enter the College unless he/she has completed coursework elsewhere that is acceptable for transfer into the College and will bring the student back into good standing.
All credits considered to be earned toward program completion, including test-out, transfer, and coursework (MLA, ST, and ST grades) are also credits attempted.

• Courses which have been accepted for transfer will be listed on the student’s transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending the receipt of an official transcript will be listed with a Pending Transfer (PT) designation. Any pending transfer credits still remaining at the end of the student’s term will be removed and the student will be required to complete the program requirements in order to graduate.

• Courses for which a student has received credit by examination will be listed on the student’s transcript with a Test Out (TO) designation.

• Courses for which a student has received credit through waiver will be listed on the student’s transcript with a Course Waiver (CW) designation.

• When courses are not accepted for transfer, a student may file an appeal through the following process:
  1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
  2. The information will be reviewed by the College Registrar.
  3. The student will receive written notice of the decision.

• For students who enter Rasmussen College and are required to take the Rasmussen College placement exam the following will apply: 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 the Foundations courses or passing the entrance placement exam. Once the student successfully completes the necessary Foundations courses or passes the placement exam, the College will then post the transfer credit pertaining to the specific course.

• The following Early Childhood Education extension courses cannot be transferred into the program from another program:

Course By Course Transfer
• Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on a course-by-course basis. Most courses that are comparable in content will be accepted.

• Course must have the minimum number of credits to that of the Rasmussen College course.

• Only courses completed with a grade of C or higher will be eligible for transfer credit.

• Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average. Grade point averages and grades from courses taken at any other institution will be used to compute the program completed, which will be computed in the student’s final grade point average.

• General education credits may be considered for transfer regardless of completion date.

• Credits in information technology or computer science/computer applications must have been earned within the previous three (3) years of the assessment date.

• Associate Nursing Program students will not accept any core course transfer credits (prefixes NUR/ PN in Florida; prefixes PN/NUR in Illinois, Minnesota and Wisconsin).

• Health Sciences core courses as designated by the program, have a five (5) year time limit.

• The following courses in the Medical Assisting Program are not transferable: MA102 Introduction to Medical Assisting, MA110 Clinical Skills I, MA111 Clinical Skills II, MA225 Laboratory Skills, MA265 Medical Assisting Extension, and MA285 Medical Assisting Capstone.

• Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses remain at the 91% level for the student’s one (1) year limit.

• Students who have completed similar course work that exceeds the one (1) year limit can still count the course with a 75% transfer score on a course assessment. All transfers or test-outs in the Medical Laboratory Technician and Surgical Technologist programs are based on the program specific guidelines.

• Seminar Courses cannot be transferred in from another institution of higher learning.

• For students in MN who enroll in the Law Enforcement Association’s, Law Enforcement Certification, or the Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific courses (J or LE prefixes) cannot be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferable are required to complete the course in question, the specific test out, if available.

2-2 Matriculation for Baccalaureate Candidates

• For students who have completed an Associate degree, for whom an Associate of Arts, Associate of Science, or associate degree in a similar program (i.e., business degrees are required for business, accounting for accounting, criminal justice/ law enforcement for criminal justice), they will receive immediate junior-level standing.

• Rasmussen College AAS/AS graduates will receive actual credits earned up to 95 credits (97 in Illinois).

• A block of up to 91 quarter credits for graduates from outside institutions will be awarded.

• If a student has more AAS credits than the enrollment requirements permit, then the student may have fewer upper-division courses to take.

• The School Director will provide a list of courses for reduction when needed. This applies only to the Business Management BS degree.

• If the student has taken all of the required upper division courses and is still short credits, the remaining credits may be fulfilled by taking unrestricted electives.

• Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.

• For the Bachelor in Computer Science, the two year degree must be in an equivalent computer science field and have a programming course comparable to Programming I and a math course comparable to Calculus II in order to qualify. If those conditions are not met, the 2-2 or joint degree cannot be approved.

• The Bachelor in Health Information Management, qualifying Associate degrees have to be from a CAHIIM accredited program and earned within the past five years. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years and be approved by the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an earned Associate degree in any field. If so, the student needs to submit his/her AHIIM membership card, showing active current.

• Bachelor of Science Healthcare Management program students, credits will be transferred based on the guidelines below:

1) Health Sciences Programs (including Medical Assistant, AAMA, ABHES, Health Information Technicians AAS, Medical Administration, AAS, Medical Assistant, AAS, Pharmacy Technician, AAS) – The student is limited to transfer credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 76 credits (79 in Illinois). In addition, these students will need to take the Financial Accounting I, Financial Accounting II, Introduction to Business and Introduction to Human Resource Management in the core.

2) Business Programs:

a) Business Management AAS/AS – Transfer 41 general education credit block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 81 credits (83 in Illinois). In addition, these students will need to take Biological Science, Medical Terminology, Electronic Health Records and Medical Office Procedures, and Medical Law and Ethics in the core.

b) Accounting AAS/AS – Transfer 44 lower level General Education credits (27 in Illinois) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Intermediate Algebra, Business Management in the core.

3) The remaining core content necessary for the Healthcare Management degree will be provided in the 300 and 400 level core courses.

General Education Block Transfer for Baccalaureate Candidates

For students with a conferred degree, general education coursework will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College.

• Conferred Associate’s degrees may be posted as a 32-credit (34-credit in Illinois) general education block.

• Conferred Baccalaureate degrees may be posted as a 56-credit block (59-credit in Illinois) comprised of 32 lower-level and 24 upper-level credits (34 lower-level and 24 upper-level credits in Illinois).

• All general education courses must be met with equivalent coursework.

• For those students without an earned degree, successfully completed general education credits will be applied.

Medical Assisting Associate’s Degree Complete Transfer Block Policy

A block transfer of 51 core credits may be allowed into the Medical Assistant AAS program if one of the following criteria is met:

1. Graduated from a CAAHEP or ABHES accredited MA diploma or certificate program within the past 3 years and holds a current CMA (AAMA) (RMA) (AMT) certification or

2. Graduated over 3 years ago from a CAAHEP or ABHES accredited MA diploma or certificate program, but has worked as an MA within for the past 3 years and holds a current CMA (AAMA) (RMA) (AMT) certification.

Students may seek a course-by-course transfer credits or course waiver for MA250/MEA 2290 (Radiography Skills) only if they have a limited scope X-ray operators certificate. Students will need to complete 32 general education credits and EH424 (Career Development), unless transferred in.

When applying this policy, the transfer maximum is 67%.

Rasmussen College Medical Assisting Diploma graduates will receive actual credits earned in their program up to a maximum. The maximum equals the credit value of the current diploma program.

Block Transfer for Health Sciences Associate’s Degree

For students who have completed a healthcare certificate or Diploma and enroll into the Health Sciences AAS program a block transfer of 19 major core credits may be posted.

For students who have completed a Diploma or Associate’s degree in Medical Assisting and enroll in the Health Services bloc, a total block transfer of 25 major core credits may be posted.

For students who have completed a Diploma or Associate’s degree in Medical Assisting and enroll into the Health Sciences AAS program EKG Technician Track a total block transfer of 26 major core credits may be posted.
Previously completed coursework will be considered for transfer on a course-by-course basis. Students must complete 33% of their program at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit for prior learning, or any combination of means. A five year transfer limit for SOH core courses, including the block transfer applies to this program.

RN to Bachelor of Science Nursing (RN to BSN) Policy Students who have met the acceptance for admissions requirements and hold a current unencumbered Registered Nurse license and have successfully completed an Associate’s degree in Nursing will receive a block transfer, equivalent to 113 credits for their general education, nursing core and licensure. Students who have met the acceptance for admissions requirements and hold a current RN license without an Associate’s Degree will receive 66 credits for their nursing core and licensure. The 47 credits of lower division General Education will need to be completed, unless transferred in from a previous college transcript.

• Upper division core courses are not transferable.
• Upper division General Education coursework is transferable and follows the School of Technology Course by Course Transfer Policy.
• The total percentage of credits that may be transferred into the program is 75%.

Mobility Bridge Entrance Option Students who have successfully completed a practical nursing program and hold a current unencumbered practical nursing license will receive credit for NU117/NUR1172 Nutritional Principles in Nursing (4 credits) and NUDOS/NUR204C Fundamentals of Professional Nursing (6 credits) in the Professional Nursing A5 Degree program. Students may also transfer in up to 47 credits in successfully completed academic coursework. Graduates of Rasmussen College’s Practical Nursing program will receive credit for G124/ENC1101 English Composition, G233/MAT1031 College Algebra, and the Communication course the student completed in the Practical Nursing program (for a total of 12 additional general education credits). Rasmussen graduates should contact the campus in which they intend to enroll to determine whether they have completed additional coursework that is eligible for transfer. Students will successfully complete all remaining coursework in the Professional Nursing A5 Degree program to earn this degree.

American Council on Competent Assembler Block Policy Students who have graduated from a CAAHEP or ABHES accredited surgical technology program or certificate program and hold the CST (NBSTSA) certification will receive a total block transfer of 60 credits. Students will receive a total of 47 natural sciences general education credits plus a block of 56 core credits. Students will need to complete 28 general education credits and E542 Career Development.

Credit by Examination
• Enrolled students may request credit by examination for courses if an exam has been developed.
• An examination score of 73% or higher is required to earn credit by examination.
• The examination grade will be posted as Test-out (TO) on the student transcript.
• Credits earned count in the transfer maximum.
• Credit by examination will not count as credits for financial-aid eligibility.
• A credit by examination may be taken only once for a course.
• If a student has already attempted the course, as indicated by a posted W/D or F/F grade, no test-out attempt will be allowed.
• The following are not available by credit by examination: Program specific Medical Assistance, Medical Laboratory Technician, Surgical Technologist, and Nursing courses, and 200- level Pharmacy Technician courses, Business Administration, Healthcare Information Technologies, Pharmacy Software/Automation/Insurance Billing, Career Development, practical, or designated capstone courses are not available for credit by examination.

Medical Coding Practicum Waiver
• Students with a minimum TO GPA of 3.0 in their program major courses may request a waiver for the Medical Coding practicum coursework. Students must complete and submit the required paperwork and Program Coordinator/Director prior to the start of the quarter of the practicum.
• Students must have a variety of experiences in the necessary medical fields rather than from a single area, and documentation will be required from the student’s employer. The Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation.
• If the practicum is granted, the grade will be posted on the student transcript as a Course Waiver (CW).

Foundations of Child Development; Early Childhood Curriculum and Instruction; and Health, Safety and Nutrition/CDA Application Waivers
• Students who have current and valid CDA Credential, awarded by the Council for Professional Recognition, and are enrolled in the Early Childhood Education Associate’s degree, Early Childhood Education Diploma, or Early Childhood Education Certificate may request a waiver from Foundations of Child Development, Early Childhood Curriculum and Instruction, and Health, Safety and Nutrition/CDA Application.
• The student’s credential will be reviewed, and the student must meet all minimum requirements.
• College will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Technology Waivers
• Course waivers will be considered for students who have select professional certifications from the Computing Technology Industry Association (CompTIA); Microsoft Certified Technology Specialist (MCTS); Cisco Certified Entry Networking Technician (CCENT) or CCNA Junior/Intermediate Certification.
• Course waivers will be considered for specific courses within the School of Technology related to the certification.
• Certifications must have been earned within the last three years.
• The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Design Waivers
• Course waivers will be considered for students who have select professional certifications from Adobe (Certified Associate or Certified Expert) and AutoDesk.
• Course waivers will be considered for specific courses within the School of Design related to the certification.
• Certifications must have been earned within the last three years.
• The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Health Sciences Waivers
• Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS or CCS-P) from AHIMA. In addition, an X-ray certification or waiverfrom the American Registry of Medical X-ray Technologists (ARRT) will be considered.
• Certifications must be current.
• Course waivers will be considered for specific courses related to the certification.
• The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student transcript as a Course Waiver (CW).

Equity Credit Waiver
Credits earned through college-equivalency programs or earned upon successful completion of course and as outlined in the course syllabus for students who have received any monetary remuneration during this educational experience, nor will he or she be substituted for the actual faculty member.
Rasmussen College Academic Integrity Policy

I. Introduction
As an institution of higher learning, Rasmussen College is committed to promoting students to be active, productive and successful contributors to a global community. In pursuit of this commitment, students, faculty and staff of the College are expected to uphold the very highest business and personal ethics. Students of Rasmussen College commit to holding themselves and their peers to the foremost level of academic integrity, and accept responsibility should behaviors and actions fall short of the College’s expectations.

II. Definitions

a) Academic Misconduct is the violation of the Academic Code of the College or commitment to academic cheating including but not limited to acts listed below and any other act perpetrated for personal gain.

b) Cheating is the act of imitating or counterfeiting records, information or study aids in any academic exercise or test.

c) Unfair Advantage is the act of receiving unauthorized assistance from another student or students or committing academic misconduct, or cooperating with another person in or outside of the College community.

d) Impersonation is the act of imitating or counterfeiting another student’s name.

III. Violations

A student who violates the Academic Integrity policy faces severe penalty from the College. Violations may occur in one or more courses in one or more academic programs for all quarters in which the student is enrolled. Upon notification by the student’s instructor and the student’s Dean that the student has committed Academic Misconduct, the following violations will be applied:

i. First Offense: The student will receive no credit on the assignment in question and will not be allowed to redo the work.

ii. Second Offense: The student will be expelled from the course, and the final grade assigned for the course will be an F/FIA. The student may re-take the course, but the F/FIA will remain on the transcript even if the student re-takes the course and earns a passing grade.

The College reserves the right to dismiss a student from the College if there are more than two offenses. A student dismissed from the College because of Academic Misconduct may not re-enroll.

Students who commit Academic Misconduct also run the risk of harming future educational and employment opportunities. Reference forms sent by prospective employers to other educational institutions often ask for judgment and comment on a student’s ethical behavior. As the form is sent at the behest of the student, the student waves any rights he or she may have under the Family Educational Rights and Privacy Act to keep Academic Integrity violations confidential.

IV. Concurrent Offenses: A concurrent offense is an instance of Academic Misconduct that occurs at the same time as another offense (i.e., two or more assignments submitted at the same time in the same or different courses), or instances of misconduct that occur prior to the student receiving notice of the immediate prior offense. Concurrent offenses will be treated as a single offense, and the appropriate weight will be assigned.

V. Appeal: A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling to his/her Dean. All appeals are reviewed by the Academic Integrity Committee, which has one week from the time that they receive the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student may submit a written statement of appeal to the Assistant Vice President of Institutional Research and Assessment thereafter. Response will be within 30 days.

Concurrent Offense:

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Concurrently, 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.

Conduct/Dismissal policies for School of Health Sciences students enrolled in the Medical Assisting, Health Information Technician/Management, Medical Laboratory Technician and Surgical Technology programs can be found in each program’s handbook provided at programmatic orientation. 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, faculty and staff, and other members of the College community.

• 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.

Students, employees and guests using Rasmussen College Network to access the Internet are prohibited from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright/patent/property rights or engaging in illegal activity.

Prohibited material could include pornographic images, illegal file sharing programs (such as the illegal downloading and sharing of music, movies, or photos), or access to material promoting the sale or distribution of illegal, immoral or otherwise prohibited material. The College will notify law enforcement if such activity occurs.

V. Appeals: 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 students for the purpose of obtaining 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 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 Health Sciences programs have uniform requirements. Please see your Program Manager or Program Coordinator for details.

Minimum Technical Requirements

In order to be successful in online courses, you must use a computer system that meets or exceeds the minimum technical requirements specified in the course. If you do not meet those requirements, you may need to attend a campus to complete some assignments. Technical requirements necessary for completion may include computers, software, devices and data storage. The College does not rent these items and owes no fees toward damaged or lost items.

A library user is responsible for any items checked out in his or her name. Rasmussen College retains the right to deny borrowing privileges to any person in violation of this or any other library policy.

Loan Periods

Circulating materials are loaned for 21 calendar days and may be renewed up to two times if there are no outstanding holds on the material. Special materials are loaned for 3 days or 3 courses, whichever comes first. Restricted materials may not be renewed.

Library materials must be returned to the library on or before the end of the loan period. Returned items accepted at one campus may not be delivered to the other campus and may be delivered in person or mailed to the campus.

Non-circulating materials are not loaned but may be used in the library.

Fees and Restriction of Borrower Privileges

Users will receive a reminder 2 days in advance of an item’s due date.

Following the grace period (5 days for circulating items; 10 hours for special materials), items are considered overdue and borrower privileges will be restricted. Tardy items are returned or fees are paid for lost materials.

After 30 days past the end of the grace 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 $55.00, or the cost of replacing the item plus a $5.00 processing fee.

In the event that a library material is returned damaged, the borrower will be assessed a fee to repair or replace the damaged item. In the event that an replaceable item is damaged, the library will assess a $55.00 fee.

Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late.

Library Mission & Introduction

Rasmussen College Library System, in accordance with the mission of the College, promotes life-long learning, develops information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse education and information needs of our online and residential communities.

In support of this mission, we:

• Extend resources and personalized services to all students and employees of the College;

• Empower students to access information independently in the changing world of technology;

• Support faculty by providing professional development and instructional partnerships;

• Engage in responsive collection development and resource sharing; and

• Collaborate with faculty to select resources in a variety of formats.

This circulation policy supports the library mission by ensuring that library materials are available to members of the Rasmussen College community and other library users on an equitable basis. Exceptions to this policy may be granted by the Campus Librarian on a case-by-case basis if need is demonstrated.

Borrowing Materials: General

The following persons are permitted to check out materials owned by our campus libraries:

• Rasmussen College students and alumni in good financial standing with the College;

• Rasmussen College faculty and staff in good standing with the library;

• Community, consortia, and interlibrary loan patrons in good standing with the library;

A patron in good standing with the library is defined as a patron who has not been suspended, or otherwise restricted in any way due to violating Library policies, and owes no fees toward damaged or lost items.

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Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late.
Library fees are assessed through the Department of Student Financial Services. Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any charges due to the College.

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 accepted way to operate. Rasmussen College employment practices conform both with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, and can be reviewed within 30 days.

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 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 and regarding any aspect of an employee’s work 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 person doing business with Rasmussen College. Any violation of Rasmussen’s policy may result in disciplinary action.

Informal and Formal Complaints

Members of this College who believe they have been sexually harassed or have been the victim of sexual assault may properly turn for assistance to the Campus Director, 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 complaint in accordance 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 is not has 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, 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, and as great a degree as legally possibly.

No specific circumstances, including the names of the people involved, will be reported to anyone else. An informal complaint made to the Campus Director, Regional Vice President, Executive Vice President and the Human Resources Director and Corporate Counsel, without the written permission of the person making the complaint. However, part of the course of the investigation, Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against, Incidents may be settled at any time during the procedures, both the person bringing a complaint and the person whom the complaint is made may have a representative present in discussions with the Campus Director.

Resolutions and Informal Complaint

Anyone in the Rasmussen community may discuss an informal complaint with the Campus Director, 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 requested is maintained, the College will disclose the identity of the person involved, and the wishes of the complaining person regarding action by the College cannot be kept confidential in every instance, they will be protected as to 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 formal 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 which have occurred in 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 identifying the identity of the complainant.

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 environment;

3) conduct has the purpose or effect of unreasonably interfering with an individual’s work or performance or creating an intimidating, hostile, or offensive 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 sexual harassment complaint is made;

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 type, dress, sexually explicit jokes and innuendos, and other sexually-oriented statements;

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 calsons insensitivity to the experience of others. Normal, courteous, mutually respectful, pleasant, non-discriminatory, or even unwelcome physical contact, 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, if 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 she 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 verbal harassment, unwelcome sexual materials, and the infliction of any other conduct that the person complained against receives in the work environment, whether it be a co-worker, supervisor, other employees, or customers.

Hostile environment harassment occurs if the conduct 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 individuals. 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 make decisions freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perception of power differential. The classroom or other situations involving the involved parties which limits the student’s or employee’s ability to make informed choices about the relationship.

Claims of consensual relationships may not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member’s responsibility to bear the burden of accountability because of his/her special power and responsibility, and it is excusable to be difficult to use such a defense 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, bodily harm, or by the person being in such a position of authority, or when the victim or survivor is mentally or physically disabled or helpless constitutes criminal sexual conduct.

Having a previous relationship of any nature, the victim’s and/or survivor’s consent, or whether the victim or survivor is an accepted defense for sexual assault. The victim/survivor does not need to prove that the relationship was consensual or that the victim did not need 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, are all factors which can influence whether the victim or survivor is an accepted defense for sexual assault. In cases involving consent, the victim/survivor is the person who will determine the context.

A formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the Campus Director or other manager who will immediately report such a complaint to an Executive Vice President or President and the Human Resources Director or Corporate Counsel. The Human Resources Director and/or Corporate Counsel, with the assistance of the Campus Director 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 College will determine whether the circumstances reported in the complaint warrant a formal investigation or an informal inquiry.

2. If the circumstances warrant an investigation, Rasmussen College will investigate the complaint as opposed to the name of the person making the complaint as well as 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 other person or persons, 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 mutual agreement of the complainant and the person complained against.
RASMUSSEN COLLEGE MINNESOTA

ACADEMIC INFORMATION AND COLLEGE POLICIES

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 has occurred and report its findings and the resolution to the Executive Vice President or President; or
   2. Report its findings with appropriate recommendations for corrective action to an individual student in person.

3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

Victims’ Rights Under Sexual Assault Policy
If the assault is alleged to have been committed by a member of our college community on property owned by the College the following additional policy applies:

1. The victim is aware that criminal charges can be brought against the alleged assailant 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.

4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, with all communications regarding sexual assault complaints involving only the complainant and the alleged assailant.

5. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;

6. 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 East 7th Street, Suite 700
   St. Paul, MN 55101
   1-800-657-3704 • 651-296-5663
   TTY 651-296-1283
   Website: hrighrights.state.mn.us/
   Office of Justice Programs
   651-201-7310 • 800-247-0390
   Website: oj.state.mn.us

9. The campus administration will inform victims of their rights under the Campus Code of Student Rights, including the right to assistance from the Office of the Vice President for Student Life and the Campus Violence Reparations Board. For further information refer to the Office of the Vice President for Student Life OVPPL website at oj.state.mn.us/ (651-642-0550) or the Crime Victim OVPPL website at oj.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 or federal agencies or the courts.

Drug-Free School and Workplace
In accordance with the Drug-Free Schools and Communities Act (34 CFR Part 93), Rasmussen College campuses are hereby declared a drug-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/.

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession, use or controlled substance or abuse or being under the influence of a controlled substance, alcohol or drug that impairs judgment, affects the operation of a vehicle or otherwise endangers the health, safety, welfare and/or the educational programs, services, and activities of the College.

The College is committed to providing a safe, drug-free environment for its students and employees, based on our concern for the health, safety and welfare of our students and their families, as well as our employees and their families. The organization also wishes to protect its business from unnecessary financial loss due to drug or other intoxicant use among its students and employees.

Consistent with this commitment, Rasmussen College strictly prohibits:
   1. The presence of students or employees on campus or off campus at activities sponsored by the College, 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 off campus at activities sponsored and controlled by the College.

Rasmussen College has the right to:
   1. Discipline students, including dismissal, for felony convictions regarding illegal use, possession or trafficking of drugs.
   2. Take disciplinary action against students who violate this policy. Students may also be subject to sanctions such as a recommendation for expulsions or suspensions.

Weapons Policy
Rasmussen College prohibits the possession of weapons of any kind inside campus buildings. Prohibited items include but are not limited to firearms, BB/pellet guns, slingshots, paint guns, arrows, swords and knives other than cooking utensils and utility/pocket knives with a blade length of 3 inches or less. Prohibited items include weapons that are loaded or unloaded, functioning or non-functioning, and anything that could be perceived as a weapon, including toys and weapons used for decorative, display and/or simulation purposes. This policy applies to all staff, faculty, students and visitors. The College will make a reasonable effort to make all storage of licensed firearms and law enforcement/security agents as allowed by applicable statute. The approved storage and use of weapons for training purposes as part of a School of Justice Studies program is permitted. This policy includes both campus buildings and offsite events sponsored and controlled by the College including graduation ceremonies, internships, and other institutional sites. This policy does not include Rasmussen College parking lots, where weapons are allowed to be stored in private vehicles unless prohibited by a separate parking facility owner or operator.

Rasmussen policy defers to agency/site-specific rules regarding School of Justice Studies training facilities.

Family Educational Rights and Privacy 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. If the institution decides not to amend the record as requested by the student, the institution will notify the student of its 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, such as disclosures to school officials with legitimate educational interests. If a school official is a person employed by the institution in an administrative, supervisory, academic or research support staff position (including law enforcement unit personnel and other support staff), or 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 responsibilities.

4. The right to disclose – without the written consent of the student – the following information to appropriate parties beyond the College – personally identifiable information from the student’s education records to the Attorney General of the United States or to his/hers designee in response to a properly authorized process to the extent that such disclosure is necessary to respond to the properly authorized process.

5. The right to consent – without the written consent of the student or parent – information from a student’s education records in order to comply with a “lawfully issued subpoena or court order” as defined in the Act.

a. Grand Jury Subpoenas – The institution may disclose education records to the person or entity designated by a Federal Grand Jury or court order only if the court or the person designated by the court orders the records to be released. The institution may order the institution not to disclose to anyone the existence of context of the subpoena or the institution’s response.

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rasmussen.edu
5. Law Enforcement Subpoenas – The institution may disclose education records to law enforcement officials or others if the student has been lawfully served a subpoena issued by a court in a civil or criminal case to disclose the student’s education records, that the records are needed by the law enforcement officials in the course of an investigation or other proceeding, and the student is not already aware of the investigation or proceeding.

6. The right to inspect and request a copy of educational records – Parents or eligible students have the right to inspect and request a copy of their education records and review the records to ensure that they accurately reflect the student’s educational experience. The student may also request to inspect, review, and/or request a copy of any records (other than those described in section 7) directly related to the student and are maintained by the institution.

7. The right to request an amendment to the student’s education records – Parents or eligible students have the right to request an amendment to the student’s education records if they believe that the records are not accurate, complete, or were obtained in violation of FERPA.

8. Education records definition – An education record is any record maintained by or for the institution and which contains information directly related to a student. These types of records include (but are not limited to) academic records, financial aid records, and employment records.

9. School official – A school official is a person employed by the institution or agent of the institution who is involved in the student’s educational program (e.g., faculty, staff, etc.).

10. Directory Information – Directory information is information that is typically not considered educationrecords. It includes the student’s name, address, telephone numbers, major, and participation in sports and organizations.

11. Rights of Parents of Unmarried Students – The FERPA gives the student’s parent or legal guardian the right to inspect and review the student’s education records and to request an amendment to those records if they believe that the records are not accurate, complete or were obtained in violation of FERPA.

12. Rights of Inmates – The FERPA grants the right to inspect and request a copy of any records in the student’s education records that were made by a school official directly related to the student’s educational experience, even if the student is in prison.

13. Rights of Students Enrolled in the Programs of another Institution – The FERPA grants rights to students who are enrolled in a program or degree offered by another institution.

14. Rights of Dependent Students – The FERPA grants the right to inspect and request a copy of any records in the student’s education records that were made by a school official directly related to the student’s educational experience, even if the student is in prison.

15. Rights of Students or Other Interested Parties – An individual may request to inspect, review, and/or request a copy of any records (other than those described in section 7) directly related to the student and are maintained by the institution.

16. Rights of Students of a Non-degree Pumping Institution – The FERPA grants the right to inspect and request a copy of any records in the student’s education records that were made by a school official directly related to the student’s educational experience, even if the student is in prison.

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TUITION

Full time pricing will be effective for all students as of October 2013:

<table>
<thead>
<tr>
<th>All Programs:</th>
<th>Part Time</th>
<th>Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Business</td>
<td>School of Design</td>
<td>$395 per credit for Foundation courses and all 100-200 level courses</td>
</tr>
<tr>
<td>School of Health Sciences</td>
<td>School of Justice Studies</td>
<td>$310 per credit for all 300-400 level courses</td>
</tr>
<tr>
<td>School of Technology</td>
<td></td>
<td>$299 per credit for Foundation courses and all 100-200 level courses</td>
</tr>
</tbody>
</table>

School of Education:

- Early Childhood Education: $310 per credit
- $299 per credit

School of Health Sciences:

- Medical Administration: $350 per credit
- $299 per credit
- Medical Assisting: $310 per credit
- $299 per credit
- Patient Care Technician: $350 per credit
- $299 per credit
- EKG Technician: $310 per credit
- $299 per credit
- Phlebotomy: $350 per credit
- $299 per credit
- Health Sciences: $310 per credit
- $299 per credit

School of Nursing:

- Practical Nursing Diploma: $375 per credit
- $375 per credit
- Professional Nursing: $395 per credit for all 100-200 level courses
- $395 per credit for all 100-200 level courses
- RN to BSN: $395 per credit for all 1000-2000 level courses
- $395 per credit for all 1000-2000 level courses
- $310 per credit for all 3000-4000 level courses
- $310 per credit for all 3000-4000 level courses
- $299 per credit for all 3000-4000 level courses
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Full time students are defined as taking 12 or more credits per quarter. Students taking less than 12 credits are part time students. For tuition purposes only, students taking 8 or more credits during the Mid Quarter term are considered full time.

There is a required course materials fee of $150 per course. Course numbers ending with “L” or “LL” will not be charged a course materials fee.

FAST TRACK: Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of $150 for each course over four courses.

Tuition rate is locked in for continuously enrolled students. A change in the number of credits taken during enrollment in any quarter may lead to different prices if a student moves from part-time to full-time or vice versa.

Individual Progress students will be charged at the School of Business rate, plus the cost of books and other fees.

Students not enrolled in an eligible program who elect to take courses without earning college credit are charged $275 per hour, plus the cost of books and other fees. This non-credit option is NOT available for courses beginning with a “CC” “NM” “NMU” “NUR” “PMT” “ST” “ML” and “W”. Students who elect to complete courses on a non-credit basis are not guaranteed full tuition 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 $75 per hour.

For information on our graduation rates, median graduate debt levels, and other student investment disclosure information, visit rasmussen.edu/SID.
Refund Policy for Iowa Residents:

1. In accordance with Iowa Code §14A.23, students who are residents of the state of Iowa shall receive a pro rata refund of tuition charges if they withdraw from an educational program at Rasmussen College, complete courses, or cease study. Not less than ninety percent of the amount of tuition charged to the student, multiplied by the ratio of the number of calendar days in the SIXTY PERCENT OF THE school period until the date equivalent to the completion of sixty percent of the calendar days in the school period to the total number of calendar days in the school period until the date equivalent to the completion of sixty percent of the calendar days in the school period.

b. Notwithstanding the paragraph above, the following tuition refund policy shall apply:

If a terminating student has completed sixty percent or more of a school period, no tuition refund will be granted. However, if, at any time, a student terminates a program due to the student’s physical incapacity or, for a program that requires the student to attend physical classroom instruction due to the transfer of the student’s spouse’s employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

tuition refunds shall be provided to the student within forty-five days following the date of the determination that a student’s hot terminated enrollment. No specific fee or penalty for termination will be charged, other than a refund in tuition as stated above.

c. In compliance with Iowa Code 714.23, the $50.00 course materials fee will be refunded for students who are residents and take:

Return of Title IV Funds Policy

If a student withdraws or is expelled, they need to visit with the Campus Director or 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 or Dean. Rasmussen College uses the federal payment 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 government by the school and the student. The federal formula requires a Return of Title IV aid if the student received 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 using the following formula where the calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks for fraternal and religious occasions 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.

Military Leave and Refund

Rasmussen College supports its students who are also members of the armed forces. Military service members who are given official orders to deploy for state or federal needs, as well as their spouses, who cannot complete the quarter due to the deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the student’s course (s) does not meet the deadline for withdrawing. 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. The student will receive a grade of WX. Any refund will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student’s Excess Funds Formula (completed upon campus Administration for students who are withdrawing under this policy may be readmitted and re-enroll under the catalog that is current at the time of re-enrollment, without penalty or re-determination of admission eligibility, within one year following their release from active military service. Programs with specialized admission requirements must meet those additional requirements at the time of re-enrollment.

Medical Leave of Absence and Medical Leave 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 Rasmussen College for students who are suspended or dismissed due to conduct policy violations, or who pose a direct threat to themselves or others.

3. Students are treated as a drop/withdrawal for Financial Aid purposes and may end up owing a tuition balance. Students should see the Student Financial Services Office to determine the impact of a Medical Leave or Withdrawal.

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 Coordinator, have it signed by the appropriate person(s) and return the completed form to the Campus Accommodations Coordinator.

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

To return from Medical Leave, the student must contact the Campus Accommodations Coordinator prior to the first day of classes to re-admit to the College.

Additionally, the Campus Accommodations Coordinator must receive a letter from the student or the physician stating the student’s medical situation and that the professional/physician believes the student is able to return to Rasmussen College.

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

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

If the student takes Medical Leave or 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 the student is registered for if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter.

Non Federal Refund Distribution Policy

For Florida Campuses

If the disbursement is made of the Florida State Assistance Grant (FSAG) while the student is enrolled, no refund will be due. If the disbursement is made while the student is no longer enrolled, a refund will be made based on the FSAG program is due. A student must be attempting a minimum of six credits per quarter to be eligible to receive Bright Futures scholarship funding.

If a student is determined to be a full-time student, scholarship funds withdraw from course(s) after the drop/add period, the student will be required to repay the institution for the amount of the scholarship for those course(s) withdrawn from. 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.

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, stating the basis for the appeal. The College President (or designee) has three (3) business days from the receipt of the appeal (excluding weekends and federal and state holidays) to decide or reverse the decision, which is then considered final. The College President (or designee) may extend the time set forth above if 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

An student who is 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/physician believes the student is able to return to Rasmussen College.

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

Federal Distribution of Funds Policy

Once the refund liability for a particular student has been determined, the remaining 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 tuition for the student’s 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

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If the disbursement is made of the Florida State Assistance Grant (FSAG) while the student is enrolled, no refund will be due. If the disbursement is made while the student is no longer enrolled, a refund will be made based on the FSAG program is due. A student must be attempting a minimum of six credits per quarter to be eligible to receive Bright Futures scholarship funding.

If a student is determined to be a full-time student, scholarship funds withdraw from course(s) after the drop/add period, the student will be required to repay the institution for the amount of the scholarship for those course(s) withdrawn from.
For Minnesota Campuses
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 Minnesota 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 student mandated refund policy less: Amount of Institutional Share of the Title IV Refund

For North Dakota Campuses
If the disbursement is made of the North Dakota State Grant while the student is enrolled full-time, no refund is due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota State Grant program is due.

For Illinois, Kansas and Wisconsin Campuses
Please note that Illinois, Kansas and Wisconsin do not have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in Illinois, Kansas or Wisconsin.

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

CAMPUS SECURITY CRIME STATISTICS
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Rasmussen College provides宿舍 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.

ACADEMIC INFORMATION AND COLLEGE POLICIES

ACCREDITATION, LICENSING, APPROVALS AND OWNERSHIP

Accreditation
Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association.

• National Accrediting Agency for Clinical Laboratory Sciences 5600 River North Road Rosemont, IL 60018 Phone: 773-714-8880 Fax: 773-714-8886

• National Accrediting Agency for Clinical Laboratory Sciences 5600 River North Road Rosemont, IL 60018 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 to offer degrees or other post-secondary programs. Registration is 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 300 St. Paul, MN 55108 651-642-1200

Rasmussen College is registered with the Iowa College Student Aid Commission. Iowa College Student Aid Commission 603 East 12Th Street, 5th Floor Des Moines, IA 50319 515-277-4456

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.

• Wisconsin Department of Regulation & Licensing P.O. Box 8935 Madison, WI 53708 608-266-2112

• State of Wisconsin Educational Approval Board 201 West Washington Ave., 3rd Floor Madison, WI 53707 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.

The Arkansas Higher Education Coordinating Board has certified Rasmussen College to offer the following degree programs by distance technology to Arkansas residents: Accounting B.S., Business Management B.S., Marketing B.S., Finance B.S., Healthcare Management B.S., Human Resources and Organizational Leadership B.S., Health Information Management B.S., Criminal Justice B.S., Nursing B.S. (RN to BSN), Cyber Security B.S., Information Technology Management B.S., Accounting A.A.S., Business Management A.A.S., Early Childhood Education A.A.S., Health Information Technology A.A.S., Medical Administration A.A.S., Criminal Justice A.A.S., Human Services A.A.S., Paralegal A.A.S., and Information Systems Management A.A.S.

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing the professional and program certification as defined in Arkansas Code 6-61-301.

Approved For:
• Veterans’ Benefits by the Minnesota State Approving Agency

Veterans’ benefits for all National Online students are certified through Bloomington, Minnesota.

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, Kansas, Minnesota, North Dakota, and Wisconsin.

Corporate Officers:
• Robert E. King, Executive Chairman
• J. Michael Locke, Vice Chairman, Secretary
• Thomas M. Slagle, President

Limitations
This catalog was prepared using information current at the time of publishing, however all information contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to, tuition and fees, admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. 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 have been approved by the appropriate administrative authority 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. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if a particular course or program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add or delete certain courses, programs, or areas of study to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

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, students must complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical “skills” coursework meeting P2G objectives, 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 on the student’s file at Rasmussen College. Some skills training providers may require additional academic coursework. Skills training cannot be completed online.

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 release from 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.
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### SCHOOL OF TECHNOLOGY

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<tr>
<th>Name</th>
<th>Degree/Affiliation</th>
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<td>Abdul Daud</td>
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