MISSION

Rasmussen College is an institution of higher learning dedicated to global enrichment and meeting the evolving needs of our diverse communities.

With an emphasis on innovative programs, dynamic curriculum, and general education skills, we are committed to being a pioneer in the field of career-focused education.

We empower our students, faculty and staff to exceed the expectations of society through academic excellence, community enrichment, and service to the public good.

PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

1. Educational Excellence and Assessment: Rasmussen College fosters a learning and teaching community that is challenging, stimulating and student-focused. The College uses continuous evaluation and a number of assessment tools and methods to ensure student learning, effective teaching, student persistence and institutional effectiveness.

2. Teaching, Learning, and Development: Rasmussen College provides learning opportunities in an environment of mutual respect in an unbiased atmosphere, preparing students and team members for success, lifelong learning and continued improvement in a global environment.

3. Mission and Service: Rasmussen College publicly states its mission and demonstrates its commitment to the public good by supporting career-focused education that empowers local communities. The College builds community through education and interacts with its constituency with integrity and transparency.

4. Resources and Effectiveness: Rasmussen College allocates resources to human capital, facilities and technology in its commitment to accuracy, connectedness and timeliness. The College is dedicated to effective use and investment of resources and a quality learning and teaching environment for students, staff and faculty.

5. Diversity and Inclusion: Rasmussen College promotes diversity awareness, respect for multiple perspectives, and inclusion among all College stakeholders in and out of classrooms.
TABLE OF CONTENTS

Letter from the President 2

SUPPORT+ 3

School of Business 4

School of Design 12

School of Education 16

School of Health Sciences 18

School of Justice Studies 27

School of Nursing 32

School of Technology 35

General Education Course Selections 41

Course Descriptions 42

Academic Information and College Policies 69

Faculty and Staff 90

2014-2015 ACADEMIC CALENDAR

• Summer Quarter
  July 7 – September 21

• Early Fall Quarter
  August 11 – September 21

• Fall Quarter
  October 6 – December 21

• Early Winter Quarter
  November 10 – December 21

• Winter Quarter
  January 5 – March 22

• Early Spring Quarter
  February 9 – March 22

• Spring Quarter
  April 6 – June 21

• Early Summer Quarter
  May 11 – June 21

• Summer Quarter
  July 6 – September 20

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

I am honored that you have selected Rasmussen College as your institution to achieve your educational goals. At Rasmussen College, we are constantly researching and developing new programmatic offerings and course delivery methodologies that meet the needs of employers in our communities and our ever-changing student body. It is with this consistent programmatic focus that Rasmussen College continuously updates existing programs and launches new programs in order to stay relevant with the careers of today.

We understand there are many reasons that aided in your decision to complete your education. Whether it was for career advancement opportunities, to make yourself more in-demand in the job market or even a personal life goal that you set for yourself—our programs are specifically designed for students like you to affordably complete your degree at a pace that’s right for you.

Whatever your reasons may be for returning to school, you have taken the right step toward accomplishing your goals. Combined with SUPPORT+, our network of student support services, Rasmussen College provides you with a solid foundation of customized academic support tools and resources, so you can be successful on your path toward earning your degree.

At Rasmussen College, serving the diverse needs of the communities around us is ingrained in the culture. By becoming a Public Benefit Corporation, we can continue to make an impact on the social welfare of communities through career-focused education and volunteer efforts that are not only sustainable, but potentially life-changing.

I wish you the best of luck achieving your educational goal, 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 available 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
- Records credentials on your transcript as you achieve them
- Monitors graduation requirements
ACCOUNTING

CERTIFICATE • DIPLOMA • ASSOCIATE’S DEGREE • BACHELOR’S 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

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Required course) 4
G171 Communicating in Your Profession

CERTIFICATE COURSES
LOWER DIVISION
A140 Financial Accounting I 4
A141 Financial Accounting II 4
A177 Payroll Accounting 4
A269 Income Tax 4
B136 Introduction to Business 4
B233 Principles of Management 4
D132 Computer Applications and Business Systems Concepts 3
D181 Excel 3
D279 Computer Focused Principles 3
E242 Career Development 2

Total Certificate Credits
General Education Credits 4
Major and Core Credits 35
TOTAL CERTIFICATE CREDITS 39*

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 E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.

SUBJECT AREA CREDITS

Major and Core Credits 57
Total Diploma Credits 73*

SEE PAGE 41 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 E270 Sophomore 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

ASSOCIATE’S DEGREE

Associate of Applied Science Degree

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

OBJECTIVE:
Graduates of this degree program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. Graduates value 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.

TOTAL DEGREE CREDITS 93*

SEE PAGE 41 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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

SCHOOL OF BUSINESS

MISSION STATEMENT

The Rasmussen College School of Business prepares students to be confident, results-oriented business leaders who are active contributors in their chosen fields and diverse communities. Our programs focus on building a strong business foundation while helping students acquire the skills employers demand, including critical thinking, communication, teamwork, and digital fluency, as they relate to various business settings. We measure our success through the academic performance, commitment to lifelong learning, and ethical and professional contributions of our graduates.

rasmussen.edu

STUDENT INVESTMENT DISCLOSURE:
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
**BACHELOR’S DEGREE**

Bachelor of Science 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  
Lower Division General Education Credits 36  
Upper Division General Education Credits 24  
Lower Division Major and Core Credits 57  
Upper Division Major and Core Credits 64  

**TOTAL DEGREE CREDITS** 181*

See page 41 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 E410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

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**PUBLIC ACCOUNTING BACHELOR’S DEGREE**

Bachelor of Science 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 accountsreceivable, 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 BACHELOR’S DEGREE COURSES**

**PUBLIC ACCOUNTING 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  
Lower Division General Education Credits 36  
Upper Division General Education Credits 24  
Lower Division Major and Core Credits 57  
Upper Division Major and Core Credits 114  

**TOTAL DEGREE CREDITS** 231*

See page 41 for general education course selections.

The Public Accounting Bachelor’s Degree is offered at Minnesota and Wisconsin campuses and Online to residents of some states. Please speak with your Program Manager to determine your eligibility for enrollment. The Public Accounting Bachelor’s Degree is not offered in North Dakota.

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 E410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

Eligibility to sit for the Certified Public Accountant (CPA) Exam is based upon the educational and other requirements specific to the state or jurisdiction in which licensure is sought. This program may not qualify graduates to sit for the CPA Exam in all states.
BUSINESS MANAGEMENT
CERTIFICATE • DIPLOMA • ASSOCIATE’S DEGREE • BACHELOR’S 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

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Required course) 4
G171 Communicating in Your Profession 4
Humanities (Required course) 4
G153 Ethics Around the Globe 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
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2

Total Certificate Credits
8
Major and Core Credits 29
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 E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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
20
Major and Core Credits 39
TOTAL DIPLOMA CREDITS 59*

SEE PAGE 41 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 E320 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

MISSION STATEMENT
The Rasmussen College School of Business prepares students to be confident, results-oriented business leaders who are active contributors in their chosen fields and diverse communities. Our programs focus on building a strong business foundation while helping students acquire the skills employers demand, including critical thinking, communication, teamwork, and digital fluency, as they relate to various business settings. We measure our success through the academic performance, commitment to lifelong learning, and ethical and professional contributions of our graduates.
BUSINESS MANAGEMENT ASSOCIATE’S DEGREE

Associate of Applied Science 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)
Social Sciences (Select one pairing) 8
G123 Principles of Economics
Select 1 Social Sciences Elective OR
G203 Macroeconomics
G204 Microeconomics

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 40
Major and Core Credits 50
TOTAL DEGREE CREDITS 90*

SEE PAGE 41 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 E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

BUSINESS MANAGEMENT BACHELOR’S DEGREE

Bachelor of Science 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
Lower Division General Education Credits 40
Upper Division General Education Credits 24
Lower Division Major and Core Credits 50
Upper Division Major and Core Credits 67
TOTAL DEGREE CREDITS 181*

SEE PAGE 41 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 E410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

STUDENT INVESTMENT DISCLOSURE: For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
Bachelor of Science Degree

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 (Required, Select 1 additional course) 8
G171 Communicating in Your Profession* 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 one pairing) 8
G123 Principles of Economics 4
Select 1 Social Sciences Elective 4
OR
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
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
M270 Electronic Health Records and Medical Office Procedures 4

UPPER DIVISION
B371 Research and Report Writing 4
B440 Managing a Diverse Workforce 4
B473 Leading Change 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
Lower Division General Education Credits 36
Upper Division General Education Credits 24
Lower Division Major and Core Credits 53
Upper Division Major and Core Credits 67

TOTAL DEGREE CREDITS 180 *

SEE PAGE 41 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 E410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.
HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP

CERTIFICATE • DIPLOMA • ASSOCIATE’S 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
B087 Practical Math

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Required course)
G171 Communicating in Your Profession
Humanities (Required course)
G153 Ethics Around the Globe

CERTIFICATE COURSES
LOWER DIVISION
A140 Financial Accounting I
A141 Financial Accounting II
B136 Introduction to Business
B232 Principles of Marketing
B233 Principles of Management
B234 Business Law
D132 Computer Applications and Business Systems Concepts
E242 Career Development

Total Certificate Credits
General Education Credits
Major and Core Credits

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 E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements. Generally, it is scheduled in the same quarter as the E242 Career Development course. Students must complete the E270 Sophomore Seminar during the quarter in which they finish the Associate’s degree requirements. Generally, it is scheduled in the same quarter as the E242 Career Development course. Students must complete the E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements. Generally, it is scheduled in the same quarter as the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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 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
A140 Financial Accounting I
A141 Financial Accounting II
B136 Introduction to Business
B232 Principles of Marketing
B233 Principles of Management
B234 Business Law
D132 Computer Applications and Business Systems Concepts
E242 Career Development

Total Diploma Credits
General Education Credits
Major and Core Credits

TOTAL DIPLOMA CREDITS 61*

SEE PAGE 41 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 E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP ASSOCIATE’S DEGREE

Associate of Applied Science Degree

CAREER OPPORTUNITIES:
• Human Resource Generalist
• Training and Development Specialist
• Job Analysis/Recruiting 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
LOWER DIVISION
Communication (Select 1 course)
G203 Macroeconomics
G204 Microeconomics

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

TOTAL DEGREE CREDITS 91*

SEE PAGE 41 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 E270 Sophomore Seminar during the quarter in which they finish the Associate’s degree requirements. Generally, it is scheduled in the same quarter as the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.
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

GENERAL EDUCATION COURSES

Lower Division
Communication (Required course) 4
G171  Communicating in Your Profession 4
Humanities (Required course) 4
G153  Ethics Around the Globe 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
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 E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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
English Composition (Required course) 4
G124  English Composition 4
Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES

Lower Division
B245  Online Multimedia Marketing 4
B273  Internet Business Models and E-Commerce 4
B281  Public Relations and Advertising 4

Total Diploma Credits
General Education Credits 16
Major and Core Credits 41

TOTAL DIPLOMA CREDITS 57*

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 E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

SCHOOL OF BUSINESS
MISSION STATEMENT
The Rasmussen College School of Business prepares students to be confident, results-oriented business leaders who are active contributors in their chosen fields and diverse communities. Our programs focus on building a strong business foundation while helping students acquire the skills employers demand, including critical thinking, communication, teamwork, and digital fluency, as they relate to various business settings. We measure our success through the academic performance, commitment to lifelong learning, and ethical and professional contributions of our graduates.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
MARKETING ASSOCIATE’S DEGREE

Associate of Applied Science 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 one pairing)  8
G123 Principles of Economics
Select 1 Social Sciences Elective
OR
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
General Education Credits 40
Major and Core Credits 51
TOTAL DEGREE CREDITS 91*

SEE PAGE 41 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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

STUDENT INVESTMENT DISCLOSURE:
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
**DIPLOMA**

**CAREER OPPORTUNITIES:**
- Graphic Designer
- Print Designer
- Digital Designer
- Animation Designer
- Animation Artist

**OBJECTIVE:**
Graduates of the Animation and Motion Graphics Diploma program know the fundamentals of design, motion graphics, and animation. They can create and combine multiple forms of media to generate animation and motion-based projects involving graphic, video, and audio assets. Students will complete the program with a graphic portfolio that demonstrates their skills, knowledge, and techniques in design, animation, video, and motion. 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 (Select one of the following)  
  4
- G180 General Education Math  
  3
- G233 College Algebra  
  3

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- E242 Career Development  
  2
- NM100 Figure Drawing  
  3
- NM105 Design Foundations  
  3
- NM112 Drawing from Observation  
  3
- NM114 3D Modeling  
  3
- NM120 Color Theory  
  3
- NM121 Typography  
  3
- NM123 3D Lighting, Texturing and Rendering  
  3
- NM130 Audio/Video Editing  
  3
- NM140 Digital Illustration  
  3
- NM142 3D Animation  
  3
- NM150 Introduction to Animation  
  3
- NM200 Interactive Media  
  3
- NM210 Print Design  
  3
- NM222 User Experience Design  
  3
- NM230 Digital Photography  
  3
- NM241 Motion Graphics  
  3
- NM251 Digital Media Project  
  3
- NM261 Portfolio Development  
  3
- NM270 Character Modeling  
  3

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

**TOTAL DIPLOMA CREDITS**  
71*

SEE PAGE 41 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 E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.

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**ASSOCIATE’S DEGREE**

Associate of Applied Science Degree

**CAREER OPPORTUNITIES:**
- Graphic Designer
- Print Designer
- Digital Designer
- Animation Designer
- Animation Artist
- Production Artist
- Motion Graphics Artist
- 3D Animation Artist

**OBJECTIVE:**
Graduates of the Animation and Motion Graphics Associate’s Degree program know intermediate theories of design, motion graphics, animation, project management, and portfolio development. They can create and combine multiple forms of media to generate animation and motion-based projects involving graphic, video, and audio assets. Students will complete the program with a graphic portfolio that demonstrates their skills, knowledge, and techniques in design, animation, video, and motion graphics. Graduates value written and interpersonal communication, critical thinking and problem solving, information 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, Select 1 additional course)  
  8
- G147 Art Appreciation*  
  4
- Math/Natural Sciences (Select 1 course)  
  4
- Social Sciences (Select 2 courses)  
  8

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

**TOTAL DEGREE CREDITS**  
91*

SEE PAGE 41 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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.
BACHELOR’S DEGREE
Bachelor of Science Degree

CAREER OPPORTUNITIES:
• Graphic Designer
• Print Designer
• Digital Designer
• Animation Designer
• Animation Artist
• Production Artist
• Motion Graphics Artist
• 3D Animation Artist
• Art Director
• Multimedia Artist and Animator
• Visual Media Producer

OBJECTIVE:
Graduates of the Animation and Motion Graphics Bachelor’s Degree program will be able to conceptualize, plan, design, produce, and implement successful design solutions to complex visual projects. Students will know advanced theories of design, motion graphics, animation, project management, and portfolio development. They can create and combine multiple forms of media with a high level of craft and proficiency to generate animation and motion-based projects involving graphic, video, and audio assets. Students will complete the program with a graphic portfolio that demonstrates their skills, knowledge, and techniques in design, animation, video, and motion graphics. They value written and interpersonal communication, critical thinking and problem solving, information literacy, and diversity awareness skills and their significance in academic and workplace situations. Graduates will be employable in entry-level positions in graphic design, 2D and 3D animation, video production, character animation, or content creation for game design.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES
GENERAL EDUCATION COURSES

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES
GENERAL EDUCATION COURSES
UPPER DIVISION
Communication (Required Course) 4
G332  Visual Communication in the Media
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
NM301 Interactive Publishing 4
NM311 Graphic Design History 3
NM321 Advanced Typography 4
NM331 Advanced Color Theory 4
NM341 Advanced Digital Photography 4
NM350 Animation History 4
NM361 Advanced 3D Modeling 4
NM401 Advanced Motion Graphics 4
NM411 Advanced User Experience Design 4
NM420 Media Campaign Design 4
NM430 Digital Short Film Project 4
NM441 Advanced Portfolio Development 4
NM450 Digital Effects 4
NM460 Advanced Character Modeling 4
NM470 Advanced 3D Rigging 4
NM483 Animation Capstone Project 3

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 66

TOTAL DEGREE CREDITS 181*

SEE PAGE 41 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 E410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
DIPLOMA

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

OBJECTIVE:
Graduates of the Web and Interactive Design Diploma program know the fundamentals of design, website design, and interactivity. They can create and combine multiple forms of media to generate web-based projects involving graphic, video, and audio assets. Students will complete the program with a web-based portfolio that demonstrates their skills, knowledge, and techniques in graphic and web design as well as interactivity. 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 (Select one of the following) 4
G180 General Education Math 4
G233 College Algebra 3

MAJOR AND CORE COURSES

LOWER DIVISION
E242 Career Development 2
NM105 Design Foundations 3
NM112 Drawing from Observation 3
NM120 Color Theory 3
NM121 Typography 3
NM130 Audio/Video Editing 3
NM132 Fundamentals of Web Design 3
NM140 Digital Illustration 3
NM150 Introduction to Animation 3
NM160 User-Centered Web Design 3
NM170 Introduction to Web Scripting 3
NM200 Interactive Media 3
NM210 Print Design 3
NM222 User Experience Design 3
NM230 Digital Photography 3
NM241 Motion Graphics 3
NM251 Digital Media Project 3
NM261 Portfolio Development 3
NM281 Scripting for Web Servers 3
NM290 Mobile Web Design 3

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

TOTAL DIPLOMA CREDITS 71*

ASSOCIATE’S DEGREE

Associate of Applied Science Degree

CAREER OPPORTUNITIES:
• Graphic Designer
• Print Designer
• Digital Designer
• Website Designer
• Interactive Designer
• Web Developer
• User Interface Designer

OBJECTIVE:
Graduates of the Web and Interactive Design Associate’s Degree know intermediate theories of visual and interactive design, website design, project management, and portfolio development. They can create and combine multiple forms of media to generate web-based projects involving graphic, video, and audio assets. Students will complete the program with a web-based portfolio that demonstrates their skills, knowledge, and techniques in graphic and web design as well as interactivity. Graduates value written and interpersonal communication, critical thinking and problem solving, information literacy, and diversity awareness.

TOTAL DEGREE CREDITS 91*
BACHELOR’S DEGREE
Bachelor of Science Degree

CAREER OPPORTUNITIES:
• Graphic Designer
• Print Designer
• Digital Designer
• Website Designer
• Interactive Designer
• Web Developer
• User Interface Designer
• Art Director
• Visual Media Producer
• Web Operations Manager

OBJECTIVE:
Graduates of the Web and Interactive Design Bachelor’s Degree program will be able to conceptualize, plan, design, produce, and implement successful design solutions to complex visual projects. Students will know advanced theories of design and interactivity, web design, user experience design, project management, and portfolio development. They can create and combine multiple forms of media with a high level of craft and proficiency to generate interactive and web-based projects involving graphic, video, and audio assets. Students will complete the program with a web-based portfolio that demonstrates their skills, knowledge, and techniques in web, interactivity, video, and design. They value written and interpersonal communication, critical thinking and problem solving, information literacy, and diversity awareness skills and their significance in academic and workplace situations. Graduates will be employable in entry-level positions in graphic design, web design, user experience design, interactive design, or web development.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

UPPER DIVISION
Communication (Required Course) 4
G332 Visual Communication in the Media 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
NM301 Interactive Publishing 4
NM311 Graphic Design History 3
NM321 Advanced Typography 4
NM331 Advanced Color Theory 4
NM341 Advanced Digital Photography 4
NM370 Web Content Management Systems 4
NM380 Search Engines, Optimization and Analytics 4
NM390 Information Architecture for Web 4
NM401 Advanced Motion Graphics 4
NM411 Advanced User Experience Design 4
NM420 Media Campaign Design 4
NM430 Digital Short Film Project 4
NM441 Advanced Portfolio Development 4
NM471 Advanced PHP for E-Commerce 4
NM490 Internet History and E-Commerce 4
NM491 Web Capstone Project 3

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 66

TOTAL DEGREE CREDITS 181*

SEE PAGE 41 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 E410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.
SCHOOL OF EDUCATION

EARLY CHILDHOOD EDUCATION
CERTIFICATE • DIPLOMA • ASSOCIATE’S DEGREE

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

CERTIFICATE

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

OBJECTIVE:
Grads 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. Grads 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
E242 Career Development 2
EC100 Foundations of Child Development 4
EC110 Early Childhood Education Curriculum and Instruction 4
EC121 Health, Safety, and Nutrition/CDA Application 4
EC200 Observation and Assessment in Early Childhood Education 4

Choose either Track I ** or Track II

Track I **
EC180 Knowledge: Externship I 6
EC181 Application: Externship II 6
EC182 Reflection: Externship III 6

Track II
EC183 Teacher Reflection I: Early Childhood Education as a Profession 6
EC184 Teacher Reflection II: Morality and Ethics in Early Childhood Education 6
EC185 Teacher Reflection III: The Intentional Teacher 6

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 a passing grade a seminar course. Students must complete the E242 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.
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

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Communication (*Required, Select 1 additional course)</td>
<td>6</td>
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<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
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<tr>
<td>D132 Computer Applications and Business Systems Concepts</td>
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MAJOR AND CORE COURSES

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<tr>
<td>EC225 Parent Education and Support</td>
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<tr>
<td>EC230 Guiding Children's Behavior</td>
<td>4</td>
</tr>
<tr>
<td>EC232 Child and Family Advocacy</td>
<td>4</td>
</tr>
<tr>
<td>G142 Introduction to Sociology</td>
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Child Development Diploma

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<th>Course</th>
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<tr>
<td>EC210 Infant and Toddler Development</td>
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<td>EC211 Dynamics of the Family</td>
<td>4</td>
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<tr>
<td>EC212 Emerging Literacy Through Children's Literature</td>
<td>4</td>
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<td>EC252 The Exceptional Child</td>
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English Language Learner Diploma

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<td>EC240 Introduction to English Language Learners</td>
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<tr>
<td>EC241 Language and Literacy Acquisition</td>
<td>4</td>
</tr>
<tr>
<td>EC242 Involving Parents of English Language Learners</td>
<td>4</td>
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<td>EC243 Curriculum and Instruction for English Language Learners</td>
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Child with Special Needs Diploma

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<td>EC250 Advocating for Children with Special Needs</td>
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<tr>
<td>EC251 The Inclusive Classroom</td>
<td>4</td>
</tr>
<tr>
<td>EC252 The Exceptional Child</td>
<td>4</td>
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<tr>
<td>EC253 Curriculum and Instruction for Children with Special Needs</td>
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Parent Education and Support

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<td>EC295 Summative Project for Early Childhood Education</td>
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Child Development Specialization

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<th>Course</th>
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<td>EC295 Summative Project for Early Childhood Education</td>
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Child with Special Needs Specialization

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<th>Course</th>
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<tr>
<td>EC295 Summative Project for Early Childhood Education</td>
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Total Associate’s Degree Credits

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<th>Credits</th>
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<tr>
<td>91*</td>
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TOTAL DIPLOMA CREDITS

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<tr>
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<td>69*</td>
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</tbody>
</table>

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Early Childhood Education Diploma is offered at Minnesota and Wisconsin campuses. The Early Childhood Education Diploma is not offered in North Dakota.

ASSOCIATE’S DEGREE

Associate of Applied Science 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

<table>
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<th>Course</th>
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<tr>
<td>Humanities (Select 2 courses)</td>
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<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
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</tr>
<tr>
<td>Social Sciences (Select 2 courses)</td>
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MAJOR AND CORE COURSES

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Child Development Specialization

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Child with Special Needs Specialization

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Total Associate’s Degree Credits

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TOTAL DEGREE CREDITS

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<td>91*</td>
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</table>

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Early Childhood Education Associate’s Degree is offered at Minnesota and Wisconsin campuses. The Early Childhood Education Associate’s Degree is not offered in North Dakota.

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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.

The Early Childhood Education Diploma is offered at Minnesota and Wisconsin campuses. The Early Childhood Education Diploma is not offered in North Dakota.

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 E320 Junior Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
CERTIFICATE

CAREER OPPORTUNITIES:
• Phlebotomist
• Phlebotomy Services Representative
• Laboratory Assistant

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.

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

GENERAL EDUCATION COURSES
LOWER DIVISION
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
LOWER DIVISION
E242  Career Development  2
M100  Customer Service in Healthcare  1
M120  Medical Terminology  4
M230  Medical Law and Ethics  4

PHLEBOTOMY
M105  Introduction to Electronic Health Records  3
PB115  Introduction to Laboratory Processing  4
PB130  Phlebotomy  3
PB220  Phlebotomy II  4
PB275  Phlebotomy Externship and Capstone  5

Total Certificate Credits
General Education Credits  8
Major and Core Credits  30
TOTAL CERTIFICATE CREDITS  38*

The Phlebotomy Certificate is offered at all Minnesota campuses except for the Moorhead campus. The Phlebotomy Certificate is not offered in North Dakota or Wisconsin.

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 E242 Career Development as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.

ASSOCIATE’S DEGREE

Associate of Science Degree

CAREER OPPORTUNITIES:
• Phlebotomist
• Phlebotomy Services Representative
• Laboratory 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)  4
G124  English Composition  4
Communication (Select 1 course other than G141)  4
Humanities (Select 3 courses)  12
Math/Natural Sciences (Select 2 courses other than G150)  8
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  43
TOTAL DEGREE CREDITS  91*

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS

The Health Sciences Associate of Science Degree is offered at all Minnesota campuses except for Moorhead. The Health Sciences Associate of Science Degree is not offered in North Dakota or Wisconsin.

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 E240 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.

Lab work for the Phlebotomy Certificate track is only available at the Brooklyn Park/Maple Grove, Lake Elmo/Woodbury, Mankato and St. Cloud 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  4

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
M250  ICD-10 Coding Practicum  1

Total Credit Hours:
Total Certificate Credits  40*

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 E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.

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.

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 other than G150)  4

MAJOR AND CORE COURSES
LOWER DIVISION
M208  Introduction to Health Information Management  4

Total Diploma Credits  56*

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 E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.
HEALTH INFORMATION TECHNOLOGIES ASSOCIATE’S DEGREE
Associate of Applied Science 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
M253 Health Information Professional Practicum 2

Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 58

TOTAL DEGREE CREDITS 90*

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

The Health Information Technician Associate Degree Program offered at the Brooklyn Park/Maple Grove, Bloomington, Laken Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses in Minnesota – the Aurora/Naperville and Rockford Campuses in Illinois – the Hudson Valley Campus in New York – 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
Bachelor of Science 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 attributes and attitudes 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
H340 Regulation and Compliance in Healthcare 4
H350 Healthcare Statistics 4
H360 Information and Communication Technologies 4
H355 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
H370 Advanced Quality Management in Healthcare 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
H460 Advanced Health Information Law and Ethics 4

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 DEGREE CREDITS 180*

SEE PAGE 41 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 E410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
MEDICAL ADMINISTRATION DIPLOMA • ASSOCIATE’S DEGREE

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 4

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
MA135 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

Associate of Applied Science 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 4
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 DEGREE CREDITS 90*

SEE PAGE 41 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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

STUDENT INVESTMENT DISCLOSURE: For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.

SCHOOL OF HEALTH SCIENCES

21
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  5
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
MA281  Medical Assisting ClinicalExternship  8
MA285  Medical Assisting Capstone  2

Additional Required Course in either Track I or Track II
Track I (required for students enrolled in Minnesota)
MA250  Radiography Skills  3
Track II (required for students enrolled in North Dakota or Wisconsin)
M130  Medical Writing, Style and Grammar  3

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

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 (caaehp.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Medical Assisting Diploma programs at the Bismarck campus in North Dakota, 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).

* Credit totals do not include Foundation Courses. Students must successfully complete all Medical Assisting competencies before they will be eligible for graduation.

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 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 E270 Seminar Seminar either during the quarter in which they finish the Diploma course requirements or the quarter immediately prior.

ASSOCIATE’S DEGREE

Associate of Applied Science 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  4

MAJOR AND CORE COURSES
LOWER DIVISION
D132  Computer Applications and Business Systems Concepts  3
Total Associate’s Degree Credits  91*

SEE PAGE 41 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 E270 Seminar Seminar either during the quarter in which they finish the Diploma course requirements or the quarter immediately prior.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

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

This program requires specific immunizations prior to professional practice experience.
MEDICAL LABORATORY TECHNICIAN ASSOCIATE’S DEGREE

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
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Required courses) 8
G150 Structure and Function of the Human Body 4
G233 College Algebra 4
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
MA278 Human Anatomy and Physiology I 5
MA279 Human Anatomy and Physiology II 5
ML110 Introduction to Clinical Laboratory Science 3
ML120 Clinical Chemistry I 3
ML130 Hematology I 3
ML140 Urology 3
ML150 Clinical Microbiology I 3
ML210 Clinical Chemistry II 4
ML220 Hematology II 4
ML230 Immunology 3
ML240 Immunohematology 4
ML250 Clinical Microbiology II 4
ML291 Clinical Practicum I 3
ML297 Clinical Practicum II 3
PB130 Phlebotomy 3

Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 79
TOTAL DEGREE CREDITS 111

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Medical Laboratory Technician Associate’s Degree is only offered at the Lake Elmo/Woodbury, Mankato, St. Cloud, Moorhead, and Green Bay 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 E320 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.

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, 60018. 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, Wisconsin campus applicants to this program must successfully complete and pass a criminal background check. In addition to meeting all other admissions requirements, Minnesota campus applicants to this program must successfully complete and pass only a Minnesota Department of Human Services background check.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
RASMUSSEN COLLEGE

SCHOOL OF HEALTH SCIENCES

PHARMACY TECHNICIAN

CERTIFICATE • DIPLOMA • ASSOCIATE’S DEGREE
(MINNESOTA ONLY)

CERTIFICATE

CAREER OPPORTUNITIES:
• 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 (Required course)  4
G150  Structure and Function of the Human Body  4

MAJOR AND CORE COURSES
LOWER DIVISION
D132  Computer Applications and Business Systems Concepts  3
M120  Medical Terminology  4
M230  Medical Law and Ethics  4
MA135  Pharmacology for the Allied Health Professional  4
PTI05  Introduction to Pharmacy  4
PTI11  Pharmacy Technician Overview  4
PTI20  Pharmacy Math and Dosages  4
PTI25  Pharmacy Software/Automation/Insurance Billing  3
PT325  Pharmacy Technician Practicum I – Outpatient/Retail  3
PT240  Unit Dose and Medication Preparation  3

Total Certificate Credits
General Education Credits  4
Major and Core Credits  36
TOTAL CERTIFICATE CREDITS  40*

The Pharmacy Technician Certificate is not offered in North Dakota.

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 (Required course)  4
G171  Communicating in Your Profession  4
Math/Natural Sciences (Select 1 course other than G150)  4

MAJOR AND CORE COURSES
LOWER DIVISION
B119  Customer Service  4
E242  Career Development  2
PT236  Pharmacy Technician Practicum II – Unit Dosage/IV  3
PT285  Pharmacy Technician Capstone  3
S115  Keyboarding I  3

Total Diploma Credits
General Education Credits  16
Major and Core Credits  51
TOTAL DIPLOMA CREDITS  67*

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Pharmacy Technician Diploma is not offered in North Dakota.

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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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

Associate of Applied Science Degree

CAREER OPPORTUNITIES:
• 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
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Social Sciences (Select 2 courses)  8

MAJOR AND CORE COURSES
PT238  Pharmacy Technician Practicum III  3

Total Associate’s Degree Credits
General Education Credits  36
Major and Core Credits  54
TOTAL DEGREE CREDITS  90*

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Pharmacy Technician Associate’s Degree is not offered in North Dakota.

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 E320 degree requirements to graduate from an Associate’s degree program.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.

EARN AS YOU LEARN

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
## PHARMACY TECHNICIAN CERTIFICATE • DIPLOMA • ASSOCIATE’S DEGREE
(WISCONSIN ONLY)

### 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

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th>Math/Natural Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>G150 Structure and Function of the Human Body*</td>
<td>8</td>
</tr>
</tbody>
</table>

#### MAJOR AND CORE COURSES

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th>Concepts</th>
</tr>
</thead>
<tbody>
<tr>
<td>E242 Career Development</td>
<td>2</td>
</tr>
<tr>
<td>M120 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M230 Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>M232 Pathophysiology</td>
<td>5</td>
</tr>
<tr>
<td>MA135 Pharmacology for the Allied Health Professional</td>
<td>4</td>
</tr>
<tr>
<td>PT105 Introduction to Pharmacy</td>
<td>4</td>
</tr>
<tr>
<td>PT120 Pharmacy Math and Dosages</td>
<td>4</td>
</tr>
<tr>
<td>PT125 Pharmacy Software/Automation/Insurance Billing</td>
<td>3</td>
</tr>
<tr>
<td>PT240 Unit Dose and Medication Preparation</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Total Certificate Credits
- General Education Credits 8
- Major and Core Credits 36
- **TOTAL CERTIFICATE CREDITS 44***

#### See Page 41 for General Education Course Selections.

The Pharmacy Technician Certificate is not offered in North Dakota.

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 E320 Junior Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th>English Composition (Required course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA124 English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G171 Communicating in Your Profession*</td>
<td>8</td>
</tr>
</tbody>
</table>

#### MAJOR AND CORE COURSES

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th>Customer Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119 Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>H200 US Healthcare Systems</td>
<td>4</td>
</tr>
<tr>
<td>PT285 Pharmacy Technician Capstone</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Total Diploma Credits
- General Education Credits 20
- Major and Core Credits 50
- **TOTAL DIPLOMA CREDITS 70***

#### See Page 41 for General Education Course Selections.

The Pharmacy Technician Diploma is not offered in North Dakota.

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 E320 Junior Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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

Associate of Applied Science 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

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th>Humanities (Select 2 courses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA124 English Composition*</td>
<td>8</td>
</tr>
<tr>
<td>Math/Natural Sciences</td>
<td>4</td>
</tr>
<tr>
<td>(Select 1 course other than G150)</td>
<td>8</td>
</tr>
<tr>
<td>(Select 2 courses)</td>
<td>8</td>
</tr>
</tbody>
</table>

#### Total Associate’s Degree Credits
- General Education Credits 40
- Major and Core Credits 50
- **TOTAL DEGREE CREDITS 90***

#### See Page 41 for General Education Course Selections.

The Pharmacy Technician Associate’s Degree is not offered in North Dakota.

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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
SURGICAL TECHNOLOGIST ASSOCIATE’S DEGREE

Associate of Applied Science Degree

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>E124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>C110</td>
<td>Communication (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>H120</td>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>M120</td>
<td>Math/Natural Sciences (“Required, select one additional course”)</td>
<td>8</td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>S120</td>
<td>Social Sciences (“Required, Select 1 additional course”)</td>
<td>8</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
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</tbody>
</table>

MAJOR AND CORE COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>C132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>4</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>5</td>
</tr>
<tr>
<td>M232</td>
<td>Pathophysiology</td>
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<tr>
<td>MA278</td>
<td>Human Anatomy and Physiology I</td>
<td>5</td>
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<tr>
<td>MA279</td>
<td>Human Anatomy and Physiology II</td>
<td>5</td>
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<tr>
<td>ST100</td>
<td>Fundamentals of Surgical Technology</td>
<td>4</td>
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<tr>
<td>ST110</td>
<td>Surgical Procedures I</td>
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<tr>
<td>ST120</td>
<td>Surgical Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>ST125</td>
<td>Surgical Microbiology</td>
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<tr>
<td>ST209</td>
<td>Surgical Procedures II</td>
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<tr>
<td>ST214</td>
<td>Surgical Procedures III</td>
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<td>ST215</td>
<td>Surgical Tech Practicum I</td>
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<tr>
<td>ST220</td>
<td>Surgical Tech Practicum II</td>
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</table>

Total Associate’s Degree Credits

<table>
<thead>
<tr>
<th>General Education Credits</th>
<th>Major and Core Credits</th>
<th>TOTAL DEGREE CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>60</td>
<td>92</td>
</tr>
</tbody>
</table>

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Surgical Technologist Associate’s Degree is offered in Minnesota at the Brooklyn Park/Maple Grove, Moorhead, and St. Cloud campuses. The Surgical Technologist Associate’s Degree is not offered in North Dakota or Wisconsin.

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 E320 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.

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 (cahep.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
  1361 Park Street,
  Clearwater, FL 33756
  727-210-2350
  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 only a Minnesota Department of Human Services background check.
## CRIMINAL JUSTICE

### ASSOCIATE’S DEGREE

Associate of Applied Science Degree

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

**OBJECTIVE:**

Graduates of this program learn the knowledge 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
- B087 Practical Math

**GENERAL EDUCATION COURSES**

- English Composition (Required course)
- G124 English Composition  
- Communication (*Required, Select 1 additional course*)  
- G194 Locating and Evaluating Information*  
- Humanities (*Required, Select 2 additional courses*)  
- G153 Ethics Around the Globe  
- G224 Introduction to Critical Thinking*  
- Math/Natural Sciences (#Select 2 courses, including at least one Math course)  
- Social Sciences (Required courses)
- G142 Introduction to Sociology  
- G148 General Psychology

**MAJOR AND CORE COURSES**

- D132 Computer Applications and Business Systems Concepts
- J100 Introduction to Criminal Justice  
- J106 Criminology: Motives for Criminal Deviance  
- J115 Introduction to Corrections  
- J120 Policing in America  
- J140 Field Communications in Criminal Justice  
- J150 Introduction to Criminal Law  
- J170 Applied Criminal Procedures  
- J200 Domestic Violence  
- J213 Juvenile Justice: Delinquency, Dependency, and Diversion  
- J246 Practical Psychology for the Criminal Justice Professional  
- J259 Drugs and Crime  
- J280 Contemporary Issues in Criminal Justice Capstone

**Total Associate’s Degree Credits**

<table>
<thead>
<tr>
<th>General Education Credits</th>
<th>Major and Core Credits</th>
<th><strong>TOTAL DEGREE CREDITS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>42</td>
<td>49</td>
<td><strong>91</strong></td>
</tr>
</tbody>
</table>

**SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS**

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### BACHELOR’S DEGREE

Bachelor of Science Degree

CAREER OPPORTUNITIES:  
- Detective Investigator  
- Homeland Security Agent  
- Police Officer  
- Probation/Parole Officer  
- Juvenile Justice Specialist  
- Crime Victims Advocate  
- Homeland Security Supervisor

**OBJECTIVE:**

Graduates of this program learn the knowledge 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)
  - Humanities (Select 2 courses)
  - Math/Natural Sciences (Select 1 course)
  - Social Sciences (Select 2 courses)

**MAJOR AND CORE COURSES**

- **UPPER DIVISION**  
  - J326 Criminal Behavior: Profiling Violent Offenders
  - J331 Constitutional Law
  - J350 Cultural Diversity and Justice
  - J352 Victims in Criminal Justice
  - J355 Realities of Crime and Justice
  - J360 Statistics in Criminal Justice
  - J365 Research Methods in Criminal Justice
  - J410 Criminal Justice Leadership and Management
  - J415 Crime Prevention
  - J490 Critical Issues in Criminal Justice

Choose either Track I or Track II

**Track I***

- J480 Criminal Justice Internship

**Track II**

- J453 Criminal Justice Seminar
- J457 Criminal Justice Senior Thesis

**Elective Credits (Select 4 courses for 16 credits)**

- J305 Examination of Forensic Science
- J320 Criminal Investigations
- J325 Criminal Evidence
- J330 Organized Criminal Syndicates
- J340 Women and Criminal Justice
- J345 Diversion and Rehabilitation
- J425 Community Corrections
- J430 Forensic Psychology
- J435 Special Populations in Criminal Justice
- J440 Special Offenders: Sex Offenders
- J445 Special Offenders: Serial Killers

**Total Bachelor’s Degree Credits**

<table>
<thead>
<tr>
<th>Lower Division General Education Credits</th>
<th>Upper Division General Education Credits</th>
<th>Lower Division Major and Core Credits</th>
<th>Upper Division Major and Core Credits</th>
<th><strong>Upper Division Elective Credits</strong></th>
<th><strong>TOTAL DEGREE CREDITS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>42</td>
<td>24</td>
<td>49</td>
<td>49</td>
<td>16</td>
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</tr>
</tbody>
</table>

**SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS**

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*Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

*Additional training may be required.

***Track I includes an internship, which is not available to students in all states. Please speak to a Program Manager for more details.

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**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 meet the Minnesota Peace Officer Standards and Training (MN POST) Board licensing exam, students are required to successfully complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response, and complete practical “Wild” 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 these programs must successfully complete and pass a criminal background check.

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**STUDENT INVESTMENT DISCLOSURE:**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.

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**FOR INQUIRIES, CALL 888-5-RASMUSSEN**

2014-2015 CATALOG AND STUDENT HANDBOOK

SCHOOL OF JUSTICE STUDIES
HUMAN SERVICES CERTIFICATE • DIPLOMA • ASSOCIATE’S 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 courses) 8
G148 General Psychology
G202 Abnormal Psychology

MAJOR AND CORE COURSES
LOWER DIVISION
E242 Career Development 2
H5100 Introduction to Human Services 4
H5110 Cultural Diversity in Human Services 4
H5115 Introductory Strategies to Crisis Intervention 4
H5250 Organization and Leadership in Human Services 4
H5260 Community Psychology 4
J211 Case Management: Strategies for Rehabilitation 4
J211 Counseling Clients 4

TOTAL CERTIFICATE CREDITS 38*

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 E185 Freshman Seminar as part of Certificate coursework, or by successful completion of Foundation Courses.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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:
• 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
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**
H5294 Internship for Human Services 9

Track II
G171 Communication in Your Profession 4
H5295 Human Services Capstone 5

Total Diploma Credits
General Education Credits 20
Major and Core Credits 54
TOTAL DIPLOMA CREDITS 74*

SEE PAGE 41 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 E230 Career Development Course during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

** Track I includes an internship, which is not available to students in all states. Please 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.

ASSOCIATE’S DEGREE

Associate of Applied Science 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
Total Associate’s Degree Credits
General Education Credits 36
Major and Core Credits 54
TOTAL DEGREE CREDITS 90*

SEE PAGE 41 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 E270 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.

STUDENT INVESTMENT DISCLOSURE:
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
PARALEGAL ASSOCIATE’S DEGREE

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

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 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 (“Required, Select 2 additional courses”) 12
  - G153 Ethics Around the Globe 4
  - Math/Natural Sciences (Select 2 courses) 8
  - Social Sciences (Required courses) 8
- G142 Introduction to Sociology
- G148 General Psychology

MAJOR AND CORE COURSES
- LOWER DIVISION
  - B132 Computer Applications and Business Systems Concepts 3
  - E242 Career Development 2
  - J131 Criminal Law and Procedures: Crime and the Courtroom 4
  - PL100 Introduction to Law and the Legal System 4
  - PL121 Civil Litigation and Procedure I 4
  - PL122 Civil Litigation and Procedure II 4
  - PL142 Contracts: Managing Legal Relationships 4
  - PL215 Real Estate Law 4
  - PL216 Corporate Law 4
  - PL226 Law Office Technology: Cyberspace and the Paralegal Profession 4
  - PL228 Torts: Auto Accidents and Other Legal Injuries 4
  - PL230 Family Law 4
  - PL235 Legal Research 4
  - PL240 Legal Writing 4

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 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 (“Required, Select 2 additional courses”) 12
  - G153 Ethics Around the Globe 4
  - Math/Natural Sciences (Select 1 course) 4
  - Social Sciences (Required courses) 8
- G155 Human Values (required course 2)

MAJOR AND CORE COURSES
- LOWER DIVISION
  - PL100 Introduction to Law and the Legal System 4
  - PL112 Civil Litigation and Procedure I 4
  - PL112 Civil Litigation and Procedure II 4
  - PL142 Contracts: Managing Legal Relationships 4
  - PL215 Real Estate Law 4
  - PL216 Corporate Law 4
  - PL226 Law Office Technology: Cyberspace and the Paralegal Profession 4
  - PL228 Torts: Auto Accidents and Other Legal Injuries 4
  - PL230 Family Law 4
  - PL235 Legal Research 4
  - PL240 Legal Writing 4

- Electives (Select 1 course)
  - PL215 Real Estate Law 4
  - PL216 Corporate Law 4

- Chose either Track I or Track II
  - Track I ****
    - PL280 Paralegal Internship 5
  - Track II
    - PL280 Paralegal Capstone 5

- Total Certificate Credits
  - General Education Credits 16
  - Major and Core Credits 45

TOTAL CERTIFICATE CREDITS 61*

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.
** Students must complete one additional general education course (with a course designator G) or transfer in the equivalent.
*** Track I includes an internship, which is not available to students in all states. Please speak to a Program Manager for more details.
**** Track II includes an internship, which is not available to students in all states. Please speak to a Program Manager for more 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.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
LAW ENFORCEMENT ASSOCIATE'S DEGREE

MAJOR AND CORE COURSES

LOWER DIVISION

D132 Computer Applications and Business Systems Concepts 3
J100 Introduction to Criminal Justice 4
J120 Police in America 3
J122 Crime Scene to Conviction: Critical Skills in Documentation 4
J131 Criminal Law and Procedures: Crime and the Courtroom 4
J200 Domestic Violence 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J222 Practical Psychology for Law Enforcement 4
LE210 Traffic Enforcement: Managing Traffic Violators 4
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 Associate's Degree Credits General Education Credits 36 55
Major and Core Credits TOTAL DEGREE CREDITS 91

SEEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Law Enforcement Associate's Degree is offered in Minnesota. The Law Enforcement Associate's Degree is not offered in North Dakota or Wisconsin.

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 understand the policy and practice of traffic enforcement, fires use, defensive tactics, investigations, and pursuit driving, and can perform skills in each area. 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. Upon completing this program and additional required first responder training, graduates will be eligible to take the Minnesota Peace Officer Standards and Training (POST) licensing exam.

GENERAL EDUCATION COURSES

LOWER DIVISION

English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Humanities ("Required, Select 2 additional courses") 12
G153 Ethics Around the Globe 4
Math/Natural Sciences (Select 2 courses) 8
Social Sciences (Required courses) 8
G142 Introduction to Sociology 4
G148 General Psychology 4

LAW ENFORCEMENT ACADEMIC CERTIFICATE

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.

GENERAL EDUCATION COURSES

LOWER DIVISION

Humanities (Required course) 4
G153 Ethics Around the Globe 4

MAJOR AND CORE COURSES

LOWER DIVISION

J100 Introduction to Criminal Justice 4
J120 Police in America 3
J122 Crime Scene to Conviction: Critical Skills in Documentation 4
J131 Criminal Law and Procedures: Crime and the Courtroom 4
J200 Domestic Violence 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J222 Practical Psychology for Law Enforcement 4
LE240 Minnesota Traffic Code 2
LE245 Minnesota Criminal Code 2
Total Certificate Credits General Education Credits 4 32
Major and Core Credits TOTAL CERTIFICATE CREDITS 36

The Law Enforcement Academic Certificate is offered in Minnesota. The Law Enforcement Academic Certificate is not offered in North Dakota or Wisconsin.

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 E320 Junior Seminar during the quarter in which they finish the Associate's degree requirements to graduate from an Associate's degree program.

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 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.

RASMUSSEN COLLEGE

30

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
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

The Law Enforcement Skills Certificate is offered in Minnesota. The Law Enforcement Skills Certificate is not offered in North Dakota or Wisconsin.

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.
RN TO BSN PROGRAM/NURSING BACHELOR’S DEGREE
(ONLINE ONLY)

Bachelor of Science Degree

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.

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
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 Practice  4
NUR 3655 Transcultural Nursing  4
NUR 3816 Dimensions of Professional Nursing  4
NUR 4232 Integration of Evidence-Based Practice and Research in Nursing  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  Upper Division General Education Credits  24
Upper Division Major and Core Credits  44
TOTAL DEGREE CREDITS  181
(INCLUDING TRANSFER CREDITS)

SEE PAGE 41 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 E410 Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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

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

The Nursing BS Degree (RN to BSN program) at Rasmussen College is a new applicant pursuing initial accreditation by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036; (202) 887-6791. New applicant status is neither a status of accreditation nor a guarantee that accreditation will be granted.

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.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
PROFESSIONAL NURSING ASSOCIATE’S DEGREE

Associate of Science 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
G150 Structure and Function of the Human Body 4
G282 Introduction to Microbiology 4
MA278 Human Anatomy and Physiology I 4
MA279 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
NU211 Fundamentals of Professional Nursing 6
NU222 Comprehensive Pharmacology 6
NU231 Professional Nursing I 6
NU249 Mental Health Nursing 4
NU254 Professional Nursing II 6
NU265 Maternal Child Health Nursing 4
NU278 Professional Nursing III 6
NU280 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 DEGREE CREDITS 103

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Professional Nursing Associate’s Degree is only offered at the Blaine, Bloomington, Mankato, Moorhead, and St. Cloud campuses in Minnesota, and at the Green Bay and Wausau campuses in Wisconsin. The Professional Nursing Associate’s Degree is not offered in North Dakota.

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 E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’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.

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

To graduate from this program, students must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements, 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 E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’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.

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

To graduate from this program, students must complete all required NU, PN, NUR, PNW 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 NU211 Fundamentals of Professional Nursing (6 credits) in the Professional Nursing AS Degree program. 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’s transcript as a Course Waiver (CW). 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.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
PRACTICAL NURSING DIPLOMA

CAREER OPPORTUNITIES IN:
- Hospitals
- Clinics
- Assisted Living Centers
- Long-Term Care Facilities
- 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 4

MAJOR AND CORE COURSES
LOWER DIVISION
- NU117 Nutritional Principles in Nursing 4
- PN108 Introduction to Practical Nursing 2
- PN111 Fundamentals of Practical Nursing 6
- PN129 Practical Nursing I 6
- PN138 Basic Pharmacology 3
- PN146 Practical Nursing II 6
- PN148 Gerontologic Nursing 3
- PN155 Psychosocial Nursing 4
- PN161 Practical Nursing III 6
- PN192 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 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Practical Nursing Diploma is only offered at the Brooklyn Park/Maple Grove, Eagan, Mankato, Moorhead, and St. Cloud campuses in Minnesota. The Practical Nursing Diploma is not offered in North Dakota or Wisconsin.

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 E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

To graduate from this program, students must complete all required NU, PN, NUR, PRN 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, Minnesota campus applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.

Upon completion of this program, students who wish to pursue an Associate’s Degree can transfer all program credits into Rasmussen College’s Health Sciences Associate’s Degree program.

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.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
WEB PROGRAMMING DIPLOMA • ASSOCIATE’S DEGREE

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
Communication (Required course)  4
G171 Communicating in Your Profession 4
Humanities (Required course)  4
G153 Ethics Around the Globe 4
Math/Natural Sciences (Select 1 course)  4

MAJOR AND CORE COURSES
LOWER DIVISION
B119 Customer Service  4
B136 Introduction to Business  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 16
Major and Core Credits 52
TOTAL DIPLOMA CREDITS  68*

ASSOCIATE’S DEGREE
Associate of Applied Science 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
General Education Credits 40
Major and Core Credits 52
TOTAL DEGREE CREDITS  92*

SEE PAGE 41 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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

EARN AS YOU LEARN
Our Credential Ladder guides you to earn increasingly advanced academic credentials.
SOFTWARE APPLICATION DEVELOPMENT
CERTIFICATE • ASSOCIATE’S DEGREE

COMPUTER SCIENCE BACHELOR’S DEGREE

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

MAJOR AND CORE COURSES
LOWER DIVISION
E242 Career Development 2
N137 Programming I 4
N142 Foundations of Software Design 3
N207 Programming II 4
N210 Introduction to Computer Systems 4
SD110 Discrete Structures for Computer Science 3
SD140 Mobile Application Development 3
SD225 Object-Oriented Programming 3
W107 Programming Fundamentals 3
W109 Relational Databases 3
W210 Java I 3

Total Certificate Credits
General Education Credits 5
Major and Core Credits 35
TOTAL CERTIFICATE CREDITS 40

SOFTWARE APPLICATION DEVELOPMENT
ASSOCIATE’S DEGREE

Associate of Science 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.

IN ADDITION TO ALL CERTIFICATE COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition
Communication (Required, select 1 additional course) 8
G126A English Composition 2*
Humanities (Required, 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

MAJOR AND CORE COURSES
LOWER DIVISION
MH100 Precalculus 3
MH200 Calculus I 4
MH210 Calculus II 4

Total Associate’s Degree Credits
General Education Credits 45
Major and Core Credits 46
TOTAL DEGREE CREDITS 91

SEE PAGE 41 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 E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

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.
COMPUTER SCIENCE BACHELOR’S DEGREE

Bachelor of Science 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 Engineering  4
N358  Database Systems Design  4
N360  Mobile Platform Development  4
N361  Algorithm Analysis  4
N401  Artificial Intelligence  4
N402  Network Systems Design  3
N403  Advanced Mobile Application Development  4
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 DEGREE CREDITS  180

SEE PAGE 41 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 E410 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.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.

STUDENT INVESTMENT DISCLOSURE:
### 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
- G117 Communicating in Your Profession
- Math/Natural Sciences (Required Course)
- G233 College Algebra

**MAJOR AND CORE COURSES**

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th>TOTAL DIPLOMA CREDITS 67*</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119 Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B136 Introduction to Business</td>
<td>8</td>
</tr>
<tr>
<td>D132 Computer Applications and Business Systems Concepts</td>
<td>12</td>
</tr>
<tr>
<td>E242 Career Development</td>
<td>3</td>
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<tr>
<td>N140 Logic and Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>N141 Networking Security</td>
<td>3</td>
</tr>
<tr>
<td>N146 Fundamentals of Hardware and Software I</td>
<td>3</td>
</tr>
<tr>
<td>N147 Fundamentals of Hardware and Software II</td>
<td>3</td>
</tr>
<tr>
<td>N171 Introduction to Networks</td>
<td>3</td>
</tr>
<tr>
<td>N200 Systems Analysis</td>
<td>3</td>
</tr>
<tr>
<td>N228 Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N290 Information Technology Capstone</td>
<td>2</td>
</tr>
<tr>
<td>W107 Programming Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

**CHOOSE ONE DIPLOMA:**
- **Computer Information Technology Diploma**
  - N127 Microsoft Windows Workstations 3
  - N149 Helpdesk Support 3
  - N156 Mac Integration 3
  - N233 Software Packaging and Deployment 3
  - N259 Mobile Support Principles 3
  - **Total Diploma Credits** 33
  - **General Diploma**
    - D283 Access 3
    - N127 Microsoft Windows Workstation 3
    - N149 Helpdesk Support 3
    - N208 Linux Administration 3
    - W118 Introduction to HTML 3
  - **Network Administration Diploma**
    - 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 Diploma**
    - N201 Cisco Network Routing and Switching 3
    - N208 Linux Administration 3
    - N221 Mobile and Mac OS Security 3
    - N230 Fundamentals of Ethical Hacking 3
    - N253 Managing Information Security 3
  - **Total Diploma Credits**
    - General Education Credits 12
    - Major and Core Credits 55

**IN ADDITION TO ALL DIPLOMA 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** 36
- **Total Degree Credits** 91

**INFORMATION TECHNOLOGY MANAGEMENT ASSOCIATE’S DEGREE**

**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.

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

**STUDENT INVESTMENT DISCLOSURE:**
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
INFORMATION TECHNOLOGY MANAGEMENT BACHELOR’S DEGREE

Bachelor of Science Degree

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

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
- B351 Management of Information Systems 4
- B370 Organizational Behavior Analysis 4
- N312 Advanced Networking 4
- N323 Asset Management 3
- N331 Infrastructure Hardware 4
- N344 IT Security for Managers 3
- N359 Support Management 4
- N370 Virtualization 4
- N380 Project Management for IT 4
- N404 Cloud Computing 4
- N406 IT Operations Management 4
- N412 Risk Management and Business Continuity 4
- N422 Enterprise Application Support 4
- N424 Storage Management 3
- N432 Information Technology Management Capstone 2
- N433 Operating Systems Design 3
- N443 Service Management 4
- N458 Systems Monitoring 4

Total Bachelor’s Degree Credits
- Lower Level General Education Credits 36
- Upper Level General Education Credits 24
- Lower Level Major and Core Credits 55
- Upper Level Major and Core Credits 66

TOTAL DEGREE CREDITS 181*

SEE PAGE 41 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 E410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College Entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.

STUDENT INVESTMENT DISCLOSURE:
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.

INFORMATION SECURITY BACHELOR’S DEGREE

Bachelor of Science Degree

CAREER OPPORTUNITIES:
- Network Security Analyst
- Cybersecurity 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

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

Total Bachelor’s Degree Credits
- Lower Level General Education Credits 36
- Upper Level General Education Credits 24
- Lower Level Major and Core Credits 55
- Upper Level Major and Core Credits 67

TOTAL DEGREE CREDITS 182*

SEE PAGE 41 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 E410 Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

Consult the double-asterisked note (**NOTE**) at the diploma level for students intending to continue into the Information Security BS program.

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.
Bachelor of Science Degree

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.

GENERAL EDUCATION COURSES

LOWER DIVISION
- English Composition (Required course) 4
- Communication (Required*, Select 1 additional course) 6
- Humanities (Select 2 courses) 8
- Math/Natural Sciences ("Required, Select 1 additional course) 9
- 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
- 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 35
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 58
- Upper Division Major and Core Credits 64

TOTAL DEGREE CREDITS 181

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

This program is only available to students enrolled at a campus located in Florida, Illinois, Kansas, Minnesota, North Dakota, or Wisconsin.

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 E410 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.

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.
GENERAL EDUCATION COURSE SELECTIONS

ALL BACHELOR’S AND ASSOCIATE’S 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
G141 Introduction to Communication 4
G171 Communicating in Your Profession 4
G194 Locating and Evaluating Information** 2

Humanities
G125 Humanities 4
G145 Film Appreciation 4
G147 Art Appreciation 4
G153 Ethics Around the Globe 4
G201 Creative Writing 4
G224 Introduction to Critical Thinking 4
G230 Introduction to Literature 4
G235 Conversational Spanish 4

Math/Natural Sciences
G150 Structure and Function of the Human Body 4
G180 General Education Mathematics 4
G231 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
G202 Abnormal Psychology 4
G203 Macroeconomics 4
G204 Microeconomics 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
G434 Gender in Math and Science 4

Social Sciences
G333 American Religious History 4
G360 Contemporary World Religions 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.

**This course is not eligible for selection as a general education elective. This course may be a required general education course in some programs (see program pages for details).

COMPUTER SCIENCE BS DEGREE AND SOFTWARE APPLICATION DEVELOPMENT AS DEGREE

LOWER DIVISION

English Composition
G124 English Composition* 4

Communication
G126A English Composition 2* 4
G141 Introduction to Communication 4
G171 Communicating in Your Profession 4
G227 Oral Communication 4

Humanities
G125 Humanities 4
G145 Film Appreciation 4
G147 Art Appreciation 4
G153 Ethics Around the Globe 4
G201 Creative Writing 4
G224 Introduction to Critical Thinking* 4
G230 Introduction to Literature 4
G235 Conversational Spanish 4

Math/Natural Sciences
G150 Structure and Function of the Human Body 4
G231 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
G202 Abnormal Psychology 4
G203 Macroeconomics 4
G204 Microeconomics 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
G434 Gender in Math and Science 4

Social Sciences
G333 American Religious History 4
G360 Contemporary World Religions 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
G126A English Composition 2 4
G141 Introduction to Communication 4
G171 Communicating in Your Profession 4
G227 Oral Communication 4

Humanities
G125 Humanities 4
G145 Film Appreciation 4
G147 Art Appreciation 4
G153 Ethics Around the Globe 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
G231 Introduction to Human Biology 4
G233 College Algebra 4
G282 Introduction to Microbiology 5
MA278 Human Anatomy and Physiology I 5
MA279 Human Anatomy and Physiology II 5

Social Sciences
G146 General Psychology 4
G147 Art Appreciation 4
G153 Ethics Around the Globe 4
G201 Creative Writing 4
G224 Introduction to Critical Thinking 4
G230 Introduction to Literature 4
G238 Conversational Spanish 4

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. AS 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. AAS degree candidates must successfully complete forty-five (45) credits of general education coursework distributed across the same categories.

See specific course requirements on program pages.

GENERAL EDUCATION PHILOSOPHY

General Education inspires commitment to lifelong learning by providing learners transferable skills desirable in the workplace, such as communication, critical thinking, information literacy, diversity & teamwork, ethics & professional responsibility, and digital fluency. General Education courses may adhere to a learner’s major program, satisfy an intellectual curiosity, or both. General Education allows learners to flourish amid change, better understand their own learning, and assists in applying ideas to the modern world and workplace.
Credit Definition
Credit – The unit by which Rasmussen College measures its coursework. The number of credit hours assigned to a course usually reflects the combination of class, laboratory, and/or internship hours required to complete the course. Rasmussen College follows the quarter system, and awards one credit for each 100 hours of lecture, 20 clock hours of laboratory, or 30 clock hours of internship, externship, or practicum contained in a quarter, or the equivalent in directed study. Students are expected to spend at least two hours in out-of-class preparation and completion of assignments for each hour they spend in class.

How to Read Course Descriptions
Course description numbers that range from 100-199 are generally considered to be freshman-level courses. Course description numbers that range from 200-299 are considered to be more advanced courses and may function as sophomore-level or capstone courses. Course description numbers that range from 300-399 are considered upper division courses that may function as junior-level courses. Course description numbers that range from 400-499 are considered to be more advanced upper division courses that may function as senior-level student requirements for a Bachelor’s degree.

Program Length
A Rasmussen College student is considered full-time when he or she is taking 12 or more credits per term. While a student is considered part-time when the student is taking less than 12 credits per term. A part-time student typically takes an average of 8 credits per term. To calculate program length, the College divides the total program credits by 12 for full-time students and by 8 for part-time students.

Credit Definition
Credit – The unit by which Rasmussen College measures its coursework. The number of credit hours assigned to a course usually reflects the combination of class, laboratory, and/or internship hours required to complete the course. Rasmussen College follows the quarter system, and awards one credit for each 100 hours of lecture, 20 clock hours of laboratory, or 30 clock hours of internship, externship, or practicum contained in a quarter, or the equivalent in directed study. Students are expected to spend at least two hours in out-of-class preparation and completion of assignments for each hour they spend in class.

How to Read Course Descriptions
Course description numbers that range from 100-199 are generally considered to be freshman-level courses. Course description numbers that range from 200-299 are considered to be more advanced courses and may function as sophomore-level or capstone courses. Course description numbers that range from 300-399 are considered upper division courses that may function as junior-level courses. Course description numbers that range from 400-499 are considered to be more advanced upper division courses that may function as senior-level student requirements for a Bachelor’s degree.

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A16 Advanced Financial Accounting 40 hours, 4 credits
This course focuses on the importance of the operational functions in organizations today to include business combinations and the related financial accounting transactions necessary, segment reporting, output planning, international transaction accounting, foreign currency translation, financial reporting, control, scheduling, and quality control. An interweaving emphasis will be placed on quality and its impact in securing a strategic advantage for manufacturing and service enterprises.
Prerequisite: Intermediate Financial Reporting II

A20 Accounting Information Systems 40 hours, 4 credits
An advanced course that further develops an understanding of the elements, relationships, and issues associated with manual and computerized accounting information systems. Practical application using spreadsheets, databases, and general education software.
Prerequisite: Management of Information Systems

A30 International Accounting 40 hours, 4 credits
This course includes a study of the international dimension of financial reporting and analysis. It provides students with an overview of the accounting practices of multinational enterprises and the preparation and presentation of financial statements in different nations. Topics covered include international corporate taxation, transfer pricing, foreign currency translation, financial disclosure, and international accounting harmonization.
Prerequisite: Advanced Financial Accounting

A42 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 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 second semester 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 and writing strategies will provide students with the tools necessary for comprehending collegiate-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 building. 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

B336 Introduction to Business 40 hours, 4 credits
This course is an introduction to the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation.
Prerequisite: none

B365 Introduction to Human Resource Management 40 hours, 4 credits
This course is an introduction to the management of an organization’s human resources. It explores the importance of establishing or administering the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

B420 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 constantly changing world of organizations and help them develop their own skills to become effective leaders. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

B422 Multicultural Communications for Business 40 hours, 4 credits
This course provides an introduction to the challenges a diverse workforce presents in today’s global economy. Specific areas of study will be coping with diverse communication styles, allowing for divergent approaches to task completion, mitigating different attitudes toward conflict, and resolution and management protocols for ensuring multicultural collaboration.
Prerequisite: none

B425 Online Multimedia Marketing 40 hours, 4 credits
This course explores emerging and innovative business and marketing technologies such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations. Prerequisite: Internet Business Models and E-Commerce

B520 Project Planning and Documentation 40 hours, 4 credits
This course is a comprehensive timelines, deadlines, team-building, communication issues and problem solving. The course is set with pre-defined scenarios to assist with the definition of project roles and phases. The students work through related issues and produce a resolution in a well written format.
Prerequisite: none

B732 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 marketing, and organizational buying behavior, market research techniques, fundamental pricing concepts, competitor analysis, integrated marketing communications, and marketing’s role in electronic commerce.
Prerequisite: none

B333 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 a better understanding of the manager/ employee relationship and the legal and ethical issues that impact these relationships. This course also includes education resources from Harvard Business Publishing.
Prerequisite: none

B243 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, 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 constantly changing world of organizations and help them develop their own skills to become effective leaders. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

B280 Business Capstone 20 hours, 4 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 a target audience and a target market. Marketing interactions with associated stakeholders, including current and new customers; shareholders; suppliers; media; financial and industry analysts will be explored. Other parts of the enterprise, such as senior management, marketing, finance, and human resources departments are studied.
Prerequisite: Principles of Marketing

B283 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

B336 Applied Management Principles 40 hours, 4 credits
This course will review foundational management skills and insights derived from the study of management practices. Through theory, self-analysis, and analysis of others, this course provides students with the knowledge, skills, and attributes needed to become an effective manager. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating others; team-building; and leading change.
Prerequisite: 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, developing marketing strategy, market segmentation, and delivering and communicating 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. Topics include an analysis of corporate finance, asset pricing, leverage, risk and return, short-term and long-term investment decisions, business financial planning, working capital management, capital structure, multinational finance, as well as other topics.
Prerequisite: Principles of Financial Management

B333 Principles of Management II
40 hours, 4 credits
Through theory, self-analysis, and analysis of others, this course provides students with the knowledge, skills, and attitudes needed to become an effective manager. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating others; team-building; and leading change. 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 laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, securities regulation contracts, and other areas of business law.
Prerequisite: Business Law

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 developing, utilizing, and maintaining 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 managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered include designing and manufacturing operations; purchasing raw materials; controlling and maintaining inventories; and producing goods or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: 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 topics. Topics will include qualitative and quantitative research methodology, literature review, information literacy, and academic report writing.
Prerequisite: English Composition or Communicating in Your Profession

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

B404 Negotiation and Conflict Management
40 hours, 4 credits
This course will focus on negotiation and conflict management in both public and private organizational settings. The emphasis is on gaining an understanding of the negotiation process and developing 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 critically examine the design, management, and control of organizational development programs. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

B421 Statistics for Business
40 hours, 4 credits
This course will help students develop basic statistical literacy along with the ability to analyze and evaluate real-life business problems using statistical methods. Students will learn to use a systematic approach 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

B439 Business Law and Ethics
40 hours, 4 credits
This course covers common accounting functions such as maintaining accounts receivable, producing standard accounting reports. This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.
Prerequisite: Financial Accounting I

D193 Access
40 hours, 3 credits
This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.
Prerequisite: Financial Accounting I

E185 Freshman Seminar
20 hours, 2 credits
This seminar course addresses 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 study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a 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
E270 Sophomore Seminar 0 credits
This seminar course challenges students at the end of their sophomore 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 sophomore seminar the quarter in which they finish the Diploma course requirements.
E320 Junior Seminar 0 credits
This seminar course challenges students at the end of their program of study 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. The course is required for graduation from an Associate's degree program.
E410 Senior Seminar 0 credits
This seminar course challenges students at the end of their program of study 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. The course is required for graduation from a Bachelor's degree program.
EC100 Foundations of Child Development 40 hours, 4 credits
This course will explore characteristics of children at different ages, children's developmental needs, and the foundation of early childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family, and the cultural, social, class, and ethnic variations in the family as a social system.
Prerequisite: none
EC110 Early Childhood Education Curriculum and Instruction 40 hours, 4 credits
This course promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods of writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized.
Prerequisite: Foundations of Child Development
EC121 Health, Safety, and Nutrition/CDA Application 40 hours, 4 credits
This course will examine the role of early childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children's special health concerns. Students will carry out a 2-hour field observation in the field of education.
Prerequisite: Early Childhood Education Curriculum and Instruction
EC180 Knowledge: Externship I 180 hours, 6 credits
Under externship supervision, the student will observe and implement developmentally appropriate practices while interacting with children and adults.
Prerequisite: none
EC181 Application: Externship II 180 hours, 6 credits
Students continue their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.
Prerequisite: Knowledge: Externship I
EC182 Reflection: Externship III 180 hours, 6 credits
Students will complete their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.
Prerequisite: Application: Externship II
EC183 Teacher Reflection I: Early Childhood Education as a Profession 60 hours, 6 credits
This course is an introduction to the field of early childhood development as a profession and examines historical influences on the field. The identification of early childhood educator's personal attributes, knowledge, skills, and professional codes of conduct are included.
Prerequisite: none
EC184 Teacher Reflection II: Morality and Ethics in Early Childhood Education 60 hours, 6 credits
This course will provide an examination of morality and ethics in early childhood development. Topics include childhood ethics, ideals, and principles. Professional values and teaching styles will be explored.
Prerequisite: Teacher Reflection I: Early Childhood Education as a Profession
EC185 Teacher Reflection III: The Intentional Teacher 60 hours, 6 credits
Students will study the importance of intentional teaching and selecting best practices for young children's learning and development. Both child-guided and adult-oriented methods will be examined in the areas of language and literacy, mathematics, and scientific inquiry, social skills and understandings, physical movement and visual arts.
Prerequisite: Teacher Reflection I: Morality and Ethics in Early Childhood Education
EC200 Observation and Assessment in Early Childhood Education 40 hours, 4 credits
Students will explore effective strategies for observation and assessment in early childhood education. They will understand the observation, assessment, and planning cycle and its impact on promoting children's development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC210 Infant and Toddler Development 40 hours, 4 credits
This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. The course will introduce the philosophy and theory behind primary care, continuity of care, and respect for the infant's 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. Topics include developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emergent 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
EC237 Language and Literacy Acquisition 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 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
EC243 Curriculum and Instruction for English Language Learners 40 hours, 4 credits
Students will explore practical strategies in curriculum and instruction for English Language Learners. They will apply principles of developmentally appropriate practice in the curriculum and instruction for these learners.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC250 Advocating for Children with Special Needs 40 hours, 4 credits
Students will explore current trends, resources and advocacy on behalf of young children with special needs. They will examine their role in supporting and advocating for young children with special needs and their families.
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 explore environments and classroom policies and 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 identify the parties relevant to exceptional development 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
EC255 Advocating for Children with Special Needs 40 hours, 4 credits
Students will explore current trends, resources and advocacy on behalf of young children with special needs. They will examine their role in supporting and advocating for young children with special needs and their families.
This course is designed to provide the student with social skills that address the needs 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 Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC290 Early Childhood Education Capstone

20 hours, 4 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 knowledge to inform best practices. Students will complete research and select the best application(s) to improve care and education for young children.

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

EK220 Advanced Electrocardiograms

60 hours, 4 credits

EK220 Lecture (25 hours, 2.5 credits)

EK220 Lab (25 hours, 1.5 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 evidence based education to monitoring practices.

Prerequisite: Introduction to Electrocardiograms

EK280 EKG Externship and Capstone

100 hours, 4 credits

EK280 Lecture (20 hours, 1 credit)

EK280LL Clinical (80 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. Philosophical, ethical, moral, political, and economic issues that shape economies will be explored. This course includes microeconomics and macroeconomics concepts.

Prerequisite: none

G124 English Composition

40 hours, 4 credits

This course is designed to guide students in understanding the writing process and developing their ability to write and express ideas in an organized, unified, and coherent manner. Students will produce college-level writing that reflects awareness of rhetorical strategies for expressing purposes and ideas. Students will develop appropriate grammar, punctuation, and usage skills. Through reading, writing, discussion, research, and collaboration, students will practice effective writing and apply course concepts.

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

G125 Humanities

40 hours, 4 credits

This course investigates human creative achievement. It is designed to increase the student’s understanding and appreciation of cultural and literary pursuits of humanistic 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

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

Prerequisite: 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 sociological terms and concepts. Students will understand how to apply sociological concepts and theories and analyze the structure and relationship 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, evaluation and enjoyment as well as fostering a deeper appreciation and understanding of 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 influence understanding of the function and meaning of art in this course. Using a global and thematic approach, students will be introduced to the basic elements of art, while exploring a full range of media used to make art, and the fundamental concepts of art criticism. Western and non-Western art is represented, with a strong emphasis on a global perspective in relation to culture, 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 the goals 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

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

G153 Ethics Around the Globe

40 hours, 4 credits

This course is a study of various and common ethical principles around the world and their relationships to morality and professional responsibility. Emphasis is placed on the application of ethical theories to problems faced in increasingly globalizing business and society.

Prerequisite: none

G171 Communicating in Your Profession

40 hours, 4 credits

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

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

G180 General 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

G194 Locating and Evaluating Information

20 hours, 2 credits

This course explores the power of information literacy concepts by introducing skills for locating, evaluating, and ethically using a variety of resources for a specific purpose. The course begins with the information cycle and the production of information, followed by a discussion of topic & research question, and the selection, evaluation, and integration of sources into an annotated bibliography.

Prerequisite: none

G201 Creative Writing

40 hours, 4 credits

This course will develop the student’s talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays and non-fiction. Workshops and peer and self-critiques 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

G202 Abnormal Psychology

40 hours, 4 credits

This course teaches the students the applied discipline of abnormal psychology. Students will explore abnormal behavior in disparate societies and cultures. Applications include 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 which may affect a person’s ability to adapt and function in a community will be considered, such as genetic makeup, physical condition, reasoning, and socialization.

Prerequisite: General Psychology

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 along with 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 will be discussed in 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 price and the distribution of income in regulated and unregulated industries. Other topics may include industrial relations, monopolies, and comparative economic systems.
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, personal 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 inductive and deductive, in a traditional language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.
Prerequisite: English Composition

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 support materials, and use effective language to develop and present a narrative, informative and persuasive speech.
Prerequisite: none

G230 Introduction to Literature
50 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)

G231 Introduction to Human Biology
50 hours, 4 credits
G231 Lecture (30 hours, 3 credits)
G231L Lab (20 hours, 1 credit)
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

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

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, 5 credits
Students will learn about topics including functions and functional notation, domains and ranges in relation to functions, graphing functions and relations, and various function operations. 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 techniques as well as polynomials, factoring, exponents, roots, and radicals.
Prerequisite: Satisfactory score on the Algebra Placement Test

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.
Prerequisites: Calculus I; Discrete Structures for Computer Science

G270 United States History: 1900 to the Present
40 hours, 4 credits
This course provides an overview of the history of the United States during the 20th century up until the present day. The political, social, and economic aspects of this time will be explored amid a variety of human cultures, values, and perspectives within the United States.
Prerequisite: none

G282 Lecture (30 hours, 3 credits)
G282LLab (40 hours, 2 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

G324 Advanced Composition
40 hours, 4 credits
This advanced writing course is intended to help students further develop and refine their writing, researching, and analytical skills, through the application of those skills in historical and rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their ideas in a well-organized, well-framed, and coherent manner to diverse audiences.
Prerequisite: English Composition

G328 Human Uses of the Environment
40 hours, 4 credits
This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include principles of ecology as seen in the structure and function of the ecosystem; pollution of air, soil and water resources; population explosion and the relationship of people, disease, and food production; and environmental controls necessary for survival.
Prerequisite: none

G330 American Literature
40 hours, 4 credits
This course surveys authors, genres, and movements in American literature from 1865 to the present, including representative works of Realism, Naturalism, Modernism, and Post-Modernism/Post-Structuralism. Students will engage in critical readings of exemplary literary texts from a diverse group of authors that have influenced American literature since the Civil War. Students will analyze how these works of literature exemplify particular historical moments in U.S. history, as well as how they communicate pertinent cultural issues such as gender, race, ethnicity, class, religion, sexual identity, community, region, and nation. In their study of the broad range of American fiction, poetry, and drama since 1865, students will analyze literary, aesthetic, and critical developments.
Prerequisites: English Composition; Introduction to Literature

G332 Visual Communication in the Media
40 hours, 4 credits
This course examines how people understand their world through visual images. Students will examine how people visually gather, process, and interpret information presented through media sources.
Prerequisite: none

G333 American Religious History
40 hours, 4 credits
A survey of the contribution of religion to American culture, including the differences between rural and urban society, the development of religious freedom and the rise of a “secular religion.” Examines the emergence of new forms of belief and practice and the variety of religious issues confronting American society today.
Prerequisite: none

G335 Contemporary World Literature: 1900 to the Present
40 hours, 4 credits
This course explores authors from around the world who 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 and evaluate critical evaluations of literary topics, authors, etc.
Prerequisite: English Composition

G346 Physical Geography
40 hours, 4 credits
This course presents a study of the development and distribution of landforms, climates, minerals, soils and water resources. Interrelationships between the physical environment and regional patterns formed by these elements are analyzed against man’s utilization of them.
Prerequisite: none

G380 Visions of America Since 1945
40 hours, 4 credits
Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in many of our lives. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role Hollywood films played in the popular culture will be examined.
Prerequisite: none

G401 Comparative Politics
40 hours, 4 credits
This course will introduce students to the field of comparative politics by examining classification of political systems according to institutional and developmental characteristics. Causes and costs of political stability and instability will be explored. Comparison will be made between contemporary political institutions and processes in various countries.
Prerequisite: 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 as well as the issues and problems that arise from the combination of an individual’s work and family responsibilities. An emphasis is placed on female labor force participation.
Prerequisite: none

G434 Gender in Math and Science
40 hours, 4 credits
This course examines the personal and collective educational experiences, career paths, and discoveries of female researchers, teachers, and practitioners in the fields of mathematics and science.
Prerequisite: none

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

G440 Political Thought
40 hours, 4 credits
The aim of this course is to understand and appreciate some important authors and the traditions of political thought. The course will cover such topics as authority, consent, freedom, and obligation.
Prerequisite: none
H210 Marketing and Communication in Healthcare 40 hours, 4 credits
This course is an introduction to marketing concepts and how they are applied in the healthcare industry. Topics include consumer buying behavior, business-to-business markets, market research techniques, pricing concepts, marketing channels, and promotional strategies and techniques. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

H300 Introduction to Healthcare Administration 40 hours, 4 credits
This course provides an overview of the administrative principles and practices within healthcare organizations. Emphasis is placed on organization, structure, and operation of healthcare facilities. Management principles will be applied to case studies of healthcare industry scenarios.
Prerequisites: US Healthcare Systems; Principles of Healthcare Systems; 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 examines methods for assuring 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 approaches to quality improvement will be explored.
Prerequisite: Introduction to Healthcare Administration; Financial Accounting II

H330 Quality Improvement in Healthcare 40 hours, 4 credits
This course explores methods for assuring 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 approaches to quality improvement will be explored.
Prerequisite: Introduction to Healthcare Administration; Financial Accounting II

H340 Health Information Services 40 hours, 4 credits
This course is an exploration of the many entities that regulate healthcare delivery, from local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of 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 information, 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 policies 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 explored. Economic theory, 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 processes and solutions to assist 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 environment. Students will analyze these theories and principles and apply them to ethical problems in the healthcare field.
Prerequisites: Principles of Management; Introduction to Healthcare Administration

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 hours, 4 credits
In this course, students will compare and contrast foreign healthcare services and systems, focusing on cultural, geographic, environmental, economic, and political factors.
Prerequisite: Introduction to Healthcare Administration

H490 Healthcare Management Capstone 30 hours, 3 credits
This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare-management concepts with 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 Bachelor's Degree program and in their last or second-to-last quarter

H330 Information and Communications Technologies 40 hours, 4 credits
This course is an exploration of the technologies available to manage all aspects of health information management, 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 derivation and use of standards to achieve interoperability of healthcare information systems will be explored.
Prerequisite: Program Admission

H335 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 applications will also be explored.
Prerequisite: Program Admission

H332 Data, Information, and File Structures 60 hours, 4 credits
A lab-based environment to apply knowledge of database architecture and design such as database primary, data manipulation, 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.
Prerequisite: Program Admission

H333 Financial Management of Health Information Services 40 hours, 4 credits
An exploration of healthcare finance principles required to manage a health information management department or project.

H336 Quality Management 40 hours, 4 credits
This course will involve the development of 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

H336 Reimbursement Methodologies 40 hours, 4 credits
A study in managing the use of clinical data required in prospective payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, chargemaster management, case management, the audit process, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, ACOs, RBVRS, and RUGs.
Prerequisite: Program Admission

H370 Advanced Quality Management in Healthcare 40 hours, 4 credits
This course examines facility-wide quality management and continues quality improvement models, tools, and methods in healthcare organizations. Emphasis will be on the evaluation of these methods and tools in the demonstration of the effectiveness and outcomes of healthcare and improvement of patient care, quality of services, safety and reduction of risk. Disease management processes, outcomes measurement, benchmarking, patient and organization safety and utilization and resource management will be included. The relationship between healthcare quality, operational performance, and the role of governing and accrediting bodies in healthcare quality will be studied. The history of quality management and future trends, including the role of the healthcare information management will be explored.
Prerequisite: Program Admission

H400 Electronic Data Security 40 hours, 3 credits
A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control programs, contingency planning, and data recovery is included. Internet, web-based, and e-Health security is explored. Students will learn to enforce confidentiality and security measures to protect electronic health information and protect data integrity and validity.

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 classmates and instructors using a webinar environment and other technology. Research techniques will be used. Topics explored will be in adherence to Institutional Review Board processes and policies, research design and methods, knowledge-based research techniques, research protocol data management, and national guidelines regarding human subject’s research.

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 principles of organization behavior to facilitate team building, negotiation and change management. Strategic leadership, entrepreneurialism, and benchmarking will be explored.
Prerequisites: Program Admission
HI435 Health Data Management 20 hours, 4 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 and information. This course introduces students to the management issues related to paper-based record systems, including clinical documentation issues, medical word 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 HEDIS, UMIDS, OASIS including the history, purpose, and uses of each.
Prerequisite: Program Admission

HI450 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 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

HI460 Advanced Health Information Law and Ethics 40 hours, 4 credits This course presents an advanced analysis of the impact of the United States legal system and various health care laws, regulations, and standards on the healthcare organization, patient and health information management environment and infrastructure. Patient privacy, confidentiality, security principles, identity management, protected health information, access and disclosure of personal health information including e-discovery, legal health records, personal health records, compliance programs, information security and privacy training programs will be studied. Professional certification, ethical practices and issues as well as ethical issues and their impact on the legal healthcare record will be discussed.
Prerequisite: Program Admission

HS100 Introduction to Human Services 40 hours, 4 credits Introduction to Human Services exposes the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how current economics shape programs. Human service intervention strategies utilized in daily practice are examined along with stresses faced in the workplace. Comparisons of human service 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 Human Services 40 hours, 4 credits This course sets the foundation for students to develop the moral, ethical, and attitude necessary to strategically help those in crisis situations. The values and ethics intrinsic to the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function as change agents and must therefore attain and develop a core of intervention knowledge, theory, and skills to effectively deal with people in crisis. The ability to create genuine and empathetic relationships with others is central to those entering the human services field. Intervention strategies are also explored.
Prerequisite: Introduction to Human Services

HS250 Organization and Leadership in Human Services 40 hours, 4 credits Working and managing within a human services organization takes high morals, standards, and ethics. Through this course, students will consider the complexity of moral and ethical dilemmas in navigating and managing in the human service industry. Students will learn decision-making techniques to include the necessary components for an ethical reasoning process. In order to have a strong foundation of practice, students will learn how to build a strong ethical organization through culminating projects.
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 or environment is as important as the individual within it.
Prerequisite: General Psychology

HS270 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 humans in their communities and with individuals, theories of socialization and self image will be explored. Students will examine how the social environment influences thought, behavior, feelings, and potential actions of people. Consequences of social interaction and motivation based on judgment, attitudes, persuasion, punishment, conformity, and aggression will be explored. Different social interactions will be analyzed including conformity, prejudice, politics, 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 and behavior will be examined. Students will explore what is abnormal behavior and what is not in current society and cultures. Various applications will be examined, including a variety of mental health disorders, individuals who have difficulty functioning effectively in everyday life, the impact of family dysfunction on the individual, and the influence of mental illness on criminal behavior. Variables that may affect a person's ability to socialize and function in a community will be considered, such as one's genetic makeup, physical condition, learning, reasoning, 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 learned within the classroom. It is an integral part of the total educational process.
Prerequisite: Students must be in their last or second-to-last quarter before graduation.
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 from 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 of knowledge in the criminal justice field. Course participants will explore the different parts of the criminal justice system, their interrelationships, and the role of each in the criminal justice process. Students will examine 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 professional participants from pre-sentencing through post-conviction, correctional strategies for criminal offenders, and special considerations for juveniles in the criminal justice system.
Prerequisite: none

J106 Criminology: 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

J122 Crime Scene to Conviction: Critical Skills in Documentation 40 hours, 4 credits Students will master the skills of both oral and written communication. They will examine grammar and the mechanics of writing. They will also explore special topics and issues, such as communicating with crime victims. They will develop skills for proper report writing, including the requirements of 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 multidisciplinary challenges of Homeland Security in combating terrorism. This course includes a review of the driving forces that resulted in the creation of the current Department of Homeland Security. This will be accomplished through a review of the field of homeland security, its evolution and critical issues, and an examination of current threats and vulnerabilities. The course also looks at the complexities of defining the roles of federal, state, local government, and the private sector.
Prerequisite: Introduction to Criminal Justice

J131 Criminal Law and Procedures: Crime Scene to Courtroom 40 hours, 4 credits This course provides an examination of substantive and procedural criminal law. Students are introduced to the federal and state courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses, mitigating factors, and circumstances which may excuse criminal responsibility, and common law principles are examined. 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, 4 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 needed to communicate with and among diverse communities.
Prerequisite: Introduction to Criminal Justice

J150 Introduction to Criminal Law
40 hours, 4 credits
In this course, students are introduced to the Federal and State court systems. This course examines substantive criminal, definitions of crime, and principles of criminal responsibility. The course will use case studies for application of general principles to the law. Statutory defenses, mitigating factors, and circumstances which may excuse criminal responsibility and common law principles are examined.
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; when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and the various resources available.
Prerequisite: Introduction to Criminal Justice

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

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

J213 Juvenile Justice: Delinquency, Dependency, and Diversion
40 hours, 4 credits
An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile corrections 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 search- and-witness-interviewing strategies, officer 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 will examine an in-depth overview of terrorism, both domestic and international. (This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists’ perceptions and motivations.) The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.
Prerequisite: Introduction to Criminal Justice

J245 Security Challenges
40 hours, 4 credits
This course is an examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.
Prerequisite: Introduction to Criminal Justice

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 search- and-witness-interviewing strategies, officer 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, policy implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug enforcement will be explored. Such recent developments as “club drugs,” inhalants, herbal stimulants, and designer drugs will also be discussed.
Prerequisite: Introduction to Criminal Justice 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 picture not only of what ethical questions arise in criminal justice, but also of how sound moral decisions are made in response to them.
Prerequisites: Policing in America; Criminal Law and Procedures; Crime in the 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 a criminal justice context 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; Applied Criminal Procedures; Introduction to Corrections

J280 Contemporary Issues in Criminal Justice Capstone
40 hours, 4 credits
The course is designed to examine the future of the criminal justice system. The current cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected. This course includes ten hours of field experience.
Prerequisite: Introduction to Criminal Justice.

Students must be enrolled in the Criminal Justice program and in their last or second to last quarter Co-requisite: Junior Seminar

J295 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 learn to conduct full criminal investigations. They will examine various techniques, methods, and processes for interviewing and interrogating criminal suspects and witnesses. They will also explore techniques for conducting investigations with special populations. Prerequisite: Constitutional Law

J325 Criminal Evidence
40 hours, 4 credits
This course will familiarize students with the fundamentals of criminal evidence as it pertains to the legal presentation of evidence in criminal trials, and with the role of legal counsel. Constitutional issues involving evidence are examined. Different varieties of evidence, from hearsay to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.
Prerequisite: Criminal Law and Procedures: Crime and the Courtroom

J330 Risk Analysis
40 hours, 4 credits
This course examines various aspects of risk analysis and management with an emphasis on the evaluation of the security challenges faced today. Emphasis will be placed on the short- and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisites: General Psychology; Introduction to Criminal Justice

J335 Diversion and Rehabilitation
40 hours, 4 credits
Students will examine the importance of risk management through analysis and evaluation as a means of ensuring the protection of communities, facilities, and personnel. They will gain an understanding of the identification and assessment of hazards, vulnerabilities, and risks, which is critical to comprehensive management of security operations. They will learn skills to aid in planning for natural or 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 offenders, victims, and professionals in criminal justice. Theories and research on how different 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
Students will examine counseling and intervention methods used for adult and juvenile, and male and female offenders. They will explore theories proven by research and applied to treatment. They will critically evaluate evidence-based policy, best practices, program evaluations, and “what works” in both social service and criminal justice systems.
Prerequisites: Juvenile Justice: Delinquency, Dependency, and Diversion; Domestic Violence

J350 Cultural Diversity and Justice
40 hours, 4 credits
This course will examine the role of race, ethnicity, and culture within and on criminal justice systems from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of unbiased racial and ethnic theories, public research and practice of behavior and victimization affecting the criminal justice system.
Prerequisite: Ethics Around the Globe
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 to benefit victims, will be examined. The impact of 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 the 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 Around the Globe

J360 Statistics in Criminal Justice
40 hours, 4 credits
Students will learn to interpret research data on issues in criminal justice. They will explore fundamentals of statistical analysis through statistical tools typically used in criminal justice. They will apply statistical analysis using SPSS and NOVIS 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 explore the role of private and public managers in planning for response to natural or man-made emergencies. Response plans will be detailed and developed with the essential elements and participants. Types of hazards and risks of all involved with managing the response and the public will be explored.
Prerequisites: Introduction to Homeland Security; Security Challenges

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

J415 Crime Prevention
40 hours, 4 credits
This course will explore the goals and types of various crime-prevention strategies. Physical environments and crime, neighborhood crime prevention, the media, and crime displacement will be explored. The course will examine persons and conditions associated with high rates of deviance.
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, are examined. Current issues in global crime will be examined via rotating articles, books, and research papers.
Prerequisites: Introduction to Criminal Justice; Research Methods in Criminal Justice

J425 Community Corrections
40 hours, 4 credits
This course will examine the role and function of corrections supervisors in the field. The practical considerations of managing offenders in the community will be highlighted. Students will learn the responsibilities and tasks of criminal psychologists when working with law enforcement, courts, and corrections. A psychological approach to problem solving and correctional treatment 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 problem solving and correctional treatment 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 programs, 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.
Prerequisites: Introduction to Criminal Justice

J445 Special Offenders: Serial Killers
40 hours, 4 credits
Students will examine the causes of serial-killer cases and 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, 4 credits
This course will provide 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 field. Topics may include any area of justice studies, with the approval of the instructor. Students will conduct a thorough review of the area 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 plan and carry out a research study, collect and analyze resulting data, and integrate their research and findings into a formal thesis.
Prerequisites: Criminal Justice Seminar. Students should be in their last or second-to-last quarter

J460 Criminal Justice Internship
250 hours, 9 credits
This course provides students with an opportunity to apply their learning through an internship experience involving participation in observation in a profession or criminal justice setting. During the internship experience, students will concurrently participate in directed training, and complete course work to integrate their academic and internship experiences.
Prerequisite: Contemporary Issues in Criminal Justice Capstone; Student in last or second-to-last quarter

J490 Critical Issues in Criminal Justice
40 hours, 4 credits
This course will examine trends, policies, processes, and programs in criminal justice. Careful analysis of criminal-justice successes and failures in the focus of the course. Students will examine future initiatives in policing, courts, corrections, juvenile justice, and homeland security.
Prerequisite: Contemporary Issues in Criminal Justice Capstone

LE210 Traffic Enforcement: Managing Traffic Violators
40 hours, 3 credits
Students will learn the skills for legal, effective, and safe traffic enforcement on city streets and major thoroughfares. They will examine implications of traffic codes and relevant court decisions through practical application. They will explore and develop techniques to increase traffic enforcement, and special considerations in impaired driver enforcement. They will learn to operate traffic control tools such as speed detection devices and alcohol-sensor equipment. Students will examine the writing and articulation of enforcement decisions, and the potential court outcomes of enforcement actions.
Prerequisites: Ethics Around the Globe; Practical Psychology for Law Enforcement or enrolled in Certificate LE240 Minnesota Traffic Code
20 hours, 2 credits
Students will explore motor vehicle laws and statutes related to traffic enforcement in Minnesota. They will examine rules pertaining to driving, equipment, motor vehicle insurance, and driver licensing. They will identify unique circumstances and vehicles in traffic law, including commercial motor vehicles, implements of husbandry, boats, and all-terrain vehicles. Students will also review alcohol and drug impairments to driving, and enforcement of related laws.
Prerequisite: Introduction to Criminal Justice or enrolled in Certificate LE245 Minnesota Criminal Code
20 hours, 2 credits
Students will examine Minnesota criminal code and related statutes. They will gain an 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 allegations involving various crimes, charging, convictions, defenses, and sentencing will also be explored.
Prerequisite: Introduction to Criminal Justice or enrolled in Certificate LE284 Patrol Practices: Handguns, etc. in Law Enforcement
50 hours, 5 credits
Students will learn the skills for legal, effective, and safe traffic enforcement on city streets and major thoroughfares. They will examine implications of traffic codes and relevant court decisions through practical application. They will develop traffic control tools such as speed detection devices and alcohol-sensor equipment. Students will examine the articulation of enforcement decisions, and the potential court outcomes of enforcement actions.
Prerequisites: Ethics Around the Globe; Practical Psychology for Law Enforcement or enrolled in Certificate LE220 Firearms I: Fundamentals of Armed Police Response
100 hours, 10 credits
Students will build upon fundamental principles of marksmanship to gain firearms skills unique to law enforcement and officer survival. They will examine considerations related to use of force and deadly force, focusing on decision-making in force levels and articulation of force decisions. They will implement tactical considerations throughout training, including combat firearms skills and mental preparation for use of deadly force. Students will experience scenario-based and simulation training to help them develop the skills needed for effective use-of-force decisions in real-time situations.
Prerequisites: Firearms I: Fundamentals of Armed Police Response

LE227 Use of Force I: From TASERS to TARSEDS
40 hours, 2 credits
Students will learn fundamental shooting skills, including technical and psychological aspects of physical combat. They will use tactical positioning, command presence, verbalization skills, and interpretation of body language in confrontational situations. Compliance and control techniques will be taught, ranging from empty-hand techniques, ground defense, and 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 Around the Globe; Practical Psychology for Law Enforcement or enrolled in Certificate LE228 Use of Force II: Winning Violent Confrontations
40 hours, 2 credits
Students will learn how to build on fundamental police defensive tactics to synthesize physical knowledge with tactical considerations throughout training. They will implement tactical considerations throughout training, including combat firearms skills and mental preparation for use of deadly force. Students will experience scenario-based and simulation training to help them develop the skills needed for effective use-of-force decisions in real-time situations.

LE250 Law Enforcement Capstone
20 hours, 2 credits
Students will examine the future of law enforcement by reviewing the topical areas of law enforcement required for success in the field. They will discuss current employment opportunities, certification requirements, and application and hiring processes. They will review specialty areas of successful certification, training programs, and potential law enforcement careers. They will discuss how leaders in the law enforcement field are preparing to meet the challenges and legal implications of the future.
Prerequisites: Students must be enrolled in the Law Enforcement program and in their last or second to last quarter

MC00 Customer Service in Healthcare
10 hours, 1 credit
This course will be designed to help students build on an understanding of the factors that influence the perceptions of external and internal customers. Topics covered in this course include: the psychology of customers, customer service, customer service training, listening skills and effective communication techniques.
Prerequisite: none
M105 Introduction to Electronic Health Records 30 hours, 4 credits

In this course, students 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 EHR, and their potential application in evidence-based practice will be studied. This 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

M120 Medical Terminology 40 hours, 4 credits

This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.

Prerequisites: 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, musculoskeletal, nervous, respiratory, genitourinary, circulatory, digestive, reproductive, sensory, cardiovascular, immune, and endocrine systems of the body; most commonly prescribed drugs; and laboratory tests. The student will learn how to abstract information from the health record to assist in improving physician documentation and to ensure all valid and accurate coding. Students will complete laboratory exercises correlated with case studies.

Prerequisites: Structure and Function of the Human Body; Medical Terminology

M130 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

M131 ICD-CM Coding 40 hours, 4 credits

This course provides in-depth study of the International Classification of Diseases-Clinical Modification (ICD-CM) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-CM coding guidelines appropriate to the coding situation and will cover diagnostic coding of all body systems. Use of coding and grouper software will be used as well as the use of registries and indices.

Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology

M132 PCS-Coding 40 hours, 4 credits

This course provides in-depth study of the International Classification of Diseases-Procedure Coding System (ICD-PCS) using sample exercises and health 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: ICD-CM Coding

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 coding in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.

Prerequisite: Medical Terminology

M140 Basic ICD-9-CM Coding 40 hours, 4 credits

This course provides in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in coding in various healthcare 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

M140A Intermediate ICD-9-CM Coding 40 hours, 3 credits

This course is a continuation of Basic ICD-9-CM with developmental practicals 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 CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format.

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

M202 Introduction to Medical Transcription 40 hours, 4 credits

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

Prerequisite: Medical Terminology

M203 Pre or Co-requisite: Medical Writing, Style and Grammar

M204 Medical Insurance and Billing 40 hours, 3 credits

This course introduces the student to the history of the profession of the health information technician and the development of health information. Students learn about the organization of healthcare facilities, the members of the healthcare team who contribute to and use health information, and trends in 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 third 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

M214 Medical Transcription 50 hours, 3 credits

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

Prerequisites: Introduction to Medical Transcription; Medical Terminology; Keyboarding

M218 Management of Health Information Services 40 hours, 4 credits

The student will become an expert on HCPCS coding with an emphasis on CPT. In this course students will receive an introduction to the history of the profession of the health information technician and the development of health information. Students will learn about the organization of healthcare facilities, the members of the healthcare team who contribute to and use health information, and trends in 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

M220 Medical Law and Ethics 40 hours, 4 credits

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

Prerequisites: Introduction to Medical Transcription; Medical Terminology; Keyboarding

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 processes with emphasis on legal aspects related 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: none

M250 ICD-10 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

M251 Medical Coding Practicum 30 hours, 4 credits

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 simulation assignments to experience real-world situations within HIM departments and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare working setting, and is essential to training and certification.

Prerequisites: Health Information Law and Ethics; Healthcare Information Technologies; Quality Analysis and Management

M253 Health Information Professional Practicum 60 hours, 4 credits

A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HIM and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare working setting, and is essential to training and certification.

Prerequisites: Health Information Law and Ethics; Healthcare Information Technologies; Health Information Law and Ethics

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.

Prerequisites: Medical Terminology

M290 Medical Administration Capstone 10 hours, 1 credit

This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and other hospital office task processes.

Prerequisite: Medical Administration student in last or second-to-last quarter
MA102 Introduction to Medical Assisting
40 hours, 4 credits
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to the basics of Medical Assisting skills such as professionalism, vital signs and CPR/First Aid. This course must be completed during the first full quarter of enrollment.
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 with a thorough understanding of the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill-development and performance objectives.
Prerequisite: Medical Terminology
Pre or Co-requisite: Introduction to Medical Assisting; 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 the pharmacology of the drug is discussed. The approach by body system in this course serves to provide the necessary drug information and to refresh the student’s memory of previously learned material through which the therapeutic action of the drugs can be clearly understood.
Prerequisite: Medical Terminology
Pre or Co-requisite: Introduction to Medical Assisting; 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: Clinical Skills 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 anatomical 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 Assisting Capstone, students will complete 240 hours of a Medical Assisting training experience in a physician’s office, clinic or medical center. While 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 Mantoux 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 Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator

MA278 Human Anatomy and Physiology I
60 hours, 5 credits
MA278 Lecture (40 hours, 4 credits)
MA278 Lab (20 hours, 1 credit)
This course will emphasize professionalism, laboratory safety, and routine laboratory procedures including quality control and lab math.
Prerequisite: Program admission

MA280 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 integrals 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

MA281 Medical Assisting Clinical Externship
240 hours, 2 credits
In conjunction with a Medical Assisting Capstone, students will complete 240 hours of a Medical Assisting training experience in a physician’s office, clinic or medical center. While 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 Mantoux 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 Career Development 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 clinical exam during this course (either the CMA or RMA depending on campus accreditation status).
Prerequisite: none
Co-requisite: Medical Assisting Externship

MCB 201U Introduction to Microbiology
70 hours, 5 credits
This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminths; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.

MH100 Pre-calculus
40 hours, 3 credits
This course will introduce students to the concepts of conditional probability, random variables, expectations and distributions, sample spaces, moment-generating functions, and the central-limit theorem. Further topics include an introduction to estimation, confidence intervals, and hypothesis testing. Students will be able to generate random variables through experimentation, and they will understand how to apply statistical techniques to experimental data.
Prerequisite: Introduction to Discrete Mathematics

ML110 Introduction to Clinical Laboratory Science
40 hours, 3 credits
ML110 Lecture (20 hours, 2 credits)
ML110L Lab (20 hours, 1 credit)
An introduction to laboratory medicine and the profession of clinical laboratory science. This course will emphasize professionalism, laboratory safety, and routine laboratory procedures including quality control and lab math.
Prerequisite: Program admission

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 include 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
ML130 Hematology I 40 hours, 3 credits
ML130 Lecture (20 hours, 2 credits)  
ML130L Lab (20 hours, 1 credit)  
An introduction to the theoretical and practical application of routine and special hematology procedures. Presents red-blood-cell function, hemostasis, and associated diseases. The student laboratory focuses on identifying normal and abnormal red-blood-cell morphology and the evaluation of stained blood smears.
Prerequisites: Introduction to Clinical Laboratory Science; Human Anatomy and Physiology I

ML140 Urinalysis 40 hours, 3 credits
ML140 Lecture (20 hours, 2 credits)  
ML140L Lab (20 hours, 1 credit)  
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

ML150 Clinical Microbiology I 40 hours, 3 credits
ML150 Lecture (20 hours, 2 credits)  
ML150L Lab (20 hours, 1 credit)  
This course will include basic concepts of microbiology. Emphasis will be placed on cell structure and function of human, pathogenic microorganisms. Disease, resistance and immune system function will be included. Methods of microbial control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.
Prerequisites: Introduction to Clinical Laboratory Science; Human Anatomy and Physiology I

ML210 Clinical Chemistry II 60 hours, 4 credits
ML210 Lecture (30 hours, 2 credits)  
ML210L Lab (30 hours, 1.5 credits)  
Expanding upon concepts learned in Clinical Chemistry I, this course further examines the principles and procedures of various tests performed in Clinical Chemistry. Integral to this course is continued explanation of the physiological basis for the test, and the clinical significance of the test results, including quality control and normal values.
Prerequisite: Clinical Chemistry I

ML220 Hematology II 60 hours, 4 credits
ML220 Lecture (30 hours, 2 credits)  
ML220L Lab (30 hours, 1.5 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. The student laboratory focuses on identifying normal and abnormal white blood cell morphology and the evaluation of stained blood smears. Coagulation principles and techniques will be included.
Prerequisite: Hematology I

ML230 Immunology 40 hours, 3 credits
ML230 Lecture (20 hours, 2 credits)  
ML230L Lab (20 hours, 1 credit)  
Basic immunology and serology concepts will be presented with an emphasis on selected infectious diseases and autoimmune disorders. The theory of immunologic and serologic procedures will also be presented.
Prerequisite: Human Anatomy and Physiology I

ML240 Immunohematology 40 hours, 3 credits
ML240 Lecture (20 hours, 2 credits)  
ML240L Lab (20 hours, 2 credits)  
An introduction to the functional aspects of the immune system and the principles of genetics as they apply to blood group inheritance and blood banking procedures. Includes donor selection, blood component banking, blood component processing and administration of blood components. Utilizes a student laboratory for experiences in routine blood banking procedures.
Prerequisites: Hematology I, Immunology

ML250 Clinical Microbiology II 60 hours, 4 credits
ML250 Lecture (30 hours, 2 credits)  
ML250L Lab (30 hours, 1.5 credits)  
Expanding on concepts learned in Clinical Microbiology I, this course provides further instruction in basic microbiology with emphasis placed on viruses, fungi and parasites. Epidemiology and infection control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.
Prerequisite: Clinical Microbiology I

ML291 Clinical Practicum I 360 hours, 12 credits
Students will perform in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate.
Prerequisite: Approval by campus coordinator; completion of all coursework required by clinical affiliate.

ML297 Clinical Practicum II 360 hours, 12 credits
ML297 Lecture (20 hours, 1 credit)  
ML297L Clinical (340 hours, 11 credits)  
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the Microsoft Windows Configuring (70-680) Certification Exam, which counts towards Microsoft Certified Solutions Associate (MCSA) Windows 7 certification.
Prerequisite: Fundamentals of Hardware & Software II

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 helps prepare students to take the Microsoft Windows Configuring (70-680) Certification Exam, which counts towards 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 and how communications are accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course helps prepare students to take the CompTIA Network+ certification exam.
Prerequisites: Fundamentals of PC Hardware and Software

N136 Operations Systems Fundamentals 60 hours, 4 credits
Students are introduced to the principles of various types of microcomputer operating systems. Topics include files, processes, memory management, processor management, user interface and operating system functions especially related to database resource management. Emphasis is placed on the use of the user, hardware, and software interface with the operating system.
Prerequisite: none

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

N138 Game Preproduction 40 hours, 4 credits
This course has been designed to teach you the fundamental philosophies of game design and apply them in a hands-on manner using a step-by-step process that develops problem solving strategies. The techniques taught in this course exist to help the student become an effective problem solver and to function better in the development of a production standpoint. In addition, the information this course provides is a groundwork study for any real life application where inspiration must combine with practical knowledge and application to create a marketable product.
Prerequisite: Game Design Theory I

N139 Game Design Theory I 40 hours, 4 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Security+ exam.
Prerequisites: N141 Networking Security and N145 Fundamentals of PC Hardware and Software

N141 Networking Security 40 hours, 3 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Security+ exam.
Prerequisites: N136 Operating Systems Fundamentals

N145 Fundamentals of PC Hardware and Software 60 hours, 4 credits
In this course, students are introduced to the installation, troubleshooting, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the materials in this course, the instructor will assign direct 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.
Prerequisites: Logic and Troubleshooting

N146 Fundamentals of Hardware and Software I 40 hours, 3 credits
This course will introduce students to the installation, configuration, maintenance, and troubleshooting of end-user personal computer hardware (including laptops and mobile devices) and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the materials in this course, the instructor will assign direct 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 exams. Each student will assemble a computer using prescribed parts and materials.
Prerequisites: Logic and Troubleshooting

N147 Fundamentals of Hardware and Software II 40 hours, 3 credits
This course is a continuation of Fundamentals of Hardware and Software I, which prepared students for the CompTIA A+-801 exam. This course will prepare students for the CompTIA A+-220-802 exam, focusing on operating systems, security, mobile devices, and troubleshooting. Using the Windows operating system, students will learn how to set up networking, printers, tablets, file sharing, and troubleshooting problems related to the same. Operating system security and methods to prevent intrusion will be discussed. Concepts of virtualization, desktop imaging, and deployment will be introduced.
Prerequisites: Fundamentals of Hardware and Software I

N149 Helpdesk Support 50 hours, 3 credits
This course covers material used by helpdesk engineers to troubleshoot and solve user problems. Dealing with the user, identifying the problem, and fixing the problem will be discussed. Software concerning trouble tickets and tracking progress will be discussed.
Prerequisite: Communicating in Your Profession

N150 Technology’s Role in the 21st Century 20 hours, 2 credits
This course provides a broad overview of major technology trends and developments in the late 20th and 21st centuries along with their cultural, economic, and societal impact. Topics include the development of new technology tools in science, industry, education, and the arts. Categories such as communications, computing, entertainment, and education will be explored as students review the scope of and application of technology within the context of everyday life.
Prerequisite: none
CATALOG AND STUDENT HANDBOOK

2014-2015 CATALOG

N156 Mac Integration
40 hours, 3 credits
The purpose of the Mac Integration course is to give students an entry-level perspective to supporting and configuring the Mac OSX operating system. Students will learn how to integrate a Mac client into a Windows network and connect a Mac Client to services such as Active Directory and Microsoft Exchange. Also covered is basic user configuration. This course maps to the Mac Integration Basics Certification Exam.
Prerequisite: Microsoft Windows Server

N165 Fundamentals of Game Development I
50 hours, 4 credits
This course introduces the non-technical study of games, the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of core concepts including game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games.
Prerequisite: none

N171 Introduction to Networks
40 hours, 3 credits
This course introduces the foundation to understanding computer networks, including structure and function, components, and models of Local Area Networks (LAN), Wide Area Networks (WAN), and the Internet. Students will learn the fundamentals of Ethernet concepts like IP addressing, protocols, hardware, and network topologies. Students will learn basic configuration of network devices and apply basic troubleshooting techniques. A variety of hands-on activities and simulations will be used. This course introduces some of the concepts covered in the Cisco Certified Entry Network Technician (CCENT) certification exam. CCENT education continues in the N201 Cisco Routing and Switching course.
Prerequisite: Fundamentals of Hardware and Software I

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

N200 Systems Analysis
40 hours, 3 credits
This course covers analysis of information systems including networks, server environments, business solutions, and databases. Students will be exposed to different projects that have complex systems and be asked to create analysis documents and diagrams. Improving the efficiency of the systems will be a primary goal of this course.
Prerequisite: Introduction to Networks

N201 Cisco Network Routing and Switching
40 hours, 3 credits
This course prepares students to work with routers and switches in a Local Area Network. Students will learn how to configure and troubleshooting Cisco switches and routers. Concepts in the course will include routing protocols like RIPV1, RIPV2, OSPF, VLSM and VLAN routing in both IPv4 and IPv6 networks, as well as DHCP, DNS, and NAT. This course will help prepare students to take the Cisco Certified Entry Network Technician (CCENT) Exam by using a variety of hands-on activities and simulations to understand router and switch configuration by emphasizing practical, real-world principles.
Prerequisites: Introduction to Networks; Microsoft Windows Server

N204 Human-Computer Interaction Interface Design
50 hours, 4 credits
How a person interacts with a game is one of the more crucial aspects in determining the success of the game among consumers. This course will emphasize the details and planning process that must be followed to ensure a successful interface for the game that is to be played. Various techniques of creating buttons, menus, and other types of interfaces will be explored to give the student a wide exposure to this important element in creating games.
Prerequisite: Programming II

N205 Platform Design and Human-Computer Interaction
60 hours, 4 credits
This course is designed for instructors to teach students basic scripting skills that can be used to automate administrative tasks and reporting. Topics will include an introduction to programming structures such as variables, decisions, loops, arguments, and functions. Students will create Microsoft Windows-based scripts using technologies such as VBScript, PowerShell and take advantage of additional features in Windows, components such as WMI and ADSI.
Prerequisite: Windows Active Directory

N211 Windows Scripting
50 hours, 3 credits
This course is designed to teach students basic scripting skills that can be used to automate administrative tasks and reporting. Topics will include an introduction to programming structures such as variables, decisions, loops, arguments, and functions. Students will create Microsoft Windows-based scripts using technologies such as VBScript, PowerShell and take advantage of additional features in Windows, components such as WMI and ADSI.
Prerequisite: Windows Active Directory

N212 Fundamentals of Game Development II
60 hours, 4 credits
This course builds on the Fundamentals of Game Development I and introduces students to the different game platforms currently on the market. This includes game consoles as well as mobile platforms. In addition, students will be exposed to the various tools that are available for creating games for these platforms as well as for creating platform agnostic games.
Prerequisite: Fundamentals of Game Development I

N213 Mobile and Mac OS Security
40 hours, 3 credits
This course helps prepare students to take the Microsoft Certified Technology Specialist exam. This course uses a combination of reading, 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: Microsoft Windows Server

N221 Mobile and Mac OS Security
50 hours, 3 credits
This course teaches the concepts of utilizing physical and digital technologies to secure the computer systems and information assets in an organization. Students will learn how hackers penetrate these systems and how to properly secure each environment. Students will learn about aspects of BDOG (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 Game and Simulation Production
40 hours, 3 credits
This course offers an 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: Math for Game and Simulation Production I

N225 Interactive Storytelling
40 hours, 3 credits
This course explores the integration of storytelling and interactivity. From the fundamentals of creating story for the integration of games, students will write and build worlds where story interacts with game subject. Subjects will include linear narrative, myths and the hero’s journey, chatbots and MUDs, exposition and dialogue trees, spatial narratives and storylines, and a range of interactive storytelling methodologies from campfire to LARPs and text adventures.
Prerequisite: Fundamentals of Game Development II

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 Microsoft Directory Services. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in class. 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: Microsoft Windows Server

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 by hackers to perform 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
60 hours, 4 credits
This course is designed to provide students with an introduction to current web application development techniques. Topics covered include HTML5 and CSS3 as well as an introduction in scripting using PHP as well as Javascript. In addition, the core principles of social media application development are covered.
Prerequisite: Programming Fundamentals

N233 Software Packaging and Deployment
50 hours, 3 credits
This course builds on the Fundamentals of PC Hardware and Software I and introduces students to the various tools that are used to create Microsoft Windows-based scripts using techniques such as VBScript, PowerShell and take advantage of additional features in Windows, components such as WMI and ADSI.
Prerequisite: Programming Fundamentals

N234 Microsoft Exchange Server
40 hours, 3 credits
In this course students will learn a wide range of skills necessary to successfully install, configure, and maintain Microsoft 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 hands-on labs and simulation, 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 Cisco network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco skills. Topics include access control list, VLAN configuration, and virtual LANs. The lab assignments included in this course give students hands-on experience with Cisco equipment and software by 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 basics 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, passwords, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities.
Prerequisite: SQL Server Administration

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: Programming II

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

N259 Mobile Support Principles
40 hours, 3 credits
The Mobile Support Principles course covers the challenge of supporting mobile devices within a business. Topics covered are how to install custom software applications on various mobile operating systems as well as deploying standard operating images across multiple mobile devices. Additional time is spent on configuration of various mail clients, network configuration and general device troubleshooting.
Prerequisite: Intro to Networks

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

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

N274 SQL Server Administration
40 hours, 3 credits
The goal of this course is to prepare individuals to work with and administer SQL Server 2008. Students will learn how to install and maintain SQL Server 2008 and also how to use various tools helpful in creating backups, promoting security, and to enhance availability and performance of the database.
Prerequisites: Microsoft Windows Server

N276 Applied Game and Simulation Theory
40 hours, 4 credits
This course covers the applications for and the development of simulation from game-like “Sims” to educational and military simulations. This course combines reading and critical thinking skills with hands on experience using simulations with a 3D game engine. Students will study the theory behind the production of different types of simulations as they learn to apply software to create short simulations.
Prerequisites: Platform Design and Human-Computer Interaction

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

N290 Information Technology Capstone
20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.
Prerequisite: This course is intended to be completed in last quarter of diploma

N301 The Business of Digital Media
60 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, deadlines, and budgets, and effective leadership are explored as they pertain to the multimedia development pipeline.
Prerequisite: Portfolio Development

N302 Graphics Development with OpenGL
60 hours, 4 credits
The goal of the course is to teach fundamental principles of computer graphic algorithms in relation to video game and simulations. The focus is on graphic methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves solving problems such as how we represent light, how the eye sees a 3D object, and how pixels in the display device reflect that light. Students will also consider photometric problems, such as how we represent light, how the eye sees a 3D object, and how pixels in the display device reflect that light. Students will also consider photometric problems, such as how we represent light, model the way objects reflect light, and the path that light takes as it refracts through the scene.
Prerequisite: Programming II

N303 Software Systems Principles
40 hours, 4 credits
This course provides a historical perspective of programming languages and their development. Students will study techniques of language translation including lexical processors, grammar, syntax, and parsers. Topics include the structure and functionality of modern operating systems, software engineering, information processing, concurrent program execution, process scheduling, communication, and API services. The design and development of programs using Microsoft C# is a feature of this course.
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 printers 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, process management, memory management, virtual memory, files, synchronization, and security.
Prerequisite: Software Systems Principles

N305 Figure Drawing
60 hours, 4 credits
Figure Drawing will emphasize the traditional and modern approaches used to draw the human figure accurately. There will be an emphasis on gesture, proportions and form development using the human figure in student projects. The basic structural and anatomical concepts will be covered along with an in depth study of motion and gesture drawing skills.
Prerequisites: Figure Drawing Principles, 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 for 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 security, virtual 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 brings 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.
Prerequisites: Cisco Networking Fundamentals and Routing

N308 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 graphic methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves solving problems such as how we represent 3D models, describe their position and motion in 3D, project them into 2D images, and render these 2D projections with pixels. We will also consider photometric problems, such as how we represent light, model the way objects reflect light, and the path that light takes as it refracts through the scene.

N309 Principles of Computer Graphics
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 using keyframe animation. Programming, timelines, interactive elements and incorporating sound and video are also covered within the Flash environment. Students will also be taught how to set up and navigate the Flash development environment, button making and output.
Prerequisite: Multimedia Technologies

N316 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 the shader programming to achieve more realistic “Iooks” in games. 3D lighting, textures, alpha blending, and stenciling are covered in detail in this course.
Prerequisite: Principles of Computer Graphics

N320 Polygon Modeling
60 hours, 4 credits
This course demonstrates the techniques of modeling objects in a theoretical environment. Students will manipulate primitive objects such as cubes, spheres, pyramids, and cylinders to build 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 discussed. Students will explore techniques for creating objects such as cubes, spheres, pyramids, and other complex objects.

N326 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: Network Security and Cryptography

N327 SSCP Certification Preparation
60 hours, 4 credits
The SSCP credential 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 controls that can be used to automate systems, communication, risk, response and recovery, and security operations and administration.
Prerequisite: Network Security and Cryptography

N328 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 testing, debugging, and ensuring that game content meets the expectations of the target audience.

N331 Infrastructure Hardware
50 hours, 4 credits
This course covers infrastructure design and planning for large-scale data center operations. Topics include data center design (power, cooling, space planning), server racks, storage array systems, fiber channel, ISCSI, SAS, and SATA. Students will be able to design a data center for both operational efficiency (Green IT), and to deal with issues of high availability and fault tolerance and capacity for anticipated growth.
Prerequisite: Introduction to Networks

N333 Wireless, Mobile and Cloud Security
50 hours, 3 credits
This course will introduce the students to the latest advancements in wireless and mobile security. Topics include wireless network vulnerabilities, mobile app security, and cloud computing security threats.

N334 Game Engines and Integrated Game Development Environments
60 hours, 4 credits
This goal of this course is to introduce students to the use of game engines and integrated development environments for game production. Topics will include a general overview of the available game engines as well as in-depth introductions to the use of Unity. Students will learn how to use JavaScript and C# within Unity and how to utilize external game assets within the Unity development environment.
Prerequisite: C++

N335 Digital Photography
60 hours, 4 credits
This course shows students how to evaluate images for communicative effectiveness and aesthetic appeal. They will also digitize images, adjust 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 students to the aspects 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 administration tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, functions, and debugging. Students will work with examples of Shell, VB, Perl and TCL scripts and examine cases involving Linux, Windows and Cisco IOS automation through scripting.
Prerequisites: Cisco Networking Fundamentals and Routing; Linux Administration; Windows Active Directory

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 offers 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 implementation of physical security and change management. Topics covered include security solution resolution, 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, images, 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.
Prerequisites: 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. Second, can their use be considered as digital art. Or can you use all the tools of art to create a piece of art? Students will study the principles of design and use them both to analyze existing games and to develop their own original games.
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: Web 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, animation, previsualizations, and transitions are all explored. Sketches, source imagery, and audio are developed to effectively communicate ideas for time-based media. Documentation techniques are employed for chart preparation with character and scene design, as well as cameras and lighting.
Prerequisite: Storyboard Development for Digital Media

N355 Game Planning and Development Strategies
50 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 as students work on 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

N356 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
40 hours, 4 credits
This course focuses on the design and development of applications for mobile platforms such as Android and iOS. Students will learn about the mobile app development process, including user interface design, programming, and testing.
Prerequisite: Programming II

N361 Android Algorithm Analysis
40 hours, 4 credits
This course focuses on the analysis of algorithms and data structures, including sorting, searching, and graph algorithms.
Prerequisite: Programming II

N362 Android Digital Writing
20 hours, 2 credits
This course covers the design and implementation of Android applications.
Prerequisite: Programming II

N363 Android Virtualization
50 hours, 4 credits
This course focuses on virtualization techniques for Android applications, including containerization and emulators.
Prerequisite: Programming II

N364 Android Networking
50 hours, 4 credits
This course covers the principles of networking for Android devices, including network architecture and protocols.
Prerequisite: Programming II

N365 Android Security
50 hours, 4 credits
This course focuses on the principles of Android security, including app permissions, privacy settings, and app protection.
Prerequisite: Programming II

N366 Android Storage Management
50 hours, 4 credits
This course covers the principles of Android storage, including SQLite databases and file systems.
Prerequisite: Programming II

N367 Android Software Engineering for Game
40 hours, 4 credits
This course focuses on the principles of software engineering for game development, including game design and development.
Prerequisite: Programming II

N368 Android Networking and Multiplayer
40 hours, 4 credits
This course focuses on the principles of networking for multiplayer games, including network architecture and protocols.
Prerequisite: Programming II

N369 Android Network Security and Cryptography
40 hours, 4 credits
This course focuses on the principles of network security and cryptography for Android applications.
Prerequisite: Programming II

N370 Android Access Controls, Authentication, and PKI
50 hours, 4 credits
This course focuses on the principles of access controls, authentication, and public key infrastructure for Android applications.
Prerequisite: Programming II

N371 Android Digital Effects Creation
40 hours, 4 credits
This course focuses on the principles of digital effects creation for Android applications, including virtual cinematography and morphing.
Prerequisite: Programming II

N372 Android Software Development for Game
40 hours, 4 credits
This course focuses on the principles of software development for game applications, including game design and development.
Prerequisite: Programming II

N373 Android Security Strategies for Web Apps and Social Networking
40 hours, 3 credits
This course focuses on the principles of security strategies for web applications and social networking.
Prerequisite: Programming II
N425 Storyboard Development for Digital Media 60 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, timing, camera 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 examine cinematic 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 skills necessary to create 3D assets for the games and simulations developed within this program. Prerequisite: Game and Simulation Production I

N430 Computer Forensics 40 hours, 3 credits
This course examines computer literacy and criminal investigation legal issues relating to seizure and chain of custody, and technical issues in acquiring computer evidence. Popular file systems are examined. Reporting issues in the legal system are discussed. Prerequisite: Computer Applications and Business Systems Concepts

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

N434 Simulation Production Project 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 exploration and presentation through simulations. Throughout the course we will explore concepts in modeling, simulation, and design common to many domains, and investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity. Prerequisite: Software Engineering for Game and Simulation Production

N435 Digital Video/Audio Project 60 hours, 4 credits
This advanced course in Audio/Video production is designed for students to create a final product that exemplifies the aesthetic and technical aspects of digital video and audio. Topics include nonlinear editing, special effect generation, and production of video (and associated audio) using After Effects, Premiere, Sound Forge and Director. Also considered will be the preparation of digital video for use in interactive media such as CD, DVD and Web casts. Students will produce a final project on DVD. Students must record 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 Security Strategies 40 hours, 4 credits
This course is an introduction to the securing 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 process 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 idea of a new 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 learn the basics of advanced 3D modeling and animation theory and principles which focus on character animation as it applies to the gaming environment. Specifically, the principles and theories are applied to the context of interactive narratives and games. Advanced modeling will also be explored. Student will engage in the study of character posing and rigging for games, advanced animation, 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. This 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 its final release/implementation. 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, student projects, architecture of platforms, object oriented practices for game play, asset management and coding best practices. It also covers areas like cross-platform rendering and multi-linguistic environments. 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. Topics covered include basics such as audio formats and common hardware configurations and loading sounds in ADPCM format. Students will explore play back of audio from an external device. They will then use these building blocks to write a low-level sound engine that will be implemented into a game engine. Prerequisite: 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 covered include network infrastructure monitoring, security monitoring, performance tuning, and metrics and reporting. Prerequisite: Advanced Networking

N459 ISS Capstone 40 hours, 3 credits
This course encompasses all the accumulated knowledge obtained from the entire ISS 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 based upon standard real physics principles. This course is designed to allow the game or simulation programmer to be able to translate the ideas and sequences of a game into realistic actions. Knowledge obtained in this course will be the basis for the students to develop tools, demos, and working games that are based upon real physics. Prerequisite: Programming II

N461 Computer Graphics Programming 60 hours, 4 credits
This course offers a survey of computer industry-standard graphic hardware, foundation graphic operations and implementations, two-dimensional and three-dimensional graphics. It covers utilizing matrix calculations, hidden lines and surface removal, illumination and shading models, curves and surfaces, and on-screen 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. Topics 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: Software Engineering for Game and Simulation Production

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 its final release/implementation. 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 exploration and presentation through simulations. Throughout the course we will explore concepts in modeling, simulation, and design common to many domains, and investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity. 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 and personal use. Topics include network infrastructure and security, voice and data 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. Topics 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, 4 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 "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. Prerequisites in the Game & Simulation Programming BS Degree program: Network and Multiplayer Game Development; Programming II

Prerequisite: In the Computer Science BS Degree program: Programming I
NM113 Introduction to Multimedia Design 40 hours, 3 credits
This course introduces students to the fundamentals of 3-dimensional modeling. Students learn basic modeling techniques, texture, lighting, and environmental effects, to create forms based on observed objects, as well as student’s original concepts. Basic constructs are covered such as: primitive objects, polygon modeling, nurbs, boolean operations, extrusions, lofting, revolving/lathing, software interface navigation, modeling and editing. This course will provide training in a variety of industry-standard 3D design software.
Prerequisite: Introduction to Computer Graphics

NM134 2D Modeling 50 hours, 3 credits
This course introduces students to the fundamentals of 3-dimensional modeling. Students learn basic modeling techniques, texture, lighting, and environmental effects, to create forms based on observed objects, as well as student’s original concepts. Basic constructs are covered such as: primitive objects, polygon modeling, nurbs, boolean operations, extrusions, lofting, revolving/lathing, software interface navigation, modeling and editing. This course will provide training in a variety of industry-standard 3D design software.
Prerequisite: Introduction to Animation

NM115 Networking and Internet Technologies 40 hours, 3 credits
This course introduces students to the fundamentals of computer networks. Students learn basic networking 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

NM120 Color Theory 40 hours, 3 credits
This course offers methods and exercises for the study of color theory using the computer. Exploring color on the computer holds the advantage of being able to experiment with many color techniques and solutions, as well as immediate application to projects. The digital approach used in this course will give students the knowledge and practice that is immediately relevant as the student moves from color study to color application.
Prerequisite: Design Foundations

NM121 Typography 40 hours, 3 credits
This course is an introduction to typographic design for static contexts in web and print and digital contexts in web. Basic typographic vocabulary and fundamentals are emphasized. Theoretical presentation is explored through design practice both on paper and utilizing industry standard Adobe software. Multiple exercises are culminated in major typographic projects for print, web, and broadcast.
Prerequisite: Design Foundations

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 structuring of illustrated text, to retouch, refine, and manipulate, and working toward finished results primarily in printed form as well as web. This course will provide training in a variety of industry-standard Adobe design software.
Prerequisite: Typography

NM123 3D Lighting, Texturing, and Rendering 50 hours, 3 credits
Expanding upon prior experience with 3D modeling and animation, students will take a deeper look into the specifics of lighting, texturing, and rendering. Advanced texturing techniques and methods, in combination with best practices for lighting various model scenarios, will be explored. This course will further refined through examining output from multiple renderers.
Prerequisite: 3D Modeling

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. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short videos for web and broadcast. Narrative and non-narrative forms are explored in audio and video. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisites: Interactive Media

NM131 Introduction to 3D Arts and Animation 40 hours, 3 credits
This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images. This course will provide training in a variety of industry-accepted Autodesk 3D design software.
Prerequisite: Multimedia Design

NM132 Fundamentals of Web Design 50 hours, 3 credits
This course is an introduction to the World Wide Web and the design and development of web sites. It provides a foundation in the planning, designing, and production of web pages through the creation of HTML and CSS using industry-standard web development software. Key components of the course include web design principles, the planning and management of content and structure, optimized image production, web typography and usability.
Prerequisite: Interactive Media

NM140 Digital Illustration 40 hours, 3 credits
In this course students will create illustrations with industry standard digital software. Concepts and themes developed into visual painted and drawn messages will be explored. Illustrations will be created for print and screen. The process of illustrating an idea or story, from thumbnails to sketching, color and style studies, color comprehensives, to final illustrations, will be presented.
Prerequisites: Drawing from Observation; Design Foundations

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 well as skills developed in earlier coursework to produce interactive projects that incorporate graphics, sound, and interactive elements. Combining multimedia elements into HTML pages are explored. This course will provide training in a variety of industry-accepted Adobe design software.

RASMUSSEN COLLEGE

COURSE DESCRIPTIONS

Course Title: Figure Drawing
Course Code: NM110
Credit Hours: 40 hours
Course Description: This course is designed to introduce students to the fundamentals of 3-dimensional modeling. Students learn basic modeling techniques, texture, lighting, and environmental effects, to create forms based on observed objects, as well as student’s original concepts. Basic constructs are covered such as: primitive objects, polygon modeling, nurbs, boolean operations, extrusions, lofting, revolving/lathing, software interface navigation, modeling and editing. This course will provide training in a variety of industry-standard 3D design software.
Prerequisite: Introduction to Computer Graphics

Course Title: Typography
Course Code: NM130
Credit Hours: 30 hours
Course Description: This course is designed to provide training in a variety of design software and techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the structuring of illustrated text, to retouch, refine, and manipulate, and working toward finished results primarily in printed form as well as web. This course will provide training in a variety of industry-standard Adobe design software.
Prerequisite: Typography

Course Title: Audio/Video Editing
Course Code: NM130
Credit Hours: 40 hours
Course Description: This course is designed to provide training in a variety of industry-standard 3D design software. Students learn the theory and processes of audio/ video editing using non-linear editing software. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short videos for web and broadcast. Narrative and non-narrative forms are explored in audio and video. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisites: Interactive Media

Course Title: Introduction to 3D Arts and Animation
Course Code: NM131
Credit Hours: 40 hours
Course Description: This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images. This course will provide training in a variety of industry-accepted Autodesk 3D design software.
Prerequisite: Multimedia Design

Course Title: Fundamentals of Web Design
Course Code: NM132
Credit Hours: 50 hours
Course Description: This course is an introduction to the World Wide Web and the design and development of web sites. It provides a foundation in the planning, designing, and production of web pages through the creation of HTML and CSS using industry-standard web development software. Key components of the course include web design principles, the planning and management of content and structure, optimized image production, web typography and usability.
Prerequisite: Interactive Media

Course Title: Digital Illustration
Course Code: NM140
Credit Hours: 40 hours
Course Description: In this course students will create illustrations with industry standard digital software. Concepts and themes developed into visual painted and drawn messages will be explored. Illustrations will be created for print and screen. The process of illustrating an idea or story, from thumbnails to sketching, color and style studies, color comprehensives, to final illustrations, will be presented.
Prerequisites: Drawing from Observation; Design Foundations

Course Title: Digital Media Production
Course Code: NM141
Credit Hours: 40 hours
Course Description: This course is a study of the integration of components used in multimedia applications using authoring software. Students use industry-standard software as well as skills developed in earlier coursework to produce interactive projects that incorporate graphics, sound, and interactive elements. Combining multimedia elements into HTML pages are explored. This course will provide training in a variety of industry-accepted Adobe design software.

Course Title: Print Design
Course Code: NM210
Credit Hours: 40 hours
Course Description: This course is designed to provide training in print design and typography. Emphasis is on the exploration of designing computer graphics and multi-page and multi-media elements into HTML pages. Combining multimedia elements into HTML pages are explored. This course will provide training in a variety of industry-standard design software.
Prerequisites: Typography and Design Foundations

Course Title: User-Centered Web Design
Course Code: NM160
Credit Hours: 40 hours
Course Description: This course is designed to provide training in the fundamentals of web development and focus on user-centered design. Expanding upon basic HTML and CSS, the student is introduced to best practices, interface design, the development of flexible, multi-use sites. Usability and accessibility are also explored in greater depth, using advanced web development tools. Needs of the visitor will be examined, including detecting and responding to the visitor’s browser, as well as utilizing the advanced media capabilities of HTML5 and CSS.
Prerequisites: Fundamentals of Web Design; User Experience Design

Course Title: Introduction to Web Scripting
Course Code: NM170
Credit Hours: 50 hours
Course Description: This course introduces the advanced interaction capabilities of web technologies, and use of client-side scripting languages. Students are introduced to basic logic and programming concepts, with a focus on JavaScript and AJAX (Asynchronous JavaScript and XML), as well as cameras and lighting. Students will be able to relate the 12 basic principles to examples from animation history while applying them through hands-on analog and digital animation projects.
Prerequisite: Design Foundations

Course Title: Interactive Media
Course Code: NM200
Credit Hours: 40 hours
Course Description: This course is the study of the integration of components used in multimedia applications using authoring software. Students use industry-standard software as well as skills developed in earlier coursework to produce interactive projects that incorporate graphics, sound, and interactive elements. Combining multimedia elements into HTML pages are explored. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Animation; Typography

Course Title: Print Design
Course Code: NM210
Credit Hours: 40 hours
Course Description: This course utilizes techniques associated with designing computer graphics and packaging for desktop publishing and digital distribution. Students will learn professional practices in desktop publishing and printing, and delivery. Emphasis is on the exploration of combining illustration, images, and type in an effective manner while working toward industry-standard published files in either printed form.
NM222 User Experience Design
40 hours, 3 credits
This course expands on student’s knowledge of interactive design learned in earlier course work, exploring interactive design from the perspective of user experience. Metaphors for graphic interfaces and icon design are studied through industry product examples, student practice exercises and projects. Organizing, scoping, planning, design, prototype models, and creating, working and aesthetic interactive experiences of complex informational content through rich multimedia experiences are covered. Software training builds on previous knowledge to advance student’s skills with a variety of industry-standard design software.
Prerequisite: Interactive Media

NM230 Digital Photography
40 hours, 3 credits
Building upon skills already accomplished in earlier course work, students will advance their skills, aesthetic, and technique in digital image making. Professional artist’s sample work will be viewed, analyzed, deconstructed, and discussed in terms of concept, message, technique, and approach. A variety of techniques for digital image-based art making will be demonstrated, explored, and practiced. Images will be combined with typographic and written messages. Image output for print, screen, and broadcast will be presented. Software training builds on previous knowledge to advance student’s skills with a variety of industry-accepted Adobe design software.
Prerequisite: Color Theory

NM240 3-Dimensional Animation
40 hours, 3 credits
Once students have learned the basics of 3D modeling and rendering, they will explore the fundamentals of animation and the more advanced methods of modeling and texturing. Students will create photo-realistic products and environments utilizing complex technical techniques and through creative design. Emphasis 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 Autodesk 3D design software.
Prerequisite: Introduction to 3D Arts and Animation

NM241 Motion Graphics
40 hours, 3 credits
Moving graphic 2D animation is the primary focus of this course. Students will composite video, digital images, motion elements, and other graphic elements such as text, pixel graphics, titles, and kinetic typography into cohesive motion graphics pieces. Narrative and non-narrative form will be explored. Projects include: kinetic logo design, animated PSAs, broadcast titling, and advertising spots. Students will assemble a demo reel of motion work. Software training builds on previous knowledge to advance student’s skills with a variety of industry-accepted Adobe design software.
Prerequisite: Audio/Video Editing

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

NM251 Digital Media Project
40 hours, 3 credits
This course is a culminating of a student’s accumulated knowledge in narrative and non-narrative digital film creation. Students will produce a finished film idea from concept to final presentation. Brainstorming, story writing, casting, storyboarding, character creation, audio production, imaging, sound recording and production, camera techniques, digital capturing/rendering, non-linear editing, post production, titling, compositing, and final output will be evaluated in the final piece. The course will culminate in a screening of final student films.
Prerequisite: Motion Graphics

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

NM260 Server Side Scripting
40 hours, 3 credits
This course focuses on dynamic interactive websites from a multimedia perspective. Emphasis is on data driven pages, interactivity through client side scripting, dynamic web content and database access through server side scripting.
Prerequisites: Dynamic Content Management; Fundamentals of Web Authoring and Design

NM261 Portfolio Development
40 hours, 3 credits
In this course, students create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/demo reel using a consistent theme related to their identity package. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Digital Media Assembly

NM270 Character Modeling
40 hours, 3 credits
This course is designed to refine skills in 3D character creation and effects. During this course the student will explore advanced 3D modeling of characters, animals and principles that 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 video games. Students will engage in the study of character posing and rigging for games, advanced animation, and morphing, blending, and similar techniques to create more expressive characters. This course will further prepare a student for industry certification in Autodesk 3ds Max.
Prerequisites: Figure Drawing; 3D Lighting, Texturing, and Rendering

NM272 Multimedia Technologies
40 hours, 3 credits
In this course students will learn aspects of advanced programming languages that allow for scripting of complex interactive applications to serve 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 consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/demo reel using a consistent theme related to their identity package. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Assembly

NM281 Scripting for Web Servers
40 hours, 3 credits
This course delves deeper into the power of web development through server-side scripting. Building upon Introduction to Web Scripting, the student will explore and interact with server-side scripting languages and collect and manipulate data using general PHP scripting language. Students will create dynamic content for web pages to perform simple calculations, collect visitor information, and interact with basic databases.
Prerequisites: Introduction to Web Scripting

NM290 Mobile Web Design
40 hours, 3 credits
This course focuses on current trends in web usage, specifically on the expansion of mobile platforms from laptops to tablets and smartphones. Emphasis is placed on responsive design: creating cross-platform web sites that provide equal and optimal usability across a wide range of devices, screen sizes, and resolutions. Various web tools and techniques are utilized to provide a fluid and flexible experience for the web visitor.
Prerequisite: User-Centered Web Design

NM301 Interactive Publishing
60 hours, 4 credits
This course builds on prior coursework in interactive media, animation, motion graphics, kinetic typography, audio, and video. The course focuses on graphic, interactive, and animation design for mobile devices such as smart phones and tablets. Issues with user interface, user experience, usability, troubleshooting, and compatibility are explored, and strategies are developed to establish best practices.
Prerequisite: User Experience Design

NM311 Graphic Design History
30 hours, 3 credits
Students will examine the historical, cultural, technological, and social factors that contribute to the development of animation as a commercial and experimental art form. Key animated films from the turn of the 20th century to the independent filmmakers as well as larger production houses will be viewed and discussed with an emphasis on critical analysis. A strong emphasis is placed on writing, critical thinking, information literacy, global perspectives, and cultural impacts.
Prerequisite: Introduction to Animation

NM321 Advanced Typography
60 hours, 4 credits
This course explores students in advanced digital imaging projects, building upon instruction, knowledge, and techniques learned in earlier course work, and contributing to a strong, professional portfolio. Thematic art projects such as a photo essay and theme based art image series will be included. This course will include instruction on: setting project requirements, design elements related to digital images, software interface specifics, input, output, image manipulation, and publishing. Experience in industry standard Adobe software is included in the course.
Prerequisite: Advanced Color Theory

NM350 Animation History
40 hours, 4 credits
Students will examine the historical, cultural, technological, and social factors that contribute to the development of animation as a commercial and experimental art form. Key animated films from the turn of the 20th century to the independent filmmakers as well as larger production houses will be viewed and discussed with an emphasis on critical analysis. A strong emphasis is placed on writing, critical thinking, information literacy, global perspectives, and cultural impacts.
Prerequisite: Introduction to Animation

NM361 Advanced 3D Modeling
60 hours, 4 credits
This course is designed to explore advanced techniques of 3D modeling. Students refine modeling techniques, texture, lighting, and environmental effects to create one original portfolio-quality project. Further development of primitive objects, polygon modeling, nurbs, bevels, extrusions, lofting, and mapping/UVing/Texturing will be explored. This course will provide additional training in industry-standard 3D design software.
Prerequisite: 3D Modeling

NM370 Web Content Management Systems
60 hours, 4 credits
This course explores open-source, web-based content management systems (CMS) which allow the Web designer to create rich and flexible interactive sites. Using a CMS, the designer can update a complex web site dynamically and rapidly to meet client needs and visitor expectations. Students will be introduced to key CMS-based content management systems like Joomla, Drupal, and Wordpress, and will develop their own topic and theme-based web sites.
Prerequisite: Information Architecture for the Web
NM380 Search Engines, Optimization, and Analytics 60 hours, 4 credits

This course introduces the student to the optimization of web sites for search engine placement. Students will learn how search engines collect and organize information and make it useful and accessible. Search engines and search results are examined for their impact on information access, copyright and privacy issues, and the changing business landscape. Students will research techniques such as metatags, scripting, writing techniques, header and footer optimization, site submission, and linking methods used to improve site ranking and guide visitors to business pages and information. The course also examines how to track the success—or failure—of those procedures.

Prerequisites: Mobile Web Design; Internet History and E-commerce

NM390 Information Architecture for the Web 60 hours, 4 credits

This course explores the use of design principles to positively affect the web visitor’s experience. Subjects include traditional architecture, industrial design, library science, and software design. Additional topics include the evolving standards for web information architecture, such as navigation structure, financial transactions, screen paradigms, gesturing and redundant linking. The student will learn how to organize content into an appropriate cabinet, develop interfaces to support those categories, and develop key project deliverables.

Prerequisites: Scripting for Web Servers; Advanced User Experience Design

NM401 Advanced Motion Graphics 60 hours, 4 credits

Building on knowledge and techniques from Motion Graphics, students will advance their work with compositing video, 3D animation, vector and pixel graphics, titles, and kinetic typography into professional motion graphics pieces. Film titling, logos, banners, broadcast titling, and special effects will be explored. Students will build upon and add to their demo reel of motion work. Software training builds on previous knowledge to advance student’s skills with a variety of industry-accepted Adobe design software.

Prerequisite: Motion Graphics

NM411 Advanced User Experience Design 60 hours, 4 credits

Students expand on their knowledge of user experience design to deepen their knowledge of the development process, software and user experiences. Various kinds of software will be examined, from browser-based apps to interfaces for mobile device applications. Authoring software will be employed for demo, testing, and prototyping of interface projects. User data will be planned, test materials such as paper prototypes will be built and tested on user groups, and the data examined then incorporated into user interface projects.

Prerequisite: Interactive Publishing

NM420 Media Campaign Design 60 hours, 4 credits

Students create a project around an original concept, theme, and purpose resulting in a portfolio project that advertises, promotes, or presents a product or service. Some examples may be a new product launch of a real or fictitious product or service, or a public service announcement of a social issue or public concern. The final portfolio piece must contain a component for print, broadcast, and web and may include graphic design, animation, CGI, interactivity, social media, or video. The final project will be presented to the instructor and the class for critique. This course will incorporate a variety of software technology aligned with industry standards.

Prerequisite: Digital Media Project

NM430 Digital Short Film Project 60 hours, 4 credits

This course combines the accumulated knowledge of narrative and non-narrative digital film creation as well as motion graphics. The culmination of this knowledge will be a final digital short film project using video, audio, story writing, storyboarding, casting, and production techniques. Students are expected to explore various theories and techniques to complete a professional short film project.

Prerequisite: Motion Graphics

NM441 Advanced Portfolio Development 60 hours, 4 credits

In this course, students build upon their previous knowledge of portfolio design and construction. Students gather projects from all course work to date, assess any gaps in their portfolio work, design new projects to fill in those gaps, and incorporate them into their final portfolio. Students will create any documentation needed to incorporate the projects into their portfolio, including, but not limited to: video, image capture, audio recording, 3D renderings, website design, motion graphics, and user interface design. Students will present the included projects within the class to receive feedback from their instructor and colleagues, build, and assemble a polished web-based portfolio or demo reel as well as a print-ready portfolio.

Prerequisite: Portfolio Development

NM450 Digital Effects 60 hours, 4 credits

This course introduces the use and application of effects in film and video at an advanced, post-production level. Professional methods of controlling effects and video representation and 3D effects are explored. Students exhibit a mastery of the digital workflow by compositing footage, digital imagery, and computer graphics. Topics covered include virtual environments, compositing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters.

Prerequisite: Advanced Motion Graphics

NM460 Advanced Character Modeling 60 hours, 4 credits

This course is designed to explore advanced techniques of 3D character creation and effects. During this course students will explore advanced 3D modeling and animation theory as well as principles that focus on character design and animation as it applies to virtual environments. These topics and principles of modeling and animation are applied to the context of interactive narratives, simulations, and games. Students will engage in the study of character rigging for games, advanced animation, modeling and blending, and other techniques to create expressive characters.

Prerequisite: Advanced 3D Modeling

NM470 Advanced 3D Rigging 60 hours, 4 credits

In this course, students expand on knowledge from 3D modeling, rigging, and animation to explore advanced techniques of rigging such as: facial rigging, deform rigging, deforming, non-human format characters, analysis of musculature for weight painting, and rigging refinement for precise articulation. This course will further prepare a student for industry certification in Autodesk software.

Prerequisite: Advanced Character Modeling

NM471 Advanced PHP for E-commerce 60 hours, 4 credits

This course furthers the use into the server-side scripting and the development of web sites utilizing dynamic databases. Students will apply e-commerce concepts and knowledge of information architecture to develop a reliable, stable, expandable, and secure infrastructure for e-commerce, including content development and shopping cart management. Students will learn to use PHP to collect visitor information and interact with a MySQL database.

Prerequisite: Web Content Management Systems

NM483 Animation Capstone Project 60 hours, 4 credits

Students will apply their accumulated knowledge of animation and motion graphics to create an original animated short. The culmination of this knowledge will be a final animation project using 2D and/or 3D animation techniques. Students will explore various theories and techniques to complete their projects.

Prerequisite: Advanced 3D Rigging

NM490 Internet History and E-commerce 50 hours, 4 credits

This course focuses on the history and evolution of the Internet including its influence on business applications for government, corporate, and retail sectors. Various topics will be explored including business structures and operations, communications and data transfer protocols, web browsers, browser development history and compatibility issues, web security, and E-commerce. Strategies and organizational models for web-based businesses are emphasized, with a focus on the impact of E-commerce on consumerism, customer relations, advertising, and site maintenance.

Prerequisite: Web Content Management Systems

NM491 Web Capstone Project 60 hours, 3 credits

Students will apply their accumulated knowledge of web design and interactivity to create a dynamic, interactive, multi-level website. The culmination of this knowledge will be a comprehensive site delivered online utilizing standard development techniques, languages, and interactive components for multiple devices.

Prerequisite: Advanced PHP for E-commerce

NU100 Critical Thinking in Nursing 70 hours, 2 credits

This course introduces the student to critical thinking as a professional nurse. Students have the opportunity to use critical thinking skills as the foundation to future nursing courses.

Prerequisite: Admission to the Nursing program

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 the effects 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

NU115L Comprehensive Pharmacology Lab 40 hours, 2 credits

This course prepares the student to administer medications. The six “rights” of administration, dosage calculation, routes of administration, proper use and storage of medications, patient observation and documentation are included. Clinical skills are practiced in the nursing lab. This course includes the practice and demonstration of medication administration.

Co-requisite: Comprehensive Pharmacology

NU125 Clinical Nursing Skills I 70 hours, 5 credits

In this laboratory course, students are introduced to the competencies and abilities to meet basic human needs while using psychomotor skills. Students incorporate safety, therapeutic communication, and critical thinking skills necessary for professional performance in the critical care setting.

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 and theoretical concepts are crucially examined and nursing informatics is introduced within the healthcare infrastructure. Special emphasis is placed on the interrelatedness of Ethics and Law, Clinical Judgment, Evidence-Based Practice, Nursing Informatics, and Quality Improvement. Students are challenged to explore evidence-based solutions to healthcare issues and problems that are relevant to the Professional Nurse’s role based on current trends and issues in healthcare.

Prerequisite: Admission to the Professional Nursing Program or entry into the Mobility Bridge Entry Option
NU205 Human Nutrition 4 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
NU210I Medical Surgical Nursing Review for LPNs 100 hours, 6 credits
This course reviews medical surgical content for practicing LPNs for adults with complex health problems. This course is comprised of theory and clinical content. Content covered includes issues in hematology, oncology, homeostasis, fluid and electrolyte balance, thermoregulation, and psychomotor skills necessary to provide, safe, quality care for a diverse set of clients across the lifespan in a variety of clinical environments. Emphasis is placed on functional ability, inclusive of concepts such as Cognition, Memory and Affect, Stress and Coping, Anxiety, Psychosis, and Violence. Special Emphasis is placed on Communication, Intercultural Communication, and Evidence-Based Practice in the Clinical Setting, or similar environment. Emphasis is placed on Reproduction as well as Growth and Development. Special Emphasis is placed on Reproductive Integrity, Complementary and Alternative Therapies, and Crisis/Disaster Nursing. This course is comprised of a theory and lab component where students acquire knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan in a variety of clinical environments. Emphasis is placed on the theoretical basis for Complementary and Alternative Therapies for these clients will be examined. Students are required to critically apply all previously introduced Health and Wellness Concepts, as well as Metabolism, Education, Health Promotion, and Clinical Judgment, to content-specific exemplars presented in this course. The student must achieve proficiency 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 is placed on Communication, Motivational Wellness, Nursing Ethics and Law, and Advocacy as it pertains to this nursing specialty. The student must demonstrate proficiency in a variety of clinical skills and attitudes, inclusive of therapeutic communication, appropriate aftercare education, and patient-centered, holistic care in order to successfully complete this course. Prerequisite: Professional Nursing I
NU270 Legal and Ethical Issues in Professional Nursing 17.5 hours, 1 credit
Students critically examine the study of ethics and ethical dilemmas in healthcare settings. Issues reviewed include consent, abuse in vulnerable populations, and patient rights as they apply to the professional nurse. Prerequisite: none
NU278 Professional Nursing III 117.5 hours, 6 credits
NU278L Clinical (30 hours, 3 credits) 
NU278L Lab (5 hours, 0.25 credits)
This course is comprised of a theory, lab, and community component that builds on developing their fundamental content 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 Intensity, Perfusion, Gas Exchange, Fluid/Electrolyte and Acid/Alkaline Balance, and Thermoregulation. 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 increasing proficiency in knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Professional Nursing II
NU280 Role, Scope, Quality, and Leadership in Professional Nursing 80 hours, 4 credits
NU280L Lecture (20 hours, 2 credits)
NU280LL Clinical (60 hours, 2 credits)
This course is comprised of a theory and clinical component where students are able to demonstrate the knowledge, skills, and attitudes gained throughout the Professional Nursing Program. Emphasis is placed on Clinical Judgment, Advocacy, Patient-Centered Care, Evidence-Based Practice, Education, Health Promotion, and Motivational Wellness. The student must also demonstrate proficiency in knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan at the level of a beginning graduate Professional Registered Nurse to complete this course. Prerequisite: Professional Nursing III

NU222 Comprehensive Pharmacology 80 hours, 6 credits
NU222 Lecture (40 hours, 4 credits)
NU222L Lab (40 hours, 2 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. Emphasis is placed on pharmacokinetics, pharmacodynamics, the current “rights of medication administration”, dosage calculation, patient education, and motivational wellness. The student will continue to develop critical thinking and clinical judgment to ensure safe, quality care in the administration of prescription, over-the-counter, and complementary and alternative medication 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.
Pre or Co-requisites: Human Anatomy and Physiology II; Introduction to Microbiology; College Algebra
NU225 Clinical Nursing Skills II 50 hours, 3 credits
This course continues the development of Clinical Nursing Skills I and is comprised of theory and laboratory components. Students develop advanced psychomotor skills used by the professional nurse. If therapy modalities, working with clients with compromised respiratory systems, cardiac monitoring, and complex wound issues.
Prerequisites: LPN license; or Adult Medical Surgical Nursing I; Clinical Nursing Skills I
NU230 Pediatric and Maternity Nursing 100 hours, 6 credits
This course examines concepts of care related to pediatric and maternity populations. It is comprised of theory, lab, and clinical components. Pediatric content includes growth and development, fundamentals of disease prevention, health maintenance and care during illness. Maternal content includes the profession through prenatal care, delivery and post partum care in health populations. Students utilize critical thinking skills to develop teaching and learning strategies in this population.
Prerequisites: Adult Medical Surgical Nursing I; Clinical Nursing Skills II
NU231 Professional Nursing I 107.5 hours, 6 credits
NU231 Lecture (32.5 hours, 3 credits)
NU231L Lab (15 hours, 1 credit)
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 Surgical Integrity, Pain Management, Exchange, Immunity, and Infection control. The theoretical basis for Fluid/Electrolyte and Acid-Base Balance, Cardiovascular/Coagulation Integrity, Perfusion, 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 explored. The student must demonstrate increasing 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
Pre or Co-requisites: Comprehensive Pharmacology; Nutritional Principles in Nursing
NU240 Mental Health Nursing 100 hours, 6 credits
This course covers the principles of mental health nursing noting the application of psychiatric and social issues in a variety of settings. This course has both lecture and clinical content. Content includes therapeutic communication, pathophysiology, pharmacology, current treatments using evidence-based practice and the nursing process as the framework.
Prerequisites: Adult Medical Surgical Nursing II; Clinical Nursing Skills II
NU249 Mental Health Nursing 55 hours, 4 credits
NU249 Lecture (32.5 hours, 3 credits)
NU249L Clinical (22.5 hours, 1 credit)
This course is comprised of a theory and clinical approach to normal aging. Content addresses therapeutic communication, appropriate aftercare education, and patient-centered, holistic care in order to successfully complete this course.
Prerequisites: Fundamentals of Professional Nursing
NU250 Nursing Care of the Elderly 100 hours, 6 credits
This course explores caring for the elderly client in theory and clinical settings. The content builds on previous learning experiences in order to plan and implement care in a comprehensive approach to normal aging. Content addresses psychosocial, psychological and cognitive functioning, review legal and ethical issues, and examine the normal aging process.
Prerequisite: Mental Health Nursing
NU254 Professional Nursing II 110 hours, 6 credits
NU254 Lecture (32.5 hours, 3 credits)
NU254L Lab (10 hours, 1 credit)
This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and nursing abilities developed in Professional Nursing I. Emphasis is placed on concepts such as intracranial regulation, sensory perception, glucose regulation, metabolism, and immunity. This course will continue to build on previous concepts with a special emphasis on mobility, elimination, cardiovascular/coagulation integrity, perfusion, fluid/electrolyte and acid/base balance, gas exchange, and thermoregulation. The theoretical basis for Clinical Judgment, as it relates to Communication, Interdisciplinary Collaboration, and Advocacy as it pertains to this nursing specialty. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Professional Nursing I
NUR 1211C Adult Nursing I
230 hours, 13 credits
This course 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 chronically 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. The role of the nurse as provider of care, communicator, manager, and member of a profession are expanded and provide the framework for clinical applications and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.
Prerequisite: Fundamentals of Nursing
NUR 1460C Maternal-Child Nursing
220 hours, 12 credits
In this course the student continues to develop the role as a member of the profession of nursing as a provider of care to women, children and families in meeting their basic needs in a variety of settings. 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. Emphasis is placed on knowledge and skills relating to the pediatric population and the childbearing family. The role of the nurse as a provider of care, communicator, manager, and member of a profession provide the framework for the clinical application and evaluation in pediatric and childbearing settings.
Prerequisite: Adult Nursing I
NUR 2711C 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 advanced adult health and the role of the nurse as a provider of care 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. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical applications and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.
Prerequisite: Adult Nursing I
NUR 3177 Health Assessment
240 hours, 4 credits
This course provides an opportunity for students to develop proficiency in comprehensive health assessment as viewed through the lens of holistic, patient-centered care. Assignments designed to develop knowledge and skills for obtaining and recording a systematic, comprehensive health history and physical examinations of the adult client are integrated within the course. Opportunities will be presented to provide for the collaborative integration of physiological, psychological, and sociocultural issues and theories as they apply to the foundations in the comprehensive health assessments. Collaborating with interprofessional teams, utilizing evidence-based treatment guidelines, and additional updated information needed to promote safe clinical practice in the nursing setting will be utilized to gather and analyze data relevant to common health problems.
Prerequisite: Quality and Safety in Nursing Practice
NUR 3205 Applied Pathophysiology
40 hours, 4 credits
This course is designed to enhance the student’s knowledge and understanding of pathophysiological concepts and processes related to human illness and disease. A patient centered systems approach is used to explore the pathophysiology, etiologies, risk factors, clinical presentation, and diagnostics of selected illness and disease. This course will aid in the student’s ability to develop sound nursing practice, critical reasoning abilities, and foster skills that provide safe, quality patient care. Pre or Co-requisite: Quality and Safety in Nursing Practice
NUR 3816 Dimensions of Professional Nursing
40 hours, 4 credits
This course investigates the evolution of nursing with an emphasis on professional values, standards and ethics. Students will explore how social and economic factors influence the nursing practice. This course includes an overview of major contemporary issues in nursing with a critical-thinking approach to evidence-based nursing practice. Opportunities will be presented that provide for strengthening critical thinking skills and the development of a personal philosophy statement of nursing practice.
Prerequisite: Current, unencumbered RN license that is valid in the United States; completion of all college prep work, including a minimum of 32 credit hours of transferable general education course work required for admission to the program.
STUDENT HANDBOOK

NUR 4232 Integration of Evidence-Based Practice and Research in Nursing
40 hours, 4 credits
This course is designed to support the baccalaureate nurse scholar who contributes to the science of nursing practice by translating current evidence into practice. Students will study the use of evidence-based practice models to identify practice issues, search and critique published research, and to propose creative, innovative, or evidence-based solutions to clinical practice problems. Emphasis is on developing a straightforward understanding of the research and using the evidence to improve professional nursing practice.
Prerequisite: Quality and Safety in Nursing Practice

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 responsibilities of public health, health promotion and prevention, population 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; Integration of Evidence-Based Practice and Research 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 nurse. Emphasis will be placed on nursing leadership roles that create a culture of advocacy, safety and quality through individual and team performance. The student will develop knowledge related to improvement priorities in the work environment that will encourage organizational excellence. Additional topics include leadership styles, decision making, planned change, conflict resolution, communication, finance, healthcare policy, legal issues, and evaluation.
Prerequisite: Successful completion of all other BSN courses
Pre or Co-requisite: 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 health care. Students will discuss the impact information technology has on health care delivery. In addition, students will develop knowledge related to improvement priorities in the work environment that will encourage organizational excellence. Additional topics include leadership styles, decision making, planned change, conflict resolution, communication, finance, healthcare policy, legal issues, and evaluation.
Prerequisite: Quality and Safety in Nursing Practice
Pre or Co-Requisite: Integration of Evidence-Based Practice and Research in Nursing

NUR 4909 Nursing Capstone
40 hours, 4 credits
This course is designed to provide students with the opportunity to synthesize and comprehensively apply and integrate theoretical and clinical experiences from previous 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

PB115 Introduction to Laboratory Processing
50 hours, 4 credits
PB115 Lecture (20 hours, 2 credits)
PBL15 Lab (20 hours, 1 credit)
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 pre-analytical factors of the sample or patient as they relate to and influence laboratory procedures.
Prerequisite: none

PB130 Phlebotomy
40 hours, 3 credits
PB130 Lecture (20 hours, 2 credits)
PBL130 Lab (20 hours, 1 credit)
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 emphasize proper patient identification and applying the principles of safety and infection control. The student laboratory setting will provide an opportunity to perform basic phlebotomy procedures.
Prerequisite: none

PB220 Phlebotomy II
50 hours, 4 credits
PB220 Lecture (25 hours, 2.5 credits)
PB220L Lab (25 hours, 1.5 credits)
In this course, students will perform and observe specialized specimen collection, CLIA waived laboratory testing, and collection of donor units. This course will also focus on specimen handling and transporting and assuring patient and provider safety in a variety of settings. Students will learn to develop skills to communicate with diverse patient, patient advocates, and healthcare providers.
Prerequisite: Phlebotomy

PB275 Phlebotomy Extension and Capstone
130 hours, 5 credits
PB275 Lecture (10 hours, 1 credit)
PBL275 Lecture (120 hours, 4 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 II; Introduction to Laboratory Processing

PL100 Introduction to Law and the Legal System
40 hours, 4 credits
Students will examine the American legal system from a variety of perspectives. They will survey topics including essential history, the working structure of government, issues of court procedure, and specific legal concepts. In addition, they will investigate the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. Paralegal students will gain a foundation for further paralegal study, and students from other disciplines will gain an appreciation of the legal system’s impact on their disciplines. Students will prepare a resume as part of this course.
Prerequisite: none

PL121 Civil Litigation and Procedure I
40 hours, 4 credits
Students will examine the lawyers and paralegals’ roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.
Prerequisite: Introduction to Law and the Legal System

PL122 Civil Litigation and Procedure II
40 hours, 4 credits
Students will continue to develop and refine litigation skills. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.
Prerequisite: Civil Litigation and Procedure I

PL142 Contracts: Managing Legal Relationships
40 hours, 4 credits
This course will provide students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

PL145 Paralegal Ethics
40 hours, 4 credits
This course will provide students with a practical and theoretical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in paralegal studies, but also how to resolve these issues with sound moral decisions and proper responses.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

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 parereations and other real estate related documents. The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.
Prerequisite: Introduction to Law and the Legal System

PL216 Corporate Law
40 hours, 4 credits
This course will provide students an overview of the formation, operation, and dissolution of the corporate entity. Stockholders rights and remedies as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.
Prerequisite: Introduction to Law and the Legal System

PL225 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 library research, students will develop an overview of causes of actions in torts and their relevancy to the paralegal.
Prerequisite: Introduction to Law and the Legal System

PL230 Family Law
40 hours, 4 credits
This course is designed to teach the student to handle client matters, 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, 6 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. Students will gain an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions. Students will use the results of their research from the Legal Research course in connection with at least three (3) significant writing projects, including memoranda of law. High level communication skills will be developed to effectively communicate in writing to different potential readers, including clients, attorneys in an office, trial court judges, and appellate panel judges. Analysis and preparation of high level legal content as well as formatting, citation rules, and other items needed for writing in this field will be developed. Students will organize an appellate brief which requires specific, rule based, formatting and structural content. This course includes items such as tables of cases and other authorities, a table of contents, statement of the case, argument, and conclusion.
Prerequisites: Legal Research; English Composition

PL280 Paralegal Capstone
50 hours, 5 credits
This course will provide students with an opportunity to integrate learning, skills, and theoretical knowledge from the Paralegal program in the form of off-campus activities simulated in the online environment. Interview videos will be reviewed and analyzed, paralegal files completed, and “electronic office” and “paperless office” methods will be practiced. Prerequisite or Co-requisite: Law Office Technology: Cyberspace and the Paralegal Profession; Students must be in their last or second-to-last quarter.

PN101 Nursing Fundamentals
112.5 hours, 6 credits
This introductory course is comprised of both a theory and a clinical component. Students are introduced to the concepts and nursing abilities required to meet basic human needs. Emphasis is placed on safety, psychomotor skills, therapeutic communication, and adult growth and development. The student must achieve a variety of nursing competencies to successfully complete this course.
Prerequisites: Program admission
Co-requisites: Human Anatomy and Physiology II; Comprehensive Pharmacology; Comprehensive Pharmacology Lab

PN111 Fundamentals of Practical Nursing
112.5 hours, 6 credits
PN111 Lecture (30 hours, 3 credits)
PN111 Lab (15 hours, 1 credit)
PN111LL Clinical (67.5 hours, 2 credits)
This course is comprised of both a theory and a 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, quality care for a diverse set of clients across the lifespan. Special emphasis is placed on teamwork, communication, and nursing informatics as it pertains to the healthcare infrastructure. The student must 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 key concepts of Practical Nursing. The student will be exposed to the practical nursing expectations and scope of practice in diverse 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 using informatics. Students will apply the knowledge, skills, and attitudes needed to practice safely in the nursing profession by developing their own learning styles and personal identities.
Prerequisite: Admission to the Practical Nursing Program

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

PN125 Nursing II
This course is a continuation of Nursing I and is comprised of both a theory and a clinical component. Content includes surgical interventions, pathophysiology, psychopharmacology, current therapies, and rehabilitation for the patient experiencing psychiatric/mental-health alterations. Emphasis is on therapeutic communication, patient-nurse boundaries, and holistic care.
Prerequisite: Nursing Foundations
Co-requisites: Nursing I; General Psychology

PN129 Practical Nursing I
110 hours, 6 credits
PN129 Lecture (32.5 hours, 3 credits)
PN129L Lab (15 hours, 1 credit)
PN129LL Clinical (67.5 hours, 2 credits)
This course is comprised of both 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 increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Fundamentals of Practical Nursing
Pre or Co-requisites: Basic Pharmacology; Nutritional Principles in Nursing

PN130 Maternal - Child Nursing
80 hours, 4 credits
This course introduces maternal-child nursing and is comprised of both a theory and clinical component. Students explore concepts relevant to care of the obstetrical, newborn, and pediatric patient as well as sexuality and fertility issues. Emphasis is placed on family-centered care. Obstetrical content includes progression through pregnancy, childbirth, and postpartum care including newborn and high-risk infant care. Pediatric content includes concepts of growth and development and fundamentals of health maintenance, health promotion, and disease prevention.
Prerequisite: Nursing I
Co-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, blood, lymph, integument, immune, and neurological systems. Modalities of care across the healthcare system are discussed.
Prerequisites: Nursing II; Maternal - Child Nursing; Nutrition and Diet Therapy
Co-requisites: Nursing Seminar; Geriatric Nursing

PN138 Basic Pharmacology
40 hours, 4 credits
PN138 Lecture (20 hours, 2 credits)
PN138 Lab (20 hours, 1 credit)
This course is comprised of both 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), as well as the current “rights of medication administration,” 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 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. Pre or Co-requisite: Structure and Function of the Human Body; College Algebra

PN140 Geriatric Nursing
80 hours, 4 credits
This online course examines health care for the older adult and is comprised of both a theory and clinical component. The content builds on previous learning experiences and incorporates a more in-depth study of the normal aging process to assure comprehensive nursing care for the older adult patient. Content will address the psychological, cultural, spiritual, legal, and ethical considerations related to geriatric nursing care.
Prerequisites: Nursing I; Maternal - Child Nursing; Human Nutrition
Co-requisites: Nursing III; Nursing Seminar

PN145 Nursing Seminar
20 hours, 2 credits
This course addresses additional material of interest to the student in the preparation of high level legal content as well as formatting, citation rules, and other items needed for writing in this field. Students will organize an appellate brief which requires specific, rule based, formatting and structural content. This course includes items such as tables of cases and other authorities, a table of contents, statement of the case, argument, and conclusion.
Prerequisite: none

PN146 Practical Nursing II
110 hours, 6 credits
PN146 Lecture (32.5 hours, 1 credit)
PN146 Lab (10 hours, 1 credit)
PN146LL Clinical (67.5 hours, 2 credits)
This course is comprised of both a theory, lab, and clinical component where students are building on the fundamental 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
Prerequisite: Fundamentals of Practical Nursing
Pre or Co-requisite: Basic Pharmacology; Nutritional Principles in Nursing
PN155 Psychosocial Nursing
55 hours, 4 credits
PN155 Lecture (32.5 hours, 3 credits)/PN155LL Clinical (22.5 hours, 1 credit)
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, Motivational Wellness, Psychosocial Integrity, Addiction, and Violence. Special emphasis will be placed on Nursing Judgment related to Patient-Centered Care, Teamwork, and Communication when approaching this diverse group of clients. The theoretical basis for Complementary and Alternative Medicine, as it applies to pharmacologic therapies in this setting, will be introduced. 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
PN161 Practical Nursing III
115 hours, 6 credits
PN161 Lecture (30 hours, 3 credits)/PN161 Lab (30 hours, 0.5 credit)/PN161LL Clinical (75 hours, 2.5 credits)
This course is comprised of a theory, lab, and clinical component where students are completing their development of the fundamental concepts and nursing abilities required for the Practical Nursing Role. Emphasis is placed on concepts such as Neurological Adaptation, Cellular Regulation, Holistic Therapy, and Crisis/Diagnosis Nursing. This course will continue to build on previous concepts with a special emphasis on Therapeutic 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
PN192 Family Nursing
60 hours, 4 credits
PN192 Lecture (30 hours, 3 credits)/PN192LL Clinical (30 hours, 1 credit)
This course consists of both a theory and clinical component that focuses 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 is 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-requisite: 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 Learning is reviewed, along with the fundamental QSEN Core Competencies with special emphasis on Quality Improvement, Professionalism, and Leadership. Students will achieve proficiency in a variety of nursing skills and attitudes needed to successfully complete the NCLEX-PN and safely transition to a beginning Graduate Practical Nurse role.
Prerequisite: Practical Nursing III
PT105 Introduction to Pharmacy
40 hours, 4 credits
An introduction to the technician’s role in pharmacy practice. The student will gain a basic knowledge of pharmacy 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 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, 4 credits
This course will provide the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice.
Prerequisite: Introduction to Pharmacy
PT125 Pharmacy Software/Automation/Insurance Billing
40 hours, 3 credits
Hands-on experience using pharmacy software will be gained via entering patient profiles and prescriptions. The student will learn how to process prescriptions, understand common insurance rejection codes, and gain knowledge of how to solve rejections. Automated ordering, receiving, and maintenance of inventory will be addressed. Students will gain understanding of the various payment methods received by retail pharmacies.
The student will explore various automation machines used within pharmacy settings.
Prerequisite: Pharmacy Math and Dosages
PT235 Pharmacy Technician Practicum I – Outpatient/Retail
90 hours, 3 credits
This course offers supervised practical experience in outpatient settings with a minimum of 90 hours of 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 an essential to training.
Prerequisites: Pharmacy Math and Dosages
PT236 Pharmacy Technician Practicum II Unit Dosage/IV
90 hours, 3 credits
This course offers supervised practical experience in pharmacy settings with a minimum of 90 hours of internship experience in the particular area of pharmacy designated by the practicum. The internships will be under the direction of practicing pharmacists and pharmacy technicians. The practicum course allows the student to gain experience as a pharmacy technician in actual pharmacy settings and is essential to training.
Prerequisite: 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: Pharmacy Technician Practicum I - Outpatient / Retail; 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 math 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 techniques and the maintenance of sterile conditions. The student will learn to read an IV label, select appropriate additives and base solutions, and properly prepare the prescribed IV compound.
Prerequisites: Introduction to Pharmacy: Pharmacy Math and Dosages
PT285 Pharmacy Technician Capstone
30 hours, 3 credits
This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.
Prerequisite: Pharmacy Technician student in last or second-to-last quarter
S115 Keyboarding I
40 hours, 3 credits
This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on 5-minute timed writings with 5 or fewer errors is the course goal.
Prerequisite: none
S120 Word for Windows
40 hours, 3 credits
This course is designed to integrate 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 and templates, to advanced searches, business cards, 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, logical inference, 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: Programming Fundamentals
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: The Software Application Development course and Programming Fundamentals
SD225 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 development and implemented utilizing the Java programming language.
Prerequisite: Programming Fundamentals
ST100 Fundamentals of Surgical Technology
70 hours, 4 credits
This course will orient the student to surgical technology and prepare them for scrub and circulator duties as well as Surgical Procedures I, and Surgical Practicum I and 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
ST110 Surgical Procedures I
70 hours, 4 credits
This course will expand on the duties and responsibilities as the role of scrub or STSR and circulator in the field of surgical technology. Areas explored and applied in this course include wound healing, surgical case management, instrumentation, diagnostic procedures, and an introduction to general surgery and the scrub role. This course is a preparatory class for Surgical 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 setting.
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 students in the understanding 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, orthopaedic, cardiothoracic, peripheral vascular, and neurosurgery. 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, orthopaedic, 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 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

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

ST250 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: Programming Fundamentals

ST251 Advanced Visual Basic
40 hours, 3 credits
The students who take this course will learn to create applications using Visual Basic .NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, DBMS, SQL, and ASP.NET.
Prerequisite: Introduction to Visual Basic

ST252 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.
Prerequisites: Java I;

ST253 Advanced Visual Basic
40 hours, 3 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.
Prerequisites: Fundamentals of Surgical Technology

ST254 Advanced Visual Basic
40 hours, 3 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.
Prerequisites: Fundamentals of Surgical Technology

ST255 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: Programming Fundamentals
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
- 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 Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- 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 educational degree or credential, or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty.
- 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 is seeking to enroll for any reason other than to obtain an educational degree or credential, or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty.
- Official and unofficial transcripts and grade reports for courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be accepted.

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

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, 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, 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.
- Applicants providing a college transcript indicating a grade of C or higher in a required course in college-level English and/or mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require developmental coursework in areas in which they have previously proven this proficiency.
- Applicants without a conferred associate’s degree or higher and who have not completed a college-level English course are required to complete the Reading & Writing sections of the placement examination. Students who have not completed a college-level math course are required to complete an orientation exam specific to the math portion of the placement examination.

Applicants providing a transcript with a conferred associate’s degree or higher are not required to complete the College entrance placement examination in Reading and Writing and will not require remedial coursework in this area. Students providing a transcript with a conferred Associate’s degree or higher indicating a passing grade in college-level mathematics are not required to complete the College entrance placement examination in mathematics and will not require remedial coursework in this area.

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 an additional opportunity to re-take the course three months after the start of the first attempt. The student may be allowed to retake earlier than the three months upon a granted appeal. A third and final attempt may be granted based on two conditions; 1) one year has passed since the original first attempt; 2) written request is submitted by the student. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years, students who successfully completed the Child Development Associate preparation program (CDA), within six months prior to enrollment into a program, students accepted into Surgical Technologist, Medical Laboratory Technician, Law Enforcement Skills, Law Enforcement Academic and Law Enforcement AAS, Nursing, Flex Choice or AcceleratED programs, Early Honors program and Individual Progress and Audit students as well as reentering students who have already successfully completed the College Experience Course.

Students accepted into Surgical Technologist, Medical Laboratory Technician, Law Enforcement Skills, Law Enforcement Academic and Law Enforcement AAS, Nursing, Early Honors program and Individual Progress and Audit students as well as reentering students who have already successfully completed the College Experience Course will be required to successfully complete the Online College Readiness Course.

- All financial arrangements are complete, submitted and verified
- For selected programs, applicants must also pass a criminal background check. See additional information.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
RASMUSSEN COLLEGE

ACADEMIC INFORMATION AND COLLEGE POLICIES

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

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

The College has an academic assessment plan that it uses to evaluate and promote the quality of learning and teaching. The academic assessments use measured incoming student skills through placement assessment to determine students’ reading, writing, and numeracy skills; ongoing skills in a formative fashion in individual courses; and end of program skills through various program outcome assessments.

At designated points in their programs of study students are required to complete with a passing grade a seminar course. Students who have completed E242 Career Development prior to summer quarter of 2011 will not be required to take the seminar course. Following is the most common method by which students will complete the various seminar courses, but there may be some variation from this depending on course sequencing or other scheduled courses that are required for a student’s program completion.

Re-Enter Policy
Students may re-enroll in certificate or diploma programs one time, Associate’s degree programs two times, and Bachelor’s degree programs four times, unless the Dean or Campus Director, determines that mitigating circumstances exist. Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return in a subsequent quarter is defined as a re-enter. Re-entering students are treated as new students and must meet all program requirements, and graduation standards. For the calculation of Satisfactory Academic Progress, re-entering students are treated as continuing students and must meet progression requirements. All re-entering students, regardless of time away from the College, must successfully complete the College Experience Course or have a record of successfully completing the College Experience Course as part of the acceptance process for returning to the College. All re-entering students must comply with all other college acceptance criteria as outlined in the current catalog before being accepted into the College as a re-enter.

Determination of whether a student is eligible to re-enroll is based on the criteria below. A student will be allowed to start the enrollment process if the criteria are met and if the student is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the most recent withdrawal; the student has no outstanding balance owed to the College; and the student has successfully completed any required Foundations writing courses or placed into 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 Department of Criminal Apprehension background check in addition to the general background check for admission:

- 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 Minnesota, these programs require a Minnesota Department of Human Services background check for admission:

- Dental Hygiene - Medical Assisting - Respiratory Therapy

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, externship 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:

- Dental Hygiene
- Medical Assisting
- Respiratory Therapy

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

- Law Enforcement - Law Enforcement Academic - Law Enforcement Skills

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

- Dental Hygiene - Medical Assisting - Respiratory Therapy

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 Attestation. Campuses will be notified directly of applicants whose background check results are clear. If the background check reveals a potential problem, Rasmussen College will review the applicant’s background to determine whether the applicant is eligible to start the program. If a student is not eligible for a program, he/she is also not eligible for financial aid or attendance for that program, and any financial aid funds disbursed must be returned to the lender. The process may delay a student’s funding until the background check process is complete. A student who receives a background check letter may contact the background check. After receiving a pre-adverse letter, the background check. The process may delay a student’s funding until the background check process is complete. A student who receives a background check letter may contact the background check. After receiving a pre-adverse letter, the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available. If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision. A student whose appeal has been denied has the right to request a review of the denial, but must provide supplemental or additional information to support such a request for reconsideration.

Minnesota Department of Human Services Background Check Process
A student enrolling in any of the MDHS designated programs must complete a Background Release Form, as well as a Background Check Attestation. If a student is determined ineligible for a program, he/she is also not eligible for financial aid while attending the program and any financial aid funds disbursed must be returned to the lender.

In Minnesota, the following programs require a Minnesota Department of Human Services background check for admission in all states except Minnesota:

- Dental Hygiene - Medical Assisting - Respiratory Therapy

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

- Law Enforcement - Law Enforcement Academic - Law Enforcement Skills

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Applying For Admission into the School of Nursing

1. Applicants must achieve a score on the College entrance placement examination 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 otherwise passed the campus entrance exam score above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement test. Once applicants have met the Entrance Placement requirements above, the School of Health Science Entrance Exam may be scheduled.

2. Applicants must achieve a score on the School of Health Sciences Entrance Exam which is acceptable for admission per the School of Nursing and School of Health Sciences Entrance Exam policy.

3. Applicants successful in completing the College entrance placement exam requirements and the School of Health Sciences Entrance Exam must complete the following prior to being deemed eligible for consideration:
   - Application
   - Background screening
   - Any additional program-specific requirements as specified at the time of enrollment.
   - Once the applicant file is complete, the College will schedule an interview between the applicant and Program Coordinator/Director. Students accepted into their program will receive a letter from the College in the mail. The College may choose two additional applicants as alternates to join the program if another applicant is deemed ineligible or decides not to begin class. These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they remain eligible for admission. Students must attend programmatic orientation as well as general orientation or risk being dismissed from the cohort.

Applying for Admission into the School of Nursing RN to BSN Program

Applying for Admission into the School of Nursing and the School of Health Sciences Entrance Exam

Applicants who have successfully completed College entrance placement requirements for the College will be given access by admissions to the online registration process for the School of Health Sciences and School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a School of Health Science or School of Nursing program of study for which they qualify. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing or to the Medical Laboratory Technician (MLT) or Surgical Technologist (ST) program. Applicants who have previously taken the entrance exam within the past twelve months for 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/or Academic Dean and will count as one of the two attempts allowed in a 12 month period. Any test results dated more than 12 months prior to application to Rasmussen College will not be considered.

Current applicants in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to take or retake the Entrance Placement test according to test/re-test limitations and must meet the following entrance exam score thresholds:

- 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% or higher composite score
- TEAS Score for admissions eligibility for MLT or ST programs: 55% or higher composite score

Applying for Admission to the School of Health Sciences Associate’s Phlebotomy Specialization Degree or Certificate

In addition to the College entrance requirements, applicants pursuing admittance into the Phlebotomy Certification or Specialization Degree programs must complete the following prior to being deemed eligible for admission:

- The applicant will be required to have current Basic Life Support & Cardio Pulmonary Resuscitation Certification with Defibrillator (BLS-CPR with Defibrillator). The certificate must have been issued by either the American Heart Association Healthcare Provider or American Red Cross Professional Rescuer.
- The certificate must have been issued by either the American Heart Association Healthcare Provider or American Red Cross Professional Rescuer.
- Minnesota campus applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.
- Prior to the student beginning their internship, the full three injection series of the Hepatitis B immunization and all other program required immunizations must be completed.

Applying for Admission to the School of Health Sciences Associate’s General Specialization Degree

In addition to the College entrance requirements, applicants pursuing admittance into the Health Sciences Associate’s degree General Specialization programs must complete the following prior to being deemed eligible for admission:

- Minnesota campus applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.

Applying for Admission to the Medical Laboratory Technician and Surgical Technologist Programs

Applicants pursuing admittance into the Medical Laboratory Technician (MLT) and Surgical Technology (ST) Programs must complete the following steps in order to be deemed eligible for admission:

- Applicants must achieve a score on the College entrance placement examination 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 otherwise passed the campus entrance exam score above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement test. Once applicants have met the Entrance Placement requirements above, the School of Health Science Entrance Exam may be scheduled.

- Applicants must achieve a score on the School of Health Sciences Entrance Exam which is acceptable for admission per the School of Nursing and School of Health Sciences Entrance Exam policy.

- Applicants successful in completing the College entrance placement exam requirements and the School of Health Sciences Entrance Exam must complete the following prior to being deemed eligible for consideration:
   - Application
   - Background screening
   - Any additional program-specific requirements as specified at the time of enrollment.
   - Once the applicant file is complete, the College will schedule an interview between the applicant and Program Coordinator/Director. Students accepted into their program will receive a letter from the College in the mail. The College may choose two additional applicants as alternates to join the program if another applicant is deemed ineligible or decides not to begin class. These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they remain eligible for admission. Students must attend programmatic orientation as well as general orientation or risk being dismissed from the cohort.

Applying for Admission into the Software Application Programming Bachelor’s Programs

Applicants must achieve a score on the College entrance placement examination 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. Applicants who achieve the required minimum scores or who have proven a grade of C or higher or a grade of Pass in college-level English and/or Mathematics will be contacted by their Program Manager to complete the following:

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

Once the applicant file is complete, the Program Manager will schedule a face-to-face interview between the applicant and Program Coordinator/Director. Following this interview, applicants can continue with the necessary steps to proceed, which include:

- Application
- 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 the 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 from the cohort.

Applying for Admission into the Software Application Development Certificate and Associate’s, Computer Science Bachelor’s, and Game and Simulation Programming Bachelor’s Programs

Applicants must achieve a score of 22 on the writing portion and 25 on the reading portion of the STEP test are required for entry into these programs. Alternatively the applicant may be exempt from all or portions of the College entrance placement exam per the terms of the College Acceptance or Rejection of Application for Admission College Entrance Placement Exam requirements.

Applying for Admission into the Paralegal Certificate Program

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 Associate’s, or a bachelor’s degree higher.

Applying for Admission into the Health Information Management Bachelor’s Program

Applicants pursuing admittance into the Health Information Management BS degree program must possess an Associate in Health Information Technology/Management from a CAHIM accredited program earned within the past five years or have an Associate 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.
Rasmussen College Early Honors Program

High school juniors and seniors who have reached the minimum age of 16 have the opportunity to earn college credit through Rasmussen College’s Early Honors Program. The Early Honors Program is a great way for high school students to experience college while still supported by high school staff and mentors, try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course.

Early Honors coursework is available both on campus and online based on space available.

Rasmussen College Early Honors Program Terms and Conditions

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

• Applicants must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date.
• Applicants must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
• Applicants must submit a signed Early Honors High School Approval Form.
• Applicants must meet the following criteria and expectations to participate in the Rasmussen College Early Honors Program:
  • Applicants must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted to the Early Honors Program.
  • The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
  • Enrollment in the Program is limited to 20 students per quarter, per campus.
  • Early Honors students may enter the Early Honors Program in the fall quarter of their junior year.
  • The Early Honors program ends with the completion of spring quarter of the student’s senior year.
  • A maximum of 24 credits per student can be taken in the Early Honors Program.
  • Early Honors students may take up to 8 credits per quarter without a tuition charge.
  • To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
  • Early Honors students may take one course in their first quarter of enrollment. Upon receiving a grade of B or higher in their first course, students can request to be scheduled for the second quarter.
  • Students must maintain a cumulative grade point average of 3.0 in order to take two courses per quarter.
  • Early Honors Applicants must meet with the Director of Admissions and Dean before being accepted to the Early Honors Program to ensure they meet all criteria and requirements, and to approve their schedule.
  • Early Honors students will be accepted on a space available basis for each course selected.
  • Early Honors students must meet all course prerequisites as listed in the catalog.
  • Nursing courses designated with a “PN”, “PRN”, “NU” or “NUR” are not available to Early Honors students.
  • Early Honors students are responsible for the course resources fee for each course taken. 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 technology requirements information for each course.
  • Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses.
  • Early Honors students will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
  • Early Honors 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.
  • Early Honors students may apply to a full program offered by Rasmussen College by completing the Application for Admission.
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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
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</thead>
<tbody>
<tr>
<td><strong>GIFT AID</strong></td>
<td></td>
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</tr>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$600 - $5,730</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<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) – Awarded by the College</td>
</tr>
<tr>
<td>ND State Grant*</td>
<td>Gift aid based upon undergraduate student status with ND residency. Student must attend full time to receive and is notified by the state regarding eligibility.</td>
<td>$1200</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<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><strong>EMPLOYMENT</strong></td>
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<tr>
<td>Federal Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td>MN State Work Study**</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td><strong>FEDERAL LOAN PROGRAMS</strong></td>
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<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. 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>
<td></td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates. Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note processed through College and Lender and Entrance Counseling</td>
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<tr>
<td><strong>VETERANS’ BENEFITS</strong></td>
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<tr>
<td>Veterans’ Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component. Monthly benefit based on service contributions</td>
<td>Veterans Administration or Veterans Service Officer</td>
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</tr>
<tr>
<td><strong>MINNESOTA STATE LOAN PROGRAMS</strong></td>
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<tr>
<td>Student Educational Loan Fund (SELF)**</td>
<td>Supplemental, variable interest rate loan, allows deferment of principal while in college, requires credit-worthy co-signer.</td>
<td>$7,500 per grade level</td>
<td>SELF application processed through College and the Higher Education Services Office</td>
</tr>
</tbody>
</table>

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

*This program is available only for North Dakota residents.

**These programs are available only for Minnesota residents.
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
Rasmussen students may be eligible to receive an Achieve Scholarship award based upon specific enrollment criteria. Recipients can receive up to $8,000 (U.S.) in quarterly increments (of $500 per quarter) while attending at a full time student (12 credits or more). Students in the Nursing Programs (Practical Nursing and Professional Nursing) and Accelerated program are not eligible for the scholarship. For a complete list of terms and conditions, visit rasmussen.edu/achieve or talk to a Program Manager.

Real/Change Scholarship
New prospective students enrolling in select programs at Rasmussen College may be eligible for the Real/Change Scholarship. The scholarship awards recipients up to $1,400 per year toward your tuition costs—up to $2,800 in additional scholarship funding for an Associate’s degree and $5,600 for a Bachelor’s degree. This scholarship will be awarded quarterly while attending Rasmussen College and applied as a 10% reduction from the current tuition rate. In order to be eligible for the scholarship, new students must enroll at Rasmussen College in one of the select programs for the designated start date. Students must be continuously enrolled and maintain a minimum CGPA of 2.5 for the duration of their enrollment to receive their scholarship. For a complete list of terms and conditions, including the list of eligible programs and start dates, visit rasmussen.edu/rechange.

Early Honors Program
Rasmussen College is proud to offer select high school juniors and seniors who have reached the minimum age of 16, 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 on part-time tuition rates. In addition, the College will extend the discount to the spouse and dependents, age 18-21, of any enrollment. The College assigns class standings according to the following criteria:

- Freshmen: 0-36 credits completed
- Sophomore: 37-72 credits completed
- Junior: 73-129 credits completed
- Senior: 130 or more credits completed

Employer Tuition Reimbursement
Many employers today offer tuition reimbursement to their employees earning a degree. Whether it’s full reimbursement or partial, we want to make using your tuition reimbursement plan as seamless as possible so you can reduce the cost of your education, as well as potentially reduce the amount of loans required to fund your degree. To take advantage of tuition reimbursement, check with your employer about what tuition reimbursement options may be available to you. Then, contact your Program Manager or the Student Financial Services Department to discuss your tuition reimbursement options.

High School Professional Program
Rasmussen College waves tuition for High School Teachers and Counselors who meet the required criteria. This program is only available to teachers and counselors who are employed at a high school (grades 9-12) in Minnesota, North Dakota, Florida, Illinois, Kansas, and Wisconsin. Current status as a high school professional will be verified by Rasmussen College prior to the initial start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the professional’s first course. Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in online courses will be made available to high school teachers and counselors each quarter. High School Professional Program participants are responsible for the course resources fee for each course taken. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. High School Professional Program participants electing to complete courses online will need to secure access to required hardware and software. The College will provide specific technology requirements information for each course. Grades will be recorded as audit grades with the student classified as an audit student.

Rasmussen College Academic Policies apply to participants in the High School Professional program.

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

Bachelors’ Degrees
- Accounting
- Public Accounting
- Business Management
- Computer Science
- Criminal Justice
- Graphic Design
- Game and Simulation Programming
- Health Information Management
- Healthcare Management
- Information Technology Management
- Information Security
- Nursing Bachelor of Science (RN to BSN)

Associate’s Degrees
- Accounting
- Business Management
- Criminal Justice
- Early Childhood Education
- Graphic Design
- Health Information Technician
- Human Resources and Organizational Leadership
- Human Services
- Information Technology Management
- Marketing
- Medical Administration
- Paralegal
- Pharmacy Technician
- Software Application Development
- Web Programming

Diplomas
- Accounting
- Business
- Early Childhood Education
- Graphic Design
- Human Resources and Organizational Leadership
- Human Services
- Information Technology Management
- Marketing
- Medical Administration
- Medical Billing and Coding
- Pharmacy Technician
- Web Programming

Certificates
- Accounting
- Business
- Early Childhood Education
- Human Services
- Law Enforcement Academic
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician
- Software Application Development

Individual Progress
Students must 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 for admission and placement exam. 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 courses, individual progress students will receive a letter grade and be awarded credits. To enroll in a program at Rasmussen College, students must complete all remaining programmatic application requirements (including the entrance placement test). Eligible individual progress courses will be applied to their degree program and count as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).

Auditing a Course
A student who audits a course does so for the purpose of self-enrollment and academic exploration. Students not enrolled in an eligible program who elect to take courses without earning college credit are considered audit students. This non-credit option is NOT available for courses beginning with a “CE” “NM” “NU” “NUR” “PM” “PT” “ST” “MC” and “W”. Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts do not denote a “ZP” or “Audit” upon completion of the course. Students may choose to convert the Audit grade to a letter grade and earn credit for an additional fee. An audit student is considered a learner and is expected that the student will participate with reasonable regularity and do assigned work, particularly if s/he expects to convert the Audit grade to a letter grade at a future time.

Developmental Education and Rasmussen College Entrance Placement Exam Re-test Policy
The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and to providing educational opportunities to those who enroll. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests. Applicants providing a college transcript indicating a grade of D or higher or a grade of Pass in college-level English and/or Mathematics are not required to complete College 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.

Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the College entrance placement examination. Returning students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the College entrance placement examination. Coursework in Math or English that is numbered below 100 is considered to be developmental. College entrance placement examination scores are used to appropriately place students in English and Math courses according to skill level. See Entrance Assessment Table for placement scores.
2. Students are to complete and submit the Practical Math, Reading and Writing Strategies, Foundation Course Grading, and/or Clinical Learning experience coursework in their program prior to enrolling in the foundation math course. Students who attempt Reading and Writing Strategies (B080) and the student will be dismissed from the College. As such, any required Foundations of enrollment or the student will be dismissed from complete that course in the subsequent full quarter. If a student withdraws from or does not pass a Combined Basic and Intermediate Algebra in Illinois and Practical Math (B087) in other states, in their second quarter of enrollment.

Foundation Courses Must Be Taken in Conjunction

The Foundation courses must be taken in conjunction with the Foundation courses. Students enrolled in Foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program. Students who place below the level of B080 Reading and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test.

The College entrance placement examination may not be re-taken for initial placement purposes after the start of a Foundation level course. On occasion, however, a re-test may be allowed prior to the start of a quarter. Such re-tests are only granted if extenuating circumstances exist that lead the College to determine that the student's ability level needs to be determined. Only one such re-test may be allowed, at the discretion of the Academic Dean.

Health Sciences Programs Grade Scale

The following grade scale applies to all BMS, CBT, EK, HI, HSA, HSC, M, MA, MEA, ML, MTS, OST, PB, PC, PT, PTH, and ST coursework in School of Health Sciences programs. Letter Grade Percentage Range

A 100 to 93%
A- 92 to 90%
B+ 89 to 87%
B 86 to 83%
B- 82 to 80%
C+ 79 to 77%
C 76 to 73%
C- 72 to 70%
D+ 69 to 67%
D 66 to 63%
D- 62 to 60%
F Below 60%

Some General Education courses may contain a lecture component with a co-requisite lab component. If a grade is achieved at or above the threshold of 60% in both components of a course which consists of lecture and lab components, each component will receive the grade earned independently. Failure to earn a grade at or above the threshold of 60% in either the lecture or lab component will result in failure of both components of the course.

Point Scale

Alphabetical Grading System

Grade Grade Points Description
A 4.00 Excellent
A- 3.75
B+ 3.50
B 3.25
C+ 3.00
C 2.75
C- 2.50
D+ 2.00 Average
D 1.50
D- 1.00 Below Average
F 0.00

AUDIT NA Audit
CW NA Course Waver
FD NA Failure Dropped
I NA Incomplete
PT NA Pending Transfer Credit
S/SX NA Satisfactory
SX NA
TO NA Test-Out
TR NA Official Transfer Credit
UX/UX NA Unsatisfactory
UX/UD NA Unsatisfactory Drop
W/F/WF NA Withdrawal Fail
WPK/WP NA Withdrawal Pass

Competency Courses

Competency-based courses allow students to progress by demonstrating their performance, which means they have mastered the knowledge and skills (called competencies) required for a particular course. Rasmussen College partners with multiple developers of competency courses to provide offerings that align with the course objectives of the College’s instructor-led courses. Each Objective is typically directed to ensure that students have learned that competency. Each competency course consists of a selection of competencies called “Modules” where similar competencies are grouped; these self-paced modules allow students to demonstrate mastery of different subjects and sections of the curriculum in one or more locations. Depending on the course, a competency in a competency course may be converted to credits that will transfer into Rasmussen College credits.

Students may attempt a competency course as long as they are concurrently enrolled and taking coursework in an eligible program.

Enrolled students may elect to take a Rasmussen competency course in lieu of an online, instructor-led course for any course that has been identified as having a competency course equivalent.

• Upon successful completion of a competency course, Rasmussen College will issue a Certificate of Successful Competency Completion. The certificate will be placed in the student’s academic file.

- If a student has already attempted an online, instructor-led course, as indicated by a posted W/FD or F/FA grade, the student will not be allowed to attempt the equivalent competency course. A student may attempt a competency course only once. Failure to earn a grade at or above the threshold of 60% in the instructor-led course as long as the competency course is not repeated.

Competency courses will not count as credits for financial aid eligibility.

- Students have 60 days from the day they access a competency course to complete it. Students may apply in writing for one additional 30-day extension to complete the competency course; additional extensions may be granted if extenuating circumstances exist. Students are allowed a maximum of one 30-day extension per competency course.

- Students who do not successfully complete a competency course that within the allotted time will be required to take the course as an instructor-led course.

- Competency courses must be completed prior to or concurrently with the final instructor-led instruction. The certificate will be placed in the student’s academic file.

Nursing Programs Grade Scale

Students are required to earn at least a “C” in their Nursing courses. This applies to all NUR, PN, and PNR coursework level 000 through 4999.

Letter Grade Percentage Range

A 100 to 94%
B 93 to 85%
C 84 to 78%
F Below 78%

Nursing core courses may contain a co-requisite lab component requiring a clinical learning experience, or both in addition to the lecture component of a course. Satisfactory performance (score of 78% or higher) in each component of the course whether lecture, lab, and/or clinical experience is required to earn a passing grade in the course. Failure to earn a satisfactory grade in the lecture and/or clinical learning experience, the grade earned in the lecture component may appear on the transcript as the final grade in the course.

Students are required to achieve an overall cumulative grade average at or above the threshold of 78% for graduation. Students may take one re-take of a Nursing course, in order to pass. Once this 78% exam threshold criterion has been met, the final grade for the Nursing course will be computed. Only the points earned for exams, assignments, quizzes, and other coursework requirements will apply. Laboratory and clinical learning performance is graded as satisfactory (S) or unsatisfactory (UL).

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 retake courses a second or third time may count the credits for that course in a financial aid award calculation only if they earned an “F/FA” in all previous attempts of that course. 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 discontinued. The credits for all repeated courses, along with the credits from prior attempts, will be included for the purposes of determining Satisfactory Academic Progress. The highest grade earned from any single 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 required course three times, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course otherwise by earning a grade of C or higher in a comparable course and transferring it back in to Rasmussen College, in accordance with the transfer of credit requirements. In the case of credit transfer, an “F/FA” grade will remain on the student’s GPA calculation. However, all of the course credits both failed and transferred, count in the student’s Cumulative Completion Rate (CCR).
**Academic Information and College Policies**

**Foundation Courses**
Courses may only be repeated one time. Students who fail a course for a second time will be terminated from the College.

**Incomplete Records**
Students must request an Incomplete Grade form from the Student Records Office. Incomplete records will be accepted up to one week after the end of the quarter/module. Incomplete records will be granted rarely and only under the following conditions:
1. Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
2. Accommodation for special circumstances such as short-term disability or family leave.
3. The deadline for completing the work (within the quarter/module) is extended due to circumstances beyond the control of the student.
4. The student has a valid reason for requesting an incomplete, which is documented in the student's file.

**Academic Progress**
Students who are not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in the catalog at the time of the request will be allowed to submit a letter following the appeal process guidelines. The appeal will either be approved or denied based on a review of academic standing and progress to date with the College. A complete description and requirements of the program change appeal process are available in the catalog.

**Program Changes**
A student in good 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.

**Nursing Repeating Courses Policy**
Students may take, and the College may require in the following courses, repeated courses, including the highest grade attempted in the course:

1. All attempts of repeated courses, including the highest grade attempted in the course.
2. Incomplete records will be accepted up to one week after the end of the quarter/module. Incomplete records will be granted rarely and only under the following conditions:
3. Students who are not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in the catalog at the time of the request will be allowed to submit a letter following the appeal process guidelines. The appeal will either be approved or denied based on a review of academic standing and progress to date with the College. A complete description and requirements of the program change appeal process are available in the catalog.

**Course Completion**
Students who are not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in the catalog at the time of the request will be allowed to submit a letter following the appeal process guidelines. The appeal will either be approved or denied based on a review of academic standing and progress to date with the College. A complete description and requirements of the program change appeal process are available in the catalog.

**Grading Policies**
Grading policies are established for each course and are published in the catalog. Grading policies may be changed as necessary to achieve the performance objectives set in the course description. Students who are not meeting Satisfactory Academic Progress may change their academic status form and a new enrollment agreement. If a student changes to a lower credential within the same curriculum (NU, NUR, PN, PRN coursework), no appeal process is required. The Academic Dean approves the plan for completing the course work.

**Nursing Program Requirements**
Students must meet the following guidelines:
1. All attempts of repeated courses, including the highest grade attempted in the course.
2. Incomplete records will be accepted up to one week after the end of the quarter/module. Incomplete records will be granted rarely and only under the following conditions:
3. Students who are not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in the catalog at the time of the request will be allowed to submit a letter following the appeal process guidelines. The appeal will either be approved or denied based on a review of academic standing and progress to date with the College. A complete description and requirements of the program change appeal process are available in the catalog.

**Equipment**
Rasmussen College provides technology and computer access, and internet access at each campus. Students will also have access to printers, additional software packages, email, online databases, and the internet. The online lab as needed at a Rasmussen College campus.

**Graduation Requirements**
Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of course requirements listed, and not on the basis of clock hours in attendance. Students must complete 53% 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 Professional Nursing Associate's degree program must complete at least 45% of their program requirements at Rasmussen College, and no more than 55% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the RN to Bachelor of Science Nursing program may transfer a maximum of 75% of total program credits into the program.

**Independent Study Policy**
Independent study courses are approved only 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. An independent study requires a student to be motivated and organized. Because an independent study does not provide the student with prior coursework, a student may be expected to transfer courses or other means. Students in the Professional Nursing Associate's degree program must complete at least 45% of their program requirements at Rasmussen College, and no more than 55% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the RN to Bachelor of Science Nursing program may transfer a maximum of 75% of total program credits into the program.
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 standards 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 first 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 an Academic Program. 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>
<thead>
<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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<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/A/FD, U/UD/UN, W/D/WF/WP/WX/IN. In addition, foundations courses are not included in the number of credits computed for Pace/CRR requirements. The following grades will be considered as credits earned: A/A’S, B/B’S, C/C’S, D/D’S, UD/UXD/UD, UD/UD/UD, UD/UD/UN, W/D/WF/WP/WX, IN/IN. In addition, foundations courses are not included in the number of credits computed for Pace/CRR requirements.

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 above criteria will not be eligible for financial aid during the Financial Aid Warning period.

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 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, majors, or minors include only the grades achieved in courses attempted at the new program. 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 to 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 to the student's new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter.
TRANSFER OF CREDIT, PRIOR LEARNING AND WAIVERS

Transfer of Previously Earned College Credit and Prior Learning Assessments

General Transfer Credit Policy
• Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.
• Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
• Students must request that official transcripts containing coursework for which credits are being transferred be sent directly to Rasmussen College. It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.
• As part of the acceptance process, official and unofficial transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer to the equivalent Rasmussen College courses.
• A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, at which time the student will be required to complete the necessary credits in order to receive the degree.
• College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA), or recognized by the American Council on Education, will be considered for college transfer.
• 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, except as noted below.
1. Students in the Medical Assisting, Medical Laboratory Technician, and Medical Surgical Technician programs must complete at least 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, with the exception of “block transfer” candidates for the Surgical Technologist and Medical Assisting Associate’s degree programs.
2. Students in the Professional Associate’s degree program must complete at least 45% of their program requirements at Rasmussen College, and no more than 55% may be completed via transfer credits, course waivers, credit by examination, or other means.
3. Students eligible and approved for the Surgical Technologist Associate’s Degree Completion Block Transfer must complete 50% 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.
4. Students in the Nursing Bachelor’s degree program must complete at least 25% of their program requirements at Rasmussen College, and no more than 75% may be completed via transfer credits, course waivers, credit by examination, or other means.
• Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to a time period prior to being transferred.
• International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) or by an AICE approved organization (American International Credentialing Evaluation Service) to ensure the student’s credit transfer is equivalent to Rasmussen College course credit. The evaluation is the student’s responsibility.
• Transfer credit is evaluated based on the program in which the student is applying for admission in Illinois, Minnesota, Wisconsin, and Missouri.
• Credits earned at Rasmussen College will be transferred directly from one Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted or calculated.
• Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average but will be counted as credits attempted and earned for determining Satisfactory Academic Progress. All credits considered to be earned toward program completion, including test-out, transfer, and course waiver credits, 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 required at the end of the student’s progress 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 by 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.
  2. Supplemental information such as a syllabus, course description, or text material may be required.
  3. The information will be reviewed by the Associate College Registrars.
  4. The student will receive written notice of the decision.
Course By Course Transfer
• Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on course content. Most courses that are comparable in content will be accepted.
• Course must have the minimum number of credits to that of Rasmussen College course.
• Only courses completed with a grade of C or higher, or a grade of Pass (in a Pass/Fail grading system), 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 of the Rasmussen College campuses, which pertain to the current program, 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 Major and Core Courses in the School of Technology must have been earned within the previous three (3) years of the assessment date. Prefixes included in Florida and Kansas: CAP, CDA, CEN, CET, CCS, CIS, COP, CDT, CNT, CIS, DGT, GRA, ISM, MA, and MTB. Prefixes included in Illinois, Minnesota, North Dakota, Wisconsin, N, and SD. This includes the following courses, which do not have exceptions:
  1. Computer Applications and Business Systems Concepts
  2. English
• Credits in Major and Core Courses in the School of Design must have been earned within the previous five (5) years and specialization courses within the previous three (3) years of the assessment date, excluding Drawing from Observation and Figure Drawing courses, which do not expire.
• Nursing Programs will not accept any core course transfers (prefixes NUR/PRTN in Florida, prefixes PNTN and WNTN in Illinois, Minnesota, Wisconsin, and Missouri).
• Health Sciences courses core courses designated by course prefix (except for the Medical Terminology course) have a five year transfer limit.
• The following courses in the Medical Assisting Program are not transferable: MA102 Introduction to Medical Assisting, MA110 Clinical Skills I, MA145 Clinical Skills II, MA255 Laboratory Skills II, MA256 Medical Assisting Electric, and MA258 Medical Assisting Capstone.
• Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (ML, ST prefixes) has a 24 month from time of course completion time limit. Students who have completed similar course work that exceeds the 24 month limit can test-out of the course with a 73% or greater score on a course assessment. All tests or outs-outs into the Medical Laboratory Technician and Surgical Technologist programs are based on program space availability.
• Externship, Internship, Practicum and Reflection Courses cannot be transferred from another institution of higher learning.
• Seminar Courses cannot be transferred from another institution of higher learning.
• For students in MN who enroll in the Law Enforcement Associate’s, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfers for law enforcement specific classes (or prefixes) can only be accepted if the incoming course is from a nationally accredited college that is POST Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test out, if available.

Credit/Course Competency Transfer Policy
• Credit for successfully completed competency courses at Rasmussen College will appear as a credit by examination (TO) grade on a transcript. Competency course credits awarded through credit by examination (TO) may not be transferable to another institution.
• Credit for successfully completed competency courses that have been approved by the American Council on Education (ACE) will appear as a transfer of credit (TR) on a transcript.
• The decision to accept transfer credits is always at the discretion of the receiving institution.
• Credits earned through competency courses toward the transfer of credits earned through competency courses will count toward earned credits.

2-2 Matriculation for Baccalaureate Candidates
For students who have completed an Associate’s degree, who enrol in a Rasmussen College Bachelor’s degree in a similar program area (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. If so, the student needs to submit his/her credential and an earned Associate degree in any field. The student will receive his HITT and an earned Associate degree in any field. In addition, these students will need to take three courses to qualify. If those conditions are not met, the 2+2 policy cannot be applied.
• For the Bachelor in Accounting program, the two year degree must be in an equivalent computer science field and have a programming course comparable to Programming II and a math course comparable to Calculus II in order to qualify. If those conditions are not met, the 2+2 policy cannot be applied.
• For the Bachelor in Business Information Management, qualifying Associate degrees have to be from a CAAHEP 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 HITT and an earned Associate degree in any field. In addition, these students will need to take Financial Accounting I, Financial Accounting II, Introduction to Business and Introduction to Human Resource Management in the core.

Business Programs:
a) Business Management AAS/AS – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 73 credits (75 in Illinois). In addition, these students will need to take Medical Terminology, Electronic Health Records and Medical Office Procedures. 
b) Accounting AAS/AS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Medical Terminology, Electronic Health Records and Medical Office Procedures.
c) Information Technology AAS/AS – Transfer 36 lower level core credits in a block transfer and 36 lower level General Education credits (34 in Illinois) for a total of 73 credits (75 in Illinois). In addition, these students will need to take Medical Terminology, Electronic Health Records and Medical Office Procedures.

General Education Block Transfer for Baccalaureate Candidates
For students who have completed a block of general education courses, the block will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College.
• All required general education courses must be met due to accreditation requirements.
• Conferred Associate’s degrees may be posted as a block of up to 40 credits (up to 42 credits in Illinois), depending upon the Program.
• Conferred Baccalaureate degrees may be posted as a block of up to 64-credit block (up to 66-credit block in Illinois), depending upon the program, comprised of up to 40 lower-level and 24 upper-level credits (up to 42 lower-level and 24 upper-level credits in Illinois).
• For those students without an earned degree, successfully completed general education credits will be accepted.

Medical Assisting Associate’s Degree Completer Block Transfer Policy
A block transfer of 51 core credits may be allowed for students who completed a Medical Assisting Associate’s Degree 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 (JMT) certification; or
2. Graduated over 3 years ago from a CAAHEP or ABHES accredited MA diploma certificate program, but has worked as an MA within for the past 3 years and holds a current CMA (AAMA)/RMA (AFT) certification.

Students may have to complete general education courses plus or minus transfer credits or course waiver for MA250/MEA290 (Radiography Skills) only if they have a limited scope x-ray operators certificate. Students will need to complete 52 general education credits, E242 (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 in the last five years and enroll into the Health Sciences Associate’s Degree program, a total block transfer of 19 major/core credits may be posted.

For students who have completed a Diploma or Associate’s Degree in Medical Assisting in the last five years and enroll into the Health Sciences Associate’s Degree program Phlebotomy Track, 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 in the last five years and enroll into the Health Sciences Associate’s Degree program EKG Technician Track, a total block transfer of 26 major/core credits may be posted.

RN to Bachelor of Science Nursing (RN to BSN) Policy
Students who meet the acceptance for admissions requirements and hold a current unencumbered Registered Nurse (RN) license and have successfully completed an Associate’s Degree will receive a block transfer, equivalent to 113 credits for their general education, nursing core and licensure. Students who meet the acceptance for admissions requirements and hold a current unencumbered RN license without an Associate’s Degree will receive 66 credits for their nursing core and licensure. These students will need to have previously completed 19 transferrable course credits comparable to Introduction to Human Biology, Introduction to Microbiology, Human Anatomy & Physiology I and Human Anatomy & Physiology II as part of this program, as Rasmussen does not offer these courses online. The remaining 28 credits of lower division General Education as not transferred in from a previous college transcript, will need to be completed.

• Upper division core classes are not transferable.

• Upper division General Education coursework is transferrable and follows the standard 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 NUR117/ NUR1172 Nutritional Principles in Nursing (4 credits) and NUR112/NUR215 Fundamentals of Professional Nursing (6 credits) in the Professional Nursing AS Degree program. The student’s credential will be awarded, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student’s transcript as a Course Waiver (CW) once the course waiver request form is signed.

Surgical Technologist Associate’s Degree Complete Block Policy
Students who have graduated from a CAAHEP or ABHES accredited surgical technology diploma program and hold the CST (NBSTA) certification will receive a total block transfer of 60 credits. Students will receive a block of 4 natural sciences general education credits plus a block of 56 professional credits and, if required, will need to complete 26 general education credits and E242 Career Development.

Credit by Examination (for non-Competency Courses)
• Enrolled students may request credit by examination for courses for which an examination has been developed.

• Students seeking to utilize a Microbiology course may request credit by examination for courses for which an examination has been developed.

• Students seeking to utilize a Microbiology credit by examination must provide transcripts indicating they have successfully passed with a C grade or higher from an accredited institution a Microbiology course of a minimum four quarter credits which contains both a didactic component and lab. Qualified students who score 73% or higher on the credit examination will receive a Microbiology “TO” on their Rasmussen College transcript.

• 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 each course.

• If a student has already attempted the course, as indicated by a posted W/D/DP/WR or F/P/DD grade, the student may not attempt to take the course again.

• Credits awarded through credit by examination (TO) may not be transferable to another institution.

• Contact your Student Advisor for a list of available challenge exams

 COURSE WAIVERS

Medical Coding Practicum Waiver
• Students with a minimum cumulative 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 to their 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 just one area, and documentation will be required from the student’s employer. The Program Coordinator/ Director will inform the Campus Manager of Student Records of the result of the evaluation.

• If the student is granted, the grade will be posted on the student transcript as a Course Waiver (CW) once the course waiver form is signed.

School of Education Waivers
• Students who have a 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 Education Curriculum and Instruction; and Health, Safety and Nutrition/ODA Application.

• 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’s transcript as a Course Waiver (CW) once the course waiver request form is signed.

School of Justice Studies Waivers
• Course waivers will be considered for students who have select professional certifications from recognized state police/corrections academies.

• Course waivers will be considered for specific courses within the School of Justice Studies 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’s transcript as a Course Waiver (CW) once the course waiver request form is signed.

School of Business Waivers
• Course waivers will be considered for students who have select professional certifications from the Computing Technology Institute, including CompTIA, Oracle, IBM, Citrus, iScitius; Apple; VMWare; EMC; Oracle; C++; Institute.

• 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 or are current through renewal.

• Contact your Student Advisor for a list of available challenge exams

• 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’s transcript as a Course Waiver (CW) once the course waiver request form is signed.

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 operator license may also 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) once the course waiver request form is signed.

School of Nursing Waivers
• Students who enroll in the Professional Nursing AS program and have a practical nursing license that is current and unencumbered on the date their program starts at Rasmussen College, may request a waiver from NU117/NUR1172 Nutritional Principles in Nursing and NU203/NUR2034C Fundamentals of Professional Nursing.

• The student’s license status, as recorded on the state’s licensing website will be verified, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW) once the course waiver request form is signed.

• This does not apply to the Illinois Professional Nursing AAS program.

College Equivalency Credit
Credits earned through college equivalency programs will be posted on student transcripts as Test-Out credits (TO) and will not be assigned letter grades or applied to cumulative grade point average. Rasmussen College recognizes the following college equivalencies:

• Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher required.

• College-Level Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher required for computer-based testing since 2/25/2013. For paper-based exams taken prior to 2/25/2003, the CLEP ACE recommended score will be used.

• DSST, DANTES, Excelsior College Exams. Passing scores are determined by the individual test requirements.

Prior Learning Assessment (PLA) credits may be earned by going through the PLA process as established through The Council for Adult Experiential Learning (CAEL).

• Other types of college equivalency courses and examinations may be evaluated for eligibility by the Associate College Registrars.
POLICY AND GRIEVANCES

Accommodations Policy

The mission of Rasmussen College in disability services is to create an accessible college environment where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and reasonable accommodations to qualified disabled students in all programs and activities. Students with disabilities do not have to self-disclose or register with the Campus Accommodations Coordinator, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Coordinator to request such services. Students who are unsure who to contact should check with their Academic Dean or Campus Director.

Attendance

A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on time for all regular attendance for all of their classes. Workplace etiquette also requires a call-in or an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they are ill, injured or tardy. It is the student’s responsibility to contact the instructor to get missed information, class work, and assignments. Attendance requirements are met by (a) attending every class course session at the campus or other class location, or (b) substantive online activity, including commenting in the discussion section of the online classroom, posting of required assignments, and course quizzes and exams in a timely manner. Discussion posts in the student lounge area of the classroom are encouraged but do not count as attendance. Attendance is not equivalent to participation. Student grades will be impacted by the frequency and quality of participation in class, whether face-to-face or online, consistent with the requirements of the particular course and as outlined in the course syllabus.

Rasmussen College uses a standard grading for its courses (although some programs may be required to meet additional criteria) and therefore, are required to keep accurate attendance records which are submitted to the Student Records. Rasmussen College makes attendance records available for supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

First Week Attendance: Students are expected to meet attendance requirements in their courses on or before the seventh (7th) day of the start of a term. Students who have not met the attendance requirement in at least one scheduled College course within seven days of the start of a term may be administratively withdrawn from the College.

Course Attendance: If a student has not been in attendance in a course within 14 days of their last date of attendance in that course, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any courses within 14 days of their last day of attendance, he or she may be administratively withdrawn from the College. Upon withdrawal a student’s financial aid awards will be adjusted and the student’s Institution’s refund policy as described in the College Catalog and will be assigned grades according to the Rasmussen College Drop/Add Class Policy. Practicums/Externships in Nursing and Health Science programs have attendance requirements that are more stringent than the attendance policy above. Attendance policies for programs with additional requirements can be found in program-specific manuals/handbooks.

Rasmussen College Academic Integrity Policy

Introduction

As an institution of higher learning, Rasmussen College is committed to preparing students to be active, productive, and successful contributors to a global community. In pursuit of this commitment, students, faculty and staff of Rasmussen College are expected to uphold the very highest business and personal standards. 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 disqualify students from a fair share of the College’s expectations.

II. Definitions

a) Academic Misconduct is the violation of the Academic Integrity Policy, including all forms of academic cheating including but not limited to acts listed below and any other act perpetrated to give unfair advantage to the student.

b) Cheating: Distributing or receiving answers or information by any means other than those expressly permitted by an instructor for any academic exercise. Examples include:

i. Copying answers, data, or information for any academic exercise from another student or student submitted at the same time in the same or different courses), or instances of misconduct that occur prior to the participating student receiving notice of the immediate prior offense. Concurrent offenses will be treated as a single offense, and the appropriate penalty will be applied for all concurrent violations.

V. Appeal: A student who disagrees with a ruling of Academic Misconduct has one opportunity to appeal the ruling in writing to his/her Dean. If the Dean confirms the violation, the appeal is 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 must submit a written statement of appeal to the Vice President of Academic Affairs – Learning & Teaching thereafter. Response will be given within 30 days.

Conduct/Dismissal

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an 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 is defined as the Student’s School of Nursing, School of Health Sciences students enrolled in the Medical Assisting, Health Information Management, Medical Laboratory Technician and Surgical Technologist programs can be found in each programmatic 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 and/or faculty and staff members.

• That causes damage to the appearance or structure of the College facility and/or its equipment.

• By students who copy or otherwise plagiarize the assignments/projects of other students or plagiarize.

• 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 networks to access the Internet are prohibited from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright/intellectual property protections or other acts which are more stringent than the attendance policy above. Attendance policies for programs with additional requirements can be found in program-specific manuals/handbooks.
Anti-Hazing Policy
It shall be the policy of the College to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students, faculty or staff. Any organization operating under the sanction of the College. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The Campus Director shall be responsible for the administration of this policy.

Dress Code
Rasmussen College encourages students to dress as if they were going to work and to start acquiring a wardrobe suitable for employment after graduation. Several programs, including those in our School of Nursing and our School of Health Sciences, have stringent dress code and professional appearance requirements. Standards are applied in the applicable program handbooks. In some cases, failure to meet the required standard may impact a student’s ability to participate in an externship or clinical experience, and may ultimately impact the student’s grade. Please consult the handbook specific to your program or see your Program Coordinator/Dean for details.

Rasmussen College 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 this course. If you do not meet those requirements, you may need to attend a campus to complete some assignments.
Due to frequent changes in technology, technical requirements change periodically. Technical requirements necessary for online courses to run properly are located on the following website: content.learntoday.info/course_files/technological_requirements.html, which is updated regularly to reflect current requirements.
Current technical requirements are as follows:

Technical Requirements
These are the technical requirements necessary for your online courses to run properly. Please read this information carefully, as you must ensure that your computer is properly configured.
Please note, some courses require the use of software that is not Mac compatible. If you use a Mac, you may need to find a campus, use a PC, or run the software in Windows emulation mode in order to complete some required course activities and assignments.

1. Web Browser Requirements
The following web browsers are formally supported and tested:
- With PCs: running Windows OS:
  - Google Chrome
  - Firefox
  - Internet Explorer version 8, 9 or 10;
- With Macs running OS X:
  - Google Chrome
  - Firefox
  - Safari 5 or 6.0.x
Please note, there is currently no support for Firefox, Internet Explorer, Safari or Chrome on mobile devices.

2. Cookies Must Be Enabled on your Browser
A cookie is a small file that is placed on your computer by the server. Cookies are a very common Internet technology used by many websites, such as Amazon or eBay. Your browser has a setting that allows you to control whether you allow cookies or not. Since cookies are so common, your browser probably already has cookie enabled. If you are unsure whether your browser is set up properly, please call the Personal Support Center.

3. Required Plug-ins
Flash
Your courses may include images or animations that require the Flash plug-in. If you do not have Flash installed, or have difficulty viewing the animations, you may load the most current version of the Flash plug-in here: get.adobe.com/flashplayer/.
Shockwave
Your courses may include images or animations that require the Shockwave plug-in. If you do not have Shockwave installed, or have difficulty viewing the animations, you may load the most current version of the Shockwave plug-in here: get.adobe.com/shockwave.
Acrobat Reader
Your courses may include .pdf files, which require the Adobe Acrobat Reader. If Acrobat is not installed on your computer, please download the free Adobe Acrobat Reader: get.adobe.com/reader/.
Microsoft PowerPoint
Your courses may include Microsoft PowerPoint presentations. If you do not have PowerPoint on your computer, you may use the free PowerPoint viewer to view the course materials. Download the free PowerPoint viewer here: content.learntoday.info/en/download/details.aspx?id=13.
Microsoft Word
Your courses require the use of Microsoft Word to turn in written assignments. If you do not have Word, please contact your instructor.
Microsoft Excel
Your courses may require Microsoft Excel spreadsheet software. If you do not have Excel, please contact your instructor.
ZIP File Compression Utility
Your courses may require the use of a compression utility, like 7-Zip, to create a *.zip (file) file format. If you do not have a compression utility installed on your computer, you may download a free copy of 7-Zip here: 7-zip.org.
If your computer is running Windows XP, or newer, there is a compression utility already built in. For help “zipping” and “unzipping” files using the Windows compression tools, please see the online demonstrations at content.learntoday.info/course_files/techinfo/techinfo_ols.html.
Student Senate
The Student Senate assists the College in providing a successful, positive, and rewarding atmosphere by organizing campus events. The Student Senate meets on a regular basis. Students are encouraged to participate in the open forum discussions or may petition to be one of the board representatives.
The representatives include: President, Vice President, Treasurer, and Secretary.
Student Senate is open to all students, however student groups vary from campus to campus. Therefore, students should see their Campus Director for information regarding student groups.

Exit Interviews
Students contemplating the termination of their education at Rasmussen College should contact the Dean or Campus Director or Student Advisor, and then the Student Financial Services Office. Academic and financial aid files are not complete until both exit interviews have been completed. All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding their loan(s) including address and telephone numbers of lenders, deferment requests, a list of qualifications, a sample repayment guide, loan consolidation information, and review of loan terms.
The Student Financial Services Office is available to assist your financial aid for the duration of your student loan.
Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due to the College.

Circulation Policy
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 our 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/developmental and instructional partnerships;
- Engage in responsive collection development and resource sharing; and
- Collaborate with faculty to select resources for a variety of needs.
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 library:
- Rasmussen College students and alumni in good financial standing with the college
- Rasmussen College faculty and staff in good standing with the college
- Community, consortia, and interlibrary loan patrons in good standing with the library
A patron in good standing with the library is defined as a person who has no overdue items and owes no fees toward damaged or lost items. A library user is responsible for any items checked out in their 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 hours or 3 days, depending on the material type. Restricted materials may not be renewed.
Library materials must be returned to the library on or before the end of the loan period. Returned materials are accepted at any campus library and may be delivered in person or mailed to the library. 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 until items are returned or fees are paid for lost materials. After 30 days past the end of the grace period, the material becomes a “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, plus $5.00 for 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 irreparable item is damaged, the library will assess a $55.00 fee.

Rasmussen College cannot override fines incurred at other libraries, including fines due to Interlibrary Loan items lost or returned late.
Library fines 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 amount due to the College.

Non-Discrimination Policy
Rasmussen is strongly committed to providing equal educational opportunity for all employees and all applicants for employment. For us, this is the only acceptable way to operate our College.
Rasmussen employment practices conform both with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, compensation, and benefits.

Anti-Harassment and Sexual Violence Policy
It is Rasmussen College’s policy and responsibility to provide our employees and students an environment that is free from harassment. Rasmussen College expressly prohibits harassment of employees or students on the basis of gender.
Harassment undermines our College community and our commitment to treat each other with dignity and respect. Therefore, this policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, national origin, age, physical or other disability, marital status, sexual orientation, national origin, age, physical or disability, military or veteran status, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or President will be notified of all allegations. This will ensure a prompt, consistent, and appropriate investigation.
It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for any member of the College community to take action against an individual for reporting sexual harassment.
This policy covers actions of all students and employees, whether co-worker, manager or by any other persons doing business with or for Rasmussen.

Informal and Formal Complaints
Any College community member who believes they have been sexually harassed or have been the victim of sexual assault may properly turn for assistance to the College’s Sexual Violence Specialist, or any member of the College community merely because they are a member of the College community.
This policy covers actions of all students and employees, whether co-worker, manager or by any other persons doing business with or for Rasmussen.

Informal 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 or that 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.

Rasmussen College provides training to employees on these topics on an annual basis.
A campus Director contacted by a person who may have been subjected to harassment will give advice and guidance on both informal and formal procedures for solving the problem. During the informal inquiry process, all information will be kept confidential to the greatest degree as legally possible. No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President, and the Human Resource Director and Corporate Counsel, without the written permission of the person making the complaint. However, if, in the course of its inquiry Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

Incidents should be reported within 30 days. At any time during this period, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director.

Definitions

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 was made, the College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences. While the confidentiality of the information received, the privacy of the people involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to the greatest degree as 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 complaint 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, it is in the College’s best interest to attempt resolution of the problem, the College will make a formal record of the circumstances (signed by the person bringing the complaint and the person complained against) and suggest and/or undertake appropriate discussions with the persons involved.

3. When a number of people report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a classroom lecture) or when the College receives repeated complaints from different people that an individual has engaged in other forms of sexual harassment, the College may inform the person complained against without revealing the identity of the complaints.

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment.

1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement;

2) submission to or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment;

3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

This policy prohibits behavior such as:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Verbal sexual advances or propositions;
- Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
- Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements;
- Physical conduct, such as, touching, assault, or impeding or blocking movements.

Sexual harassment can occur in situations where harassment occurs over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under the third part of the definition often consists of callous insensitivity to the experience of others. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, instructors, and students, 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. qoid pro quo harassment, where submission to harassment is used as the basis for employment decisions.

Employee benefits such as promotions, better working hours, etc., are directly linked to compliance with sexual advances. The employee, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in qoid pro quo harassment. For 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 work environment harassment includes any verbal or physical conduct of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as part of the work environment.

Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling fall all into this category. For further information please refer to the EEOC’s website at eeo.gov or call the EEOC: Publications Distribution Center at 800-669-3362 (voice), 800-800-3302 (TTY).

Sexual orientation harassment: Sexual harassment includes harassment based on sexual orientation. Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is so severe, pervasive, or persistent as to so as to have the purpose or effect of creating a hostile work or educational environment.

Romantic/sexual relationships between superiors and subordinates: Substantial rights are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties. The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, opportunities for further study, or other forms of support, may greatly diminish the student’s actual freedom of choice concerning the relationship.

Similarly, the authority of the supervisor to hire, fire, evaluate performance, recommend promotions, and assign and oversee the work activities of employees may interfere with the employee’s ability to choose freely in the relationship. Further, it is inherently a matter of prestige, background, stature, credentials or other characteristics contribute to the perceptions that a power differential exists between the involved parties which limits the student or employee’s ability to make informed choices about the relationship.

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges or guarantee a successful defense if charges are made. It is the faculty member, supervisor, or staff who will bear the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/sexual relationship where there is a superior/subordinate relationship.

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through a wrongful use of authority, or when the victim/ survivor is mentally or physically disabled or helpless constitutes criminal sexual conduct.

Having a previous relationship of any nature, including prior sexual contact with the victim/survivor, or an accepted definition of consensual sexual assault. The victim/survivor does not need to prove that he/she resisted or another witness is not needed to prosecute the case. The relative age of the persons involved, the victim’s/survivor’s fear of bodily harm to self or another, the use of threat to use a weapon by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by state laws on Criminal Sexual Conduct (crime by force, criminal sexual assault).

Formal Complaints by Students and Employees

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 complaint to an Executive Vice President or President and Human Resource Director or Corporate Counsel. The Human Resource Director 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.

The College will investigate formal complaints in the following manner:

1. The person who is first contacted, after initial discussions with the complainant, will inform the College specifying the individuals involved. Rasmussen will decide whether the circumstances reported in the complaint warrant a formal investigation or an informal inquiry.

If it the circumstances warrant an investigation, Rasmussen will inform the person complained against the name of the person who is filing 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 person other than those involved in the complaint, they will be so only after informing the affected person and the person complained against.

3. The College’s first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.

5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is commenced.

If a formal complaint has not been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

4. 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 an Executive Vice President or President;

2. Report its findings with appropriate recommendations for action to an Executive Vice President or President; or

3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

Victims’ Rights Under Sexual Assault Policy

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

1. The victim is aware that criminal charges can be made with local law enforcement officials;

2. The prompt assistance of campus administration, 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 the campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;

5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;

6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;

7. The assistance of campus and/or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes; and

8. Further information from any of the following sources:

    Minnesota Department of Human Rights

    190 East 5th Street, Suite 700

    St. Paul, MN 55101

    651-297-4366 or 1-800-651-297-4366

    Website: humanrights.state.mn.us

    Office of Justice Programs

    651-284-6700 or 1-800-747-3090

    Website: op.state.mn.us

RASMUSSEN COLLEGE

ACADEMIC INFORMATION AND COLLEGE POLICIES
Wisconsin Office of Crime Victim Services Wisconsin Victim Help Line: (800) 446-5656
Fax: (608) 264-6368
Website: doj.state.wi.us/ovcs/ office-crime-victim-services

9. The campus administration may inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Reparations Board. For further information refer to the Office of the Crime Victim Ombudsman website at ovp.state.mn.us/ (651-642-0550) or the Crime Victims Reparations Board 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 85), 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.ed.gov/.

Students are prohibited from unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on property belonging to the College including but not limited to grounds, parking areas, or anywhere within the buildings); or while participating in College-related activities including but not limited to clinical, externship, or practicum experiences. Students who violate this policy will be subject to disciplinary action up to and including expulsion or termination of enrollment.

As a condition of enrollment, students must abide by the terms of this policy or the College will take one or more of the following actions within 30 days with respect to any student who violates this policy by:
1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such student, up to and including expulsion or termination of enrollment.
3. Requiring such student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

In compliance with the law, the College will make a good faith effort to maintain a drug-free College through implementation of the preceding policy and will establish and maintain a drug-free and alcohol awareness program. Upon enrollment and on an annual basis, students will receive a copy of the Rasmussen College Drug-Free Schools and Workplace policy, list of applicable sanctions under federal, state, or local laws, description of health risks, list of drug and alcohol programs that are available, and list of imposed disciplinary sanctions for students.

The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the authority to evict residents found to be involved in drug related crimes on or near the public housing premises. In addition, federal contracts are subject to a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with drugs could lose their eligibility for financial aid. Further, they may be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

For purposes of this policy, “tobacco use” means the personal or joint consumption of tobacco products, whether it lies not, including the use and display of an electronic cigarette or other device intended to simulate smoking. Prohibited tobacco products include smokeless tobacco, snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco; and the use of unit cigarettes, cigar tobacco, and pipes.

Smoking is defined as inhaling, exhaling, or carrying in hand any illicit tobacco product, including cigarettes, pipe tobacco, and any other tobacco products.

Personal possession of tobacco products inside a pocket, handbag or other storage container where the product is not visible is allowed.

Anyone found to be in violation of the Tobacco Use Policy will be subject to discipline in accordance with the applicable conduct and discipline policy.

Visitors may be asked to leave the premises.

We recommend that you familiarize yourself with the general changes in any student of Rasmussen College immediately notify the Academic Dean or Campus Director.

Drug Abuse Policy
Rasmussen College is committed to providing a safe, drug-free environment for its students and employees, based on our concern for the safety, health and welfare of our students and their families, as well as our employees and the community. The organization also wishes to protect its business from unnecessary financial losses due to drug-related activities and/or drug abuse.

We encourage and support students preserving any of the above changes in any student of Rasmussen College immediately notify the Academic Dean or Campus Director.

Consistent with this commitment, Rasmussen College strictly prohibits:

1. The presence of students or employees on campus or off campus activities sponsored by the College, while under the influence of intoxicants, drugs or any other controlled substances.

2. The use, manufacture, 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 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 suspended pending outcome of an investigation regarding compliance with this policy.

Tobacco Use Policy
Smoking and tobacco use is prohibited at all facilities owned, leased and/or controlled by Rasmussen College, including campuses, office buildings and grounds. This includes, but is not limited to, common work areas, classrooms, labs, elevators, hallways, restrooms, employee lounge, student lounges, library, parking lots, plazas, courtyards, entrance and exit ways, and any other areas of the campus grounds. This policy applies to all faculty, staff, students and visitors.

This policy does not apply to areas of multi-tenant buildings that the proprietor has designated a public area for smoking. Similarly, this policy does not apply to off-site events controlled or sponsored by the College where site management had designated an area for smoking.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

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

Directory Information
Directory information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that requests be made in writing to the Campus Director within fifteen (15) days after the student starts classes.

Directory information includes: Student’s name, date of birth, address(es), Rasmussen College issued student email address(es), extracurricular activities; degrees and/or awards received, last school attended; dean’s list or equivalent; attendance status (full-time, part-time) and dates of attendance (the period of time a student attends or attended Rasmussen College not to include specific daily records of attendance). Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Campus Director. Once filed this becomes a permanent part of the student’s record until the student informs the institution, in writing, to have the request removed.

Grievance Policy
It is the policy of Rasmussen College that students should have an opportunity to present school-related complaints through grievance procedures. The College will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriate grievance is defined as a student’s expressed desire for the correction of an alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their appeal. For appeals involving academic issues, as final grades, students may appeal first to their instructor, in writing, to the instructor’s “office” at Rasmussen.edu email found on the course syllabus within a week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, who will have one week from the time they are contacted by students to consider any such appeals, students must provide appeal documentation and a written statement to the Dean. The Dean will have one week from the time they are contacted by students to consider any such appeals. If the issue remains unresolved after a thorough investigation of the matter by the Dean and the student wishes to further the appeal, the student must submit a written statement of appeal to the Vice President of Academic Affairs – Learning & Teaching thereon. A Response will be given within 30 days. If individuals wish to appeal a decision or request a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Vice President of Student Affairs within 15 calendar days of the issue in question. Response will be given within 30 days.

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

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

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

Rasmussen College is currently authorized or licensed* to operate in: Alabama, Arkansas, Delaware, Florida, Illinois, Indiana, Iowa, Kansas, Minnesota, Missouri, North Dakota, Wisconsin, Wyoming, and Washington. Rasmussen College will continue to monitor developments in state laws in each state in which it enrolls students and, if authorization of licensure is or becomes necessary, will work to obtain such additional approvals.

*Many states do not require specific authorization or licensure for their residents to enroll in online programs.

STATE CONTACT INFORMATION FOR STUDENT COMPLAINTS*

ALABAMA
Alabama Commission on Higher Education P.O. Box 302000 Montgomery, AL 36130 ache.state.al.us/forms_pubs/complaint.pdf

ARKANSAS
Arkansas State Board of Postsecondary Education 1400 West Washington Street, Room 260 Phoenix, AR 72101 azpssfa.gov/student_info/compliance.asp

ARKANSAS
Arkansas Higher Education Coordinating Board Arkansas Department of Higher Education 14 East Capitol Ave. Little Rock, AR 72201 ADHE_Info@adhe.edu adhe.edu/SiteCollectionDocuments/AcademicAffairs/Division/Delores/APPENDIX%20J%20Students%20Grievance%20Complaint%20process%20%20new.pdf

ARIZONA
Arizona State Board of Private Postsecondary Education 1400 West Washington Street, Room 260 Phoenix, AR 72201 azpssfa.gov/student_info/compliance.asp

CALIFORNIA
Approved Institutions: California Bureau of Private Postsecondary Education P.O. Box 980816, West Sacramento, CA 95698 bpec@dca.ca.gov bppe.ca.gov/forms_pubs/complaint.pdf

COLORADO
State Board of Higher Education 1560 Broadway, Suite 1600 Denver, CO 80202 highered.colorado.gov/Academics/Complaints/default.html highered.colorado.gov/DOPS/Students/complaint.html

CONNECTICUT
Connecticut Office of Financial and Academic Affairs for Higher Education 61 Willowbrook Road Hartford, CT 06105 800-347-1800, info@ctdoe.org Non-degree institutions: ctdoe.org/POSA/pdf/CP2ComplaintForm.pdf

CONNECTICUT
Connecticut Department of Consumer Protection 167 Capitol Avenue, Room 110 Hartford, CT 06106 trade.practices@ct.gov ct.gov/Consumer/Consumer_Statement__CPP_F-2.pdf

DELARWARE
Delaware Higher Education Office Carvel State Office Building, 5th Floor, 820 North French Street Wilmington, DE 19801 dheo@dox.k12.de.us Delaware Attorney General Consumer Protection Wilmington, 820 North French Street Wilmington, DE 19801 consumer.protection@state.de.us

DISTRICT OF COLUMBIA

FLORIDA
Florida Commission for Independent Education 1325 West Gaines Street, Suite 1414 Tallahassee, FL 32399 fdoe.org/cie/complaint.asp

*Approved Institutions:
- Approved Institutions:

- Exempt Institutions:
ACADEMIC INFORMATION AND COLLEGE POLICIES

SOUTH CAROLINA
South Carolina Commission on Higher Education 1122 Lady Street, Suite 300 Columbia, SC 29201 803-737-3514 che.sc.gov/AcademicAffairs/License/ Complaint_procedures_and_form.pdf

SOUTH DAKOTA
South Dakota Department of Attorney General, Division of Consumer Protection 1302 East Hwy 14 Suite 3 Pierre, SD 57501 sdo.com/State/sd.us South Dakota Office of Attorney General, Division of Consumer Protection 201 Chicago Avenue, 3rd Floor PO Box 8696 Madison, WI 53708 email: sos.consumer@sd.gov sos.consumer@sd.gov/complaints/index.html

TENNESSEE

TEXAS
Texas Higher Education Coordinating Board (The Texas Education Agency) 1915 Boston Avenue, Third Floor Austin, TX 78756 Office of the Attorney General/Consumer Protection Division PO Box 12548 Austin, TX 78779 oasis.state.tx.us/Consumer/ComplaintForm.pdf Texas Workforce Commission Career Schools and Colleges - Room 226-T PO Box 12548 Austin, TX 78711 oasis.state.tx.us/Consumer/ComplaintForm.pdf

UEN
Utah Division of Consumer Protection 160 East 300 South Salt Lake City, UT 84111 consumerprotection.utah.gov http://consumerprotection.utah.gov/complaints/index.html

VERMONT

VIRGINIA
Virginia State Council of Higher Education for Virginia 101 North 14th Street, James Monroe Building Richmond, VA 23219 communications@svcev.edu svcev.edu/students/studentcomplaint.asp

WASHINGTON
Washington Student Achievement Council 917 Lake Ridge Way, P.O. Box 43430 Olympia, WA 98504 dainfo@wsac.wa.gov wsac.wa.gov/ConsumerProtection/ Washington Workforce Training and Education Coordinating Board 128 10th Avenue SW PO Box 43103 Olympia, WA 98504 workforce@wta.wa.gov wta.wa.gov/Go/ConsumerComplaints.pdf

WEST VIRGINIA

RASMUSSEN COLLEGE
Community and Technical College System of West Virginia 1018 Kanawha Blvd. East, Suite 700 Charleston, WV 25301

WISCONSIN
Wisconsin Educational Approval Board 2010 Lakeridge Way, P.O. Box 43430 Madison, WI 53708 email: eab.state.wi.us/resources/complaint.aspx eab.state.wi.us/resources/complaint.aspx

WYOMING
Wyoming Department of Education 2900 University Ave., Hathaway Building, 2nd Floor Cheyenne, WY 82020 Attorney General Offices 123 Capital Building, 200 West 24th Street Cheyenne, WY 82020

TwC.state.tx.us/svcs/propschools/ps401a.pdf Career Schools and Colleges - Room 226-T Austin, TX 78711

Consumer Protection OAG.state.tx.us/consumer/complaintform.pdf Austin, TX 78711

Montpelier, VT 05620
gov/complaints/index.html

Wisconsin Educational Approval Board 2010 Lakeridge Way, P.O. Box 43430 Madison, WI 53708 email: eab.state.wi.us/resources/complaint.aspx

Montpelier, VT 05620
gov/complaints/index.html

Community and Technical College System of West Virginia 1018 Kanawha Blvd. East, Suite 700 Charleston, WV 25301

Wisconsin Educational Approval Board 2010 Lakeridge Way, P.O. Box 43430 Madison, WI 53708 email: eab.state.wi.us/resources/complaint.aspx eab.state.wi.us/resources/complaint.aspx

Wyoming Department of Education 2900 University Ave., Hathaway Building, 2nd Floor Cheyenne, WY 82020

Attorneys General Offices 123 Capital Building, 200 West 24th Street Cheyenne, WY 82020

Additional complaint information is available atwcc.state.wy.us/ hwcc/complaints/index.html

This list includes contact information for all 50 states, the District of Columbia, and Puerto Rico and should not be construed as indicative of what agencies regulate the institution or in what states the institution is licensed or required to be licensed. States, through the relevant agencies or Attorney Generals Offices, will accept complaints regardless of whether an institution is required to be licensed in that state.

• If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the Period of Instruction for which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed one-half of the total charges for tuition, fees, and all other charges that the length of the completed portion of Instruction bears to its total length. After the completion of 60% of the Period of Instruction, no refund will be made.
• Student refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw.
• The refund policy is not linked to compliance with the College’s regulations or rules of conduct.
• Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

The State of North Dakota Cancellation, Termination, Refund 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 state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a credit balance on the student’s account, a credit balance on the student’s behalf, or a credit balance on the school’s behalf. The school determines the percentage and amount of tuition which was unearned. Rasmussen College subtracts the unearned tuition and the unearned percentage of Title IV aid, and returns the lesser of these two amounts. A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations. A post-withdrawal disbursement occurs when a student who withdrew and was awarded aid earlier than withdrawal from school and before the withdrawal determination date did not receive disbursement of aid prior to the withdrawal determination date. Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 45 days of the school’s determination that the student withdrew.

RASMUSSEN COLLEGE
In addition, loan post-withdrawal disbursements must be done within 140 days after the school's determination that the student withdrew. Rasmussen College credits the student's account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, the offer is made to the student within 30 days of the school's determination that the student withdrew. The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the monies. The 14-day response time is given to the student for their decision. If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this mandate by refunding monies in the following sequence: Unsubsidized Stafford Loans, Subsidized Stafford Loans, and PLUS Loans, Pell Grant, FSEOG, and then other Title IV programs. Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education for calculation of the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

Extended Quarter Break Stop Out Policy

Rasmussen College encourages students to remain continuously enrolled in their program through to graduation. Rasmussen College recognizes that on occasion a student may experience an extraordinary personal situation for which the student may need an extended break between quarters. A student with an extinguating circumstance may apply for the Extended Quarter Break Stop Out Policy. Students who are enrolled and meeting the standards of Satisfactory Academic Progress at the end of one term may apply for an extended break for the following term. The student must successfully complete the term immediately prior to the Stop Out term. The student must commit to returning on the mid-quarter start (week 6) of the subsequent quarter or the student will be withdrawn from Rasmussen College. The student must meet with his or her Student Advisor in order to obtain a Stop Out Request Form. The Student Advisor will provide the student with the necessary information to make an informed decision. Stop Out Request Forms must be signed prior to the first day of classes for which the Stop Out is being requested. Students will remain continuously enrolled and will not be eligible to receive financial aid at any other institution during the time the student is on leave. Students who are approved to take a Stop Out are eligible to receive aid only on the mid-start courses of the term the student returns. A Stop Out is not permitted in consecutive terms.

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 academic quarter due to the deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and mandatory fees for the term, subject to the provisions of the laws governing federal or state financial aid programs and allocation or refund as required under those programs. The student will receive a grade of “W.” Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student’s Enrollment Funds Form (completed upon enrollment). Students in good standing who withdraw under this policy may be readmitted and re-enroll under the catalog that is current at the time of re-enrollment, without penalty or redetermination of admission eligibility, within one year following their release from active military service. Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of re-enrollment.

Medical Leave of Absence and Medical Withdrawal Policy

Medical Leave: Each leave will be for one quarter and can be extended through the following quarter. No leave may extend for more than two consecutive quarters, although there is no limit to the total number of quarters that a student may accumulate. Medical leave is intended for students who need to take time away from Rasmussen College for health reasons.

Medical Withdrawals may be one of the following:

1. Medical Withdrawal: intended for students who do not plan to return to Rasmussen College.
2. Involuntary Medical Withdrawal: Initiated by student’s professional therapist and/or physician if a student is suspended or are dismissed due to conduct policy violations, or who pose a direct threat to themselves or others.

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, sign it 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 complete a re-admission application. Additionally, the Campus Accommodations Coordinator must receive a letter from the professional therapist/physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College. Students must be cleared of all medical issues and have re-enrollment approval from the professional therapist/physician before re-enrollment can be finalized.

Involuntary Medical Withdrawal Appeal Process

A student who is placed on an involuntary Medical Withdrawal may appeal the decision to the College President within three (3) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The College President (or their designee) has three (3) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then finalized. The College President (or their designee) may extend the time limits set forth above as necessary. While the appeal is pending, the original decision of Campus Administration will stand.

When a Student Wants to Return After an Involuntary Medical Withdrawal

Re-enrollment will require a completed re-admission application from the student along with a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College. Students in the cleared state of the following once the re-admission application is received: Dean, Student Financial Services Office and Campus Director.

Federal Distribution of Funds Policy

Once a student is in good academic standing, a student may determine if the federal portion of the refund shall be distributed back to the various programs in the following manner:

• All refund monies shall first be applied to reduce the student’s Federal Direct Unsubsidized Stafford, Federal Direct Subsidized Stafford, and Federal Direct PLUS loans received on behalf of the student.
• Any remaining refund monies will then be applied to reduce the student’s Federal Pell Grant award.
• Any remaining refund monies will then be applied to reduce the student’s Federal SEOG award.
• Other Federal SFA Programs (authorized by Title IV Higher Education Act)

Non Federal Refund Distribution Policy

For Florida Campuses

If the disbursement is made of the Florida State Assistance Grant (FSG) while the student is enrolled, no refund will be due. If the disbursement is made while the student is no longer in attendance, a full refund to the Florida State Grant program is due. Students who are placed on an Involuntary Medical Leave or Involuntary Medical Withdrawal may appeal the decision to the College President.

For Minnesota Campuses

Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due 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 charge the state mandated refund policy

Amount of Institutional Share of the Title IV Refund

Remaining refund due to the State Aid Programs

Ratios are then determined for each of the State Financial Aid Programs as part of the total Non-Title IV financial aid disbursed to the student (for the period during which the student withdrew). These ratios are then multiplied against the remaining refund due to the State Aid Programs to determine the proportional minimum refund due to both the State Grant and SELF Programs. If the student received funds from other State Aid Programs, those refunds would be calculated in the same manner.

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

• Any remaining refund monies will then be applied to reduce the student’s Minnesota State Grant award and/or Minnesota SELF Loan.

• Any remaining refund monies will then be applied to other institutional sources.

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 student discontinues training for any reason, any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. Electronic resources, access to which the veteran would no longer be entitled the course resource fee, shall remain accessible to the veteran as long as the license provided by the publisher/content owner allows. Licenses for electronic resources, which are utilized in most courses at Rasmussen College, are typically active for a length of 180 days to two years, dependent on the publisher. The remaining amount of the prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.
## Tuition

Pricing will be effective for new students as of July 2014

<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>$310 per credit</td>
<td>$299 per credit</td>
</tr>
<tr>
<td>• School of Design</td>
<td>$299 per credit</td>
<td>$299 per credit</td>
</tr>
<tr>
<td>• School of Education</td>
<td>$375 per credit</td>
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</tr>
<tr>
<td>• School of Justice Studies</td>
<td>$375 per credit</td>
<td>$375 per credit</td>
</tr>
<tr>
<td>• School of Health Sciences</td>
<td>$310 per credit</td>
<td>$299 per credit</td>
</tr>
<tr>
<td>• School of Technology</td>
<td>$310 per credit</td>
<td>$299 per credit</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>School of Nursing:</th>
<th>Part Time</th>
<th>Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Practical Nursing Diploma</td>
<td>$395 per credit</td>
<td>$395 per credit</td>
</tr>
<tr>
<td>• Professional Nursing</td>
<td>$310 per credit</td>
<td>$310 per credit</td>
</tr>
<tr>
<td>• RN to BSN</td>
<td>$299 per credit</td>
<td>$299 per credit</td>
</tr>
</tbody>
</table>

- 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 resources fee of $150 per course. Courses with course numbers ending with “L” or “LL” will not be charged a course resources 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 resources fee of $150 for every 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 a $150 course resources fee for each class.

- Audit Students who elect to take courses without earning college credit are charged $275 per credit hour plus a $150 course resources fee for each course. Students who wish to convert the Audit grade to a letter grade will be charged an additional fee of $75 per credit hour.

- No additional discount or reduction can be applied to full-time tuition rates with the exception of the School of Nursing, whose students remain eligible for corporate partner discounts, military member/family discounts and articulation discounts.

### Course Resources Fee

Rasmussen College has one simple course resources fee, charged for all courses. This fee makes the cost of course resources predictable each quarter. Only one course resources fee will be applied for courses with a common course number split between lecture, lab and clinical components. The course resources fee includes, but is not limited to (where applicable for specific programs):

- Rental of eBooks for use during the course for the time period prescribed by the course materials vendor(s)
- Physical and electronic library resources (reference services, books, eBooks, databases, guides, interlibrary loan, etc.)
- Peer, faculty and expert tutoring with 24/7 math support and question response as well as lab paper review
- Technology tools and online course systems
- The Student Portal
- The Personal Support Center Help Desk
- Tactical facilities and services required for the criminal justice program
- Licensed materials and videos
- Reimbursement for student exam certifications and certain exam review programs
- Some (not all) background checks and immunizations
- Uniforms and other supplies for the medical and criminal justice programs used while in class
- Access to online career resources such as Optimal Resume and Job Connect

For information on our graduation rates, median graduate debt levels, and other student investment disclosure information, visit rasmussen.edu/SID.
### Central Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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</tr>
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<tbody>
<tr>
<td>Kristi A. Waite</td>
<td>President</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Trenda Boyum-Breen</td>
<td>Chief Academic Officer</td>
<td>M.S., Winona State University</td>
</tr>
<tr>
<td>Dwayne Bertotto</td>
<td>Regional Admissions Vice President</td>
<td>B.A., Concordia College</td>
</tr>
<tr>
<td>Brent Dobsch, CPA</td>
<td>Chief Financial Officer</td>
<td>M.I.S., M.B.A., Katz Graduate School of Business</td>
</tr>
<tr>
<td>Tawnie L. Cortez</td>
<td>Vice President of Student Affairs</td>
<td>B.A., Montana State University</td>
</tr>
<tr>
<td>Donato J. DeVito</td>
<td>Senior Vice President, Admissions Services</td>
<td>M.B.A., University of Scranton</td>
</tr>
<tr>
<td>George Fogel</td>
<td>Vice President of Compliance and Financial Services</td>
<td>B.S., Excelsior College</td>
</tr>
<tr>
<td>Douglas Gardner</td>
<td>Campus President</td>
<td>B.A., Buena Vista College</td>
</tr>
<tr>
<td>Susan M. Hammerstrom</td>
<td>Vice President of Admissions &amp; Training</td>
<td>B.S., St. Cloud State University</td>
</tr>
<tr>
<td>Amy King</td>
<td>Campus President</td>
<td>M.B.A., Benedictine University</td>
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<tr>
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<td>Chief Executive Officer</td>
<td>B.S., University of Toledo</td>
</tr>
<tr>
<td>Greg Witte</td>
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<td>B.M.E., Central Missouri State University</td>
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<tr>
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<tr>
<td>Patty Sagert</td>
<td>Campus Director</td>
<td>M.A., Gonzaga University</td>
</tr>
<tr>
<td>Matthew McGinley</td>
<td>Director of Admissions</td>
<td>B.A., Metropolitan State University</td>
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<td>Blaine</td>
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<td>Of Counsel, Winston &amp; Strawn LLP</td>
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ACADEMIC ADMINISTRATION

Matthew Segaard  
Assistant Vice President of Institutional Research and Assessment  
M.A., Ohio University  
M.A., B.A., Bowling Green State University  
Twin Cities  

Matthew Petz  
Vice President of Academic Affairs – Program Leadership  
M.A., St. Mary’s University of Minnesota  
B.S., St. Cloud State University  
Twin Cities  

John Smith-Coppes  
Vice President of Academic Affairs – Operations  
M.B.A., Bethel University  
B.Acc., University of San Diego  
Twin Cities  

Kathe Kacheroski  
Assistant Vice President, Academic Affairs – Program Leadership  
M.A., University of St. Thomas  
B.A., University of Illinois – Urbana-Champaign  
Twin Cities  

Carrie Daninhirsch  
Regional Dean  
M.S., Lesley College  
B.S., Northeastern University  
Southeast  

Joy Henrich  
Regional Dean  
M.S., B.S., Cardinal Stritch University  
Great Lakes  

Karen Meyer  
Regional Dean  
M.S., B.S., Kansas State University  
M.S., Fort Hays State  
Midwest  

Andrew LaMere  
Academic Dean  
M.A., Gonzaga University  
B.S., University of Wisconsin-River Falls  
Blaine  

Tracy Tepley  
Academic Dean  
M.S., B.S., North Dakota State University  
Bloomington  

Kailyn Helget  
Academic Dean  
M.S., B.S., St. Cloud State University  
Brooklyn Park/Maple Grove  

Nicole Shopbell  
Associate Dean  
M.Ed., B.S., University of Minnesota – Twin Cities  
Brooklyn Park/Maple Grove  

Seth Berg  
Academic Dean  
M.F.A., Bowling Green State University  
B.A., University of Toledo  
Eagan  

Christina Salmon  
Academic Dean  
M.A., St. Mary’s University  
B.S., University of Wisconsin – River Falls  
Lake Elmo/Woodbury  

Donna Wenkel  
Academic Dean  
M.S., B.S., Minnesota State University – Mankato  
Mankato  

Laurie Larson  
Academic Dean  
M.A., University of North Dakota  
B.A., Minot State University  
St. Cloud  

Ann Morgan  
Vice President of Academic Affairs – Learning and Teaching  
M.A., University of Minnesota – Twin Cities  
B.A., University of Wisconsin-Eau Claire  
Twin Cities  

Michelle Carlin  
Academic Dean  
M.A., University of Hartford  
B.A., Wels College  
National Online  

Lyne Croteau  
Academic Dean – AcceleratED  
M.B.A., M.H.R.M., Keller Graduate School of Management of DeVry University  
B.S., Westfield State College  
Twin Cities  

Sabrina Ely  
Academic Dean – Distance Education  
M.A., Bethel University  
B.S., University of Wisconsin – River Falls  
Twin Cities  

Jennifer Moorhead  
Associate Dean  
M.B.A., B.S., University of Central Florida  
Southeast  

Todd Pugh  
Associate Dean  
M.S., Concordia University  
B.A., Coe College  
Midwest  

Deidre Walker  
Associate Dean  
M.A., Trinity International University  
B.A., Loyola University  
Great Lakes  

Heather Zink  
Hybrid Classroom Manager  
M.S., Saint Joseph’s University  
B.S., Ohio Northern University  
Clinical Lab Science Certificate – Wright State University  

SCHOOL OF BUSINESS

Soma Jurgensen  
State Program Coordinator  
M.B.A., St. Thomas University  
B.A., University of Minnesota – Twin Cities  
Brooklyn Park/Maple Grove  

Kari Gritter, CPA  
State Program Coordinator  
M.B.A., Benedictine University  
B.S., University of Wisconsin – Stout  
Eagan  

Lauri Miller  
M.B.A., Rollins University  
B.S., University of Minnesota – Duluth  
Blaine  

Ian VanDeventer  
Business Program Coordinator  
M.B.A., American Public University  
M.B.A., Capella University  
B.A., University of Minnesota  
Bloomington  

Aaron Brandel  
J.D., University of Miami  
B.A., State University of New York – Binghamton  
Bloomington  

Thomas Stoltz  
M.A., Jones International University  
B.A., Hamline University  
Bloomington  

Molly Gigli  
M.B.A., Indiana Tech  
Brooklyn Park/Maple Grove  

Dom Navarro  
J.D., Appalachian School of Law  
B.S., Winona State University  
Brooklyn Park/Maple Grove  

Antar Salim  
Business Program Coordinator  
Ph.D., Argosy University  
M.B.A., Southern Illinois University  
B.S., University of Michigan  
C.P.M., James Madison University  
Eagan  

Barbara Hentges  
M.A., St. Catherine’s University  
B.S., Carlson School of Management  
Eagan  

Michael Berkey  
J.D., William Mitchell College of Law  
M.B.A., B.S., Cardinal Stritch University  
Lake Elmo/Woodbury  

Brian Symalla  
M.B.A., Carlson School of Management-University of Minnesota  
B.A., University of Minnesota – Morris  
Lake Elmo/Woodbury  

Margaret Stenzel  
Graduate Certificate in Accounting, DeVry University  
M.B.A., Minnesota State University – Mankato  
B.A., College of St. Benedict  
Mankato  

Jeri Rutzloff  
M.B.A., B.S., Minnesota State University – Mankato  
Mankato  

Gabe Stenzel  
M.A., Minnesota State University – Mankato  
B.A., St. John’s University  
Mankato  

Tom LeNeau  
M.B.A., Arizona State University  
M.Ed., University of Minnesota  
B.A., University of Minnesota-Duluth  
B.S., St. Cloud State University  
St. Cloud  

Latricia Roundtree  
M.B.A., Webster University  
B.S., Florida State University  
Online
SCHOOL OF DESIGN

Jennifer Ayotte  
Dean, School of Design
M.S., St. Joseph’s University  
B.F.A., University of Missouri – Columbia  
Twin Cities

Kirsty Mize  
State Program Coordinator  
B.A., California State University – Fullerton  
St. Cloud

Joshua Sappa  
B.S., Art Institutes of International  
Blaine

Anand Hurkadli  
School of Design Program Coordinator  
B.F.A., Minneapolis College of Art and Design  
Bloomington

John Mindiola III  
B.F.A., University of Wisconsin – Stout  
Brooklyn Park/Maple Grove

Todd Jerde  
Digital Design & Animation Program Coordinator  
A.A.S., School of Communicative Arts  
Eagan

Eric Melhorn  
M.S., Saint Joseph’s University  
B.A., Concordia University  
A.A., Minnesota State University – Mankato  
Mankato

Gabe Stenzel  
M.A., Minnesota State University – Mankato  
B.A., St. John’s University  
Mankato

Drew Blom  
B.F.A., Rocky Mountain College of Art and Design  
Online

Ed Sargeant  
M.A., Camberwell College of Arts – London  
B.A., Bournemouth University – England  
Online

SCHOOL OF EDUCATION

Mary Muhs  
Dean, Early Childhood Education  
M.A., National Lewis University  
B.A., University of Illinois  
Twin Cities

Rebecca Beane  
M.A., Concordia College  
B.A., California State University  
Brooklyn Park/Maple Grove

Tosca Grimm  
M.A., Concordia University  
B.A., Oral Roberts University  
Brooklyn Park/Maple Grove

Regina Jackson  
Early Childhood Education Program Coordinator  
M.A., B.A., Concordia University  
Eagan

Ann Cutilin  
Early Childhood Education Program Coordinator  
M.A., College of St. Catherine’s  
B.S., University of Minnesota  
Lake Elmo/Woodbury

LaNette Sowlie  
M.A., Concordia University  
B.S., Northwestern Oklahoma State University  
Lake Elmo/Woodbury

Jamie Wendt  
M.Ed., University of Minnesota – Twin Cities  
B.S., University of Wisconsin – Stout  
Lake Elmo/Woodbury

Joni Kuhn  
M.A., City University of Seattle  
B.A., Western Washington University  
Online

SCHOOL OF HEALTH SCIENCES

Christian Wright, DC  
Dean, School of Health Sciences  
D.C., B.S., National University of Health Sciences  
M.A.C.C., Argusy University  
Twin Cities

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

Amberly Hoyer  
D.C., Palmer College of Chiropractic  
B.A., University of Northern Iowa  
Blaine

Susan Kocianski  
B.S., University of Minnesota  
Diploma, Anoka Technical College  
Blaine

Terra Walker  
Medical Assisting Coordinator  
B.A., Gustavus Adolphus College  
Blaine

Jennifer Eull, CMA  
Medical Assisting Program Coordinator  
A.A.S., High Tech Institute  
Bloomington

David Farrar  
M.P.H., University of Minnesota – Twin Cities  
B.A., University of Minnesota – Duluth  
Bloomington

Angela Gear  
D.C., Sciences University  
B.S., Northwestern Health Sciences University  
Bloomington

Kristy Hostetler  
A.A.S., Lake Superior College  
Certificate, Herzing University  
Bloomington

Ruth Peterson  
M.D., Ohio College of Podiatric Medicine  
B.A., College of St. Scholastica  
A.A.S., North Hennepin Community College  
Bloomington

Melissa Johnson  
Medical Assisting Program Coordinator  
B.S., Gustavus Aldolphus College  
A.A.S., Minnesota School of Business  
Brooklyn Park/Maple Grove

Jennie Kowal, CMA (AOAMA)  
A.A.S., Anoka Technical College  
Brooklyn Park/Maple Grove

Sara Vodnick, CST  
Surgical Technologist Program Coordinator  
A.A.S., Lake Superior College  
Brooklyn Park/Maple Grove

Lindsay Nesmoe  
D.C., B.S., Northwestern Health Sciences University  
Brooklyn Park/Maple Grove

LaTarsha Turner  
M.B.A., Mississippi State University  
B.S., University of Mississippi Medical Center  
Brooklyn Park/Maple Grove

Beth Collins, CMA (AOAMA), LXMOM  
Medical Assisting Program Coordinator  
A.A.S., Globe University  
Diploma, Minneapolis Business College  
Eagan

Barbara Blair  
Medical Assisting Program Coordinator  
A.A.S., Duluth Business University  
Lake Elmo/Woodbury

Mia Maiden  
Medical Laboratory Technician Program Coordinator  
M.B.A., Keller Graduate School of Management  
B.S., University of Minnesota  
Lake Elmo/Woodbury

Jeremy Barthels  
D.C., Northwestern Chiropractic College  
M.A., Creighton University  
B.S., University of Wisconsin – La Crosse  
Lake Elmo/Woodbury

Alan Frankel  
D.C., Northwestern Health Sciences University  
Lake Elmo/Woodbury

Jake Herbst  
M.A., B.A., The College of St. Scholastica – Duluth, MN  
Lake Elmo/Woodbury

Nancy Tammen  
A.A.S., College of St. Catherine’s  
A.S., Maric College, California  
Lake Elmo/Woodbury

Becky Tow, MLS, ASCP  
BB CM  
Medical Laboratory Technician Program Coordinator  
B.A. Augustana College  
Manako

Deb Bobendrier  
D.C., Palmer College of Chiropractic West  
B.A., University of Wisconsin – La Crosse  
Manako

Eunice Carlson, RHIA  
M.S., St. Joseph’s University  
B.S., St. Scholastica  
Manako

Karla Gordon, RN, RMA  
A.D.N., Des Moines Area Community College  
Manako

Jennifer Bestick  
Chair of Health Sciences  
D.C., Northwestern College of Chiropractic  
B.S., St. Cloud State University  
St. Cloud

Lisa Luzadder, CMA  
Medical Assisting Program Coordinator  
A.A.S., Anoka Technical College  
St. Cloud

Melissa Oelke, RHIA  
Health Information Technician Program Coordinator  
B.A., Anoka-Ramsey Community College  
St. Cloud

Elizabeth Sobiech, MT (ASCP)  
Medical Laboratory Technician Program Coordinator  
B.A., University of Cincinnati  
A.A.S. Alexandria Technical College  
St. Cloud

Lori Grinwis, CST  
M.A., Saint Xavier University  
Surgical Technologist Program Coordinator  
B.S., St. Cloud State University  
Diploma, St. Cloud Technical and Community College  
St. Cloud

Charline Bumgardner, BA, RHIT  
B.A., Warner University  
A.A., Brevard Community College  
Online

Judy Johnson  
M.S., University of Minnesota  
M.H.S.A., The George Washington University  
B.S., University of Illinois  
Online
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Dean, School of Justice Studies  
Ph.D., M.S., Southwest University  
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Michael Ardoff
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Catherine Bridston  
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B.A., University of Minnesota  

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M.A., St. Catherine University  

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Dean of Nursing  
M.A.N., Bethel University  

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M.A., St. Catherine University  

A.S., St. Scholastica  

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M.S.N., University of Minnesota  

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M.N., Walden University  

Marsha King, MSN, BSN, RN  
Nursing Simulation Lab Coordinator  
M.S.N., B.S.N., University of Phoenix  

Julie Deane, RN, MA, MAEd, BSN, CNE  
M.A., St. Catherine University  

A.S., Western Wisconsin Technical College  

Kristine Simoni, MSN, PHN, RN  
Dean of Nursing  
M.S.N., B.S.N., Metropolitan State University  

Laura Blesi, BSN, RN  
B.S.N., Minnesota State University– Moorhead  

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M.S.N., University of Phoenix  

B.S.N., University of Wisconsin  

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M.S.N., B.S.N., Grand Canyon University  

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B.A.N., Jamestown College  

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Dean of Nursing  
M.A.N., Bethel University  

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M.S.N., Walden University  

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B.A., St. Scholastica  

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M.S.N., University of South Alabama – Mobile  

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Interim Dean of Nursing  
Ed.D., Argosy University  

Julie Eigenheer, MSN, RN  
M.S.N., Benedictine University  
B.S.N., Minnesota State University – Mankato  

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M.S.N., Loyola University  

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M.S.N., Saint Xavier University  

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M.S.N., Benedictine University  

Toni Reed, MSN, RN  
B.S.N., University of Minnesota  

Angela Dossall, MSN, RN  
M.S.N., University of Minnesota  

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 ר Dean of Nursing  
D.N.P., Walden University  

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M.S.N., University of Mary  

Mary Lindberg, MSN, RN  
M.S.N., B.S.N., Walden University  

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M.S.N., B.S.N., St. Cloud State University  

James Tollefson, MSN, RN  
B.A.N., College of Saint Scholastica  

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B.S.N., MedCenter One College of Nursing-Bismarck  

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B.S.N., University of South Carolina  

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Dean of RN to BSN program  
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Dean, School of Technology
M.S., University of Minnesota – Twin Cities
B.S., Saint Mary’s University of Minnesota
Twin Cities

Jacob Sorem
State Program Coordinator
B.S., A.A.S., Rasmussen College
Brooklyn Park/Maple Grove

Abdul Daud
M.S., B.S., St. Mary’s University
Blaine

Todd Ebersviller
B.S., University of Wisconsin – Stout
A.A.S., Hennepin Technical College
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Bloomington

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M.S., Western Michigan University
B.S., University of Michigan

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Bloomington

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Lake Elmo/Woodbury

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B.A., West Virginia Wesleyan College

Beth Marie Gooding
Associate Dean of Library
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B.A., University of Iowa

Jon Micetic
Associate Dean of Learning Center
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B.A., Illinois Wesleyan University

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Cassandra Sampson
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Learning Center Coordinator
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B.A., University of Minnesota

Katherine Bessey
Reference Librarian
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B.A., University of Wisconsin – Green Bay

Brooke Cutilt
Learning Center Coordinator
M.A., Hamline University

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Suzanne Schriefer
Regional Library Manager
M.A.L.S., B.A., University of Michigan

M.B.A., University of Detroit

Valerie Barbaro
Learning Center Coordinator
M.F.A., Emerson College

B.A., University of Minnesota

Dennis M. Johnson
Reference Librarian
M.L.I.S., Dominican University

B.A., Winona State University

Collette Henretty
Learning Center Coordinator
M.A., TESOL, University of Wisconsin – River Falls

B.S., University of Wisconsin – Platteville

Ashley Guy
Reference Librarian
M.L.I.S., University of Wisconsin – Madison

B.A., University of Wisconsin – La Crosse

Dan Deschaine
Learning Center Coordinator
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<th>Address</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aurora/Naperville</td>
<td>2363 Sequoia Drive, Aurora, IL 60506</td>
<td>630-888-3500</td>
</tr>
<tr>
<td>Mokena/Tinley Park</td>
<td>8650 West Spring Lake Road, Mokena, IL 60448</td>
<td>815-534-3300</td>
</tr>
<tr>
<td>Rockford</td>
<td>6000 East State Street, Rockford, IL 61018</td>
<td>815-316-4800</td>
</tr>
<tr>
<td>Romeoville/Joliet</td>
<td>1400 West Normantown Road, Romeoville, IL 60446</td>
<td>815-306-2600</td>
</tr>
<tr>
<td>Romeoville/Technology</td>
<td>8245 93rd Avenue North, Brooklyn Park, MN 55445</td>
<td>763-493-4500</td>
</tr>
</tbody>
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<tr>
<th>Location</th>
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<tr>
<td>Fort Myers</td>
<td>9160 Forum Corporate Parkway, Fort Myers, FL 33905</td>
<td>239-477-2100</td>
</tr>
<tr>
<td>Land O’Lakes/East Pasco</td>
<td>18600 Fernview Street, Land O’Lakes, FL 34638</td>
<td>813-435-3601</td>
</tr>
<tr>
<td>New Port Richey/West Pasco</td>
<td>8661 Citizens Drive, New Port Richey, FL 34654</td>
<td>727-942-0069</td>
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<th>Location</th>
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<tbody>
<tr>
<td>Kansas City/Overland Park</td>
<td>11600 College Boulevard, Overland Park, KS 66210</td>
<td>913-491-7870</td>
</tr>
<tr>
<td>Topeka</td>
<td>620 Southwest Governor View, Topeka, KS 66606</td>
<td>785-228-7320</td>
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</table>

### Minnesota

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<tr>
<td>Blaine</td>
<td>3629 95th Avenue Northeast, Blaine, MN 55014</td>
<td>763-795-4720</td>
</tr>
<tr>
<td>Bloomington</td>
<td>4400 West 78th Street, Bloomington, MN 55435</td>
<td>952-545-2000</td>
</tr>
<tr>
<td>Brooklyn Park/Maple Grove</td>
<td>8301 93rd Avenue North, Brooklyn Park, MN 55445</td>
<td>763-493-4500</td>
</tr>
<tr>
<td>Brooklyn Park Technology</td>
<td>8245 93rd Avenue North, Brooklyn Park, MN 55445</td>
<td>763-493-4500</td>
</tr>
<tr>
<td>Moorhead</td>
<td>1250 29th Avenue South, Moorhead, MN 56560</td>
<td>218-304-6200</td>
</tr>
</tbody>
</table>

### National Online

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<tr>
<th>Location</th>
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<th>Phone No.</th>
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</thead>
<tbody>
<tr>
<td>Eagan</td>
<td>3500 Federal Drive, Eagan, MN 55122</td>
<td>651-687-9000</td>
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