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.
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### 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**
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 4

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 35

TOTAL CERTIFICATE CREDITS 39*

DIPLOMA

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

OBJECTIVE:
Graduates of this program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

IN ADDITION TO ALL CERTIFICATE COURSES

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

Total Diploma Credits 16

MAJOR AND Core Credits 57

TOTAL DIPLOMA CREDITS 73*

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.

IN ADDITION TO ALL DIPLOMA COURSES

TOTAL DEGREE CREDITS 93*

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

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.

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.

rasmussen.edu
**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)
- Humanities (Select 2 courses)
- Math/Natural Sciences (Select 1 course)
- Social Sciences (Select 2 courses)

**MAJOR AND CORE COURSES**

**UPPER DIVISION**
- A330 Managerial Accounting Theory and Practice
- A340 Advanced Auditing Concepts and Standards
- A360 Taxation of Individuals
- A375 Intermediate Financial Reporting II
- A380 Intermediate Financial Reporting III
- A406 Cost Accounting Principles and Applications
- A416 Advanced Financial Accounting
- A420 Accounting Information Systems
- A430 International Accounting
- A490 Accounting Capstone II
- B330 Advanced Principles of Financial Management
- B343 Business Law II
- B351 Management of Information Systems
- B444 Statistics for Managers
- B460 Strategic Management
- Total Bachelor’s Degree Credits
- Upper Division General Education Credits
- Lower Division General Education Credits
- Lower Division Major and Core Credits
- Upper Division Major and Core Credits
- TOTAL DEGREE CREDITS

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

**IN ADDITION TO ALL ACCOUNTING BACHELOR’S DEGREE COURSES**

**PUBLIC ACCOUNTING COURSES**

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

* 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
General Education 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
General Education 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.

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.
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.

* 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 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.

888-5-RASMUSSEN
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
- E410 Senior Seminar 3
- H490 Healthcare Management Capstone 3

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 180 *

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 course 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*

* 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, or 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 operations, 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
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, or 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)
Mathematics (Select 2 courses)
Social Sciences (Select one pairing)

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, or approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

MAJOR AND CORE COURSES
LOWER DIVISION
B230 Principles of Finance
B280 Business Capstone

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, or approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

TOTAL DEGREE CREDITS 91*

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course)
Mathematics (Select 2 courses)
Social Sciences (Select one pairing)

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, or approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

MAJOR AND CORE COURSES
LOWER DIVISION
B230 Principles of Finance
B280 Business Capstone

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, or approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

TOTAL DEGREE CREDITS 91*
## 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 credits
- B087 Practical Math: 4 credits

### GENERAL EDUCATION COURSES

**LOWER DIVISION**

- Communication (Required course): 4 credits
- G171 Communicating in Your Profession: 4 credits
- Humanities (Required course): 4 credits
- G153 Ethics Around the Globe: 4 credits

### CERTIFICATE COURSES

**LOWER DIVISION**

- A140 Financial Accounting I: 4 credits
- A141 Financial Accounting II: 4 credits
- B136 Introduction to Business: 4 credits
- B232 Principles of Marketing: 4 credits
- B233 Principles of Management: 4 credits
- B234 Business Law: 4 credits
- D132 Computer Applications and Business Systems Concepts: 3 credits
- E242 Career Development: 2 credits

### Total Certificate Credits

**GENERAL EDUCATION CREDITS:** 8 credits

**Major and Core Credits:** 29 credits

**TOTAL CERTIFICATE CREDITS:** 37 credits

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## 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 credits
- G124 English Composition: 4 credits
- Math/Natural Sciences (Select 1 course): 4 credits

### MAJOR AND CORE COURSES

**LOWER DIVISION**

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

### Total Diploma Credits

**GENERAL EDUCATION CREDITS:** 16 credits

**Major and Core Credits:** 41 credits

**TOTAL DIPLOMA CREDITS:** 57 credits

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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.

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**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.
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 ES20 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.
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 4
G233 College Algebra 4

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*

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* 8
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

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.

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
- 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 are required to complete with a passing grade a seminar course. Students are responsible for paying for any additional attempts.

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 4

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 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
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 are required to complete with a passing grade a seminar course. Students are responsible for paying for any additional attempts.
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.

GENERAL EDUCATION COURSES

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES:

GENERAL EDUCATION COURSES

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

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.

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

FOUNDATION COURSES
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 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. 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. Some states or districts 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.

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

SCHOOL OF EDUCATION
ASSOCIATE’S DEGREE
DIPLOMA
CERTIFICATE

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

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:
• 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>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G124 English Composition</td>
<td></td>
</tr>
<tr>
<td>Communication (*Required, Select 1 additional course)</td>
<td>6</td>
</tr>
<tr>
<td>G194 Locating and Evaluating Information*</td>
<td></td>
</tr>
<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>MAJOR AND CORE COURSES</td>
<td></td>
</tr>
<tr>
<td>D132 Computer Applications and Business Systems Concepts</td>
<td>3</td>
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</tbody>
</table>

Child Development Diploma

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC210 Infant and Toddler Development</td>
<td>4</td>
</tr>
<tr>
<td>EC211 Dynamics of the Family</td>
<td>4</td>
</tr>
<tr>
<td>EC212 Emerging Literacy Through Children's Literature</td>
<td>4</td>
</tr>
<tr>
<td>EC252 The Exceptional Child</td>
<td>4</td>
</tr>
<tr>
<td>English Language Learner Diploma</td>
<td></td>
</tr>
<tr>
<td>EC240 Introduction to English Language Learners</td>
<td>4</td>
</tr>
<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>
</tr>
<tr>
<td>EC243 Curriculum and Instruction for English Language Learners</td>
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</table>

Child with Special Needs Diploma

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC250 Advocating for Children with Special Needs</td>
<td>4</td>
</tr>
<tr>
<td>EC251 The Inclusive Classroom</td>
<td>4</td>
</tr>
<tr>
<td>EC252 The Exceptional Child</td>
<td>4</td>
</tr>
<tr>
<td>EC253 Curriculum and Instruction for Children with Special Needs</td>
<td>4</td>
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</tbody>
</table>

Total Diploma Credits

| General Education Credits                                            | 14      |
| Major and Core Credits                                               | 55      |
| **TOTAL DIPLOMA CREDITS**                                           | **69**  |

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.

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.

In addition to meeting all 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:
• 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>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences (Select 2 courses)</td>
<td>8</td>
</tr>
</tbody>
</table>

MAJOR AND CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child and Family Studies Specialization</td>
<td></td>
</tr>
<tr>
<td>EC295 Summative Project for Early Childhood Education</td>
<td>2</td>
</tr>
<tr>
<td>Child Development Specialization</td>
<td></td>
</tr>
<tr>
<td>EC295 Summative Project for Early Childhood Education</td>
<td>2</td>
</tr>
<tr>
<td>English Language Learner Specialization</td>
<td></td>
</tr>
<tr>
<td>EC295 Summative Project for Early Childhood Education</td>
<td>2</td>
</tr>
<tr>
<td>Child with Special Needs Specialization</td>
<td></td>
</tr>
<tr>
<td>EC295 Summative Project for Early Childhood Education</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Associate's Degree Credits

| General Education Credits                                            | 34      |
| Major and Core Credits                                               | 57      |

**TOTAL DEGREE CREDITS**                                              **91***

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 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.
**HEALTH SCIENCES**

**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**
- PB220 Phlebotomy II 4
- PB275 Phlebotomy Externship and Capstone 5
- Total Certificate Credits 38*
- 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 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 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
- G141 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
- MA135 Pharmacology for the Allied Health Professional 4
- Total Associate’s Degree Credits 38
- 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’s Degree is offered at all Minnesota campuses except for Moorhead. The Health Sciences 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 E230 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

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 Certificate Credits
General Education Credits 4
Major and Core Credits 36

TOTAL CERTIFICATE CREDITS 40*

* 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
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
General Education Credits 16
Major and Core Credits 40

TOTAL DIPLOMA CREDITS 56*

* 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 TECHNICIAN 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 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 or approved exemption based on a Rasmussen College entrance placement exam, 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, Eagan, Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses includes 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 attributes critical to professional leadership; and administer health information computer systems. Graduates value critical analytical thinking, problem solving, financial literacy, knowledge creation skills, lifelong learning, communication, diverse perspectives, technology and information literacy, ethical and professional practice, and confidentiality of patient information.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

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

MAJOR AND CORE COURSES
UPPER DIVISION
B375 Advanced Human Resource Management 4
H340 Regulation and Compliance in Healthcare 4
H340 Healthcare Statistics 4
H380 Information and Communication Technologies 4
H390 Health Information Management Systems 4
H322 Data, Information, and File Structures 4
H331 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 a Rasmussen College entrance placement exam, 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

### 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
- M216 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*

[SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.]

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* Credit totals do not include Foundation Courses. Students must 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.

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## 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
- 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 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 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.

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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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SCHOOL OF HEALTH SCIENCES
### MEDICAL ASSISTING DIPLOMA • ASSOCIATE’S DEGREE

#### DIPLOMA

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

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

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

**GENERAL EDUCATION COURSES**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- E242 Career Development 2
- M100 Customer Service in Healthcare 1
- M120 Medical Terminology 4
- M230 Medical Law and Ethics 4
- M232 Pathophysiology 4
- M270 Electronic Health Records and Medical Office Procedures 4
- MA102 Introduction to Medical Assisting 3
- MA110 Clinical Skills I 4
- MA135 Pharmacology for the Allied Health Professional 4
- MA145 Clinical Skills II 4
- MA225 Laboratory Skills for Medical Assisting 4
- MA281 Medical Assisting Clinical Externship 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 (CAAHEP) 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/Oak Brook campuses in Illinois; the Fort Myers and Ocala 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).

- Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314, North Falls Church, VA 22043, 703-917-9503

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 Rasmussens 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 in 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.

#### 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**
- General Education Credits 36
- Major and Core Credits 55
- **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 Seminar in 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, 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

Associate of Applied Science 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
Math/Natural Sciences (Required courses) 8
G150 Structure and Function of the Human Body 8
G233 College Algebra 8
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 Urinalysis 3
ML150 Clinical Microbiology I 3
ML210 Clinical Chemistry II 4
ML220 Hematology II 4
ML230 Immunology 3
ML240 Immunohematology 3
ML250 Clinical Microbiology II 4
ML291 Clinical Practicum I 12
ML297 Clinical Practicum II 12
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.
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*

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  
PT105 Introduction to Pharmacy 4  
PT111 Pharmacy Technician Overview 4  
PT120 Pharmacy Math and Dosages 4  
PT125 Pharmacy Software/Automation/Insurance Billing 3  
PT235 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.

* 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
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 Practicum 3  
S115 Keyboarding 1 3

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

The Pharmacy Technician Diploma is not offered in North Dakota.

* 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 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 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.

EARN AS YOU LEARN

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

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.
### PHARMACY TECHNICIAN

**CERTIFICATE • DIPLOMA • ASSOCIATE’S DEGREE**

**CERTIFICATE**

**CAREER OPPORTUNITIES IN:**
- Retail Pharmacy
- Clinical Pharmacy

**OBJECTIVE:**
Graduates of this program know medical terminology, medical law and ethics, and pharmacy math. They understand the theory of pharmacy practice. Graduates can receive, interpret, input, and fill prescriptions, and can use software programs to complete these tasks. They can perform pharmacy tasks in retail and hospital pharmacy settings. Graduates value the ability to effectively communicate in a variety of situations, honesty and integrity, compassion for patients, and patient confidentiality.

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

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
Math/Natural Sciences 8
(*Required, select 1 additional course)
- G150 Structure and Function of the Human Body*

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- PT240 Unit Dose and Medication Preparation 3
- PT125 Pharmacy Software/Automation/Insurance Billing 3
- PT240 Unit Dose and Medication Preparation 3

**TOTAL CERTIFICATE CREDITS 44**

**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
- G171 Communicating in Your Profession* 8

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- S115 Keyboarding I 3
- H200 US Healthcare Systems 4
- MA135 Pharmacology for the Allied Health Professional 4
- MA130 Medical Terminology 4
- M230 Medical Law and Ethics 4
- M232 Pathophysiology 5
- PT105 Introduction to Pharmacy 4
- PT120 Pharmacy Math and Dosages 4
- PT125 Pharmacy Software/Automation/Insurance Billing 3
- PT240 Unit Dose and Medication Preparation 3

**Total Diploma Credits** 70*

**TOTAL DIPLOMA CREDITS 70**

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

**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**

**LOWER DIVISION**
- Humanities (Select 2 courses) 8
- Math/Natural Sciences 4
- (Select 1 course other than G150)
- Social Sciences (Select 2 courses) 8

**Total Associate’s 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 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.

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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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**SCHOOL OF HEALTH SCIENCES**

**2014-2015 CATALOG AND STUDENT HANDBOOK**

**888-5-RASMUSSEN**
SURGICAL TECHNOLOGIST ASSOCIATE’S 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
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (“Required, select one additional course”) 8
G150 Structure and Function of the Human Body* 8
Social Sciences (“Required, Select 1 additional course”) 8
G148 General Psychology* 8

MAJOR AND CORE COURSES
LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
M120 Medical Terminology 4
M232 Pathophysiology 5
MA278 Human Anatomy and Physiology I 5
MA279 Human Anatomy and Physiology II 5
ST100 Fundamentals of Surgical Technology 4
ST110 Surgical Procedures I 4
ST120 Surgical Pharmacology 2
ST125 Surgical Microbiology 2
ST209 Surgical Procedures II 4
ST214 Surgical Procedures III 4
ST215 Surgical Tech Practicum I 8
ST220 Surgical Tech Practicum II 8

Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 60
TOTAL DEGREE CREDITS 92

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

• Commission on Accreditation of Allied Health Education Programs (CA-AHEP)
  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 • BACHELOR’S DEGREE

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 know the history and development of the criminal justice system and its effect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system. They can apply critical thinking to issues in criminal justice such as law enforcement, corrections, security, juvenile justice, and domestic violence. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

GENERAL EDUCATION COURSES

TOM DEGREE CREDITS  91*

Major and Core Credits  49

General Education Credits  42

TOTAL DEGREE CREDITS

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS

BACHELOR’S DEGREE

Bachelor of Science Degree

CAREER OPPORTUNITIES: **

• Detective Investigator  
• Homeland Security Agent  
• Police Officer  
• Crime Victims Advocate

OBJECTIVE:

Graduates of this program know the theory and practice of criminal justice law, procedures, research methods, and leadership. They understand concepts of criminal behavior, crime prevention, and diversity in the justice system. Graduates can apply, analyze, synthesize, and evaluate facts and theories pertaining to criminal justice; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; recognize and address complex ethical situations; and operate effectively within a continually changing environment. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES:

UPPER DIVISION

Communication (Select 1 course)  4

Math/Natural Sciences (Select 1 course)  4

Social Sciences (Select 1 course)  4

MAJOR AND CORE COURSES:

UPPER DIVISION

J26 Criminal Behavior: Profiling Violent Offenders  4

J31 Constitutional Law  4

J32 Cultural Diversity and Justice  4

J35 Victims in Criminal Justice  4

J35 Crime and Justice  4

J36 Statistics in Criminal Justice  4

J37 Research Methods in Criminal Justice  4

J41 Criminal Justice Leadership and Management  4

J42 Crime Prevention  4

J43 Criminal Issues in Criminal Justice  4

Choose either Track I or Track II

Track I

J430 Criminal Justice Internship  5

Track II

J430 Criminal Justice Seminar  5

J457 Criminal Justice Senior Thesis  4

Elective Credits (Select 4 courses for 16 credits)  16

J305 Examination of Forensic Science  4

J300 Criminal Investigations  4

J325 Criminal Evidence  4

J330 Organized Criminal Syndicates  4

J340 Women and Criminal Justice  4

J345 Diversion and Rehabilitation  4

J342 Community Corrections  4

J340 Forensic Psychology  4

J345 Special Populations in Criminal Justice  4

J440 Special Offenders: Sex Offenders  4

J445 Special Offenders: Serial Killers  4

Total Bachelor’s Degree Credits

Lower Division General Education Credits  42

Upper Division General Education Credits  24

Lower Division Major and Core Credits  49

Upper Division Major and Core Credits  49

Upper Division Elective Credits  16

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.

** 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.

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 peace officer training standards. In order to be approved for the Minnesota Peace Officer Standards and Training (MN POST) Board licensing exam, students are required to successfully complete an officially recognized first-time course in Criminal Justice. Upon successful completion, students will be eligible to sit for the Minnesota Peace Officer Standards and Training (MN POST) Board licensing exam.

In addition to meeting all other admissions requirements, applicants to these programs 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.
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
J121 Case Management: Strategies for Rehabilitation  4
J211 Counselling Clients  4

Total Certificate Credits
General Education Credits  8
Major and Core Credits  30

TOTAL CERTIFICATE CREDITS 38*

DIPLOMA

CAREER OPPORTUNITIES:
• Community Service Specialist
• Human Service Assistant

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course)  4
G124 English Composition  4
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
G171 Communication in Your Profession  4
HS295 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 E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must 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  4
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 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.

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

**Associate of Applied Science 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**
- B087 Practical Math 4
- B080 Reading and Writing Strategies 4

**MAJOR AND CORE COURSES**
- 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

**GENERAL EDUCATION COURSES**
- English Composition (Required course) 4
- G124 English Composition 4
- Communication (Select 1 course) 4
- Humanities (Required, Select 2 additional courses) 12
- Math/Natural Sciences (Select 2 courses) 8
- Social Sciences (Required courses) 8
- G142 Introduction to Sociology 8
- G148 General Psychology 8

**LOWER DIVISION**
- DI32 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

**TOTAL DEGREE CREDITS 94***

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

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## 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

**MAJOR AND CORE COURSES**
- 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
- 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
  - PL290 Paralegal Internship 5
- Track II
  - PL280 Paralegal Capstone 5

**TOTAL CERTIFICATE CREDITS 61***

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

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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.
LAW ENFORCEMENT ASSOCIATE'S DEGREE

MAJOR AND CORE COURSES

LOWER DIVISION

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DS100</td>
<td>Professional Peace Officer Education</td>
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<td>J100</td>
<td>Introduction to Criminal Justice</td>
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<td>J110</td>
<td>Policing in America</td>
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<td>J122</td>
<td>Crime Scene to Conviction: Critical Skills in Documentation</td>
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<td>J131</td>
<td>Criminal Law and Procedures: Crime and the Courtroom</td>
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<td>J200</td>
<td>Domestic Violence</td>
<td>4</td>
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<td>J213</td>
<td>Juvenile Justice: Delinquency, Dependency, and Diversion</td>
<td>4</td>
</tr>
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<td>J222</td>
<td>Practical Psychology for Law Enforcement</td>
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<td>LE210</td>
<td>Traffic Enfomation: Managing Traffic Violators</td>
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<td>LE219</td>
<td>Firearms I: Fundamentals of Armed Police Response</td>
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<td>LE220</td>
<td>Firearms II: Tactics for Combat Gunfighting</td>
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<td>LE227</td>
<td>Use of Force I: From Empty Hands to Taser</td>
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<td>LE228</td>
<td>Use of Force II: Winning Violent Confrontations</td>
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<td>LE233</td>
<td>Crime Scene Response: The Real CSI</td>
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<td>LE240</td>
<td>Minnesota Traffic Code</td>
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<td>LE245</td>
<td>Minnesota Criminal Code</td>
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<tr>
<td>LE284</td>
<td>Patrol Practicals: Handling Calls in Progress</td>
<td>4</td>
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<td>LE290</td>
<td>Law Enforcement Capstone</td>
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<tr>
<td>LE295</td>
<td>Criminal Law Practicum: Law Enforcement</td>
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Total Associate's Degree Credits: 91

See 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, firearms 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

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>English Composition (Required course)</td>
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<td>G124</td>
<td>English Composition</td>
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<td>G153</td>
<td>Ethics Around the Globe</td>
<td>3</td>
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<tr>
<td>Math/Natural Sciences (Select 2 courses)</td>
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<tr>
<td>Social Sciences (Required courses)</td>
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<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G154</td>
<td>Government and Politics</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits: 91

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 E520 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) Program:

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 contact 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.

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 understand the policy and practice of traffic enforcement, firearms 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 practical skills coursework, graduates will be eligible to take the Minnesota Professional Peace Officer (POST) licensing exam.

GENERAL EDUCATION COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G153</td>
<td>Ethics Around the Globe</td>
<td>4</td>
</tr>
</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>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J110</td>
<td>Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J122</td>
<td>Crime Scene to Conviction: Critical Skills in Documentation</td>
<td>4</td>
</tr>
<tr>
<td>J131</td>
<td>Criminal Law and Procedures: Crime and the Courtroom</td>
<td>4</td>
</tr>
<tr>
<td>J200</td>
<td>Domestic Violence</td>
<td>4</td>
</tr>
<tr>
<td>J213</td>
<td>Juvenile Justice: Delinquency, Dependency, and Diversion</td>
<td>4</td>
</tr>
<tr>
<td>J222</td>
<td>Practical Psychology for Law Enforcement</td>
<td>4</td>
</tr>
<tr>
<td>LE240</td>
<td>Minnesota Traffic Code</td>
<td>2</td>
</tr>
<tr>
<td>LE245</td>
<td>Minnesota Criminal Code</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Certificate Credits: 38

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

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.
PROFESSIONAL NURSING ASSOCIATE’S DEGREE

Associate of Science Degree

CAREER OPPORTUNITIES IN:
- Hospitals
- Clinics
- Rehabilitation Centers
- 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G124 English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Communication (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G233 College Algebra</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences (Required courses)</td>
<td>19</td>
</tr>
<tr>
<td>G150 Structure and Function of the Human Body</td>
<td></td>
</tr>
<tr>
<td>G282 Introduction to Microbiology</td>
<td></td>
</tr>
<tr>
<td>MA278 Human Anatomy and Physiology I</td>
<td></td>
</tr>
<tr>
<td>MA279 Human Anatomy and Physiology II</td>
<td></td>
</tr>
<tr>
<td>Social Sciences (Required courses)</td>
<td>8</td>
</tr>
<tr>
<td>G148 General Psychology</td>
<td></td>
</tr>
<tr>
<td>G217 Human Growth and Development</td>
<td></td>
</tr>
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</table>

MAJOR AND CORE COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU117 Nutritional Principles in Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NU124 Introduction to Professional Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NU138 Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NU211 Fundamentals of Professional Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NU222 Comprehensive Pharmacology</td>
<td>6</td>
</tr>
<tr>
<td>NU231 Professional Nursing I</td>
<td>6</td>
</tr>
<tr>
<td>NU249 Mental Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NU254 Professional Nursing II</td>
<td>6</td>
</tr>
<tr>
<td>NU265 Maternal Child Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NU278 Professional Nursing III</td>
<td>6</td>
</tr>
<tr>
<td>NU280 Role, Scope, Quality, and Leadership In Professional Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NU294 Professional Nursing Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Associate’s Degree Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Credits</td>
<td>47</td>
</tr>
<tr>
<td>Major and Core Credits</td>
<td>56</td>
</tr>
<tr>
<td>Total Degree Credits</td>
<td>103</td>
</tr>
</tbody>
</table>

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

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

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

GENERAL EDUCATION COURSES

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

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.
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
Communication (Required course) 4
G171 Communicating in Your Profession
Humanities (Required course) 4
G153 Ethics Around the Globe
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*

* 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.

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.

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

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.

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

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.
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 Systems Engineering 4
N358 Database Systems Design 4
N360 Mobile Platform Development 4
N361 Algorithm Analysis 4
N401 Artificial Intelligence 4
N402 Network Systems Design 4
N403 Advanced Mobile Application Development 3
N436 Simulation Analysis and Design 4
N461 Computer Graphics Programming 4
N471 Engineering Virtual Worlds 4
N480 Senior Computer Science Capstone 3

UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS 4

Total Bachelor’s Degree Credits
Lower Division General Education Credits 45
Upper Division General Education Credits 24
Lower Division Major and Core Credits 46
Upper Division Major and Core Credits 61
Unrestricted Upper Division Elective Credits 4

TOTAL 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.
INFORMATION TECHNOLOGY MANAGEMENT
DIPLOMAS • ASSOCIATE’S DEGREE • BACHELOR’S DEGREE

INFORMATION TECHNOLOGY MANAGEMENT DIPLOMAS

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

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

FOUNDATION COURSES
B080 Reading and Writing Strategies
B087 Practical Math

GENERAL EDUCATION COURSES
English Composition (Required Course)
G124 English Composition
Communication (Required course)
G171 Communicating in Your Profession
Math/Natural Sciences (Required Course)
G233 College Algebra

MAJOR AND CORE COURSES
LOWER DIVISION
B119 Customer Service
B136 Introduction to Business
D132 Computer Applications and Business Systems Concepts
E242 Career Development
N140 Logic and Troubleshooting
N141 Networking Security
N145 Fundamentals of Hardware and Software I
N147 Fundamentals of Hardware and Software II
N171 Introduction to Networks
N200 Systems Analysis
N228 Microsoft Windows Server
N290 Information Technology Capstone
W107 Programming Fundamentals

CHOOSE ONE DIPLOMA:
Computer Information Technology Diploma**
N127 Microsoft Windows Workstations
N149 Helpdesk Support
N156 Mac Integration
N233 Software Packaging and Deployment
N259 Mobile Support Principles
General Diploma**
D283 Access
N127 Microsoft Windows Workstation
N149 Helpdesk Support
N208 Linux Administration
N211 Windows Scripting
N226 Windows Active Directory
N274 SQL Server Administration

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

Network Security Diploma
N201 Cisco Network Routing and Switching
N208 Linux Administration
N221 Mobile and Mac OS Security
N233 Software Packaging and Deployment
N253 Managing Information Security

Total Diploma Credits
General Education Credits
Major and Core Credits

TOTAL DIPLOMA CREDITS 67*

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES

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

Total Associate’s Degree Credits
General Education Credits
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 E200 Junior Seminar during the quarter in which they finish the Diploma course requirements.

**NOTE: N208 Linux Administration and N201 Cisco Network Routing and Switching is prerequisite to courses contained in the Information Security BS degree program. Students that continue into the Information Security BS degree program must complete N208 prior to taking N330 Linux Security Strategies and must complete N201 prior to taking N334 Advanced Cisco Network Security – CCNA.

INFORMATION TECHNOLOGY MANAGEMENT ASSOCIATE’S DEGREE

Associate of Applied Science 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.

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES

ASSOCIATE’S DEGREE

BACHELOR’S DEGREE

EARN AS YOU LEARN
Our Credential Ladder guides you to earn increasingly advanced academic credentials.
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
B331  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 System 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.

INFORMATION SECURITY BACHELOR’S DEGREE

Bachelor of Science Degree

CAREER OPPORTUNITIES:
• Network Security Analyst  • Security Consultant
• Information Security Analyst  • Computer Forensic Analyst

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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  SSPC 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

<table>
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<tr>
<th>Course</th>
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<td>Communication (Required*, Select 1 additional course)</td>
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<td>Humanities (Select 2 courses)</td>
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<tr>
<td>Math/Natural Sciences</td>
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<td>(*Required, Select 1 additional course)</td>
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<td>G246 Advanced Algebra (5 credits)</td>
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UPPER DIVISION

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<td>Humanities (Select 2 courses)</td>
<td>8</td>
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<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
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<td>Social Sciences (Select 2 courses)</td>
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MAJOR AND CORE COURSES

LOWER DIVISION

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<td>N137 Programming I</td>
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<td>N165 Fundamentals of Game Development I</td>
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<td>N180 Math for Game and Simulation Production</td>
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<tr>
<td>N204 Human-Computer Interaction and Interface Design</td>
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<tr>
<td>N206 Data Structures</td>
<td>4</td>
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<tr>
<td>N207 Programming II</td>
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<td>N212 Fundamentals of Game Development II</td>
<td>4</td>
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<td>N222 Physics for Game and Simulation Production</td>
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<td>N225 Interactive Storytelling</td>
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<td>N231 Web Application Development</td>
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<td>N237 C++</td>
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<td>N266 Math for Game and Simulation Production</td>
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<td>SD140 Mobile Application Development</td>
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<td>SD225 Object-Oriented Programming</td>
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<td>W107 Programming Fundamentals</td>
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UPPER DIVISION

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<td>N309 Principles of Computer Graphics</td>
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<td>N316 Principles of Shader Programming</td>
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<td>N324 Portfolio, Package and Publish</td>
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<td>N328 Quality Assurance in Game and Simulation Production</td>
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<td>N334 Game Engines and Integrated Game Development Environments</td>
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<td>N347 Mobile Game Development</td>
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<td>N401 Artificial Intelligence</td>
<td>4</td>
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<tr>
<td>N407 Networking and Multiplayer Game Development</td>
<td>4</td>
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<tr>
<td>N413 Asset Development I</td>
<td>4</td>
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<tr>
<td>N421 Software Engineering for Game and Simulation Production</td>
<td>4</td>
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<tr>
<td>N426 Asset Development II</td>
<td>4</td>
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<tr>
<td>N434 Simulation Production Project I</td>
<td>4</td>
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<tr>
<td>N444 Simulation Production Project II</td>
<td>4</td>
</tr>
<tr>
<td>N462 Game Production Project I</td>
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<tr>
<td>N463 Game Production Project II</td>
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<tr>
<td>N471 Engineering Virtual Worlds</td>
<td>4</td>
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<tr>
<td>Total Bachelor’s Degree Credits</td>
<td>181</td>
</tr>
</tbody>
</table>

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

**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).**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
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<tr>
<td>G124 English Composition*</td>
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<tr>
<td>Communication</td>
<td>4</td>
</tr>
<tr>
<td>G126A English Composition 2*</td>
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</tr>
<tr>
<td>G141 Introduction to Communication</td>
<td>4</td>
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<tr>
<td>G171 Communicating in Your Profession</td>
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<tr>
<td>G174 Locating and Evaluating Information**</td>
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<td>G227 Oral Communication</td>
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<tr>
<td>G145 Film Appreciation</td>
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<td>G147 Art Appreciation</td>
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<td>G153 Ethics Around the Globe</td>
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<tr>
<td>G201 Creative Writing</td>
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<tr>
<td>G224 Introduction to Critical Thinking</td>
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<tr>
<td>G230 Introduction to Literature</td>
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<tr>
<td>G238 Conversational Spanish</td>
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<td>Math/Natural Sciences</td>
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<tr>
<td>G150 Structure and Function of the Human Body</td>
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<td>G231 Introduction to Human Biology</td>
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<td>G233 College Algebra</td>
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<td>Social Sciences</td>
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<tr>
<td>G123 Principles of Economics</td>
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<tr>
<td>G142 Introduction to Sociology</td>
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<td>G146 Human Geography</td>
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<td>G148 General Psychology</td>
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<tr>
<td>G202 Abnormal Psychology</td>
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<tr>
<td>G203 Macroeconomics</td>
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<tr>
<td>G204 Microeconomics</td>
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<tr>
<td>G270 United States History: 1900 to the Present</td>
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<td>UPPER DIVISION</td>
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<td>Communication</td>
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<tr>
<td>G324 Advanced Composition</td>
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<td>G332 Visual Communication in the Media</td>
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<td>G335 Contemporary World Literature: 1900 to the Present</td>
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<td>G435 Literature of American Minorities</td>
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<td>G328 Human Uses of the Environment</td>
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<td>G346 Physical Geography</td>
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<td>G434 Gender in Math and Science</td>
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<td>G333 American Religious History</td>
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<tr>
<td>G360 Contemporary World Religions</td>
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<td>G380 Visions of America Since 1945</td>
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<td>G401 Comparative Politics</td>
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<td>G425 Work and Family</td>
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See specific course requirements on program pages.

**Required courses**

See specific course requirements on program pages.

COMPUTER SCIENCE BS DEGREE AND SOFTWARE APPLICATION DEVELOPMENT AS DEGREE

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<td>English Composition</td>
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<td>G124 English Composition*</td>
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See specific course requirements on program pages.

NURSING PROGRAMS

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<td>G231 Introduction to Human Biology</td>
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<td>G233 College Algebra</td>
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<td>G239 Introduction to Astronomy</td>
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<td>G245 Introduction to Geology</td>
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<td>G246 Advanced Algebra*</td>
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<td>G247 Introduction to Discrete Mathematics*</td>
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<td>Social Sciences</td>
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<td>G123 Principles of Economics</td>
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<td>G142 Introduction to Sociology</td>
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<td>G146 Human Geography</td>
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<td>G148 General Psychology</td>
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<td>G202 Abnormal Psychology</td>
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<td>G203 Macroeconomics</td>
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<td>G204 Microeconomics</td>
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<tr>
<td>G270 United States History: 1900 to the Present</td>
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See specific course requirements on program pages.

GENERAL EDUCATION REQUIREMENTS FOR RASMUSSEN COLLEGE CREDENTIALS

BS degree candidates must successfully complete an additional twenty-four (24) upper-division general education credits beyond the lower-division credits required in an Associate’s degree. These credits should be distributed across the following categories: Communication, Humanities, Math/Natural Sciences, and Social Sciences. 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.

Diploma programs include general education courses as designated by program. Certificate programs may not include general education courses because they are career focused. Courses that are primarily developmental or remedial in nature, such as Foundation courses, may not be included in the general education total for any program.

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 Hour – The unit by which Rasmussen College measures its coursework. The number of credit hours assigned to a course usually reflects the combination of class, laboratory, and/or internship hours required in the course. Rasmussen College follows the quarter system, and awards one credit for each 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of internship, externship, 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. Clock Hour – Equal to 50 minutes of instruction.

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 401-499 are considered to be more advanced upper division courses that may function as senior-level student requirements for a Bachelor’s degree.

Course Description Numbers from 100-199 are considered development 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 401-499 are considered to be more advanced upper division courses that may function as senior-level student requirements for a Bachelor’s degree.

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 401-499 are considered to be more advanced upper division courses that may function as senior-level student requirements for a Bachelor’s degree.

College Experience Course, 0 credits
The College Experience Course is an instructor led, objective qualification tool to help quantify the commitment of potential students through a one week simulation of the college experience at Rasmussen College. This course must be passed with a score of 80/100 in order to proceed with enrollment. This course is designed to help build a student’s confidence and knowledge through demonstrating habits necessary for success in college and clarifying expectations for student management. This course requires both reading and submission of assignments to closely resemble what they will experience every week in a typical Rasmussen course.

Prerequisite: none

A100 Financial Accounting I
40 hours, 4 credits
This course defines accounting objectives and their relation to business. The student will be taught the fundamentals of bookkeeping. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced. The course will emphasize valuation assets, including property, plant and equipment, inventory, and accounts receivable, and will address the classification of accounts, payrolls, liabilities, and monthly adjustments.

Prerequisite: none

A111 Financial Accounting II
40 hours, 4 credits
This is a continuation of Financial Accounting I and will stress financial statement analysis for partnerships and corporations. It will also emphasize corporate accounting, corporate issuing and investing in debt and equity securities, financial and cash-flow analysis, and decision-making. The course will include manufacturing accounting methods used for budgeting and forecasting.

Prerequisite: Financial Accounting I

A177 Payroll Accounting
40 hours, 4 credits
Focus is on computing and paying of wages and salaries, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records.

Prerequisite: Financial Accounting I

A269 Income Tax
40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.

Prerequisite: Financial Accounting I

A276 Financial Investigation
40 hours, 4 credits
This course will introduce students to the field of fraud examination and how fraud occurs and is detected within financial statements. This course will expand in areas of revenue, inventory, liabilities, assets, and inadequate disclosures related to financial statement investigations and fraud.

Prerequisite: Financial Accounting I

A280 Accounting Capstone
20 hours, 2 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting Associate's degree program. It will cover topics from 401-499.

Prerequisite: Financial Accounting I

E170 Introduction to Undergraduate Research/ E242 Career Development
E170 Introduction to Undergraduate Research and E242 Career Development are courses specific to the College, facilitating lifelong career-placement services. See the Academic Information section for policies on transfer of these courses.

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

Prerequisite: Financial Accounting I

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

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

A330 Managerial Accounting Theory and Practice
40 hours, 4 credits
This course provides a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: Financial Accounting I

A332 Accounting for Business Managers
40 hours, 4 credits
This course provides a review of accounting objectives and their relation to business, as well as a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: none

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

Prerequisite: Financial Accounting I

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

Prerequisite: Financial Accounting I

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

Prerequisite: Financial Accounting I

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

Prerequisite: Intermediate Financial Reporting I

A380 Intermediate Financial Reporting III
40 hours, 4 credits
Intermediate Financial Reporting III builds on Intermediate Financial Reporting II and explores advanced financial principles, processes, and procedures related to how organizations measure key financial objectives, including revenue, cash, and taxes. The development and challenges concerning international accounting standards is also studied. An application of international standards is interwoven through each lesson.

Prerequisite: Intermediate Financial Reporting II

A400 CPA Exam Preparation
40 hours, 4 credits
The CPA Exam Preparation course provides students with a comprehensive review of topics tested on the CPA examination. Students learn through lecture as well as problem solving.

Prerequisite: This is the last course students take in the program.

A402 Advanced Auditing II
40 hours, 4 credits
The study in greater depth and breadth of generally accepted auditing standards and their applications with emphasis on internal auditing, operational auditing, and integrity auditing.

Prerequisite: Advanced Auditing Concepts and Standards

A406 Cost Accounting Principles and Applications
40 hours, 4 credits
This course provides a review of the theory and application of cost accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: none

Prerequisite: Financial Accounting II

General Education Credit Categories
In the areas of English Composition and Communication, students will demonstrate understanding of basic rhetorical strategies including audience, purpose, thesis statements, effective organization, and/or the use of adequate and relevant evidence. In the area of Humanities, students will demonstrate understanding of different forms of art; the difference between creative and critical thinking; the elements associated with various art forms; and/or the function of creative production and expression in society. In the area of Math and Natural Sciences, students will demonstrate understanding of the notation and terminology used in mathematics; the effect that such calculations accomplish; the difference between the valid and invalid use of data and statistics; the fundamental scientific processes, theories, facts, concepts, and principles; the difference between facts and opinions; and/or the steps of the scientific method.

In the area of Social Sciences, students will demonstrate understanding of major concepts, issues, and ideas models in social science; methods of scientific inquiry as they affect social science; measurement and quantitative research; and/or how social, cultural, and political factors influence social and historical change.

Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in the theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled regularly outside the classroom to the student to provide for individualized coaching.

Laboratory is a setting in which the student applies information and demonstrates, tests, or practices for reinforcement skills previously acquired through lecture or outside reading. An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory have the credit equivalency of one hour of lecture. Internship (also externship or practicum) is program-related work experience with indirect instructor supervision and employer assessment, usually coupled with lecture sessions in which the workplace experience is discussed. Three hours of internship have the credit equivalency of one hour of lecture. The individual student’s ability to attain the necessary supervised agencies may influence the number of clock hours necessary to complete an individual course. Prerequisites may be waived in unusual circumstances, but only with the consent of the instructor and approval of the Academic Dean or Campus Director.

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.
A410 Advanced Federal Tax Theory
40 hours, 4 credits
This course provides advanced instruction in the tax laws as implemented by the Internal Revenue Service, addressing individuals, corporations, and partnerships, estate, gift, and job-related taxes. Prerequisite: Taxation of Individuals

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

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

A420 Accounting Information Systems
40 hours, 4 credits
An advanced course that further develops an understanding of the elements, relationships, and issues associated with manual and computerized accounting information systems. Prerequisite:none

A430 International Accounting
40 hours, 4 credits
This course includes a study of the international dimension of financial reporting and analysis. It provides students with an overview of the accounting practices of multinational enterprises and the preparation and presentation of financial statements in different nations. Topics covered include international corporate taxation, transfer pricing, foreign currency translation, financial disclosure, and international accounting harmonization. Prerequisite: Advanced Financial Accounting

A432 Accounting Fraud Investigation
40 hours, 4 credits
This course is a study of the internal audit, principles, practices, and control evaluations that are utilized to ensure accountability, responsibility and ethical operations within an organization. Prerequisite: Advanced Auditing Concepts and Standards

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

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

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

B119 Customer Service
40 hours, 4 credits
This course covers the basic concepts of essential communication skills needed in business to interact effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction. Prerequisite: none

B136 Introduction to Business
40 hours, 4 credits
This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities in organizations, management, marketing, analysis and any other activities related to general ownership and operation. Prerequisite: none

B165 Introduction to Human Resource Management
40 hours, 4 credits
This course introduces students to the management and leadership 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

B220 Project Planning and Documentation
40 hours, 4 credits
This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is set with predefined 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

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

B232 Principles of Marketing
40 hours, 4 credits
This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include consumer buying behavior, business-to-business markets, and organizational buying behavior, market research techniques, fundamental pricing concepts, advertising channels and logistics, integrated marketing communications, and marketing’s role in electronic commerce. Prerequisite: none

B233 Principles of Management
40 hours, 4 credits
Students enrolled in this course will develop managerial skills and insights by studying management practices. In addition, they will develop an understanding of the manager/employee relationship and the legal and ethical issues that impact these relationships. This course includes educational resources from Harvard Business Publishing. Prerequisite: none

B234 Business Law
40 hours, 4 credits
This course presents fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business and sales contracts. Principles of law governing government, regulations, commercial paper, property, bailments, agency and business organizations are addressed. Prerequisite: none

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

B242 Multicultural Communications for Business
40 hours, 4 credits
This course explores emerging and innovative communication techniques related to customer privacy to the problems of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the chaotic and consistently changing world of organizations and help them develop their own skills to become effective leaders. This course includes educational resources from Harvard Business Publishing. Prerequisite: none

B245 Online Multimedia Marketing
40 hours, 4 credits
This course explores emerging and innovative business and marketing techniques and technologies such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, and media purchasing and online public relations. Prerequisite: Internet Business Models and E-Commerce

B250 Training and Development
40 hours, 4 credits
This course is a study of training and development fundamentals including how training relates to Human Resource Management and Human Resource Development, how internal and external factors influence employee behavior, and the role of adult learning in training. Students will examine how training needs are determined, best practices for designing and implementing training programs, and how to evaluate training efforts. Prerequisite: Introduction to Human Resource Management

B267 Employment Law
40 hours, 4 credits
Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include contracts, equal opportunity, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary objective of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in this area, which can ultimately result in major disasters. Prerequisite: Introduction to Human Resource Management

B271 Professional Communication
40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments. Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score.

B273 Internet Business Models and E-Commerce
40 hours, 4 credits
This course is designed to introduce students to the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the chaotic and consistently changing world of organizations and 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, 2 credits
This course is designed to allow students to integrate the knowledge and skills gained in the Business Management major into a capstone project. Through case analysis, class discussion, and supervised field experience, students will synthesize and articulate 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: the media; financial and industry analysts will be explored. Other parts of the enterprise, such as senior management and marketing, finance, and human resources departments are studied. Prerequisite: Principles of Marketing

B293 Business Ethics
40 hours, 4 credits
This course presents an examination of current moral and ethical issues that arise in the world of business, as well as an analysis of the main theories of moral obligation, right action, and good and bad values. Prerequisite: none
RASMUSEN COLLEGE

COURSE DESCRIPTIONS

B316 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 attitudes needed to become an effective manager. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating others; team-building; and leading change.
Prerequisite: 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: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.
Prerequisite: none

B333 Principles of Management II
40 hours, 4 credits
This course provides an introduction to advanced concepts and methods of financial management for corporate decision making. Topics include financial statement analysis, financial ratios, and corporate finance. The course emphasizes the use of financial statement analysis and financial ratios to evaluate business performance and make investment decisions.
Prerequisite: none

B371 Research and Report Writing
40 hours, 4 credits
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methods, literature reviews, information literacy, and academic report writing.
Prerequisite: English Composition or Communicating in Your Profession

B375 Advanced Human Resource Management
40 hours, 4 credits
This course will review foundational management concepts, applications, and control of organizational development and maintenance of inventories; and producing standard accounting reports. This course teaches students basic to advanced applications and concepts available in Microsoft Office Excel. Students will be introduced to electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

B380 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. Related topics include managing supplies; pursuing 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

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

B439 Business Law and Ethics
40 hours, 4 credits
This course reviews fundamental principles of law applicable to business transactions, and provides overview of the current moral and ethical issues that arise in the world of business. Students will examine the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.
Prerequisite: none

B440 Managing a Diverse Workforce
40 hours, 4 credits
This seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals within organizations, and they will study how these stereotypes affect people within the workplace. Students will also examine issues in conducting business and managing people within a global setting.
Prerequisite: none

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

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

B473 Leading Change
40 hours, 4 credits
This course will focus on the impact of change in an organizational setting. Various change management models will be explored, providing students with a foundation for approaching change and developing effective skills and techniques to perform in the workplace when change occurs. Students apply business concepts to real-world case study examples and determine strategies for bringing constructive change to an organization.
Prerequisite: none

B491 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 consulting approaches to organizational development through the stories of professionals involved in organizational change. Students will critically examine the design, management, and control of organizational development programs. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

B492 Contemporary Leadership Challenges
40 hours, 4 credits
This seminar course examines current issues within the management field. This course is highly interactive in that both students and faculty are engaged in research, presenting, and discussing course materials. In addition to gaining in-depth exposure to a current key topic in the field, students learn to become active and effective members of a professional learning community.
Prerequisite: none

B498 Management Capstone
30 hours, 3 credits
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts studied throughout their degree in creating a solution for an actual management need. This course is designed to be taken during the student's last quarter.

D132 Computer Applications and Business Systems Concepts
40 hours, 3 credits
This course teaches students basic to advanced computer concepts and skills, including creating and modifying Word documents, spreadsheets, database creation and analysis, using the Internet and E-Commerce tools, and creating presentations with enhanced features and web tools.
Prerequisite: none

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

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

D250 Microsoft Access
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

D279 Computer Focused Principles
40 hours, 3 credits
This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to use the computer to maintain accounts receivable, accounts payable and general ledgers.
Prerequisite: Financial Accounting I

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

E170 Introduction to Undergraduate Research
20 hours, 2 credits
This course provides a broad overview 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 the identification of a topic & research question, and the selection, evaluation and integration of sources into an annotated bibliography.
Prerequisite: none

E185 Freshmen Seminar
0 credits
This seminar course challenges students at the end of their freshman year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the freshman seminar as part of Certificate course requirements. The seminar may be scheduled for any quarter a student wishes to take Seminar.
Prerequisite: none

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 complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and networking 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 in 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 for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized.
Prerequisite: Foundations of Child Development

EC121 Health, Safety, and Nutrition/CDA Application
40 hours, 4 credits
Under extenship supervision, the student will observe and implement developmentally appropriate practices while interacting with children and adults.
Prerequisite: none

EC180 Knowledge: Externship I
180 hours, 6 credits
Under extenship 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 extenship 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 extenship 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 early 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 learn about intentionality in teaching and selecting best practices for young children’s learning and development. Both child-guided and adult-guided 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 II: Morality and Ethics in Early Childhood Education

EC200 Observation and Assessment in Early Childhood Education
40 hours, 4 credits
Students will observe, introspect and engage in the practice of personal observation and assessment, and in the practice of sharing observations and developing plans for children’s development.
Prerequisite: 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. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical, and cognitive development.
Prerequisite: 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.
Prerequisite: 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 uses of books and other media to enhance language and literacy in the early childhood setting. Strategies for promoting emergent literacy through techniques such as selecting appropriate books for storytelling, reading aloud, puppetry, and board book use will be emphasized.
Prerequisite: 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 develop competencies through various problem-solving methods.
Prerequisite: 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.
Prerequisite: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC232 Child and Family Advocacy
40 hours, 4 credits
Students will explore and develop skills to advocate for children and families. They will review legislation, social policy, and advocacy techniques. Students will also investigate several current and controversial issues within the early childhood profession, and explore current research on early childhood education issues.
Prerequisite: 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.
Prerequisite: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC241 Language and Literacy Acquisition
40 hours, 4 credits
Students will examine how infants learn, preschool, and school-aged English Language Learners acquire language and literacy. They will be exposed to early childhood programs that support children’s home languages, and explore how to create an environment that sustains English Language Learners.
Prerequisite: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC242 Involving Parents of English Language Learners
40 hours, 4 credits
Students will explore how to engage and support family involvement for English Language Learners. They will examine methods for maintaining effective communication and developing strong relationships with the families of English Language Learners.
Prerequisite: 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 context of educating dual language 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 analyze environmental restrictions and explore how to support the development of 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

EC253 Curriculum and Instruction for Children with Special Needs 40 hours, 4 credits
Students will explore how to adapt developmentally appropriate curriculum to support the development of children with special needs. They will learn strategies for effective partnering with other professionals and parents to ensure the achievement of developmental goals.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC290 Early Childhood Education Capstone 20 hours, 2 credits
Students will integrate the knowledge and skills gained from coursework in the Early Childhood Education program. They will complete a capstone project that integrates knowledge and skills in child development, health and nutrition, curriculum and instruction, observation and assessment, and other areas relevant to the field.
Prerequisites: Early Childhood Education student in last or second-to-last quarter

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, writing purpose, student voice, and 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 literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.

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 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 sociology terms and concepts. Students will understand how to apply sociological concepts and theories to analyze and understand social relationships and historical processes in the social domain. 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.

G145 Film Appreciation 40 hours, 4 credits
Students will study different elements, forms, techniques and styles of film and will learn a critical approach to film and the motion picture industry. Students will critique films and filmmakers through various approaches and assessments that demonstrate analysis, interpretation, and evaluation skills as well as helping the viewer understand the meaning and understanding of film as an art form.

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.

G147 Art Appreciation 40 hours, 4 credits
Students will examine the historical, social, and technological factors that contribute to understanding the function and meaning of art in this course. Using a global and thematic approach, students will be introduced to the basic elements of art, while learning about 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.

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, consumer decision and emotions, the science of sensation and perceptions, and the current practices pertaining to psychological disorders, therapies, and treatments.

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.

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.

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 relationship to morality and professional responsibility. Emphasis is placed on the application of ethical theories to problems faced in increasingly globalizing business and society.
Prerequisites: none
G203 Macroeconomics
40 hours, 4 credits
In this course, students will learn the fundamentals of macroeconomics, which deals with the economy as a whole. An overview of the American economy will be explored through a study of basic supply and demand analysis and a review of fiscal and monetary policy to phases of the business cycle. Unemployment, inflation, GDP, and policy decisions which affect the American economy at home and abroad will be covered.
Prerequisite: none

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

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

G224 Introduction to Critical Thinking
40 hours, 4 credits
A study of the rules of valid judging and reasoning, both 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 supporting materials, and use effective language to develop and present a narrative, informative, and persuasive speech.
Prerequisite: none

G230 Introduction to Literature
40 hours, 4 credits
This course offers an introduction to the most common literary genres: fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts. Reading and analysis of texts will include a variety of literary forms and periods. Students will engage in approaches to determine literary meaning, form, and value.
Prerequisite: none (English Composition recommended)

G233 College Algebra
40 hours, 4 credits
This course 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: none

G231L Lab (20 hours, 1 credit)
G231 Lecture (30 hours, 3 credits)
This course offers an introduction to the most common literary genres: fiction, poetry, drama, and literary non-fiction. 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 ecosystems. Students will complete laboratory exercise coordinated with course content.
Prerequisite: none

G233L Lab (40 hours, 2 credits)

G238 Conversational Spanish
40 hours, 4 credits
This course focuses on common words and phrases students need to develop a working vocabulary which will enable them to communicate with Spanish-speaking individuals in their personal and professional lives. Although oral communication is stressed, an overview of Spanish grammar, phonetic pronunciation and Hispanic culture.
Prerequisite: none

G239 Introduction to Astronomy
40 hours, 4 credits
This course offers an introduction to astronomy, including the origins of the universe, the Earth, the Sun, the Moon, the planets, the Sun’s family, the solar system, and the Milky Way galaxy. Students will also explore the history of astronomy, from early civilizations to modern day.
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 placement exam

G247 Introduction to Discrete Mathematics
40 hours, 4 credits
This course provides the basis for proper mathematical reasoning in a computer science framework. Topics that students explore include propositional and predicate logic, proof strategies and inductive reasoning, sets, relations, 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 Introduction to Microbiology
70 hours, 5 credits
G282 Lecture (30 hours, 3 credits)
G282 Lab (40 hours, 2 credits)
This course provides students with the skills to achieve mastery of microbiology terminology and applications including, but not limited to, microbial growth, reproduction, metabolism, and disease. Students will also learn basic concepts of genetics and evolution. Students will explore the relationship of human populations and the ecosystems. Students will complete laboratory exercise coordinated with course content.
Prerequisite: none

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

G328 Human Uses of the Environment
40 hours, 4 credits
This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are intertwined throughout the course include principles of ecology and 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 1605 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
G32 Visual Communication in the Media 40 hours, 4 credits
This course examines how people understand their world through visual images. Students will examine how visually, gesturally, process, and interpret information is presented through visual media. Prerequisite: none

G33 American Religious History 40 hours, 4 credits
A survey of the contribution of religion to American culture, including the differences between religion and 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

G35 Contemporary World Literature: 1900 to the Present 40 hours, 4 credits
This course explores how authors from around the world have engaged with important themes and historical events throughout the twentieth century. In studying these texts, students will examine the interplay of fiction and history, the varieties of literary style, and the qualities that link as well as distinguish works from different cultures. Students will respond to texts critically in discussions and essays, as well as research critical evaluations of literary topics, authors, etc. Prerequisite: English Composition

G34 Physical Geography 40 hours, 4 credits
This course presents a study of the development and distribution of landsforms, climates, minerals, soils and water resources. Interrelationships between the physical environment and regional patterns for these elements are analyzed against man’s utilization of them. Prerequisite: none

G38 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 popular culture will be examined. Prerequisite: none

G40 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

G42 Work and Family 40 hours, 4 credits
This course focuses on the overlapping worlds of work and family. It examines both the nature of the links that exist between the two major social institutions as well as the issues and problems that result from the complexity of individuals’ work and family responsibilities. An emphasis is placed on female labor force participation. Prerequisite: none

G34 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

G345 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

G40 Political Thought 40 hours, 4 credits
The aim of this course is to understand and appreciate some important authors and formulations 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 exploration of the administrative principles and practices within healthcare organizations. Emphasis is placed on organization, structure, and operation of healthcare facilities. Management principles will be applied to case studies of healthcare industry scenarios. Prerequisites: US Healthcare Systems; Principles of Management; Introduction to Human Resource Management; Electronic Health Records and Medical Office Procedures

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

H320 Financial Management of Health Care Organizations 40 hours, 4 credits
This course focuses on healthcare finances, assets, cost concepts, capital budgeting, and procedures; principles of accounting applied in the healthcare environment. Students will discuss the development and management of department budgets, and the common sources of healthcare revenues and expenses. Prerequisites: Introduction to Healthcare Administration; Financial Accounting II

H350 Healthcare Quality Improvement in Healthcare 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 government and accrediting bodies in the healthcare industry. Common methods and trends in quality improvement will be explored. Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management

H340 Regulation and Compliance in Healthcare 40 hours, 4 credits
This course is an exploration of the many entities that regulate healthcare delivery, 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 policy-making will be examined. 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

H402 Healthcare Information Systems 40 hours, 4 credits
This course addresses the use of 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

H420 Advanced Healthcare Law and Ethics 40 hours, 4 credits
This course examines ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical problems in the healthcare field. This course includes educational resources from Harvard Business Publishing. Prerequisite: Health Information Law and Ethics or Electronic Health Records and Office Procedures

H340 Epidemiology 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 via completion of a Capstone project approved by the instructor. This course includes educational resources from Harvard Business Publishing. Prerequisite: Students must be enrolled in the Healthcare Management Bachelors Degree program and in their last or second-to-last quarter

H300 Information and Communication Technologies 40 hours, 4 credits
This course is an exploration of the technologies available to manage all aspects of health information and communication, including hardware and software to ensure data collection, storage, analysis and reporting of information. Students will explore the development of networks, including intranet and internet applications to facilitate the electronic health record. Interpretation of the derivation and use of standards to achieve interoperability of healthcare information systems will be explored. Prerequisite: Program Admission

H305 Health Information Management Systems 40 hours, 4 credits
A study of the various clinical, administrative, and specialty service applications used in healthcare organizations is 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
H1320 Data, Information, and File Structures 60 hours, 4 credits
A lab-based environment to apply knowledge of database architecture and design such as data dictionary, data modeling, and data warehousing to meet organizational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines. Prerequisite: Program Admission

H1330 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. Accounting, cost accounting, budgeting, financial reports, financial management, cost benefit analysis, capitalization, and cost containment techniques are introduced. Prerequisite: Program Admission

H1340 Project Management 40 hours, 4 credits
An exploration of the application of general principles of project management in the administration of health information services. Students will learn to implement process engineering and project management techniques to ensure efficient work flow and appropriate outcomes. Prerequisite: Program Admission

H1350 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

H1360 Reimbursement Methodologies 40 hours, 4 credits
A study on 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, casemix management, the audit process, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBRVS, and RUGs. Prerequisite: Program Admission

H1370 Advanced Quality Management in Healthcare 40 hours, 4 credits
This course examines facility wide quality management and continues quality improvement models, processes, methods and tools for 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, organizational performance, and the role of governing and accrediting bodies in healthcare quality will be studied. The theory of quality management and future trends, including the role of health information management will be explored. Prerequisite: Program Admission

H1400 Electronic Data Security 40 hours, 4 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. Prerequisite: Program Admission

H1410 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. Data analysis and presentation 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. Prerequisite: Healthcare Statistics

H1420 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

H1430 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 technology will be explored. Prerequisites: Program Admission

H1435 Health Data Management 20 hours, 2 credits
This course addresses the fundamental concepts of managing health records both manually and electronically in today’s healthcare facilities. This course introduces students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. This covers 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, UHDDS, OASIS including the history, purpose, and uses of each. Prerequisite: Program Admission

H1450 Health Information Management Alternative and Facility Professional Practice Experience 30 hours, 1 Credit
This course is a 30-hour practical experience that explores a non-hospital environment of the student’s choice. This experience is designed to assist students in exploring the diversity of roles in the health information profession. The experience will include health information-related shadowing, observation, and/or performance of tasks and must be approved by the instructor. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist. Prerequisite: Must be completed in the student’s final quarter

H1460 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, electronic health records, information programs, information security and privacy training programs will be studied. Professional certification, ethical practices and issues, as well as bioethical issues and their impact on the legal health record will be explored. Prerequisite: Program Admission

H150 Introduction to Human Services 40 hours, 4 credits
This course experiences human services expose 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 stress faced in the workplace. Comparisons of human services systems from a variety of countries will also be examined. Prerequisite: none

H151 Cultural Diversity in Human Services 40 hours, 4 credits
This course will examine diversity in many communities and the cross-cultural service delivery that is 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

H152 Introductory Strategies to Crisis Intervention 40 hours, 4 credits
This course sets the foundation for students to develop the morals, ethics, and attitude necessary to strategically help those in crisis situations. The values and ethics intrinsic to the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function as change agents and must therefore learn 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

H153 Marketing in the Human Services 40 hours, 4 credits
Marketing 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 culture, climate, and structure. Prerequisites: Case Management: Strategies for Rehabilitation; Counseling Clients

H2520 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 and realities that will evaluate individuals functioning in these systems, both offering answers and proactive models for prevention. Community psychology works toward the empowerment of members within a community, while appreciating diversity and understanding human behavior. Students will understand the importance of understanding setting or environment as important as the individual in it. Prerequisite: General Psychology

H2570 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, conformity, and aggression will be explored. Different social interactions will be analyzed including community, productivity, and leadership. Prerequisite: General Psychology

H2580 Abnormal Psychology 40 hours, 4 credits
In this course students will understand the applied discipline of abnormal psychology. In order to understand and change abnormal patterns of functioning humans in their communities, thoughts and behavior will be examined. Students will explore what is abnormal behavior and what is not in current society and cultures. Numerous applications of abnormal psychology will be considered, such as one’s genetic makeup, physical condition, learning, reasoning, and socialization. Prerequisite: General Psychology
RASMUSSEN COLLEGE

COURSE DESCRIPTIONS

HS294 Internship for Human Services
250 hours, 5 credits
Field experience is a key learning experience in a human services delivery organization. It is a process of experiential learning that integrates and applies knowledge, theory, skills, and professional behaviors that are concurrently being taught within the classroom. It is an integral part of the total educational process. Prerequisite: Students must be in their last or second-to-last quarter before graduation.
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 nutrition in maintaining 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 in the field, 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, corrections 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 in an exploration of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals. Prerequisite: none

J115 Introduction to Corrections
40 hours, 4 credits
A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined. For residential only, this course includes a fieldwork assignment. Prerequisite: Introduction to Criminal Justice

J120 Policing in America
40 hours, 4 credits
Students will examine the theoretical understandings of police work in the United States, including its historical roots, its current status, and the trends that will shape its future. They will explore the role of the police as seen by citizens, patrol officers, administrators, and agencies. They will also cover contemporary practices such as Community Oriented Policing, Problem-Oriented Policing, and Directed Patrol. In investigating these topics, student will develop skills in critical thinking and problem solving. For residential only, this course includes a fieldwork assignment. Prerequisite: Introduction to Criminal Justice

J121 Case Management: Strategies for Rehabilitation
40 hours, 4 credits
Students will learn how to manage caseloads of clients, document casework, and use strategies for clients’ rehabilitation. They will learn how to write effective report writing, case entries, recommendations and violation summaries. Students will explore client-interview skills and motivation techniques. Examination of special populations of diverse clients, such as substance abusers and the mentally ill are reviewed. Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

J122 Crime Scene to Conviction: Critical Skills in Documentation
40 hours, 4 credits
This course will master the skills of both oral and written communication. They will examine grammars and the mechanics of writing. They will also explore special communication issues, such as communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the success 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 and the Courtroom
40 hours, 4 credits
This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State court systems. The concepts of due process, 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, 2 credits
This course emphasizes the skills of both oral and written communication with emphasis on writing formats used by justice professionals. Students will acquire the skills necessary to effectively communicate within diverse communities. Prerequisite: Introduction to Criminal Justice

J150 Introduction to Criminal Law
40 hours, 4 credits
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 due process, 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 stalking and domestic homicide. Prerequisite: Introduction to Criminal Justice

J211 Counseling Clients
40 hours, 4 credits
Students will examine the process and effects of counseling. Assessment tools, methods of evaluation, and case planning is reviewed. They will consider a variety of counseling settings, including prisons, jails, group homes, in-patient and outpatient treatment centers, and halfway houses, as places where counseling 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 correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment. Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

J222 Practical Psychology for Law Enforcement
40 hours, 4 credits
An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment. Prerequisite: Introduction to Criminal Justice or Introduction to Law and the Legal System

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.

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 criminals and the citizens they serve. Students will apply ideas from psychology to create effective victim and witness interviewing strategies, offender behavior-modification approaches, and coping methods. They will review the immediate and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.

Prerequisites: General Psychology; Introduction to Criminal Justice

J250 Drugs and Crime
40 hours, 4 credits
This course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as “club drugs,” inhalants, herbal stimulants, and designer drugs will also be discussed. Prerequisite: Introduction to Criminal Justice 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
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<th>COURSE DESCRIPTIONS</th>
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| **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 topic. Students will design and carry out a research study, collect and analyze resulting data, and integrate their research and findings into a formal thesis. Prerequisite: Criminal Justice Seminar. Students should be in their last or second-to-last quarter |
| **J480 Criminal Justice Internship** 250 hours, 9 credits
This course provides students with an opportunity to apply their learning through an internship experience involving participant observation in a professional criminal justice setting. During the internship experience, students will concurrently participate in discussions, journaling, and related coursework 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 is the focus of this course. Students will theorize future initiatives in policing, courts, corrections, juvenile justice, and homeland security. Prerequisite: Contemporary Issues in Criminal Justice Capstone |
| **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 criminal and drug interdiction strategies through effective traffic enforcement, and special considerations in impaired driver enforcement. They will learn to operate enforcement tools such as speed detection devices and alcohol sensory equipment. Students will examine the writing and articulation of enforcement decisions, and potential court outcomes of enforcement actions. Prerequisites: Ethics Around the Globe; Practical Psychology for Law Enforcement or enrolled in Certificate |
| **LE219 Firearms I: Fundamentals of Armed Police Response** 40 hours, 2 credits
Students will learn the fundamental principles of marksmanship for firearms competency, and will progress to police-specific skills needed for proficiency in firearms use. They will practice the care and maintenance of firearms. Prerequisites: Ethics Around the Globe; Practical Psychology for Law Enforcement or enrolled in Certificate |
| **LE220 Firearms II: Tactics for Combat Gunfighting** 40 hours, 2 credits
Students will build upon fundamental principles of marksmanship to gain firearms skills unique to law enforcement and officer survival. They will examine considerations related to use of force and deadly force, focusing on decision-making in force levels and articulation of force decisions. They will implement tactical considerations throughout training, including combat firearms skills and mental preparation for use of deadly force. Students will experience scenario-based and simulation training to help them synthesize shooting skills with proper use-of-force decisions in real-time situations. Prerequisite: Firearms I: Fundamentals of Armed Police Response |
| **LE227 Use of Force I: From Empty Hands to TASERS** 40 hours, 2 credits
Students will learn fundamental fighting principles, including technical and psychological aspects of physical combat. They will use tactical positioning, command presence, verbalization skills, and interpretation of body language in confrontational situations. Compliance and control techniques will be taught, ranging from empty-hand techniques, ground defense, and weapon retention to application of common police officer tools such as handcuffs, chemicals, batons, and electronic control devices. They will explore concepts of psychological 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 build on fundamental police defensive tactics to synthesize physical knowledge with use-of-force decision-making. They will learn decision-making skills in ambiguous use-of-force incidents, demonstrating their ability to assess situations, respond appropriately, apply reasonable force, and articulate their reasoning. They will use practical application exercises and scenario-based training to maximize training effects. Prerequisites: Use of Force I: From Empty Hands to TASERS |
| **LE233 Crime Scene Response: The Real CSI** 60 hours, 3 credits
Students will examine the investigation processes for crime scenes and crashes. They will explore issues of scene security, evidence collection, handling, and processing, and documentation. They will examine the crime scene processing, and review basic investigation and reporting forms and the reporting requirements established by statute and policy. Prerequisites: Ethics Around the Globe; Practical Psychology for Law Enforcement or enrolled in Certificate |
| **LE240 Minnesota Traffic Code** 20 hours, 0 credits
Students will learn the principles and legal implications of traffic codes and related statutes to gain a thorough understanding of peace officer responsibilities and to be able to apply their knowledge of traffic law enforcement to achieve resolution of a variety of common policing scenarios. They will discuss fire, arson, and explosives response. They will learn principles of good judgment and decision-making, and will articulate their enforcement choices and the potential legal implications of each. Students will also learn fundamental driving principles for routine and high-speed pursuit driving, and will apply these principles in laboratory exercises. They will discuss the legal and policy aspects of police pursuits and effective call response. Prerequisites: Use of Force I: From Empty Hands to TASERS; Firearms I: Fundamentals of Armed Police Response; Traffic Enforcement: Managing Traffic Violators, Crime Scene Response: The Real CSI or enrolled in Certificate |
| **LE250 Minnesota Traffic Code** 20 hours, 0 credits
Students will examine the investigation processes for crime scenes and crashes. They will explore issues of scene security, evidence collection, handling, and processing, and documentation. They will examine the crime scene processing, and review basic investigation and reporting forms and the reporting requirements established by statute and policy. Prerequisites: Ethics Around the Globe; Practical Psychology for Law Enforcement or enrolled in Certificate |
| **LE245 Minnesota Criminal Code** 20 hours, 2 credits
Students will examine Minnesota criminal code and related statutes to gain a thorough understanding of peace officer responsibilities under Minnesota law. They will review specific Minnesota crimes and their elements, levels of offense, and the proper handling of suspects involved in various crimes. Charging, defenses, and sentencing will also be explored. Prerequisite: Introduction to Criminal Justice or enrolled in Certificate |
| **LE254 Use of Force Practicals: Hands-on Training in Progress** 80 hours, 4 credits
Students will synthesize learning from all areas of training. They will respond to realistic calls for service, and apply their knowledge of law enforcement to achieve resolution of a variety of common policing scenarios. They will discuss fire, arson, and explosives response. They will learn principles of good judgment and decision-making, and will articulate their enforcement choices and the potential legal implications of each. Students will also learn fundamental driving principles for routine and high-speed pursuit driving, and will apply these principles in laboratory exercises. They will discuss the legal and policy aspects of police pursuits and effective call response. Prerequisites: Use of Force I: From Empty Hands to TASERS; Firearms I: Fundamentals of Armed Police Response; Traffic Enforcement: Managing Traffic Violators, Crime Scene Response: The Real CSI or enrolled in Certificate |
| **M100 Customer Service in Healthcare** 10 hours, 1 credit
This course will prepare students to deliver outstanding customer service in a healthcare setting by developing communication skills and customer service skills. Students will explore the factors that influence the perceptions of external and internal customers. Topics covered in this course include: the psychology of patients, customer service in a diverse world, listening skills and effective communication techniques. Prerequisite: none |
| **M105 Introduction to Electronic Health Records** 20 hours, 3 credits
This course will prepare students to deliver outstanding customer service in a healthcare setting by developing communication skills and customer service skills. Students will explore the factors that influence the perceptions of external and internal customers. Topics covered in this course include: the psychology of patients, customer service in a diverse world, listening skills and effective communication techniques. Prerequisite: none |
| **M120 Medical Terminology** 40 hours, 4 credits
This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation. Prerequisite: none |
| **M121 Anatomy and Pharmacology for Coders**
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, lymphatic, immune, and endocrine systems of the body; most commonly prescribed drugs; and their abbreviations. Students will learn how to abstract key information from the health record to assist in improving physician documentation and to ensure all valid and accurate coding. Students will complete laboratory exercises coordinated with course content. 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 accrue and discourage medical documentations being transcribed or edited. Common English language needs in medical transcription are explored, as well as correct use of number formatting. This course also addresses the student's need to being transcribed 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 laboratory records. 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 introduced as well as the use of registries and indexes. Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology |
| **M132 ICD-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 ICD-PCS 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 indexes. 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 ICD codes in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems. Prerequisite: Medical Terminology |
| **M138 Anatomy and Pharmacology for Coders**
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, lymphatic, immune, and endocrine systems of the body; most commonly prescribed drugs; and their abbreviations. Students will learn how to abstract key information from the health record to assist in improving physician documentation and to ensure all valid and accurate coding. Students will complete laboratory exercises coordinated with course content. Prerequisites: Structure and Function of the Human Body; 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 setting and will cover coding of all body systems. Prerequisite: Medical Terminology
Pre or Co-requisite: Pathophysiology

M140A Intermediate ICD-9-CM Coding
40 hours, 3 credits
This course is a continuation of Basic ICD-9-CM with developmental practice to increase proficiency in coding with ICD-9-CM using patient records. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. Use of coding and grouper software will be introduced as well as the use of registries and indices. Prerequisite: Basic ICD-9-CM Coding

M141 Ambulatory Care Coding
40 hours, 3 credits
The emphasis in this course is medical coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on coding medical insurance claims. Prerequisite: ICD-PCS Coding or ICD Coding

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

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

M208 Introduction to Health Information Management
40 hours, 4 credits
This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of 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 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 learn about regulations, requirements, state and federal regulations, and abstracting of source documents. Prerequisite: Medical Terminology

M211 Quality Analysis and Management
40 hours, 4 credits
This course covers quality improvement methodologies used in acute and long-term care, and the quality issues of health information services. This course includes data collection and compilation of healthcare statistics. Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts

M214 Medical Transcription
60 hours, 3 credits
The student will transcribe medical reports of medical specialities 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. Prerequisite: Medical Terminology
Pre or Co-requisite: Introduction to Transcription; Medical Terminology; Keyboarding

M218 Management of Health Information Services
40 hours, 4 credits
This study of management, supervision, and human resource principles with application to health information service departments in various healthcare settings. Students will learn how to measure and manage productivity of HIM staff and explore the HIM management role in relation to other hospital departments. Pre or Co-requisite: Introduction to Health Information Management

M229 Healthcare Information Technologies
40 hours, 4 credits
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines. Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts

M230 Medical Law and Ethics
40 hours, 4 credits
A study of the United States legal system and various healthcare regulations and ethics on the health information management environment. Students will apply legal, ethical, and professional practice law and ethics. Prerequisite: none

M230 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

M231 Medical Coding Practicum
30 hours, 1 credit
This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a Coding instructor. Pre or Co-requisite: Ambulatory Care Coding

M232 Pathophysiology
50 hours, 5 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems. Prerequisite: Human Anatomy and Physiology I or Structure and Function of the Human Body

M243 Health Information Law and Ethics
40 hours, 4 credits
A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. Students will apply regulatory and professional law and ethics. Prerequisite: none

M250 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 both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid. This course must be completed during the first full quarter of enrollment. Prerequisite: none

M251 Medical Coding Practicum
30 hours, 1 credit
This course provides 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 work 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, 2 credits
A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HIM departments and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification. Prerequisites: Quality Analysis and Management; 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. Prerequisite: 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 project that incorporates coding, transcription, administrative, and medical office management skills. Prerequisite: Medical Administration student last or second to last quarter

MA102 Introduction to Medical Assisting
40 hours, 3 credits
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid. 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 skills. They will learn the basics of the medical-assisting profession, and will master the essential and basic core of back-office medical-assisting 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-requisites: 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 presented. The approach by body system in this course serves to provide the necessary background information and to refresh the student’s knowledge of previously learned material through which the therapeutic action of the drugs can be clearly understood. Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body

MA145 Clinical Skills II
60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical-assisting skills. They will master knowledge and skills including patient examination and assessment, performing electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will follow applied-learning approaches to all skill development and performance objectives. Prerequisite: Laboratory Skills for Medical Assisting; Pathophysiology
MA225 Laboratory Skills for Medical Assisting 60 hours, 4 credits
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect specimen samples by venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.
Prerequisite: 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 anatomic region. The course is designed to prepare students for the examination for Limited Scope of Practice in Radiography and possible employment as an x-ray technician.

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

MA270 Human Anatomy and Physiology I 60 hours, 5 credits
MA270 Lecture (40 hours, 4 credits)
MA270 Lab (20 hours, 1 credit)
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities. Pre or Co-require: Structure and Function of the Human Body

MA279 Human Anatomy and Physiology II 60 hours, 5 credits
MA279 Lecture (40 hours, 4 credits)
MA279L Lab (20 hours, 1 credit)
In this course, students continue their study of human anatomy and physiology begun in Human Anatomy and Physiology I. They will examine the circulatory, lymphatic and immune, respiratory, urinary, digestive, and reproductive systems, as well as fluid and electrolyte balance, acid-base balance, and nutrition and metabolism. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Human Anatomy and Physiology I

MA281 Medical Assisting Clinical Externship 240 hours, 6 credits
In conjunction with a Medical Assisting Capstone, students will complete 240 hours of a Medical Assisting clinical externship 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, 5 credits
In conjunction with the Medical Assisting Capstone, students will complete an online Medical Assisting Capstone course. In this course, students will learn job-search techniques and skills for entry-level medical assistants as well as share and learn from their externship experiences with the class. Students will also prepare to sit for a Medical Assisting credential examination during this course (either the CMA or RMA depending on campus accreditation status).
Prerequisite: none
Co-require: Medical Assisting Externship

MCB 2010C 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; reproduction and growth; genetics, mutations, and biotechnology; a survey of viruses, bacteria, algae, fungi, protozoa and helminthes; interactions with the human body; and identifying methods including mechanisms of pathogenicity.
Prerequisite: none

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

MH200 Calculus I 40 hours, 4 credits
This course takes students into a deeper exploration of functions within the framework of the Fundamental Theorem of Calculus. Topics 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

MH210 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 application 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

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

MH310 Probability and Statistics 40 hours, 4 credits
This course explores the concepts of 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 concepts to computational applications.
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

ML120 Clinical Chemistry I 40 hours, 3 credits
ML120 Lecture (20 hours, 2 credits)
ML120L Lab (20 hours, 1 credit)
An introduction to analytical techniques, instrumentation, and basic principles of clinical chemistry methods. Presents the theory and application of biochemical analytes, including clinical significance and normal reference ranges.
Prerequisite: Introduction to Clinical Laboratory Science

Co-require: Human Anatomy and Physiology I; College Algebra

ML130 Hematology I 40 hours, 3 credits
ML130 Lecture (20 hours, 2 credits)
ML130L Lab (20 hours, 1 credit)
An introduction to hematology and laboratory and practical application of routine and special hematology procedures. Presents red-blood-cell function, hemopoiesis, 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, 2 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 will be discussed. 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, 2.5 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, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values.
Prerequisite: Clinical Chemistry I

ML220 Hematology II 60 hours, 4 credits
ML220 Lecture (30 hours, 2.5 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. Co-require: 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
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COURSE DESCRIPTIONS

ML240 Immuno hematology 40 hours, 3 credits
ML240 Lecture (20 hours, 2 credits)
ML240L Lab (20 hours, 2 credits)
An introduction to the fundamentals of the immune system and the principles of genetics as they apply to blood group inheritance and blood banking procedures. Includes donor selection, blood collection, blood components, 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, 2.5 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 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 II 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)
Students will continue in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate.

N127 Microsoft Windows Workstations 40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course helps prepare students to take the Microsoft Windows Configuring (70-680) Certification Exam, which counts towards Microsoft Certified Solutions Associate (MCSA) Windows 7 certification.
Prerequisite: Fundamentals of Hardware & Software I

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

N135 Operating Systems Fundamentals 60 hours, 4 credits
Students are introduced to the principles of various types of microcomputer operating systems. Topics include system resources, memory management, processor management, user interface and operating system functions especially related to database resources management. Emphasis is placed on how the user, hardware, and software interface with the operating system.
Prerequisite: none

N137 Programming I 60 hours, 4 credits
This course is designed to teach the student C++ programming utilizing object oriented terminology. C++ expressions, decisions, and loops within the C++ realm are explored and practiced. This first course in a two course sequence ends with an analysis of functions and classes and how these elements are used in different programming projects.
Prerequisite: 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 provide the practical resources needed to build a firm understanding of game development from a production standpoint. In addition, the information this course provides is a grounded study for any real life application where inspiration must combine with practical knowledge and application to create a marketable product.
Prerequisite: Game Design Theory I

N139 Game Design Theory I 40 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

N140 Logic and Troubleshooting 40 hours, 4 credits
This course provides students a strong base of Critical Thinking and troubleshooting methodologies for assessing situations and applying logical reasoning to various scenarios. The materials contained within this course will assist in building the students' ability to form reasonable hypotheses for solving problems of a technical nature.
Prerequisite: none

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

N142 Foundations of Software Design 40 hours, 3 credits
This course introduces students to fundamental aspects of programming as it is related to proper software design concepts. Students will gain an understanding of how computational techniques are applied in solving a variety of problems. Topics will include variables, procedural abstraction utilizing handlers, conditionals, and loops, and data types. The course will also provide students with an understanding of software engineering by having them write small but useful computer programs using pseudo-code as well as a high-level programming language.
Prerequisite: none

N145 Fundamentals of PC Hardware and Software 60 hours, 4 credits
In this course, students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. 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 complete computer, components, and peripherals.
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 exam. Each student will assemble a complete 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 and peripherals, tablets, file sharing, and troubleshooting problems related to the same. Operating system security and methods to prevent intrusion will also be discussed. Concepts of virtualization, desktop imaging, and deployment will be introduced.
Prerequisites: Fundamentals of Hardware and Software I

N149 Helpdesk Support 50 hours, 4 credits
This course covers material used by helpdesk engineers to troubleshoot and solve user problems. Dealing with the user, identifying and solving the problem, and tracking 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 uses of technology tools in science, industry, education, and the arts. Categories such as communications, commerce, and quality of life will be explored as students review the scope of and application of technology within the context of everyday life.

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 OS X operating system. Students will learn how to integrate a Mac client into a Windows network and configure 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 game development 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 such as 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 50 hours, 4 credits
This course has been designed to teach concepts in linear algebra. The course covers linear equations and matrices, and how these can be applied in various situations. In addition, topics will include determinants, vectors in the plane, and how to calculate cross determinants.
Prerequisite: Advanced Algebra
COURSE DESCRIPTIONS

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 troubleshoot Cisco switches and routers. Concepts in the course will include routing protocols like RIP, RIP2, OSPF, VLANs 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 labs 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 and 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 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
How a person interacts with a game is one of the more crucial aspects in determining the success of 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

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

N207 Programming II
60 hours, 4 credits
This course is a continuation of Programming I. Topics that will be covered in this course include design analysis, inheritance, and the use of templates in programming. A look at input/output issues is done along with a look at advanced topics in C++ programming and a brief look at how C++ can be started to be utilized in programming. Students will be exposed to different projects that have complex systems and be asked to create design documents and diagrams. Improving the efficiency of the systems will be a primary goal of this course. Prerequisite: Programming I

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

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

N210 Introduction to Computer Systems
40 hours, 4 credits
This course is an introduction to the study of software control over the various hardware components of a computer’s architecture — the CPU, RAM, and system bus. Topics include development of C language programs with a pseudo-code foundation. CPU operation at the bus level, comparison of procedural languages to machine language, and development of an assembly language programs using multiple addressing modes, branching, and subroutine calls. Prerequisite: Foundations of Software Design

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 like 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 approaches used for creating games for these platforms as well as for creating platform agnostic games. Prerequisite: Fundamentals of Game Development I

N213 Fundamentals of Web Security
40 hours, 3 credits
This course gives students an alternative perspective on securing multiple mobile operating systems. Students will learn how to apply security principles to Android, iOS, and Mac operating systems. They will learn how hackers penetrate these systems and how to properly secure each environment. Students will learn about aspects of BYOD (Bring Your Own Device) and understand what additional security needs to be implemented to make sure devices that are utilizing public networks. Prerequisite: Networking Security

N221 Mobile and Mac OS Security
40 hours, 3 credits
This course covers the principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities. Prerequisite: SQL Server Administration

N222 Physics for Game and Simulation Production
40 hours, 3 credits
This course provides a broad overview of the fundamental principles of physics as they apply to game and simulation programming and prepares students in the use of physics engines within a game development environment. Physical engines include introductions to classical mechanics and dynamics, gravity, magnetism, optics and acoustics. Prerequisite: Math for Game and Simulation Production II

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

N225 Interactive Storytelling
40 hours, 3 credits
This course builds on the Fundamentals of Game Development II and explores the various approaches used within game console and mobile platforms. In addition, students will design and 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

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

N226 Windows Active Directory
40 hours, 3 credits
This course covers security as well as hacking. The end result of this course is to give the student a stronger perspective on securing multiple mobile operating systems via these methods in addition to securing the data and mobile devices. Prerequisite: Microsoft Windows Server

N227 C#
50 hours, 3 credits
This course is designed to introduce students to 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

N228 Microsoft Windows Server
60 hours, 3 credits
This course covers the principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities. Prerequisite: SQL Server Administration

N230 Fundamentals of Ethical Hacking
40 hours, 3 credits
This course covers the principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities. Prerequisite: SQL Server Administration

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 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

N232 Fundamentals of Ethical Hacking
40 hours, 3 credits
This course provides a broad overview of the fundamental principles of physics as they apply to game and simulation programming and prepares students in the use of physics engines within a game development environment. Physical engines include introductions to classical mechanics and dynamics, gravity, magnetism, optics and acoustics. Prerequisite: Math for Game and Simulation Production II

N233 Software Packaging and Deployment
40 hours, 3 credits
This course covers the principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities. Prerequisite: SQL Server Administration

N235 Cisco Networking Fundamentals and Routing
40 hours, 3 credits
This course covers the principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities. Prerequisite: SQL Server Administration

N260 Hardware and Software II
60 hours, 4 credits
This course covers the principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities. Prerequisite: SQL Server Administration

N285 Network+ Fundamentals of Networking
60 hours, 4 credits
This course covers the principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities. Prerequisite: SQL Server Administration
N253 Managing Information Security 30 hours, 3 credits
Information security is not only an IT, but a management issue. Therefore, this course introduces students to a detailed examination of the systems-wide perspective of information security. They begin with the strategic planning process for security, which includes an examination of the policies, procedures and staffing functions necessary to organize and administrate ongoing security functions in an organization. Course subjects include security practices, security architecture and models, continuity planning and disaster recovery planning.
Prerequisite: Networking Security

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: Introduction 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 as it affects the success or failure of organizations. 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, cloud data security, and incident response strategies.
Prerequisites: Cisco Networking Fundamentals and Routing; Principles of Network Security

N270 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 knowledge of software and hardware components of Information Security. Topics covered include: intrusion detection, virtual private networks (VPN), and incident response strategies and planning, wireless network security.
Prerequisite: Networking Fundamentals

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 spectrum of digital media such as: concept development, production, project management, and content delivery. Important workforce assets of individual drive and assessment, success, current trend, the assessment 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 graphics methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves solutions to problems such as how we represent 3D models, describe their position and motion in 3D, project them into 2D images, and render these 2D projections with pixels. We will also consider photometric problems, such as how we represent light, model the way objects reflect light, and the path that light takes as it refracts through the scene.
Prerequisite: Programming II

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

N304 Operating Systems Design 50 hours, 4 credits
In this 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: Software Systems Principles

N305 Figure Drawing 40 hours, 4 credits
Figure Drawing will emphasize the traditional and realistic approaches used to draw the human figure accurately. There will be an emphasis on gesture, proportions and form development using the human figure in studio and in public settings. The basic structural and anatomical concepts will be covered along with an in depth study of motion and gesture drawing skills.
Prerequisite: Color Theory and Techniques

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, cloud data security, and incident response strategies.
Prerequisites: Cisco Networking Fundamentals and Routing; Principles of Network Security

N307 Principles of Network Security 40 hours, 3 credits
This course is designed to prepare students for multiple levels of project completion across the spectrum of digital media such as: concept development, production, project management, and content delivery. Important workforce assets of individual drive and assessment, success, current trend, the assessment of timelines, deadlines, and budgets, and effective leadership are explored as they pertain to the multimedia development pipeline.
Prerequisite: Portfolio Development

N308 Foundation of Flash 40 hours, 3 credits
This course is designed to prepare students for multiple levels of project completion across the spectrum of digital media such as: concept development, production, project management, and content delivery. Important workforce assets of individual drive and assessment, success, current trend, the assessment of timelines, deadlines, and budgets, and effective leadership are explored as they pertain to the multimedia development pipeline.
Prerequisite: Portfolio Development

N309 Principles of Computer Graphics 60 hours, 4 credits
The goal of the course is to teach fundamental principles of computer graphic algorithms in relation to video game and simulations. The focus is on graphic methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves solutions to problems such as how we represent 3D models, describe their position and motion in 3D, project them into 2D images, and render these 2D projections with pixels. We will also consider photometric problems, such as how we represent light, model the way objects reflect light, and the path that light takes as it refracts through the scene.
Prerequisite: Programming II

N310 The Study of Animation 60 hours, 4 credits
This course is intended for students with an animation/multimedia background, who want to understand how animation works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.
Prerequisite: Digital Media Assembly

N311 Introduction to Information Systems Security 40 hours, 3 credits
This course provides an overview of security and information system security, including the role of countermeasurement in the information system environment. Topics include definition of terms, concepts, elements, and goals incorporating industry standards and practices with a focus on availability, vulnerability, integrity, and confidentiality aspects of information systems.
Prerequisites: Microsoft Windows Server; Network Security

N313 Advanced Cisco Network Security 60 hours, 4 credits
Cisco Certified Network Associate (CCNA) is a first-level certification offered to 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 employee’s networking. CCNA Security is offered for Network Security Specialists, Security Administrators, and Network Security Support Engineers. This course will help students prepare for the CCNA Security certification by using hands-on labs and simulations to understand network security principles by emphasizing practical, real-world principles.
Prerequisite: Cisco Network Routing and Switching

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

N316 Game and Simulation Lighting Techniques 60 hours, 4 credits
This course provides an introduction to 3D programming, with an emphasis on using real-time shaders. The fundamentals of game and simulation lighting will be covered along with how to do the shader programming to achieve more realistic “looks” in games. 3D lighting, texturing, alpha blending, and stenciling are covered in detail in this course.
Prerequisite: Graphics Development with OpenGL

N317 Advanced Networking 50 hours, 4 credits
This course offers an in-depth study of current networking technologies. Topics include OSI model, communication protocols, routing protocols, WAN architecture (ATM, VPN, MPLS, and hybrid networks). Wireless and QoS. Additionally, students will learn about implementing a defined network architecture with basic network security. This course will cover how to configure, maintain, and troubleshoot network devices using appropriate network tools and understand the features and purpose of network technologies. The course includes basic solution recommendations, analyzing network traffic, and becoming familiar with common protocols and media types.
Prerequisite: Introduction to Networks

N318 Advanced Animation 60 hours, 4 credits
This course offers an in-depth study of current networking technologies. Topics include OSI model, communication protocols, routing protocols, WAN architecture (ATM, VPN, MPLS, and hybrid networks). Wireless and QoS. Additionally, students will learn about implementing a defined network architecture with basic network security. This course will cover how to configure, maintain, and troubleshoot network devices using appropriate network tools and understand the features and purpose of network technologies. The course includes basic solution recommendations, analyzing network traffic, and becoming familiar with common protocols and media types.
Prerequisite: Introduction to Networks

N321 Introduction to Information Systems Security 40 hours, 3 credits
This course provides an overview of security and information system security, including the role of countermeasurement in the information system environment. Topics include definition of terms, concepts, elements, and goals incorporating industry standards and practices with a focus on availability, vulnerability, integrity, and confidentiality aspects of information systems.
Prerequisites: Microsoft Windows Server; Network Security

N324 Advanced Cisco Network Security 60 hours, 4 credits
Cisco Certified Network Associate (CCNA) is a first-level certification offered to 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 employee’s networking. CCNA Security is offered 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
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 “looks” in games. 3D-lighting, texturing, 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 three-dimensional environment. Students will manipulate primitive objects such as cubes, spheres, pyramids, and cylinders to build more complex polygons, and students will utilize techniques to approximate curved surfaces with multiple polygons. Industry standard software such as 3D Studio Max, Zbrush, and MudBox will be discussed, and students will have the opportunity within an actual software modeling environment to create a variety of polygon objects.
Prerequisite: The Study of Animation

N322 Web Application Architecture and Design
50 hours, 4 credits
This course presents key concepts in distributed designs for network enabled software systems and applications. Distributed designs allow applications to span multiple machines and require deliberately planned design approaches. Students will understand how applications are scalable, reliable, and secure when implemented within network infrastructures. Topics include object-oriented programming to networked web services, including database applications deployed on very large-scale websites.
Prerequisite: Java I

N323 Asset Management
30 hours, 3 credits
This course is designed to teach students best practices in inventory management. Topics include hardware and software audits, asset tracking systems, software licensing, and service contracts management.
Prerequisite: Project Management for IT

N324 Portfolio, Package and Publish
40 hours, 4 credits
This course focuses on the process and tasks necessary for game and simulation-specific employment including research and resumes, contacts and connections, and the important demos and elevator pitch. Students will learn how to develop an industry-specific resume, how to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn networking skills for their area of interest in game or simulation production.
Prerequisites: Game Production Project I, Simulation Production Project I

N325 Advanced Methods of Computer Graphics
60 hours, 4 credits
This course is for photographers and artists, who wish to go well beyond the basics of Photoshop. In addition to covering more sophisticated methods of color correction, image manipulation and printing, students will learn scanning, digital camera usage, the mechanics of calibration and color management. Students will be able to manipulate images in the computer, and output them for on-screen and printed use. Through the course students will gain a firm foundation of the fundamental differences between digital photography and traditional manual film including lighting and print.
Prerequisite: Digital Photography

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 an intranet/ internet site and potentials for misuse.
Prerequisite: Game

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 and analysis, networks and 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 playtesting and including playtesting feedback in the iterative design loop.
Prerequisite: Software Engineering for Game and Simulation Production

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

N333 Wireless, Mobile and Cloud Security
50 hours, 3 credits
Wireless, mobile and cloud computing are some of the hottest technologies on the market today. Securing these emerging platforms are some of the hottest technologies on the market today. Securing these emerging platforms are vulnerable to attacks. This course will cover techniques necessary to ensure operational integrity and customer data protection.
Prerequisite: Networking Security

N334 Game Engines and Integrated Game Development Environments
60 hours, 4 credits
The goal of this course is to introduce students to the use of game engines and integrated game development tools. Students will learn how to use Java and C# within Unity and how to utilize external game assets within the Unity development environment.
Prerequisite: C#
N380 Mobile Platform Development 40 hours, 4 credits
As more devices become smaller and more mobile, the need to have games to entertain users in downtime increases. This course looks at how to create games for mobile platforms using a systematic approach. The Java programming language is utilized in creating these games. How to weave in audio and video is also addressed along with considering factors such as user inputs involved in playing the game. Prerequisite: Programming II
N382 Technical Writing 20 hours, 2 credits
This course is designed to teach students best practices in authoring technical documentation. Topics include targeting your audience, organization, glossaries, appropriate use of graphics, tables, lists, wikis, and cross referencing. Students will be able to determine word length and how to write white paper, and will understand the pros and cons of wikis and other documentation portals. Prerequisite: English Composition
N383 Security Strategies for Web Apps and Social Networking 40 hours, 3 credits
This course addresses how the internet and web-based applications have transformed the way businesses, organizations, and people communicate. With this information came new risks, threats, and vulnerabilities for web-based applications and the people who use them. This course presents security strategies to mitigate the risk associated with web applications and social networking. Prerequisite: none
N370 Virtualization 50 hours, 4 credits
This course offers an in-depth study of current virtualization technologies and discusses strategies and approaches for virtualization of servers, clients and applications. Topics include switch, distributed virtual switching (DVS), server-side vs. client-side desktop virtualization (SBC & VDI) and virtual appliances. Students will gain hands-on experience with deploying and managing virtual systems and applications. Prerequisite: Independent Study
N380 Project Management for IT 40 hours, 4 credits
This course covers the project management aspects of the IT department. Students will learn how to properly apply project management principles within the IT department to properly deploy network and software solutions. Students will utilize project management software for tracking purposes as well as develop their own method of project tracking. Topics such as ITIL principles on Project Management will also be infused into the content of the course. Prerequisite: Support Management
N385 Scripting – Shell Scripting / Python / Perl 50 hours, 4 credits
This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TOI scripts and examine use cases involving Linux, Windows and Cisco IOS automation through scripting. Prerequisite: Linux Security Strategies
N401 Artificial Intelligence 60 hours, 4 credits
Students will learn how techniques in Artificial Intelligence (AI) can be utilized to allow software applications to mimic human or intelligent behavior in a variety of contexts ranging from expert systems to computer-controlled game opponents. Students will be exposed to topics such as natural language processing and parsers, problem solving algorithms, and knowledge representations. The implications of the intelligent agent paradigm as it relates to common sense and creativity will also be explored. Prerequisite: Programming II
N402 Network Systems Design 50 hours, 4 credits
This course offers the study of the technology, network architecture and topologies, and software used by systems of network-connected computers. Topics include data transmission, local area network architectures, network protocols and services, network applications such as email, various transfer protocols, and services of the Internet such as the World Wide Web. Students will develop programs that run concurrently running computers within various network configurations. Prerequisite: Operating Systems Design
N403 Advanced Mobile Application Development 40 hours, 3 credits
Building upon the topics covered in Mobile Application Development, this course provides students with instruction in the creation of more complex applications and programs. Students will learn how to use the Dalvik virtual machine as a platform to develop Android applications. Additionally, students will understand the differences in developing applications in a wide range of vertical industries including healthcare, science, and entertainment. Prerequisite: Mobile Application Development
N404 Cloud Computing 40 hours, 4 credits
This course offers an in-depth study of current cloud computing technologies and services. Topics include cloud networking, cloud bridging, virtualization of application delivery controllers (ADC’s) and IAN optimization controllers (WOAC’s), data center network design considerations, and emerging technologies like Edge Virtual Bridging (EVB). Students will be required to conduct research, read case studies, and develop and propose a strategy for implementing cloud computing to address specific business needs. Prerequisite: Virtualization
N405 Advanced Applications of Digital and Experimental Art 60 hours, 4 credits
This course will combine their knowledge of art techniques with the psychology of art reception to develop art projects aimed at producing specific reactions. Students will experiment with different elements of art, including shape, form, light, color, and movement, and use techniques including digital photography and imaging. In addition, students will learn to analyze mainstream graphic-design projects in terms of their intended effects, and to use their analyses to produce experimental art projects. The course builds upon traditional and digital visual art skills learned in previous courses to create imaginative solutions to digital problems. Prerequisite: Advanced Methods of Computer Graphics
N406 IT Operations Management 40 hours, 4 credits
The purpose of the IT Operations Management course is to give students a numeric perspective on the IT department. Students will learn how to develop standard operating procedures, create support metrics, and apply these to the proper operation of the IT department. This course will also cover how to properly read and analyze network utilization reports and properly staff various IT departments based on proposed call volume and support needs. Utilization of helpdesk tracking tools and implementation of a tracking system will also be covered to ensure an IT department has the proper foundation to start reporting. Prerequisite: Project Management for IT; IT Security for Managers
N407 Networking and Multiplayer Game Development 60 hours, 4 credits
Students will be introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems. Prerequisite: Game Engines and Integrated Game Development Environment
N409 Auditing Information Technology Infrastructure 40 hours, 4 credits
This course covers the principles, the approaches, and the methodology in auditing information systems to ensure the processes and the procedures are in compliance with pertinent laws and regulatory provisions especially in the context of information systems security (ISS). Prerequisite: none
N411 Disaster Recovery 50 hours, 4 credits
This course is designed to teach students how to perform a risk assessment and develop a disaster recovery strategy that aligns with business needs and priorities. Topics include disaster prevention, systems backup and recovery strategies, hot/cold site strategies, and documentation and testing of recovery procedures. Prerequisite: Service Management
N412 Risk Management and Business Continuity 50 hours, 4 credits
This course covers how to properly analyze risks within an IT department. Topics covered are Disaster Recovery Planning, Business Continuity Planning, and Developing and Creating Risk Analysis documents for all applications assessing their long-term viability and backup solutions. Students will also perform business impact analyses to analyze key areas that are most vulnerable when a risk-based situation has occurred. Students will develop a disaster recovery plan and learn how to process and implement each phase of the plan they have developed. Prerequisites in the Information Technology Management BS Degree program: IT Operations Management, Storage Management, and IT Security Management
Prerequisite in the Information Security BS Degree program: Cloud Computing
N413 Asset Development I 60 hours, 4 credits
This course provides a brief introduction to the development of 2D and audio assets for game and simulation development. Students learn the production process involved in 2D and audio asset creation and develop the skill necessary to create 2D and audio assets for the games developed within this program. Prerequisite: Fundamentals of Game Development I
N415 Digital Effects Creation 60 hours, 4 credits
This course focuses on the use and application of effects in film and video at an advanced, post-production level. Learn professional methods of controlling digital and video representation, and 3D effects. Master the digital workflow by composing footage, digital imagery and CG. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters. Prerequisite: Digital Media Production
N416 Access Controls, Authentication, and PKI 40 hours, 4 credits
This course introduces the concept of access control to information systems and applications. Access, authentication, and accounting for end-users and system administrators will be covered. In addition, security controls for access control including tokens, biometrics, and use of public key infrastructures (PKI) will be covered. Prerequisite: none
N420 Network Security and Cryptography 40 hours, 3 credits
This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing an active network defense, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures. Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Networks
N421 Software Engineering for Game and Simulation Production 60 hours, 4 credits
This course focuses on the software engineering principles and strategies necessary to develop a game or simulation, including an in-depth look at object-oriented architecture and design patterns used in game development. UML, risk analysis, constraint management, problem solving, process improvement, and handling crunch times are some of the topics that will be tackled in this class. Prerequisite: Programming II

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**N422 Enterprise Application Support**
40 hours, 4 credits
This course introduces students to the challenges of supporting complex enterprise applications like e-commerce and ERP systems. Topics include application architecture concepts (front-end, middleware, backend, and client/server), working with application specialists, application performance (monitoring and tuning), security, support and maintenance, and disaster recovery.
Prerequisites: Risk Management and Business Continuity

**N423 Windows Security Strategies**
40 hours, 4 credits
This course discusses security implementations for various Windows platforms and applications. Areas of study include identifying and examining security risks, security solutions, and tools available for various Windows platforms and applications.
Prerequisite: none

**N424 Storage Management**
40 hours, 3 credits
The goal of this course is to cover various methods of data management. Students will learn about Storage Area Networks, Disk Arrays, and data backup. Students will cover topics such as data de-duplication, cloud backup and managing both physical and virtual data backup environments. Topics also covered are how to maintain both onsite and offsite data backups and creating a backup rotation policy.
Prerequisites: Advanced Networking; Infrastructure Hardware; Cloud Computing

**N425 Storyboard Development for Digital Media**
40 hours, 4 credits
This course will introduce the student to utilizing storyboards to visually represent staging and camera movement. Specific attention will be paid to utilizing storyboards for shot types, angles, cuts, and transitions. Students will analyze existing storyboard samples as a guide to creating their own storyboard project. During the course the students will also examine 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: Asset Development I

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

**N431 Multiplayer Game Programming**
60 hours, 4 credits
The trend in games is to have many people playing a game utilizing the Internet or some other network. Topics included in this course include designing a 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 for students to create a video project that exemplifies the aesthetic and technical aspects of digital video recording, non-linear editing, special effects 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 internet and digital media such as CD, DVD and video cast. Students will produce a final project on DVD. Students may work as a team on this project.
Prerequisite: Digital Media Production

**N436 Simulation Analysis and Design**
50 hours, 4 credits
This course offers students an in-depth exploration of the use of probability theory and statistical methods in the development of computer simulations used to study and explore various problems. Students will build application frameworks to model events and activities within various environments including medical, industrial, military, and scientific simulation.
Prerequisite: Algorithm Analysis

**N437 Linux Security Strategies**
40 hours, 4 credits
This course is an introduction to the 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 creating a website, through requirement gathering, conceptual design, physical design, testing, and implementation.
Prerequisite: Advanced HTML coding with CSS

**N441 3D Game Character Creation**
60 hours, 4 credits
This course is designed to equip digital media students with skills in 3D character creation and effects in a game environment. During this course students will explore advanced 3D modeling and animation theory and principles which focus on character animation as it applies to the gaming environment. Specifically, these principles and theories are applied to the context of interactive narratives and games. Advanced modeling will also be explored. Students will engage in the study of character posing and rigging for games, advanced animation, creative 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.
Prerequisites: 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, and SLAs covering incident response times, availability, reliability, and capacity/infrastructure performance.
Prerequisite: Support Management

**N444 Simulation Production Project I**
60 hours, 4 credits
This course is a continuation of the Simulation Production Project I course. Students will continue on their project from the prototype to the final release stage.
Prerequisite: Simulation Production Project I

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

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

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

**N458 Systems Monitoring**
50 hours, 4 credits
This course is designed to teach students to identify and measure benchmark performance and implement monitoring techniques to proactively identify and react to changes in the environment. Topics covered include incident and service level agreements (SLAs), availability and capacity management, and SLAs covering incident response times, availability, reliability, and capacity/infrastructure performance.
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 after the entire 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 on standard real physics principles. This course is designed to allow the game or simulation programmer to be able to translate the ideas and sequences of a game into realistic actions. Key components in this class will be the opportunity for students to develop tools, demos, and working games that utilize and follow real physics.
Prerequisite: Programming II

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

N480 Senior Computer Science Capstone 30 hours, 3 credits

The Senior Computer Science Capstone course provides a culminating and integrative educational experience. While participating in a team environment, students will design and implement a large-scale software project utilizing the skills and techniques they have mastered through their program of study. Class and small group meetings will be used for teams to demonstrate the progress of their projects as well as for the teams to meet and talk. Team meetings outside of regularly scheduled class sessions will be required.

Prerequisite: None

N113 Introduction to Multimedia Design 40 hours, 3 credits

This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and animation principles of four tracks in multimedia: Web, Interactive, Video, and 3D. Preproduction of all multimedia elements are stressed throughout the course with emphasis on troubleshooting and problem solving. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Intro to Computer Graphics

N114 3D 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, extrusions, lofting, revolving/lofting, software interface navigation, model exporting and rendering. This course will provide training in a variety of industry-standard 3D design software.

Prerequisite: Intro to Computer Graphics

N122 Digital Publishing 40 hours, 3 credits

This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploration of illustration, photo re-touching and manipulation, and working toward finished results primarily in printed form as well as web. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Typography

N230 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 and then further refined through examining output from multiple renderers.

Prerequisite: 3D Modeling

N24 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: Intro to Computer Graphics

N290 Audio/Video Editing 40 hours, 3 credits

Students learn the theory and processes of audio/ video editing using non-linear editing software. Exercises in pre-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

N311 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: Interactive Media

N32 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

N340 Digital Illustration 40 hours, 3 credits

In this course students will create illustrations with industry standard digital software. Course focuses developed into visual painted and drawn messages will be explored. Illustrations will be created for print and screen. The process of illustration is an exploration 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 tools for producing interactive projects. Topics include basic animation techniques, special effects, transitions, and user interactivity. This course will provide training in a variety of industry-accepted Adobe design software. Prerequisite: Audio/Video Editing

NM142 3D Animation 40 hours, 3 credits
Building upon knowledge of 3D modeling and rendering and 3D animation from earlier coursework, this course will focus on advancing 3D animation skills, techniques, and skill proficiencies towards creating an animated digital short film. Emphasis on refining application of the 12 animation principles, life-like animation, forward and inverse kinematics, scene staging, and camera work. This course will provide training in a variety of industry-standard 3D design software. Prerequisite: 3D Lighting, Texturing, and Rendering

NM150 Introduction to Animation 40 hours, 3 credits
This course introduces students to the 12 basic principles as well as the processes of animation. Student will learn about research, pre-visualization, storyboarding, animation, character model sheets, and other processes integral to creating a professional animated film. Sketches, source imagery, and audio are utilized to effectively communicate ideas for time-based media. Documentation techniques are employed to chart progress with character and scene development, 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

NM160 User-Centered Web Design 40 hours, 3 credits
This course builds upon the fundamentals of web development with a focus on user-centered design. Expanding upon basic HTML and style sheets, the student is introduced to best practices, interface design, and 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

NM170 Introduction to Web Scripting 50 hours, 3 credits
This course introduces the advanced capabilities enabled through the 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). Enhancement of usability and function are explored and emphasized, with attention on collecting and validating user information and interacting with the site visitor. Prerequisite: Fundamentals of Web Design

NM200 Interactive Media 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 storytelling. 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

NM210 Print Design 40 hours, 3 credits
This course utilizes techniques associated with designing computer graphics and multi-page and package design for desktop publishing and digital distribution. Students will learn professional practices in proper file setup, saving and exporting, and delivery. Emphasis is on the exploration of combining illustration, images, and type in an effective manner while working toward industry-standard published files primarily in printed form. Prerequisite: Typography

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 photography skills, 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 of digital photography that focuses on professional skills and research in 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 animation. 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 graphics, vector and pixel graphs, titles, and kinetic typography into cohesive motion graphics pieces. Narrative and non-narrative form will be explored. Projects include video 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 culmination of a student’s accumulated knowledge in narrative and non-narrative digital film creation. Students will produce a proposed film idea from concept to final presentation. Brainstorming, story writing, casting, storyboarding, animatic, character creation, animation, audio and video recording and production, camera techniques, digital capturing/rendering, non-linear editing, post production, titling, composing, 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 covered. Students will utilize interaction 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

NM281 Scripting for Web Servers 40 hours, 2 credits
This course delves deeper into the power of web development through server-side programming. Building upon Introduction to Web Scripting, the student will explore and interact with server-side databases 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. Prerequisite: Introduction to Web Scripting

NM290 Mobile Web Design 40 hours, 3 credits
This course explores 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 authoring and development 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 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

NM331 Graphic Design History 30 hours, 3 credits
Students will examine the historical, cultural, technological, and social factors that contribute to an understanding of graphic design and its impacts on modern commerce and society. The development of graphic design from 1920 through the end of the 20th century will be a key focus of the course, with a larger focus on the development of graphic design through the digital revolution to present day. Western and non-western graphic design is represented, with a strong emphasis placed on critical analysis, technical analysis, communication, global perspectives, and cultural impacts. Prerequisite: Art Appreciation

NM321 Advanced Typography 60 hours, 4 credits
In this course, students will expand their understanding of the use of typography for the successful communication of messages and the enhancement of the image of a logo or a visual art and design work. The course will expand on topics such as: hierarchy, linearity, reading order, and the language of kinetics. Prerequisite: Typography

NM331 Advanced Color Theory 60 hours, 4 credits
This course builds upon the foundations and practices of color theory. In addition to covering more sophisticated methods of color correction, image manipulation and printing, students will learn scanning techniques, digital camera usage, the mechanics of substrates and other more advanced sets of controls. Students will work within a framework of artistically professional sensibility to develop their own professional workflow and projects. Prerequisite: Digital Photography

NM341 Advanced Digital Photography 60 hours, 4 credits
This course will engage students in advanced digital imaging projects, building upon instruction, knowledge, and techniques learned in earlier coursework, and contributing to a strong, professional portfolio. Theoretical art projects such as a photo essay and theme based art 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 present by independent filmmakers as well as large-scale 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, nubs, boolean, extrusions, lofting, and revolving/tilting 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, a web designer can update a complex web site dynamically and rapidly to meet client needs and visitor expectations. Students will be introduced to key PHP-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. The student will learn how search engines collect and organize information and how to make it useful and accessible. Search engine and search results will be examined for their impact on information access, copyright and privacy issues, and the changing business landscape. Students will study search engines as well as meta tags, copywriting techniques, header and footer optimization, site submission, and linking methods used to improve site ranking and guide visitors to businesses or 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 user’s web experience. Subjects include traditional architecture, industrial design, library science, and software design. Additional topics include the evolving standards of web information architecture, as navigation structure, financial transactions, screen paradigms, gesturing and redundant linking. In this course, students will learn to organize content into appropriate categories, develop interfaces to support those categories, and develop key project deliverables. Prerequisite: Large-Scale Computing 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, digital images, 3D animation, vector and pixel graphics, titles, and kinetic typography into professional motion graphics pieces. Film titling, logo bumpers, broadcast titles, 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 User Experience Design 60 hours, 4 credits
Students expand on their knowledge of user experience design to deepen their knowledge of the development process of interfaces 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 and purpose resulting in a portfolio that advertises, promotes, or presents a product or service. Some examples may be a new product launch, 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 Advanced Film Project 60 hours, 4 credits
This course combines the accumulated knowledge of narrative and non-narrative digital film. Students will learn, in collaboration with others, the techniques of 3D character creation and environments. Theories and principles of professional methods to create expressive characters. Prerequisite: Advanced 3D Modeling

NM441 Advanced Portfolio Development 60 hours, 4 credits
In this course, students will expand on knowledge design and animation as it applies to virtual environments. Theories 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, morphing and blending, and other techniques to create expressive characters. Prerequisite: Advanced 3D Modeling

NM450 Digital Effects 60 hours, 4 credits
This course focuses on the use and application of effects in film and video at an advanced, post-production level. Professional methods and digital animation and effects are examined. Students exhibit a mastery of the digital workflow by compositing footage, digital images, and motion graphics. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera perspectives, 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. Theories 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, morphing and blending, and other techniques to create expressive characters. Prerequisite: Advanced 3D Modeling

NM470 Advanced 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, deformation rigs, rigging non-human format characters, analysis of muscle skeleton relationships, character control using refinements for precise articulation. This course will further prepare a student for industry certification in Autodesk software.

NM471 Advanced PHP for E-commerce 60 hours, 4 credits
This course delves further into the use of server-side scripting and the development of web sites utilizing PHP. 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 how to use PHP to collect visitor input and interact with a MySQL database. Prerequisite: Web Content Management Systems

NM483 Animation Capstone Project 60 hours, 3 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 a professional animation project. Prerequisite: Advanced 3D Rigging

NM490 Internet History and E-commerce 50 hours, 4 credits
This course is concerned with the history and evolution of the Internet including its influence on business applications for government, corporate, and retail sectors. Topics will be explored including business structures and operations, communications and data-transfer protocols, web browsers, browser development history and current issues, 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
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<th>Course Title</th>
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<td>Critical Thinking in Nursing</td>
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**Prerequisites:**
- Admission to a Nursing Program
- LPN licensure
- Pre or Co-requisites: Comprehensive Pharmacology; Pharmacology; Nutritional Principles in Nursing

**Course Descriptions:**
- **NU110 Critical Thinking in Nursing**
  - 20 hours, 2 credits
  - This course introduces the student to critical thinking as a professional nurse. Students have the opportunity to use critical thinking skills as the foundation to future nursing courses.
  - Prerequisite: Admission to the Nursing program

- **NU110 Introduction to Professional Nursing**
  - 30 hours, 4 credits
  - This course introduces the student to the role of the professional nurse in contemporary healthcare settings. The student is introduced to the nursing process, therapeutic communication and issues affecting professional nurses.
  - Prerequisite: 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.
  - Prerequisite: Critical Thinking in Nursing

- **NU117 Nutritional Principles in Nursing**
  - 40 hours, 4 credits
  - This course introduces the student to the chemical processes that occur on a cellular level related to nutrient intake and digestion. Emphasis is placed on the concept of Metabolism and the body’s ability to meet basic health and wellness needs as it pertains to a diverse set of clients across the life span.
  - Prerequisite: Admission to a Nursing Program
NU240 Mental Health Nursing

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. This 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)

NU249LL Clinical (22.5 hours, 1 credit)

This course is comprised of a theory and clinical component that focuses on the knowledge, Skills, and Attitudes required to function in the appropriate role of the beginning Professional Registered Nurse in an acute care Obstetrics/Maternity Setting, Pediatric 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 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 nursing skills and attitudes, inclusive of psychomotor skills and affective interactions in the clinical setting, in order to successfully complete this course.

Prerequisite: Professional Nursing II

NU270 Legal and Ethical Nursing Issues

10 hours, 1 credit

Students will examine the study of ethics and ethical dilemmas in healthcare settings. Issues reviewed include consents, abuse in vulnerable populations, healthcare rights as they apply to the professional nurse.

Prerequisite: none

NU278 Professional Nursing III

117.5 hours, 6 credits

NU278 Lecture (30 hours, 3 credits)

NU278LL Lab (5 hours, 0.25 credits)

NU278LL Clinical (82.5 hours, 2.75 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 Professional Registered Nurse Role. Emphasis is placed on concepts such as Cellular Regulation, End-of-Life Integrity, Complementary and Alternative Therapies, and Crisis/Disaster Nursing. This course will continue to build on previous concepts with a special emphasis on Cardiovascular Integrity, Perfusion, Gas Exchange, Fluid/Electrolyte and Acid/Base Balance, and Tissue Integrity. The theoretical basis for Clinical Judgment, as it relates to Patient-Centered Care, Evidence-Based Practice, and Nursing Informatics in the Clinical Setting, is required for successful completion of this course. The student must also demonstrate 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

NU280 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 necessary to apply the Professional Nursing Program. Emphasis is placed on Clinical Judgment, Professionalism, Quality Improvement, and Leadership. In order to successfully complete this course, the student must exhibit appropriate characteristics in the clinical setting related to Communication, Interdisciplinary Collaboration, Advocacy, Patient-Centered Care, Evidence-Based Practice, Education, Health Promotion, and Motivational Wellness. 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 at the level of a beginning graduate Professional Registered Nurse to complete this course.

Prerequisite: Professional Nursing III

NU294 Professional Nursing Capstone

20 hours, 2 credits

This course reflects on the student’s journey through the Professional effectively in multiple roles, prepares the student for licensure, and mentors the student on transition to practice. The Concept-Based Framework is reviewed, along with the fundamental QSEN Core Competencies with special emphasis on Professionalism, Individual Functional Ability, and Leadership. Students will delive the knowledge, skills, and attitudes needed to successfully complete the NCLEX-RN and safely transition to a beginning Graduate Professional Registered Nurse role.

Pre or Co-requisites: Professional Nursing III; Role, Scope, Quality, and Leadership in Professional Nursing

NU295 Leadership in Nursing

80 hours, 4 credits

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

Prerequisite: Mental Health Nursing

NU295 Co-require: Nursing Care of the Elderly

NU202C Fundamentals of Nursing

230 hours, 13 credits

This is the first of three adult-health nursing courses. In this course, students continue to develop their role as a member of the profession of nursing as a provider of care to clients across the lifespan with uncomplicated medical health patterns. Students apply the foundational knowledge and skills to care across settings.

Prerequisite: Fundamentals of Nursing

NU1460C Maternal-Child Nursing

220 hours, 12 credits

This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standard of nursing practice. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. Critical thinking as evidenced in the nursing process is emphasized and the concept of the nurse as provider of care, manager of care and member of the nursing profession is incorporated into the course content. 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, teacher, manager, and member of a profession provide the framework for the clinical application and evaluation in pediatric and childbearing settings.

Prerequisite: Adult Nursing I
RASMUSSEN COLLEGE

COURSE DESCRIPTIONS

NUR 2711c Adult Nursing II 230 hours, 3 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. 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 healthcare in medical-surgical and psychiatric settings. 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, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are incorporated in the skills laboratory and clinical setting.

Prerequisites: Fundamentals of Nursing; Comprehensive Pharmacology; Adult Nursing I
NUR 2712c Adult Nursing III 90 hours, 2 credits
This is the third of three adult-health nursing courses. The focus of this course is on the care of adults with altered health status. This concentrated clinical course in an acute care setting promotes the student’s transition from student to graduate with its emphasis on management of care and leadership in functional health patterns, professional behaviors, communication. Clinical decision making, caring interventions, teaching and learning, collaborating and managing care. This course integrates a broad in-depth application of the nursing process in the clinical management of group of patients. 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, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

Prerequisites: Foundations of Nursing; Comprehensive Pharmacology; Comprehensive Pharmacology Lab; Adult Nursing I; Maternal-Child Nursing; Adult Nursing II
NUR 2820 Nursing Role and Scope 20 hours, 2 credits
This course is designed to assist the graduating student in the transition to the role of the registered nurse. Client care management concepts and the legal, ethical, and professional responsibilities of the registered nurse are stressed.

Prerequisites: Maternal-Child Nursing; Adult Nursing II Co-requisite: Adult Nursing III
NUR 3177 Health Assessment 40 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 the collaboration and integration of physiological, psychological, and sociocultural issues and theories as they apply to the findings obtained 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: Safety and Quality in Nursing Practice
Pre or Co-requisite: Applied Pathophysiology
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 critical thinking skills, practice critical reasoning abilities, and foster skills that provide safe, quality patient care.

Pre or Co-requisite: Quality and Safety in Nursing Practice
NUR 3418 Introduction to Alternative and Complementary Therapies 40 hours, 4 credits
This course provides an introduction to the use of complementary and alternative therapies used in healthcare. The goal is to provide the student with knowledge and experience of mind/ body self-healing skills, multi-cultural alternative medicine theories including, practice environments and interventions that can be integrated safely into nursing and/or the nurse’s personal lifestyle. The philosophical and ethical implications of complementary and alternative approaches will be examined through the application of critical thinking and the scientific evidence body of knowledge.

Prerequisite: Applied Pathophysiology
Pre or Co-requisite: Success in Nursing Practice
NUR 3508 Quality and Safety in Nursing Practice 40 hours, 4 credits
This course focuses on the critical review of current quality and safety issues in healthcare and nursing. “Quality & Safety Education for Nurses” (QSEN), “Institute of Medicine” (IOM) reports, regulatory bodies, and the impact of Magnet Status are identified and examined within the course. Students will increase their understanding of best practices, safety standards, and quality initiatives in the healthcare setting. Emphasized within this course is the Quality and Safety Education for Nurses (QSEN) Competencies. This course examines QSEN as a conceptual framework which can lead to improvement of patient safety outcomes through managing human behavior and system design.

Prerequisite or Co-requisite: Dimensions of Professional Nursing
NUR 3565 Transcultural Nursing 40 hours, 4 credits
This course recognizes the importance of providing and incorporating cultural beliefs and experiences of patients, families, and their health care professionals within the clinical setting. Topics include: comparative analysis of communication styles, fostering open communication, family roles, dietary preferences, safety and concerns associated with cultural beliefs, values and practices of cultural norms and the impact on health care practice. Nursing interventions that integrate and examine evidence based practice related to various cultural beliefs will be discussed. The importance of incorporating a holistic approach to health and the treatment of the patient will be demonstrated within this course.

Prerequisites: Quality and Safety in Nursing Practice; Health Assessment
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 local and national 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.

Prerequisites: Current, unencumbered RN license that is valid in the United States; completion of all college prep work, including a minimum of 52 credit hours of transferable general education course work required for admission to the program.

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 data critique published research and, to propose creative, innovative, or evidence-based solutions to clinical practice problems. Emphasis is on the critical thinking and the integration of research and the use of evidence to improve professional nursing practice.

Prerequisite: Quality and Safety in Nursing Practice
Pre or Co-requisite: Successful Integration of Evidence-Based 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 community health functions and essentials 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 nursing. 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 information and technology. This course 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 informatics has on the delivery of care including; efficiency and productivity, patient safety, confidentiality, and healthcare outcomes. Nursing informatics concepts that are socially diverse, cultural, and interdisciplinary collaboration. Principles that impact the professional role of nursing are incorporated in the course. Opportunities will be presented that provide for strengthening critical thinking skills and the development of a personal philosophy statement of nursing practice.

Prerequisites: Current, unencumbered RN license that is valid in the United States; completion of all college prep work, including a minimum of 52 credit hours of transferable general education course work required for admission to the program.

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 nursing profession. The capstone preceptorship supports the role transformation of students and promotes clinical competence at the BSN preparation level.

Pre or Co-requisite: Successful Integration of Evidence-Based Practice and Research in Nursing; completion of all other BSN courses and/or Co-requisite: Leadership and Management in Nursing
PB 115 Introduction to Laboratory Processing 50 hours, 4 credits
PB 115 Lecture (20 hours, 2 credits)
PB 115 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-analytic factors of the sample or patient as they relate to and influence laboratory procedures.

Prerequisite: none
PL130 Phlebotomy
40 hours, 4 credits
This course will teach students the skills to draw blood, with a variety of blood collection methods, using proper techniques and universal precautions. Students will be able to prepare specimens and handle and transport them safely.

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 will focus on the principles of tort, breach of contract, and remedies provided for breach of contract.

PL145 Paralegal Ethics
40 hours, 4 credits
This course provides a strong theoretical and practical foundation for solving ethical dilemmas.

PL200 Family Law
40 hours, 4 credits
This course is designed to teach the students how to handle client interviews, to draft necessary pleadings and supporting documents, and to prepare clients for appearances in court. The course will also focus on the principles of tort law and relations to the practice of family law and domestic relations matters.

PL202 Phlebotomy I
50 hours, 4 credits
This course will provide students with a practical approach to the law of contracts. The class will focus on the principles of tort, breach of contract, and remedies provided for breach of contract.

PL226 Law Office Technology: Cyberspace and the Paralegal Profession
40 hours, 4 credits
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to computerized legal research and drafting 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.

PL228 Tort Law
40 hours, 4 credits
This course is designed to teach the students how to handle client interviews, to draft necessary pleadings and supporting documents, and to prepare clients for appearances in court. The course will also focus on the principles of tort law and relations to the practice of family law and domestic relations matters.

PL251 Real Estate Law
40 hours, 4 credits
This course provides a basic understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship, and domestic partners.

PL252 Corporate Law
40 hours, 4 credits
This course provides students with an overview of the basic principles of corporate law and the legal issues involved in corporate governance.

PL262 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 computerized legal research and drafting 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.

PL280 Paralegal Capstone
50 hours, 4 credits
This course will provide students with a practical approach to the law of contracts. The class will focus on the principles of tort, breach of contract, and remedies provided for breach of contract.

PL285 Criminal Procedure
40 hours, 4 credits
This course is designed to teach the students how to handle client interviews, to draft necessary pleadings and supporting documents, and to prepare clients for appearances in court. The course will also focus on the principles of tort law and relations to the practice of family law and domestic relations matters.

PL310 Legal Research
40 hours, 4 credits
This course is designed to teach the students how to handle client interviews, to draft necessary pleadings and supporting documents, and to prepare clients for appearances in court. The course will also focus on the principles of tort law and relations to the practice of family law and domestic relations matters.

PL315 Paralegal Law
40 hours, 4 credits
This course introduces the 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 computerized legal research and drafting 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.

PL320 Paralegal Internship
130 hours, 4 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The students must periodically submit written reports to the supervising instructor describing their experiences during the internship. The student will be supervised by a legal supervisor at the conclusion of the internship.

PL325 Legal Research
40 hours, 4 credits
This course introduces the students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will learn to effectively communicate in writing to different audiences and to draft legal documents.

PL357 Family Law
40 hours, 4 credits
This course introduces the students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will learn to effectively communicate in writing to different audiences and to draft legal documents.

PL360 Legal Writing
40 hours, 4 credits
This course introduces the students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will learn to effectively communicate in writing to different audiences and to draft legal documents.

PL387 Civil Litigation and Procedure II
40 hours, 4 credits
This course is designed to teach the students how to handle client interviews, to draft necessary pleadings and supporting documents, and to prepare clients for appearances in court. The course will also focus on the principles of tort law and relations to the practice of family law and domestic relations matters.

PL389 Legal Research
40 hours, 4 credits
This course introduces the students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will learn to effectively communicate in writing to different audiences and to draft legal documents.
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 trans-cultural considerations. Emphasis is placed on pharmacology, diagnostic procedures, common treatment modalities, nutrition interventions, and critical-thinking skills for patients with disorders of the cardiovascular and respiratory systems.
Prerequisites: Nursing Foundations; Comprehensive Pharmacology; Comprehensive Pharmacology Lab; Human Anatomy and Physiology I
Co-requisites: Psychosocial Nursing
PN120 Psychosocial Nursing
80 hours, 4 credits
This course presents an overview of the underlying principles of psychiatric/mental-health nursing and how those concepts transcend practice settings; it is comprised of both a theory and clinical component. Content includes surgical care, fluid and electrolyte balance, pain management, and care environments. Emphasis is placed on pharmacology, diagnostic procedures, common treatment modalities, nutrition interventions, and critical-thinking skills for patients with disorders of the reproductive, musculoskeletal, urologic, and endocrine systems.
Prerequisite: none
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 a theory, lab, and clinical component where students acquire knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan in order to successfully complete this course.
Prerequisites: 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
PN135 Nursing III
120 hours, 6 credits
This course is a continuation of Nursing I and is comprised of both a theory and clinical component. Content includes surgical care, fluid and electrolyte balance, pain management, and care environments. Emphasis is placed on pharmacology, diagnostic procedures, common treatment modalities, nutrition interventions, and critical-thinking skills for patients with disorders of the reproductive, musculoskeletal, urologic, and endocrine systems.
Prerequisite: none
PN136 Nursing II
120 hours, 6 credits
PN136 Lecture (35 hours, 2 credits)
PN138 Lecture (40 hours, 2 credits)
PN138L Lab (20 hours, 1 credit)
PN38L Lab (20 hours, 1 credit)
This course is comprised of a theory and lab component where students acquire knowledge, skills, and attitudes to safely and effectively provide pharmacologic therapies to patients. Theoretical Emphasis is placed on Absorption, Distribution, Metabolism, and Excretion (ADME), 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 psychomotor 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 explores care for the older adult and is comprised of both a theory and clinical component. The content builds on previous learning experiences to incorporate a more in-depth study of the normal aging process to assure comprehensive nursing care for the older adult patient. Content will address the psychological, cultural, spiritual, legal, and ethical aspects related to geriatric nursing care.
Prerequisites: Nursing II; Maternal - Child Nursing
PN145 Nursing Seminar
20 hours, 2 credits
This course examines the role of the practical nurse. Content includes the history of nursing, practical nursing scope of practice, legal and ethical considerations, and NCLEX-PN review. Emphasis is placed on assessing personal accountability for nursing actions. The importance of participation in continuing educational activities is emphasized.
Prerequisite: none
PN146 Practical Nursing II
110 hours, 6 credits
PN146 Lecture (32.5 hours, 1 credit)
PN146L Lab (10 hours, 1 credit)
PN146LL Clinical (67.5 hours, 2 credits)
This course is comprised of 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
PN148 Gerontologic Nursing
80 hours, 3 credits
This course is comprised of a theory component where students acquire knowledge, skills, and attitudes to safely and effectively support the Functional Ability of the aging adult. Emphasis is placed on concepts such as Emotional and Cognitive Integrity, Neurological Adaptation, and End-of-Life Integrity. This course will continue to build on concepts required to meet basic health and wellness needs that are specific to the aging adult. Communication, as well as Nursing Ethics and Law as it applies to this specific population, is explored. Students are expected to apply Nursing Judgment and Critical Thinking to principles presented in this course throughout concurrent and future Nursing Lab and Clinical Experiences.
Prerequisites: Fundamentals of Practical Nursing Pre or Co-requisites: Basic Pharmacology; Nutritional Principles in Nursing
PN155 Psychosocial Nursing
65 hours, 4 credits
PN155 Lecture (32.5 hours, 3 credits)
PN155LL Clinical (22.5 hours, 1 credit)
This course reflects on the student’s journey and development. Special Emphasis is placed on Reproduction as well as Growth and Development. Special Emphasis is placed on Social Integrity. Emphasis will continue to build on previous concepts with a special emphasis on Thermoregulation, Cardiovascular Integrity, Tissue Integrity, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Quality Improvement, Patient-Centered Care, and Leadership in the Clinical Setting, are reviewed. Emphasis is placed on preventing infections and applying the appropriate role of the Practical Nurse in a Federal Health Clinic, Pediatric Clinical Setting, or similar environment.
Emphasis is placed on Reproduction as well as Growth and Development. Special Emphasis is placed on Social Integrity. Emphasis will continue to build on previous concepts with a special emphasis on Thermoregulation, Cardiovascular Integrity, Tissue Integrity, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Quality Improvement, Patient-Centered Care, and Leadership in the Clinical Setting, are reviewed. Emphasis is placed on preventing infections and applying the appropriate role of the Practical Nurse in a Federal Health Clinic, Pediatric Clinical Setting, or similar environment.
Emphasis is placed on Reproduction as well as Growth and Development. Special Emphasis is placed on Social Integrity. Emphasis will continue to build on previous concepts with a special emphasis on Thermoregulation, Cardiovascular Integrity, Tissue Integrity, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Quality Improvement, Patient-Centered Care, and Leadership in the Clinical Setting, are reviewed. Emphasis is placed on preventing infections and applying the appropriate role of the Practical Nurse in a Federal Health Clinic, Pediatric Clinical Setting, or similar environment.
Emphasis is placed on Reproduction as well as Growth and Development. Special Emphasis is placed on Social Integrity. Emphasis will continue to build on previous concepts with a special emphasis on Thermoregulation, Cardiovascular Integrity, Tissue Integrity, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Quality Improvement, Patient-Centered Care, and Leadership in the Clinical Setting, are reviewed. Emphasis is placed on preventing infections and applying the appropriate role of the Practical Nurse in a Federal Health Clinic, Pediatric Clinical Setting, or similar environment.
Emphasis is placed on Reproduction as well as Growth and Development. Special Emphasis is placed on Social Integrity. Emphasis will continue to build on previous concepts with a special emphasis on Thermoregulation, Cardiovascular Integrity, Tissue Integrity, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Quality Improvement, Patient-Centered Care, and Leadership in the Clinical Setting, are reviewed. Emphasis is placed on preventing infections and applying the appropriate role of the Practical Nurse in a Federal Health Clinic, Pediatric Clinical Setting, or similar environment.
Emphasis is placed on Reproduction as well as Growth and Development. Special Emphasis is placed on Social Integrity. Emphasis will continue to build on previous concepts with a special emphasis on Thermoregulation, Cardiovascular Integrity, Tissue Integrity, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Quality Improvement, Patient-Centered Care, and Leadership in the Clinical Setting, are reviewed. Emphasis is placed on preventing infections and applying the appropriate role of the Practical Nurse in a Federal Health Clinic, Pediatric Clinical Setting, or similar environment.
Emphasis is placed on Reproduction as well as Growth and Development. Special Emphasis is placed on Social Integrity. Emphasis will continue to build on previous concepts with a special emphasis on Thermoregulation, Cardiovascular Integrity, Tissue Integrity, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Quality Improvement, Patient-Centered Care, and Leadership in the Clinical Setting, are reviewed. Emphasis is placed on preventing infections and applying the appropriate role of the Practical Nurse in a Federal Health Clinic, Pediatric Clinical Setting, or similar environment.
Emphasis is placed on Reproduction as well as Growth and Development. Special Emphasis is placed on Social Integrity. Emphasis will continue to build on previous concepts with a special emphasis on Thermoregulation, Cardiovascular Integrity, Tissue Integrity, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Quality Improvement, Patient-Centered Care, and Leadership in the Clinical Setting, are reviewed. Emphasis is placed on preventing infections and applying the appropriate role of the Practical Nurse in a Federal Health Clinic, Pediatric Clinical Setting, or similar environment.
Emphasis is placed on Reproduction as well as Growth and Development. Special Emphasis is placed on Social Integrity. Emphasis will continue to build on previous concepts with a special emphasis on Thermoregulation, Cardiovascular Integrity, Tissue Integrity, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Quality Improvement, Patient-Centered Care, and Leadership in the Clinical Setting, are reviewed. Emphasis is placed on preventing infections and applying the appropriate role of the Practical Nurse in a Federal Health Clinic, Pediatric Clinical Setting, or similar environment.
Emphasis is placed on Reproduction as well as Growth and Development. Special Emphasis is placed on Social Integrity. Emphasis will continue to build on previous concepts with a special emphasis on Thermoregulation, Cardiovascular Integrity, Tissue Integrity, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Quality Improvement, Patient-Centered Care, and Leadership in the Clinical Setting, are reviewed. Emphasis is placed on preventing infections and applying the appropriate role of the Practical Nurse in a Federal Health Clinic, Pediatric Clinical Setting, or similar environment.
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PT105 Introduction to Pharmacy
This course introduces the student to pharmacy practice. Prerequisites: None

PT111 Pharmacy Technician Overview
This course provides an overview of pharmacy technician certification 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
This course provides 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 the necessary knowledge and skills to perform business math functions related to retail pharmacy practice. Prerequisite: Introduction to Pharmacy

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

PT235 Pharmacy Technician Practicum I – Outpatient/Retail
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 is essential to training. Prerequisites: Pharmacy for the Allied Health Professional; Pharmacy Software/Automation/Insurance Billing

PT236 Pharmacy Technician Practicum II – Unit Dosage/IV
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
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 Medication Preparation
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
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
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
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam. Prerequisites: Computer Applications and Business Systems Concepts

SD110 Discrete Structures for Computer Science
This course provides a basic understanding of discrete mathematical topics that form the basis of computer science. Topics to be covered include truth tables, logical propositions, elements of set theory, as well as basic notions of functions and mathematical induction. Students will explore the logical constructs that are the underlying model of discrete systems. Prerequisite: Programming Fundamentals

SD140 Mobile Application Development
This course introduces students to the development of mobile applications for mobile devices. Prerequisite: Programming Fundamentals

ST100 Fundamentals of Surgical Technology
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 sterilization of conduct, special populations, safety standards, equipment, biomedical science, asepsis and sterile technique, anesthesia, surgical supplies and instrument. Prerequisites: Medical Terminology; Introduction to Human Biology

ST110 Surgical Procedures I
This course will expand on the duties and responsibilities as the role of scrub or circulator in the field of surgical technology. Students in this course will demonstrate an understanding of pharmacology and anesthesia concepts and their applications related to the field of surgical technology. They will study anesthesia methods, agents, and techniques of administration. They will also be able to define terminology related to pharmacology, identify medications used on surgical patients, and describe safe practices of medication handling in the surgical environment. Prerequisites: Medical Terminology; Introduction to Human Biology

ST120 Surgical Pharmacology
20 hours, 2 credits
Students in this course will demonstrate an understanding of pharmacology and anesthesia concepts and their applications related to the field of surgical technology. They will study anesthesia methods, agents, and techniques of administration. They will also be able to define terminology related to pharmacology, identify medications used on surgical patients, and describe safe practices of medication handling in the surgical environment. Prerequisites: Medical Terminology; Introduction to Human Biology

ST125 Surgical Microbiology
20 hours, 2 credits
This course is designed to provide the student with a clinical experience that includes a solid introduction to the operating room, and to scrub and circulating routines. This course functions to expand and apply knowledge gained in the Surgical Procedures courses. One of the assumptions of this curriculum is that the student who has passed the Clinical Readiness portion of the program will be ready to apply knowledge by scrubbing and circulating in a supervised setting beginning Week 1 of the course. Prerequisite: Successful completion of all ST core courses except Surgical Technic Practicum II, Career Development and Seminar courses

ST220 Surgical Tech Practicum II
250 hours, 8 credits
This course is designed to provide the student with a clinical experience that includes a solid introduction to the operating room, and to scrub and circulating routines. This course functions to expand and apply knowledge gained in the Surgical Procedures courses and the Surgical Tech Practicum I clinical experience. One of the assumptions of this curriculum is that the student who has passed Surgical Practicum I will continue to apply knowledge by scrubbing and circulating in a supervised setting beginning Week 1 of this course. Prerequisite: Surgical Tech Practicum I

ST225 Object-Oriented Programming
40 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

ST240 Unit Dose 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

ST285 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

ST315 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

ST320 Word for Windows
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam. Prerequisites: Computer Applications and Business Systems Concepts

ST300 Discrete Structures for Computer Science
40 hours, 3 credits
This course provides a basic understanding of discrete mathematical topics that form the basis of computer science. Topics to be covered include truth tables, logical propositions, elements of set theory, as well as basic notions of functions and mathematical induction. Students will explore the logical constructs that are the underlying model of discrete systems. Prerequisite: Programming Fundamentals

ST340 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 stand-alone 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 in the Software Application Development A5 Degree program. Java I

St3225 Object-Oriented Programming
40 hours, 3 credits
This course offers students an understanding of the basic concepts of object-oriented programming including encapsulation, inheritance, and polymorphism. Students will explore the uses of class templates as well as their attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing the Java programming language. Prerequisites: Programming Fundamentals

ST400 Fundamentals of Surgical Technology
70 hours, 4 credits
This course further expands on the duties and responsibilities as the role of scrub in the field of surgical technology. Surgical areas explored and applied in this course include, genitourinary, orthopedic, cardiothoracic, peripheral vascular, and neurosurgery. This course is a preparatory class for Surgical Procedures I and II. Prerequisite: Surgical Procedures I

ST414 Surgical Procedures III
70 hours, 4 credits
This course further expands on the duties and responsibilities as the role of scrub in the field of surgical technology. Surgical areas explored and applied in this course include, genitourinary, orthopedic, cardiothoracic, peripheral vascular, and neurosurgery. This course is a preparatory class for Surgical Procedures I and II. Prerequisite: Surgical Procedures I

ST415 Surgical Tech Practicum I
200 hours, 8 credits
This course is designed to provide the student with a clinical experience that includes a solid introduction to the operating room, and to scrub and circulating routines. This course functions to expand and apply knowledge gained in the Surgical Procedures courses. One of the assumptions of this curriculum is that the student who has passed the Clinical Readiness portion of the program will be ready to apply knowledge by scrubbing and circulating in a supervised setting beginning Week 1 of the course. Prerequisite: Successful completion of all ST core courses except Surgical Technic Practicum II, Career Development and Seminar courses

ST420 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
W107 Programming Fundamentals
40 hours, 3 credits
Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored as well as the use of Java programming in the development of applications for mobile devices.
Prerequisite: none

W108 Introduction to Website Design
40 hours, 3 credits
Intended for beginning- to intermediate-level web authors, this course provides an overview of the World Wide Web and an introduction to HTML, JavaScript, and webpage design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation.
Prerequisite: Computer Applications and Business Systems Concepts

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

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

W116 Introduction to Web Design Software
40 hours, 3 credits
This course will introduce beginners to the tools and knowledge needed in creating interesting, usable, and well-designed websites.
Prerequisite: none

W118 Introduction to HTML
40 hours, 3 credits
This course will introduce students to the basics of HTML. Students will learn the latest in HTML, conforming to XML and XHTML coding standards. The course is a step-by-step approach for learning how to create, format, and enhance a webpage using HTML.
Prerequisite: none

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

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

W210 Java I
40 hours, 3 credits
Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored as well as the use of Java programming in the development of applications for mobile devices.
Prerequisite: Object-Oriented Programming

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

W216 PHP/MySQL
40 hours, 3 credits
This course covers the use of PHP scripting language and the MySQL database to create dynamic webpages. Topics include PHP scripting fundamentals; creating, accessing, and manipulating data with the MySQL database within a PHP program; creating HTML forms; and writing secure PHP programs.
Prerequisite: Java I

W230 Web Programming Capstone
20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they have learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.
Prerequisites: Java I; PERL/CGI. This course is intended to be completed in the student’s last quarter.
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 official transcript or high school diploma along with
  • Chickasha School (if applicable)
  • Their standard attestation. Additionally, their standard attestation. Additionally, TOEFL test score of 500 paper-based or 173
  • Computer-based or 61 for Internet-based.
  • Rasmussen College is an approved Student
  • Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the
  • Qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a governmental form that
  • Tells the U.S. government that you are eligible for F-1 Student Status. It certifies that:

  1) you are or expect to be a full-time student pursuing a degree at Rasmussen College;
  2) you meet our admissions requirements;
  3) you proved to us that you have enough financial resources to study
  and live in the U.S. without working illegally or suffering from poverty.

In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College.

The College reserves the right to reject any applicant on the good faith belief that the applicant 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.

In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College shall be presumed to be the date of delivery of the notice of acceptance, and if delivered by mail, the postmarked date of the letter of acceptance.

• 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.

All prospective students, regardless of background as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be accepted.

• Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.

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  years old to enroll at Rasmussen College.

• 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 in 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 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 invalid and any financial aid will have to be repaid.

• Applicants providing a college transcript indicating a grade of C 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 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 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.
RASMUSSEN COLLEGE

ACADEMIC INFORMATION AND COLLEGE POLICIES

ADMISNS REQUIREMENTS

Background Checks

For some programs, Rasmussen College requires applicants to pass a background check before admission. Note that “passing” a criminal background check is determined by Rasmussen College, in its sole discretion. The background check is designed to alert students to issues that may impair their ability to complete clinical, internship or practicum activities, obtain employment upon graduation, or accumulate unnecessary student loan debt.

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

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

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

• Health Sciences
• Medical Assisting
• Medical Laboratory Technician
• Practical Nursing
• Professional Nursing
• Surgical Technician

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

• General Criminal and FDLIE

Background Check Process

A student enrolling in any of the general criminal or FDLIE background check designated programs must complete a Background Release Form, as well as a Background Check Attestation. Campuses will notify directly of applicants whose background checks 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 while attending school for that program, and any financial aid funds disbursed must be returned to the lender.

A student enrolling in a program that requires a FDLIE background check will not have his/her aid admitted until the student is determined to be eligible either through a criminal background check or by alerting the school to a potential problem. If a student chooses to appeal his/her termination from the school, all appeals must be completed by the end of the first quarter, or the student may not continue to the next quarter.

A student enrolling in a program that requires a background check will not have his/her aid admitted until the student is determined to be eligible either through a criminal background check or alerting the school to a potential problem. If a student chooses to appeal his/her termination from the school, all appeals must be completed by the end of the first quarter, or the student may not continue to the next quarter.

A student enrolling in a program that requires a criminal background check for admission is determined ineligible for admission, the following must be completed:

• All Title IV, state and grant aid (Grants, Scholarships, and VA) must be returned.
• The student must return all course resources.

A student enters the appealed program and attends for that quarter. If the student chooses to appeal his/her decision, the student must return all course resources and all aid funds disbursed must be returned to the lender. If the student chooses not to appeal, the student will be removed from the program, based on allowing the applicant to enroll in a certain program, or removing a student from a certain program, based on the background check. After receiving a pre-adverse letter, the student must contact the background check firm directly to dispute the information contained in the background check. Within seven days of sending the pre-adverse action 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 final determination of the appeal, 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 school for that program, and any financial aid funds disbursed must be returned to the lender.

A student enrolling in a program that requires a MDHS background check will not have his/her aid admitted until the student is determined to be eligible either through a Minnesota Bureau of Criminal Apprehension background check or by alerting the school to a potential problem. This process may delay a student’s funding until the background check process is complete. A student who receives a MDHS yellow letter may attend class for one quarter while the MDHS finalizes its decision. If the MDHS has not finalized its decision by the end of the student’s first quarter of enrollment, the student will be withdrawn from the College and not allowed to continue into a second quarter. If the MDHS finalizes its decision with a blue clearance letter after the withdrawal, the student will be eligible for re-enrollment for the next subsequent start date.

A student receives a MDHS disqualification is determined ineligible for admission and must complete the following:

• All Title IV, state and grant aid (Grants, Scholarships, and VA) must be returned.
• The student must return all course resources.
• If the student is taking transferable general education courses that will transfer to their program, he/she may elect to finish those courses for that quarter, if the student pays for the course resources.
• If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course resources.

If a student chooses to appeal his/her decision, the student must return all course resources and all aid funds disbursed must be returned to the lender.
Applying for Admission into the School of Nursing

Applicants pursuing admission into the School of Nursing must complete the following steps in order to be deemed eligible for admission:

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 may successfully complete an appropriate remedial course.

2. Applicants must achieve a score on the School of Health Sciences Entrance Exam 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 examination requirements and the School of Health Sciences Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:
   - Application
   - Background screening
   - Any additional program-specific requirements as specified at the time of enrollment.

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 degree. Applicants who have earned the same degree will be given priority.

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

Applicants pursuing admission into the Health Information Management Bachelor’s Program must ensure they have completed all prerequisites necessary to be eligible for admission. Applicants who have been denied admission in the past five years or have an Associate’s degree and possess a current RHIT credential will be considered for admission.

Applying for Admission into the Medical Laboratory Technician (MLT) and Surgical Technologist (ST) Programs

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

1. Applicants must achieve a score on the College Entrance Placement Exam acceptable for admission into the College at a level that does not require remedial coursework.

2. Applicants must achieve a score on the School of Health Sciences Entrance Exam acceptable for admission per the College Acceptance or Rejection of Application.

3. Applicants successful in completing the College entrance placement examination requirements and the School of Health Sciences Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:
   - Application
   - Psychological evaluation
   - Any additional program-specific requirements as specified at the time of enrollment.

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

Applicants pursuing admission into the Health Information Management Master’s Program must ensure they have completed an Associate’s degree and possess a current RHIT credential. Applicants who have earned the same degree will be given priority.
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 be high school juniors or seniors and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
• 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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GIFT AID</strong></td>
<td></td>
<td></td>
<td></td>
</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</td>
<td>Grant based on financial need</td>
<td>$100 - $4,000</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Opportunity Grant (SEOG)</td>
<td>awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>based on availability</td>
<td>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>
</tr>
<tr>
<td><strong>EMPLOYMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500 2nd Year - $4,500 3rd Year - $5,500</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender and Entrance Counseling</td>
</tr>
<tr>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half time. Same as subsidized limits with additional $2,000 for Dependent.</td>
<td>Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st &amp; 2nd Year $6,000 3rd Year &amp; above $7,000.</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender and Entrance Counseling</td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td><strong>VETERANS’ BENEFITS</strong></td>
<td>Veterans’ Benefits</td>
<td></td>
<td>Veterans Administration or Veterans Service Officer</td>
</tr>
<tr>
<td><strong>MINNESOTA STATE LOAN PROGRAMS</strong></td>
<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>
</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.
SCHOLARSHIP AND GRANT PROGRAMS

Rasmussen College offers the following institutional scholarship and grant programs. All scholarships are non-cash scholarships. Some campuses have additional scholarships available; please contact your 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 $2,000 per quarter) while attending as a full-time student (12 credits or more). Students in the Nursing Programs (Practical Nursing and Professional Nursing) and Accelerated programs 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 must be 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 or courses 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/reach360.

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 not part-time tuition rates. In addition, the College will extend the discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above. Contact your campus for details.

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

Restrictions
Students are eligible for only one of the following scholarship and grant programs at a time:
- Early Honors Program
- Military Discount
- Corporate Discount
- Accelerated Partner Success Grant
- Accelerated Scholarship
- Achieve Scholarship
Students can combine any of the above with the Real/Change Scholarship, if they are eligible. The Real/Change Scholarship will be applied after the primary scholarship or grant has been applied.

Employee Tuition Reimbursement
Many employers today offer tuition reimbursement to their employees earning a degree. Whether it’s their full reimbursement or partial, we want to make sure 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 waives tuition for High School Teachers and Counselors who meet the required criteria. This program is available only 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. There is no maximum on cumulative number of classes that may be taken. Tuition free courses for high school professionals are offered on a space-available basis, with priority given to other enrolled Rasmussen students who must complete the course as part of their degree program at Rasmussen College.

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.

ACADEMIC INFORMATION AND COLLEGE POLICIES

ACADEMIC POLICIES

Class Content
The College reserves the right at any time to make changes to improve the quality or content of the programs of study offered. The College reserves the right to cancel any classes or programs where enrollment is under 12 students.

Class Standing
Rasmussen College determines class standing by the number of credit hours a student has completed. The College assigns class standings according to the following criteria:
- Freshman: 0-36 credits completed
- Sophomore: 37-72 credits completed
- Junior: 73-129 credits completed
- Senior: 130 or more credits completed

These Programs May Also Be Offered Online
Bachelor’s Degrees
- Accounting
- 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 may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. To be considered for admission, individual progress students must complete the application for admission and obtain Foundation course enrollment. The Rasmussen College entrance placement exam is not required for IP students. Individual progress coursework is assessed at the full cost of 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” “NM” “NUR” “PN” “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. Transcript denote a “DR” 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 it 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.

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These credits are not counted toward graduation, and each must be reassessed if the student achieves a grade of “S” in order for the student to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation courses. Students who test at remediation level, and who wish to transfer to courses that have Foundation courses as prerequisites, must first successfully complete 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 are not eligible for admission to Rasmussen College. Students who place below the level of B080 Reading and Writing Strategies, and those who 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 is needed to accurately determine the student’s ability level. Only one such re-test may be attempted, at the discretion of the Academic Dean.

* These include 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 Educational Services and the Council on Higher Education Accreditation (CHEA).

Foundation Courses Timeframe

To help ensure student success, students requiring a foundation course may not attempt one such course in their first quarter of enrollment. Students requiring two foundation courses must attempt the first course, Reading and Writing Strategies (B080), in their first quarter of enrollment and the second course, Combined Basic and Intermediate Algebra (B095) in Illinois and Practical Math (B087) in other states, in their second quarter of enrollment. If a student withdraws from or does not pass a Foundation course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the College. As such, any required Foundation courses must be completed no later than the end of the student’s third full quarter of enrollment, or the student will be dismissed from the College.

Students requiring two foundation courses must attempt Reading and Writing Strategies (B080) and one additional course in their program of enrollment prior to enrolling in the foundation math course. Upon successful completion of the first foundation course, Reading and Writing Strategies, and at least three credits of coursework in their program with a grade of C or higher, the student will be allowed to take a full-time credit load, if desired.

Foundation Course Grading

All Foundation courses are satisfactory/unsatisfactory (SX/UX) courses. The following grading scale is then used to determine if students have passed the courses:

Reading and Writing Strategies

SX 73% or higher UX Below 73%

Practical Math

SX 73% or higher UX Below 73%

Seminar Course Grading

1. The E185, E270, E320, and E410 seminar courses are satisfactory/unsatisfactory (SX/UX) courses.

2. Students are to complete and submit the components of their Graduation Portfolio (GAP), a general education skills assessment, as assigned in the appropriate seminar courses designated for each program.

3. If a student does not successfully submit an assigned GAP general education assessment piece in the appropriate seminar course, then he or she will be unable to earn enough points to pass that seminar course.

E185, E270, E320, and E410 Seminars

SX 73% or higher UX Below 73%

Common Grading System Percentage Scale

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 3.00 Very Good
B- 2.75
C+ 2.50
C 2.00 Average
C- 1.75
D+ 1.50
D 1.00 Below Average
D- 0.75
F 0.00 Failure
AUDIT NA Audit
CW NA Course Waver
FD NA Failure Dropped
IN Complete
PT NA Pending Transfer Credit
S/SX NA Satisfactory
TO NA Test-Out
TR NA Official Transfer Credit
UX/UX NA Unsatisfactory
UX/OX NA Unsatisfactory Drop
WF/WK NA Withdrawal Fail
WP/WK NA Withdrawal Pass

Competency Courses

Competency-based courses allow students to progress by demonstrating their competence, which means they prove that 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. Competency courses are groups of assessments that allow students to prove their ability to perform a specific task. Completing the competency demonstrates that students have learned that competency and are able to apply that knowledge and skill.

Each competency course contains 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 convenient location. Depending on the degree of content 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/WD or F/FA grade, the student will not be allowed to attempt the equivalent competency course. A student may attempt a competency course that will enter enrollment in an equivalent instructor-led course as long as the competency transfer credit has not been awarded.

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

• Students have 60 days from the date 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 requirements may apply. Students are allowed a maximum of one 30-day extension per competency course.

• Students who do not successfully complete a competency course 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 course in the program.

Health Sciences Programs Grade Scale

The following grade scale applies to all BMS, CTV, EK, HK, HIM, HSA, HSC, M, MA, MEA, ML, MLC, NUS, PH, PB, PC, PT, PN, 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%

School of Health Sciences programs may contain a co-requisite lab component, co-requisite externship and/or practicum learning component, 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 learning experience, the grade earned in the lecture component will appear on the transcript as the final grade in the course.

Students are required to achieve an overall minimum grade average at or above the threshold of 78% for all exams taken in an online, instructor-led course, in order to pass. Once this 78% exam threshold criterion has been met, the final grade for the Nursing course will be calculated based on the points earned for exams, assignments, quizzes, and other course work requirements. Laboratory and clinical learning performance is graded as satisfactory (S) or unsatisfactory (UX). Repeating Course Policy

Students who are meeting Satisfactory Academic Progress may re-take courses up to three times, but only at regular tuition rates. Students repeat a course a second time if they do not meet the credit hours, and other course work requirements. The credits for that course in a financial aid award calculation only if they earned an “F” and/or “F/A” in all previous attempts of that course. If a student elects to repeat a course for which a grade above “F/A” was earned, the credits are included in the financial aid award calculation only if the program requires a higher grade average 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 in the GPA calculation for the purposes of determining Satisfactory Academic Progress. The highest grade earned from any attempt of a 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 switched to a different version of that course that does not include the course as a required part of the program curriculum without going through the program appeal process. Students who fail a course three times, and who cannot switch to another program as determined by the program change advisor, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course whereby earning a grade of C or higher as a Pass, and transferring it back in to Rasmussen College, in accordance with the transfer of credit requirements. In the case of credit transfer, an “F/A” 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 Grade Point (GPA).
Foundation courses may only be repeated one time. Students who fail a foundation course a second time will be terminated from the College. All attempts of repeated courses, including the grades, remain on academic records and transcripts even though they may not be included in the GPA calculation. Students should be aware that graduate schools and other institutions to which they might wish to transfer may not accept the repeating course, which may include all grades in calculating GPA for admission.

Nursing Repeating Courses Policy

The School of Nursing allows students to fail one Nursing course within the core Nursing curriculum (NU3, NUR, PN, PNT410, PNT420 course work). However, a second failure, whether it be the same Nursing course or any other Nursing course, will result in removal from the Nursing program.

School of Health Sciences

Repeating Courses Policy

Students are required to attend the Externship or Practicum Orientation prior to their externship or practicum. They receive an externship or practicum manual that discusses the expectations, and students are required to sign an acknowledgement form that is submitted and included in their programmatic file. The externship or practicum manual discloses that students have two attempts to complete their externship or practicum successfully, or they will be dismissed from the program. If a student fails both attempts, documentation will be placed in the student’s file. If a student is dismissed from an externship or practicum site due to circumstances out of his/her control, attempts will be made to secure an additional site within the same quarter for the student to complete his/her externship or practicum.

Late Assignments or Submissions

Students may submit assigned work up to seven (7) days after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late; a 100% grade penalty is assessed for work submitted after the twenty-four-hour deadline (the calculated grade). Late work will be corrected by administrative staff as soon as they are identified.

Incomplete Grade Policy

An “I” is an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. The student must request an incomplete from the instructor prior to the last day of the term. An incomplete may be granted to a student at the end of a quarter at the discretion of the instructor under the following conditions:

1. An incomplete form is completed by the instructor which identifies:
   a. The work to be completed must be regularly assigned work, identified in the course syllabus.
   b. The student can reasonably be expected to complete the work by the deadline.
   c. The student’s grade will be substantially improved upon completion.
   d. The student has demonstrated a commitment to completing the work in a timely fashion.
   e. Granting the incomplete is truly in the student’s best interest of the course.
   f. By completing the work, one of the following will apply:
      i. The student will learn substantive information by completing the work.
      ii. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
2. Incomplete records will be maintained in the student’s file.
3. The student’s Dean must be informed of the instructor under the following conditions:
   a. The work to be completed must be regularly assigned work, identified in the course syllabus.
   b. The student can reasonably be expected to complete the work by the deadline.
   c. The student’s grade will be substantially improved upon completion.
   d. The student has demonstrated a commitment to completing the work in a timely fashion.
   e. Granting the incomplete is truly in the student’s best interest of the course.
   f. By completing the work, one of the following will apply:
      i. The student will learn substantive information by completing the work.
      ii. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
4. Allowing the student extra time compensates for events or circumstances not within the student’s control (i.e., illness, emergencies, etc.).
5. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up any work previously assigned under any applicable penalty. Online discussions conclude at the end of the current quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of the term. An incomplete grade not completed by the deadline will be changed to the calculated alternate grade designated by the instructor on the Incomplete Form and will be included in the student’s cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.

Policy for Change of Grade

On occasion it is appropriate to change a final grade submitted by an instructor at the end of a quarter. Except for situations outlined below, only the instructor who issued the original grade may change the instructor’s changes. Instructors may change grades at their discretion, with the following guidelines:

Circumstances that may warrant a change of grade include:
   • Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such circumstances include: accident, death, a family emergency, illness, or other circumstances out of the student’s control.
   • Circumstances involving no communications, misplaced assignments, or other difficulties to the student.
   • Accommodation for special circumstances, such as short-term disability or family leave. Grading policies must be consistent with course policies as outlined on the syllabus.

Grading policies must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of late work and how points are awarded must be followed.

Students must contact their instructor within one week of the start of a subsequent term regarding grade changes. Instructors will have one week from the date the petition is submitted to contact students to consider any requests for grade changes. No grade changes may be made after the second week of the subsequent quarter. Grade disputes which cannot be resolved by the instructor and student should be directed to the appropriate Dean.

Circumstances where a grade change may be authorized later by someone other than the original instructor include:
   • Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified.
   • If the original instructor is no longer available to review a grade change, a competent and an adjunct instructor no longer employed at the College (the Academic Dean) may determine if a grade change is appropriate.
   • The Dean may authorize grade changes in special circumstances, such as those requiring a change in academic major.

School of Nursing Incomplete Grade Policy and Policy for Change of Grade

The Incomplete Grade Policy and Policy for Change of Grade, above, apply to students in the School of Nursing, with the following exceptions:

1. In order for a student to complete and receive a final passing grade in the programmatic coursework delimiting the above described NCLEX-PN Prediction exams, the student must earn a 95% or higher probability in the Associate Degree in Nursing Program or a 92% or higher probability in the Practical Nursing Program on the ATI Comprehensive Predictor Exam on their second attempt. A student failing to receive a 95% (ADN) or 92% (PN) or higher probability on their second attempt will receive an incomplete grade for the course and be scheduled for remediation through the campus and/or ATI services during the subsequent quarter.

Upon completion of remediation, the student will attempt a third ATI Comprehensive Predictor Exam or its equivalent. Students who achieve a score of 95% (ADN) or 92% (PN) or higher on an equivalent measurement deemed by the College will receive a grade change. Students who score below 95% (ADN) or 92% (PN) on the ATI Comprehensive Predictor Exam or its equivalent measurement, will fail the course and be scheduled to repeat the course required in the following academic quarter and complete an academic success program to include opportunities for individualized remediation.

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.

A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog is changing to a lower credential within the same program, or a student who is selecting a different specialization within the same program, or a student who is requesting to change catalogs within the same program at the time of the request will be allowed to make a change regardless of the change in program or program changes. No appeal process is required. The request for the program change must be received prior to Friday of the first week of a quarter break.

A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the end of the current quarter and does not meet any of the criteria above must file an appeal with the campus Program Change Appeal Committee. As part of the appeal process, the student will be required to submit a letter following the appeal process guidelines. The appeal will either be approved or denied based on a review of academic standing and progress to date with Rasmussen College and the information provided in the appeal letter.

A complete description and requirements of the program change appeal process is available through the Campus Manager of Student Records. A clear and precise statement of the change and the reasons for the change must be included in the appeal letter.

Prerequisites

In order to take a course listing a prerequisite, the student must have received a passing grade in the prerequisite.

Independent Study Policy

Independent study is available in those instances 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 regular interaction with an instructor or the opportunity to expect higher education, it is to be offered only when there is no alternative and as infrequently as possible.

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

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for a course in a quarter in question does not arise from the student’s decision to withdraw from the course in an earlier quarter, the student’s failure to satisfactorily complete the course, or the student’s decision to change programs.

The student will complete work of a similar quantity and quality as required in a regularly scheduled course and will meet the standard performance objectives for the class.

The Academic Dean approves the plan for completing the course work.

The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.

At least twice and at regular intervals during the quarter, the Dean will evaluate the student’s progress by reviewing work completed.

Independent studies must meet the following guidelines:

Prior to the beginning of the independent study, the student and instructor must meet to define the following:

1. When and where they will meet each week.
2. Weekly objectives for work to be completed based upon the same weekly objectives defined by the syllabus for an on-site class.
3. Progress checks to be reviewed by the Dean.
4. Standards of academic quality for the work to be completed.
5. Deadline for all work to be completed at the end of the quarter.

Equipment

Rasmussen College strives to maintain its role as an educator of current technology. Rasmussen College provides technology and computer access, and internet access at each campus. Students will also have access to printers, additional software packages, electronic databases, online text, and other links and resources needed as a part of the Rasmussen College campus.

Graduation Requirements

Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of the requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technology, and Practical Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. 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 in Nursing program may transfer a maximum of 75% of total program credits into the program.
Academic Overload Policy

An academic or credit overload occurs when a student registers for more than 20 credits per quarter. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 24 total credits in the approved quarter. For students who are newly transferring to the College, a minimum of 24 credits must be transferred to the College and the most recent GPA on a transcript must be 2.75 or higher. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. Any future overload requests for transfer students must follow the Academic Overload Policy for the full term. The Academic Overload Approval Form is available through a Student Advisor.

Academic Overload Policy for Five and Six Week Courses

An academic or credit overload occurs when a student registers for more than 10 credits per six week session. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 12 total credits in the approved quarter. For students who are newly transferring to the College, a minimum of 24 credits must be transferred to the College and the most recent GPA on a transcript must be 2.75 or higher. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. Any future overload requests for transfer students must follow the Academic Overload Policy for the full term. The Academic Overload Approval Form is available through a Student Advisor.

RASMUSSEN COLLEGE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe.

Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. Students who do not meet the standard will be expected to participate in Project Rally, which includes online learning tools and consultations with a member of the College team. The student is expected to complete the online learning tool in Project Rally by the first Friday of the quarter. Failure to complete this tool may result in an administrative withdrawal from the College.

SAP Components:

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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<tbody>
<tr>
<td>Up to 25%</td>
<td>25%</td>
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<tr>
<td>Greater than 25%, up to 50%</td>
<td>50%</td>
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<tr>
<td>Greater than 50%</td>
<td>67%</td>
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3. Duration of Eligibility. This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (e.g., maximum time frame for a 90-credit program – 90 X 150%, or 135 credits). Total credits are indicated for each program listing in the catalog. A student who exceeds 150% of the maximum time frame is no longer eligible for financial aid.

In calculating Pace/CCCR and Duration of Eligibility, the following grades will be considered attempted, but will not be considered as credits successfully completed or earned: F/FD/WD/ D/UD/UN, W/WD/WF/WX/WK/IN, I/IN. In addition, Foundations courses are not included in the number of credits attempted or successfully completed except that a student who fails a Foundation course must retake the course to achieve satisfactory academic progress. A student who fails to meet eligibility requirements for any quarter, caused by a financial aid issue, will not qualify for financial aid. A student who fails to meet eligibility requirements for any quarter, caused by an academic issue, will not qualify for financial aid.

4. 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 standards of SAP at the end of the Fall, Spring, or Summer quarters will be placed on Financial Aid Warning for the subsequent quarter. A student who fails to meet any one of the standards of SAP at the end of the Winter quarter will be placed on Financial Aid Warning for the subsequent quarter.

5. Financial Aid Probation: 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/CCCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period is not eligible for further financial aid.

Students must retain Satisfactory Academic Progress during the time period for which they will be eligible for financial aid and must continue to meet the requirements for Satisfactory Academic Progress. 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 are based on only the grades and credits attempted and earned at Rasmussen College. The calculation of the student’s new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, those credits will be included in SAP calculations as described elsewhere in this section. A student who is terminated due to SAP may not re-enter the College unless he/she has completed coursework elsewhere that is acceptable for transfer into the College and will bring the student back into good standing.

Online Course:

Students may be required to take online courses in order to complete a degree. All new students will complete an orientation program prior to beginning classes. Online course activities and assignments at Rasmussen College are conducted via chat, email, message boards, and interactive websites. Tuition and fees for online courses are assessed at the same rate as for residential courses unless otherwise indicated in the course description. Online courses may provide technical training and support while operating in the online environment. A list of computer hardware and software requirements is provided to students upon enrollment. Textbooks and other resources required for online courses are available at the Rasmussen College bookstore.

Academic Honors

Term Honors and Dean’s List Recognition Each term, Rasmussen College recognizes outstanding academic achievement by awarding certificates of achievement. Enrolled, degree-seeking students who earn a term grade point average of 3.75-3.749 will receive an Honor Roll certificate. Enrolled, degree-seeking students who earn a term grade point average of 3.75-4.0 will receive a Dean’s List certificate.

Graduation Honors

Rasmussen College recognizes outstanding academic achievement by awarding honors to graduates who meet minimum qualifications. Students who earn an Associate’s or Bachelor’s degree, complete all graduation requirements, and earn a cumulative grade point average of 3.50 or higher will graduate with academic honors and will receive gold cords for the graduation ceremony as a symbol of this achievement. An honors designation will appear on the diploma of an honors graduate who has completed both the Associate’s degree program and the Bachelor’s degree program. Additionally, the following honors will be noted on the diploma of Bachelor’s degree students: Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.50-3.665. Magna Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.67-3.749. Summa Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.75-4.00.
TRANSFER OF CREDIT, PRIOR LEARNING AND WAIVERS

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 apply for admission to the College.
• Students must request that official transcripts containing coursework for review 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 and 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 will be held, and the receipt of an official transcript will be required.

Course By Course Transfer
• International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) or by AACRAO International Education Services (IES) to ensure the student’s credit transfer is awarded comparable to Rasmussen College. The evaluation is the student’s responsibility.
• Transfer credit is evaluated based on the program in which the student is applying for or is currently enrolled in.
• Credits earned at Rasmussen College will be transferred directly from one Rasmussen College campus to another. Only the courses 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 recorded as credits attempted and earned for determining Satisfaction 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 remaining at the end of the student’s program will be removed and the student will be required to complete the program requirements in order to graduate.
• Courses for which a student has received credit by examination will be listed on the student’s transcript with a Test Out (TO) designation.
• Courses for which a student has received credit through waiver will be listed on the student’s transcript with a Course Waiver (CW) designation.
• When courses are not accepted for transfer, a student may file an appeal through the following process:
  1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
  2. The information will be reviewed by the Associate College Registrars.
  3. The student will receive written notice of the decision.

Course By Course Transfer Policy
• Course by course transfer credits from regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) recognized by the American Council on Education, will be considered for college transfer.
• Students must complete 35% 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.

Supplemental Information Such as a Syllabus
• Students eligible and approved for the Surgical Technologist Associate’s Degree and Medical Assistant’s Degree 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.
• Students eligible and approved for the Surgical Technologist Associate’s Degree and Medical Assistant’s Degree 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.

In-Process Credit
• 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.

In-Process Credit
• 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
• Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being transferred.

In-Process Credit
• 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.

In-Process Credit
• Students eligible and approved for the Surgical Technologist Associate’s Degree and Medical Assistant’s Degree 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.

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• Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being transferred.

In-Process Credit
• International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) or by AACRAO International Education Services (IES) to ensure the student’s credit transfer is awarded comparable to Rasmussen College. The evaluation is the student’s responsibility.
• Transfer credit is evaluated based on the program in which the student is applying for or is currently enrolled in.
• Credits earned at Rasmussen College will be transferred directly from one Rasmussen College campus to another. Only the courses 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 recorded as credits attempted and earned for determining Satisfaction 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 remaining at the end of the student’s program will be removed and the student will be required to complete the program requirements in order to graduate.
• Courses for which a student has received credit by examination will be listed on the student’s transcript with a Test Out (TO) designation.
• Courses for which a student has received credit through waiver will be listed on the student’s transcript with a Course Waiver (CW) designation.
• When courses are not accepted for transfer, a student may file an appeal through the following process:
  1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
  2. The information will be reviewed by the Associate College Registrars.
  3. The student will receive written notice of the decision.

Course By Course Transfer Policy
• 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.
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Competency Course 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 a credit by examination (TO) cannot be transferred 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 a competency course will count toward the transfer maximum. Credits earned through competency courses will count toward earned credits.
3) The remaining core content necessary for the Healthcare Management degree will be provided in the 300 and 400 level core courses.

General Education Block Transfer for Baccalaureate Candidates

For students with a completed degree, general education coursework 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.
• Conferring Associate’s degrees may be posted as a block of up to 40-credits (up to 42-credits in Illinois), depending upon the Program.
• Conferring Baccalaureate degrees may be posted as a block of up to 64-credits (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 applied.

Medical Assisting Associate’s Degree Complete Block Transfer

A block transfer of 51 core credits may be allowed into the Medical Assistant Associate’s Degree program if one of the following criteria are met:

1. Graduated from a CAAHEP or ABHES accredited MA diploma or certificate program within the past 3 years and holds a current unencumbered Registered Nurse (RN) license.
2. Graduated over 3 years ago from a CAAHEP or ABHES accredited MA diploma or certificate program, but has worked as a MA within the past 3 years and holds a current CMA (AAMA) (AMT) certification.

Students may seek a course-by-course transfer credits or course waiver for MA250/MEA2290 (Radiography Skills) only if they have a limited scope x-ray operators certificate. Students will need to complete 32 general education credits and 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 of 67. The maximum earned 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 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 have met the acceptance for admissions requirements and hold a current unencumbered Registered Nurse (RN) license and have successfully completed an Associate’s degree in Nursing will receive a transfer equivalent to 113 credits for their general education, nursing core and licensure.

Students who have met the acceptance for admission 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 15 transferable course credits comparable to Introduction to Human Biology, Introduction to Microbiology, Human Anatomy & Physiology I and Human Anatomy & Physiology II to enroll in this program, as Rasmussen does not offer these courses online. The remaining 28 credits of lower division general education, if 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 transferable 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 NUR111/NUR212 Developmental Psychology (4 credits) and NUR211/NUR215 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/ ENC101 English Composition, G233/MAT1031 College Algebra, and the Communication course the student completed in the Practical Nursing program (for a total of 12 additional general education credits). Rasmussen graduates should contact the campus in which they intend to enroll to determine whether they have completed additional coursework that is eligible for transfer. Students must successfully complete all remaining coursework in the Professional Nursing AS Degree program to earn this degree.

Surgical Technologist Associate’s Degree Complete Block Policy

Students who have graduated from a CAAHEP or Accredited surgical technology diploma or certificate program and hold the CST (NBSTSA) certification will receive a total block transfer of 26 credit hours.

Students who have completed a block of 4 natural sciences general education credits plus a block of 56 core credits. Students will need to complete 28 general education credits and E242 Career Development.

Credit by Examination

(for non-Competency Courses)

• Enrolled students may request credit by examination for courses if an exam 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 by examination will earn a Microbiology “TO” on their Rasmussen College transcript.
• A grade equivalence score of 77 on the AP exam 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/WP or F/FA/FD grade, no test-out attempt will be allowed.
• 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 consult the transcript and Records of the result of the evaluation.

• If the waiver 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 ODA 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/CDA Application.

• The student’s credential will be reviewed, 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.

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.

• No time limit for earning certifications.

• 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 Technology 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.

• 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 Design 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 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 Business 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 Business related to the certification and the program of enrollment.

• Certifications must be current.

• 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 form is signed.

• Students presenting evidence of certification by the HR Certification Institute for the distinction of PHR will be awarded the following credit as Course Waiver (CW):
  1. Introduction to Human Resource Management
  2. Employment Law
  4. Workforce and Labor Relations Management

• Students presenting evidence of certification by the HR Certification Institute for the distinction of SHRM will be awarded the following credit as Course Waiver (CW):
  1. Introduction to Human Resource Management
  2. Employment Law
  4. Workforce and Labor Relations Management

• Strategic Human resource Management

School of Technology 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.

• 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 Design 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 Technology related to the certification.

• Certifications must have been earned within the last three years or are current through renewal.
TRANSCRIPTS
Transcripts for graduates and students who have completed their course of study are provided without charge; however a fee of $5.00 is charged for all other transcripts.

The institution reserves the right to withhold official academic transcripts from students under certain circumstances such as having an outstanding financial obligation to the College.

TRANSFER TO OTHER COLLEGES
Rasmussen College does not imply or guarantee that credits completed at Rasmussen College will be accepted or transferable to any other college, university, or institution. Credits or students who would like to transfer credits earned at Rasmussen College to another school should understand that the decision to accept transfer credits is always at the discretion of the receiving institution. Please see the Manager of Student Records with questions about transfer to other colleges.

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

This does not apply to the Illinois Professional Nursing AS program.

College Equivalency Credit
Credits earned through college equivalency programs will be posted on student transcripts as Test-Out credits (TOC) and will 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 is required for computer-based testing since 2/15/2003. For paper-based exams taken prior to 2/15/2003, 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/or examinations will be evaluated for eligibility by the Associate College Registrars.

Military Experience Equivalency Credit
College credit for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council of Education (ACE) recommendations on transferring credit. These credits are usually listed on Service Member American Council on Education Registry Transcript (SMART), Defense Activity for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) transcript, College Credit by Examination (CLE) transcript, Army American Council on Education Registry Transcript System (AARTS) transcript or Community College of the Air Force (CCAF) transcript. ACE military credits recommendations which have been accepted for transfer will be listed on the student’s transcript with a Transfer (TR) designation.

Academics
Students with disabilities do not have to self-disclose to the Office of Accommodations Coordinator, although the College encourages them to do so. Students seeking academic accommodations 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 and in regular attendance for all of their classes.

Practice is required and if an absence is necessary, the student's credential will be reviewed, and the student's grade status, as recorded on the state's licensing website will be reviewed, and if the criteria are met, Rasmussen College students are expected to call the College and to indicate if they will be absent 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 a face-to-face course session at the campus or other class location, or (b) substantive online academic activity, including commentary 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 activity. 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 scale for its courses although some programs may require to follow additional standards. Faculty are required to keep accurate attendance records which are submitted to the Student Records. Rasmussen College makes attendance records available to supporting agencies and prospective employers.

Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

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 course within seven days of the start of a term may be administratively withdrawn from the College.

Course Attendance: If a student has not maintained 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 class. If the student's attendance in any course within 14 days of their last date of attendance, he or she may be administratively withdrawn from the College. Upon withdrawal a student's financial aid eligibility will be adjusted according to the Institution’s refund policy as described in the College Catalog and will be adjusted as according to the Rasmussen College Drop/Add Class Policy.

Rasmussen College Academic Integrity Policy

II. Definitions
a) Academic Misconduct is any 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 gain 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:

1. Copying answers, data, or other information for any academic exercise from another student in which the student is not expressly permitted to work jointly with others.

2. impersonation: Assuming another student's identity or allowing another person to complete an academic exercise on one's own behalf.

3. Using or attempting to use unauthorized materials, texts, devices, notes, information or study aids in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, labs).

4. Collaboration: Knowingly assisting, attempting to assist, or receiving assistance from another student or students to commit academic misconduct, or conspiring with other persons to violate any provision of the College to commit misconduct.

5. Deception, Theft, Obstruction, Interference: Seeking to gain unfair academic advantage by cheating, lying, damaging, or stealing equipment or products of any academic exercise; or obstructing or interfering with an instructor’s teaching or another student’s academic work.

6. Fabrication, Falsification, Forgery: Deliberately falsifying, altering, or inventing student records, information or citations. Forgery is the act of imitating or counterfeiting documents, signatures, and the like.

7. Plagiarism is the act of representing an individual’s or organization’s words, thoughts, or ideas as one’s own. Examples include:

a) Using information (e.g. paraphrase or quotation, in whole or in part) from a source without attempting to give credit to the author of that source.

b) Using charts, illustrations, images, figures, equations, or tables, without citing the source.

8. Using an academic exercise (in whole or in part) purchased or copied from a ghostwriter or paper writing service.

9. Copyright infringement or piracy, including the use, alteration, or duplication of media, software, code, or information when expressly prohibited or where copyright exists or is implied.

10. Submitting work previously graded in another course without prior approval of the course instructor; or submitting the same work in two or more concurrent courses without prior approval by all course instructors.

III. Violations
A student who violates the Academic Integrity policy faces severe penalty from the College. Violations may occur in one or more courses in one or more quarters and accumulate to bring all quarters in which the student is enrolled. Upon conclusion by the student's instructor and/or the Dean of the student's class the student has committed Academic Misconduct, the following penalties will be applied:

POLICY AND GRIEVANCES
Accommodations Policy
The mission of Rasmussen College in disability services is to create an accessible college community 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 (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended, to provide reasonable accommodations to students with disabilities. Rasmussen College commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities.

Externships, Practicums, and Clinicals
Health Sciences Externships, Practicums, and Clinicals

- Externships, clinicals and practicums for Health Sciences programs are, to be conducted in Rasmussen approved locations. Each practicum site will be established utilizing an agreement to determine the responsibilities of the practicum partner, Rasmussen College, and the participating student. Students may need to travel out of the immediate area to complete practicum activities. The cost of any such travel is the responsibility of the student. Practicums/Externships in Health Sciences programs have attendance expectations that differ from the general Rasmussen College Attendance Policy. These attendance policies can be found in the program-specific manuals/handbooks.

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

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

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

Policies

POLICY AND GRIEVANCES
Accommodations Policy
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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 suspicious/illegal activity. Prohibited material could include pornographic images, illegal file sharing programs (such as the illegal downloading and sharing of music), or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of network privileges and possibly other penalties, up to and including dismissal.

Anti-Hazing Policy

It shall be the policy of the College to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action but is 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 specified 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 the 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, technological requirements change periodically. Technical requirements necessary for online courses to run properly are located on the following website: content.learntoday.info/ course_files/techinfo/techinfo_ols.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 meets these requirements.

• By students, faculty, or staff that is detrimental within the classroom environment.
• That interferes with the well-being of the fellow students and/or faculty and staff members.
• That causes damage to the appearance or structure of the College facility and/or its equipment.
• By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
• By students who otherwise display conduct detrimental to their academic progress or ultimate success in the field for which they are being educated.

Students who commit Academic Misconduct also run the risk of harming future educational and employment opportunities. Reference forms sent by prospective employers and other educational institutions often ask for judgment and comment on a student’s ethical behavior. As the form is sent at the behest of the student, the student waives any rights he or she may have under the Family Educational Rights and Privacy Act to keep Academic Integrity violations confidential. The College waives any rights he or she may have under the Federal Trade Commission’s “Do Not Call” Program and/or the Fair Credit Reporting Act for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College. Consequently, Academic Integrity violations will not be allowed to redo the work.

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. Conduct/Dismissal guidelines for the following are an encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any student whose conduct is detrimental to the educational environment. Conduct/Dismissal guidelines for School of Nursing students, or School of Health Sciences students enrolled in the Medical Assisting, Health Information Technician/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:

• By students, faculty, or staff that is detrimental within the classroom environment.
• That interferes with the well-being of the fellow students and/or faculty and staff members.
• That causes damage to the appearance or structure of the College facility and/or its equipment.
• By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
• By students who otherwise display conduct detrimental to their academic progress or ultimate success in the field for which they are being educated.

The following web browsers are officially 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.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 cookies 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 need to install 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/flashplayer/.

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 installed on your computer, you may use the free PowerPoint viewer to view the course materials. Download the free PowerPoint viewer here: microsoft.com/en-us/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 “zipped” file (i.e. filename.zip). 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 view the instructions at content.learntoday.info/ course_files/techinfo/techinfo_ols.html.
It is a violation of policy for any member of our community who fails to report sexual harassment and it is a violation of policy for any member of the College community to take action against an individual for reporting sexual harassment.

This policy covers actions of all students and employees, whether co-worker, manager or by any other persons doing business with or for Rasmussen.

Informal and Formal Complaints

Members of this College community who believe they have been sexually harassed or have been the victim of sexual assault may properly turn for assistance to the Campus Director, Regional Vice President, Executive Vice President or President. Whether or not a person consults with a school official, he/she has the option of making an informal or formal complaint according to the procedures outlined below.

No retaliatory actions may be taken against any person because he/she makes such a complaint or against any member of the College community who serves as an advisor or advocate for any party in any such complaint.

No retaliatory actions may be taken against any member of the College community merely because he/she is or has been the object of such a complaint.

Informal Resolution

Early efforts to control a potentially harassing situation are very important.

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.

2. Writing a letter to the person or talking to the person’s supervisor can also be effective.

3. Go to a sexual harassment/violence information center or discuss the matter with a friend.

4. Talk to others who might also be victims of harassment.

5. Any employee, faculty member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Regional Vice President, or College President.

A Campus Director contacted by a person who may have been subjected to sexual harassment will give guidance and on both informal and formal procedures for solving the problem.

During the informal inquiry process, all information will be kept confidential to the extent legally possible.

No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President and the Human Resources Director and Corporate Counsel, without the written permission of the person making the complaint.

If, in the course of the inquiry Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

Incidents should be reported within 30 days.

At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director.

Resolutions and Informal Conflicts

Anyone in the Rasmussen community may discuss an informal complaint with the Campus Director, Regional Vice President, Executive Vice President or President.

1. If the person who discusses an informal complaint for an advisory basis to another person, and may be identified to others but not the person against whom the informal complaint is made, the College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences.

While the confidentiality of the information received, the privacy of the individual involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligation to act upon the charge and the right of the charged party to obtain information.

In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

2. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wishes to attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.

3. When a number of people report incidents of sexual harassment that have occurred in a public context (for instance, excessive 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 complainant.

Definitions

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

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

2) submission 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 including advance opportunities for further study, or other educational benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Scallywag: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

2. “Hostile work environment,” where the harassment creates an offensive and unpleasant working environment. Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or customers. Hostile work environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment.

Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

For further information please refer to the EEOC’s website at eeoc.gov or call the EEOC Publications Distribution Center at 800-669-3362 (voice), 800-330-3077 (TTY).

Sexual orientation harassment: Sexual harassment includes harassment based on sexual orientation. Sexual orientation harassment is verbal or physical conduct that is directed against an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

Romantic/sexual relationships between superior and subordinate: Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties.

The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, opportunities for further study, or other forms of advancement may greatly diminish the student’s actual freedom of choice concerning the relationship.
Similarly, the authority of the supervisor to hire, fire, evaluate performance, discipline, make recommendations, assign and oversee the work activities of employees may interfere with the employee’s ability to choose freely in the relationship. Furthermore, it is exceedingly difficult to prove the specific conversations held between the involved parties which limits the student or employee’s ability to make informed choices about the relationship.

Claims of consensual romantic or sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor, or another employee who will bear the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to prove 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, in a position of authority, or when the victim/survivor is mentally or physically disabled or without the ability to consent, is considered sexual assault. Having a previous relationship of any nature, including prior sexual contact with the victim/survivor, is not an accepted defense for sexual assault. The victim/survivor does not need to prove that she/he resisted and another witness is not needed to prosecute the case. The relative age of the persons involved, the victim/survivor’s fear of bodily harm to self or another, the use of the threat to accomplish the goal by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria that must be accounted for by law to determine whether a criminal charge should be brought.

Formal Complaints by Students and Employees

a. A formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the Campus Director or other manager who will immediately report the complaint to an Executive Vice President or President and Human Resource Director or Corporate Counsel. The Human Resource Director and/or Corporate Counsel, with the assistance of the Campus Director or other manager will formally investigate the complaint and present the findings and recommendations to an Executive Vice President or President. The College will complete its investigation and make its recommendations within 60 days from the time formal investigation is initiated.

b. 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 formal investigation is initiated.

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

1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred. Report its findings and resolution to an Executive Vice President or President.

2. Report its findings with appropriate recommendations for correction to an Executive Vice President or President.

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 the process of seeking the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint;

4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, 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 campus from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes, and

8. Further information can be obtained from the following resources:

- Minnesota Department of Human Rights
  190 East 5th Street, Suite 700
  St. Paul, MN 55101
  Phone: (651) 296-3304 or 651-296-5663
  Website: humanrights.state.mn.us/
- Office of Justice Programs
  651-207-3100 or 800-347-0930
  Website: ojp.state.mn.us
- Wisconsin Office of Crime Victim Services
  Wisconsin Victim Helpline: (800) 446-6564
  Fax: (608) 264-6368
  Website: doi.state.wi.us/ovcs/office-citizen-crimeservices
- The campus administration will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Reparations Board. For further information refer to the Office of the Crime Victim Ombudsman website at ojt.state.mn.us/ (651-642-0550) or the Crime Victims Reparations Board website at ojt.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 168), campus colleges are hereby declared a drug-free college and workplace. For more information visit The U. S. Department of Education’s Higher Education Center for Alcohol and Other Drug Prevention Website at www.edc.org/.

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession 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(s); 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 agree to the terms of this Code. Therefore 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 School 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.

Drug Abuse Policy

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees, based on the belief that drug abuse can be impaired as well. Some examples of this are a hangover, a feeling of being “burnt out”, being preoccupied with plans for the next drink, or “high” or slowed reflexes that can be especially dangerous while driving.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

- inability to get along with family or friends
- unexplained intermittent moods
- increased “secret” type behavior
- abrupt changes in mood or attitude
- resistance to discipline at home or school
- getting into a “slump” at work or school
- increased borrowing of money
- a complete set of new friends

We recommend that you observe any of the above changes in any student of Rasmussen College immediately and verify the Academic Dean or Campus Director.

Academic Information and College Policies

Rasmussen College strictly prohibits:

1. The presence of students or employees on campus or off campus at activities sponsored by the College, while under the influence of intoxicants, illegal drugs, or any other controlled substances.

2. The use, manufacturing, furnishing, possession, transfer, or trafficking of hallucinogenic substances in any amount, in any manner, or at any time on Rasmussen College campuses or off campus at activities sponsored and controlled by the College.

The Federal Government has taken a number of legislative steps to encourage the distribution of anti-drug laws. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing units subject to anti-drug laws, may be subject to a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with drugs could lose their eligibility for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive and injurious to the person and can cause harmful effects to virtually every aspect of a person’s life, i.e., relationships, family, job, school, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, anxious, or experience sexual indifference, loss of physical coordination and appearance, go into coma, experience convulsions, or even death.

Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be impaired. Some examples of this can be a hangover, feeling of being “burnt out”, being preoccupied with plans for the next drink, or “high” or slowed reflexes that can be especially dangerous while driving.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

- inability to get along with family or friends
- unexplained intermittent moods
- increased “secret” type behavior
- abrupt changes in mood or attitude
- resistance to discipline at home or school
- getting into a “slump” at work or school
- increased borrowing of money
- a complete set of new friends

We recommend that you observe any of the above changes in any student of Rasmussen College immediately and verify the Academic Dean or Campus Director.
Rasmussen College has the right to:
1. Discipline students, including dismissal, for felony convictions regardless of illegal use, possession or trafficking of drugs.
2. Take disciplinary action against students who violate this policy. Students may also be subjected to 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 lounges, 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 management had designated an area for smoking.

For purposes of this policy, “tobacco use” means the personal use or consumption of any tobacco product, whether lit or not, including the use and display of tobacco in electronic cigarettes 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, cigars, and pipe tobacco. Smoking is defined as inhaling, exhaling, or carrying in hand any lit tobacco product, including cigarettes, cigars, 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.

Weapons Policy
Rasmussen College prohibits the possession of weapons of any kind inside campus buildings. Prohibited weapons include but are not limited to firearms, BB/pellet guns, silhousters, paint guns, arrows, swords and knives other than cooking utensils and scissors with a blade length of 3 inches or less. Prohibited items include weapons that are loaded or unloaded, functioning or non-functioning, and anything that could be perceived as a weapon, including toys and weapons used for decorative, display and/or simulation purposes. This policy applies to all staff, faculty, students and visitors with the exception of licensed peace officers and law enforcement/security agents as allowed by applicable statute. The approved storage and use of weapons for training purposes as part of a College-sponsored program is permitted. This policy includes both campus buildings and offsite events sponsored and controlled by the College.

Family Educational Rights and Privacy Act (FERPA)
Amended 10/01 to include the USA Patriot Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the institution receives a request for access. Students shall submit to the registrar, business office, or other appropriate office written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the Campus Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee to an enrolling or attending state entity or persons designated in any other state entity to which the student or student's parent has applied for student financial aid eligibility.

5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student's education records in order to comply with a “lawfully issued subpoena or court order” in three contexts.

a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response.

b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose.

c. All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent of student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.

6. The right to disclose – without the written consent or knowledge of the student or parent – information in education records to “appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.” The institution has designated an area for smoking.

An appropriate grievance is defined as a student’s expressed feeling of dissatisfaction regarding any interpretation or application of school-related policies or the College’s personnel.

In the event an applicant, student, graduate, former student, or other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:

1. The individual must first try to resolve the issue with the other member involved.

2. If the matter is not resolved to the person’s satisfaction he/she has the option to follow the appropriate steps:

   a. Requests for further action on educational issues should be made to the Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.

   b. Students who feel they have an appropriate need for grievance should see the Campus Director for their campus. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.

   c. If the matter is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

   d. Students or other interested parties may also contact:

      • Commission for Independent Education Florida Department of Education 325 West Gaines Street, Suite 1414 Tallahassee, FL 32399 888-224-6684

      • Illinois Board of Higher Education 431 East Adams Street, Second Floor Springfield, IL 62701 217-782-2953

      • Kansas Board of Regents 1000 SW Jackson Street, Suite 520 Topeka, KS 66612 785-296-2460

      • Minnesota Office of Higher Education 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108 651-642-0533

      • North Dakota University System State Board of Higher Education 10th Floor, State Capitol 600 East Boulevard Ave, Dept. 215 Bismarck, ND 58505-0230 701-328-2960

      • State of Wisconsin Educational Approval Board 201 West Washington Avenue, 3rd Floor Madison, WI 53703 608-266-1996

      • The Higher Learning Commission (ncahlc.org), a commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604 800-621-7440 or 312-263-0456

Appeal Procedure
Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College in the event of a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy the terms “timely fashion,” “reasonable time,” and “expeditiously” will mean ten days.

Students are assured that no adverse action will be taken by the College or any of its representatives for registering a grievance.

Grievance Procedure
In the event an applicant, student, graduate, former student, or other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:

1. The individual must first try to resolve the issue with the other member involved.

2. If the matter is not resolved to the person’s satisfaction he/she has the option to follow the appropriate steps:

   a. Requests for further action on educational issues should be made to the Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.

   b. Students who feel they have an appropriate need for grievance should see the Campus Director for their campus. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.

   c. If the matter is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

   d. Students or other interested parties may also contact:

      • Commission for Independent Education Florida Department of Education 325 West Gaines Street, Suite 1414 Tallahassee, FL 32399 888-224-6684

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      • Kansas Board of Regents 1000 SW Jackson Street, Suite 520 Topeka, KS 66612 785-296-2460

      • Minnesota Office of Higher Education 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108 651-642-0533

      • North Dakota University System State Board of Higher Education 10th Floor, State Capitol 600 East Boulevard Ave, Dept. 215 Bismarck, ND 58505-0230 701-328-2960

      • State of Wisconsin Educational Approval Board 201 West Washington Avenue, 3rd Floor Madison, WI 53703 608-266-1996

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Appeal Procedure
Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College in the event of a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy the terms “timely fashion,” “reasonable time,” and “expeditiously” will mean ten days.
For appeals involving academic issues such as final grades, students may contact their instructor, in writing, to the instructor’s @ rasmussen.edu email (found on the course syllabus) within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, who will have one week from the time they are contacted by students to consider 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 further the appeal. 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.

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, following completion of the Grievance Policy procedures, any current or former student (the “Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator also shall have no authority to award attorney’s fees or to collectivly arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney’s fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

Disclosure Policy

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

Rasmussen College is currently authorized or licensed* to operate in Alabama, Arkansas, Connecticut, Delaware, Florida, Illinois, Iowa, Kansas, Minnesota, Missouri, North Dakota, Wisconsin, and Wyoming. Rasmussen College will continue to monitor developments in state laws in each state in which it enrolls students and, if authorization or 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 300103
Montgomery, AL 36103
ache.state.ua.us/federal-reg.pdf

Alabama Department of Postsecondary Education
P.O. Box 31930
Montgomery, AL 36103
acs.cc/Complaintform.aspx

ARKANSAS

Arkansas Commission on Postsecondary Education
PO Box 11015
Juneau, AR 72001
EED.ACP-1@arkansas.gov

Arkansas Higher Education Coordinating Board
Arkansas Department of Higher Education
114 East Capitol Ave.
Little Rock, AR 72201
ADHE_Info@ark.edu

Arkansas State Board of Public Education
501 Woodlane, Suite 312
Little Rock, AR 72201
sbpec@arkansas.gov

Arkansas State Board of Career Education
650 Woodlane, Suite 312B
Little Rock, AR 72201

ARKANSAS

Arkansas Higher Education Coordinating Board
Arkansas Department of Higher Education
114 East Capitol Ave.
Little Rock, AR 72201
ADHE_Info@ark.edu
adhe.edu/SiteCollectionDocuments/AcademicAffairsDivision/Delegates/APPENDIX%20K%20Student%20Grievance%20Complaint%20 process%2020newv2.pdf

Arkansas State Board of Career Education
501 Woodlane, Suite 312B
Little Rock, AR 72201
sbpec@arkansas.gov

Arkansas State Board of Career Education
501 Woodlane, Suite 312B
Little Rock, AR 72201
sbpec@arkansas.gov

CALIFORNIA

Approved Institutions:
California Bureau of Private Postsecondary Education
P.O. Box 980819, West Sacramento, CA 95698
bbpe.ca.gov/Permits/Complaints/Default.aspx

Exempt Institutions:
Attorney General’s Office
California Department of Justice
Attorney Public Inquiry Unit
P.O. Box 904425
Sacramento, CA 94244
ag.ca.gov/contact/complaint_form.pdf

COLORADO

Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80203
highered.colorado.gov/Academics/Complaints/default.html
highered.colorado.gov/DOPS/StudentComplaint.html

CONNECTICUT

Connecticut Office of Financial and Academic Affairs for Higher Education
61 Woodland Street
Hartford, CT 06106
860-947-1800
info@cthe.org

Non-degree institutions: cthed.org

POPA/DHOC2ComplaintForm.pdf

Connecticut Department of Consumer Protection
165 Capitol Avenue, Room 110
Hartford, CT 06106
trade.practices@ct.gov

c procurements@ct.gov

Consumer Complaint Hotline: 800-842-2649

DELWARE

Delaware Higher Education Office
Carvel Office Building, 5th Floor,
820 North French Street
Wilmington, DE 19801
dheoom@del.state.de.us

Delaware Attorney General
Consumer Protection Wilmington,
820 North French Street 5th floor
Wilmington, DE 19801
consumer.protection@state.de.us

DISTRICT OF COLUMBIA

District of Columbia Office of the State Superintendent of Education
Licensing Commission
810 First Street, NE, 9th Floor
Washington, DC 20002

ossie.dc.gov/sites/default/files/docs/sites/ossie/publication/attachments/complaint_form_4-11.pdf

FLORIDA

Florida Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399
fidoe.fldoe.org/complaint.as

GEORGIA

Georgia Postsecondary Education Commission
1262 Easy Exchange Pk. #220
Tucker, GA 30084
rules.sso.state.ga.us/docs/3925/05/06/d

HAWAII

Hawaii State Board of Education
P.O. Box 2980
Honolulu, HI 96804
ocp.dca.hawaii.gov

hawaii.dca.oce/consumer_complaint

IDAHO

Idaho State Board of Education
Att’y Coordinator for Private Colleges and Proprietary Schools
650 West State Street
P.O. Box 83720
Boise, ID 83720-0037

ILLINOIS

Board of Higher Education
Illinois Board of Higher Education
431 East Adams, 2nd Floor
Springfield, IL 62701
info@ibhe.org

Institutional Complaint Hotline: 217-782-2551

INDIANA

Indiana Board for Proprietary Education
Att’y Director of Regulatory Compliance
302 West Washington Street, Room E201
Indianapolis IN 46204

in.gov/che/2744.htm

Department of Workforce Development, Office of Career and Technical Schools
Complaint Adjudicator
DWD/OFFICE OF Career and Technical Schools
10 North Senate Avenue, Suite 203
Indianapolis, IN 46204
info@icبد.edu

IOWA

Iowa Student Aid Commission
603 East 12th Street, 5th Floor
Des Moines, IA 50319
info@iowacollegeaid.gov

apps.iowacollegeaid.gov/marketing/ docs/constituentrequestform.pdf

KANSAS

Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612
kansasregents.org/resources/PSD524-

ComplaintProcedureForm.pdf

KENTUCKY

#Kentucky Council on Postsecondary Education
1040 Capital Avenue #320
Frankfort, KY 40601

sarah.levy@ky.gov

#Kentucky Commission on Proprietary Education
911 Leward Drive
Frankfort, KY 40601
bpx.ky.gov/Applications%20and%20Forms/ Form53%20Fair%20Use%20Complaint.pdf

Office of the Attorney General
Capital Suite 118, 700 Capitol Building
Frankfort, KY 40601
consumer.protection.ky.gov

ag.ky.gov/civil/consumerprotection/complaints/
Lists/consumer_complaint_form.aspx

LOUISIANA

Louisiana Attorney General Office
Consumer Protection Section
P.O. Box 94005
 Baton Rouge, LA 70804

Consumerinfo@ag.state.la.us

1-800-351-4889, 225-326-6445

ag.state.la.us/Complain

.aspx?ArticleID=16&CardID=5

Secondarily, complaints may also be sent to:
Louisiana Board of Regents
Attn: Nancy Beall or Dr. Larry Tremblay
P.O. Box 367J
Baton Rouge, LA 70821

regents.louisiana.edu/assets/docs/
ProprietarySchools/StudentComplaintProcedure.pdf

MAINE

Maine Department of Education
Harry Ogood - Complaints
23 State House Station
Augusta, ME 04333

harry.ogood@maine.gov

Attorney General, Consumer Protection Division
6 State House Station
Augusta, ME 04333

maine.gov/ag/consumercomplaints/

complaint_form.shtml

MARYLAND

Maryland Higher Education Commission
6 North Liberty Street, 10th Floor
Baltimore, MD 21202
410-767-3388

mhec.state.md.us/HigherEd/EdacAA/MH
ECSStudentComplaintProcess.pdf

Office of the Attorney General, Consumer Protection Division
200 St. Paul Place
Baltimore, MD 21202

Consumer Protection Hotline: 410-528-8662

consumer@ag.state.md.us

ag.state.md.us/ConsumerComplaint.htm

MASSACHUSETTS

Massachusetts Board of Higher Education
One Ashburton Place
Room 1401
Boston, MA 02108

mass.edu/boards/Complaints/complaintprocess.aspx

Massachusetts Division of Professional Licensure,
Office of Private Occupational School Education
1000 Washington Street
Boston, MA 02118

mass.edu/cabc/docs/dpl/complaint.pdf

MICHIGAN

Michigan Department of Licensing and Regulatory Affairs,
Bureau of Commercial Services, Licensing Division
Proprietary School Unit Staff
201 North Washington Square
Lansing, MI 48913

michigancis.net/complaint.aspx
CONSORTIUM AGREEMENT

Rasmussen College has signed consortium agreements among all Rasmussen College campuses. Course requirements for programs may be completed at any of the campus locations, as the schools have common ownership and common courses, and students will have the flexibility to take courses from all locations as they choose. Students who attend a class on an Rasmussen campus other than their home campus (primary attendance campus) will have the flexibility to complete coursework at any campus. The home campus monitors satisfactory progress. A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

REFUNDS

The State of Minnesota and State of Wisconsin Cancellation, Termination, Refund Policy

If a student is not satisfied with or separates from, for whatever reason, the following apply:

- Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
- The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or in the case where notice is hand carried, it shall occur on the date the notice is delivered to the College.
- Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged (“Period of Instruction”), all tuition, fees and paid fees will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of $150 per course for these books and supplies. All prepaid tuition is refundable.
- If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the Period of Instruction for which they have been charged, but before completion of 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 the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. 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 that the student withdrew.
- 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 refund policy is not linked to compliance with the College’s regulations or rules of conduct.

North Dakota Refund of Book and Supply Costs

The cost of books and supplies is included in tuition. Students are welcome to return books and supplies within 30 days of the date of withdrawal for consideration of a refund.

If books and supplies are not returned unused or in a condition such that they can be returned to the supplier, the student will be assessed $150 per course for these books and supplies.

Refund Policy for Iowa Residents:

a. In accordance with Iowa code 714.23, students who are residents of the state of Iowa who receive a pro rata refund of tuition charges if they withdraw from an educational program at Rasmussen College, calculated as follows: Not less than ninety percent of the amount of tuition charged to the student, multiplied by the ratio of the number of calendar days remaining in SIXTY PERCENT OF THE SCHOOL PERIOD to the date equivalent to the completion of sixty percent of the calendar days in the school period to the total number of calendar days in the school period until the date equivalent to the completion of sixty percent of the calendar days in the school period. If the student terminates the educational services, all tuition and other charges except 25% thereof must be refunded to the student.

Rasmussen College shall refund tuition and other charges when written notice of cancellation is given by the student, in accordance with the following:

- When notice is received prior to, or within seven days after completion of the first day of instruction, all tuition and other charges will be refunded.
- When notice is received prior to, or within thirty days after completion of the first day of instruction, or prior to the completion of one-fourth of the educational services, all tuition and other charges except 25% thereof must be refunded to the student.
- When notice is received prior to, or after completion of one-fourth of the educational services, but prior to the completion of one-half of the educational services, all tuition and other charges except 50% thereof must be refunded to the student.
- When notice is received prior to, or after completion of fifty percent of the educational services, no tuition or other charges will be refunded to the student.
- Student refunds are made within 45 days of the date of determination that the student withdrew.
- The refund policy is not linked to compliance with the College’s regulations or rules of conduct.

The provisions of this section do not prejudice the right of any student to recovery in an action against any postsecondary educational institution for breach of contract or fraud.

North Dakota Refund of Book and Supply Costs

The cost of books and supplies is included in tuition. Students are welcome to return books and supplies within 30 days of the date of withdrawal for consideration of a refund.

If books and supplies are not returned unused or in a condition such that they can be returned to the supplier, the student will be assessed $150 per course for these books and supplies.

Refund Policy for Iowa Residents:

b. Notwithstanding the two paragraphs above, the student shall convey the policy applies if and when the Rasmussen College cohort default rate for students under the Stafford loan program as reported by the US Department of Education for the most recent federal fiscal year is more than 110% of the national average rate of all schools, or six percent, whichever is higher. In the event that the terminating student shall receive a refund of tuition charges in an amount that is not less than ninety percent of the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

c. Tuition refunds shall be provided to the student within forty-five days following the date of the determination that a student has terminated enrollment. No specific fee or penalty for termination will be charged, other than a reduction in tuition as specified above.

e. In compliance with Iowa Code 714.23, the $150.00 course resources fee will be refunded for students who are residents of the state of Iowa.

Return of Title IV Funds Policy

If a student withdraws or is expelled, they need to visit with the Campus Director or Dean to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally or in writing to the Campus Director or Dean.

Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew or completed less than 60% of the quarter. The percentage of Title IV aid to be refunded is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of more than one or more consecutive days are excluded. If funds are released to a student because of a credit balance on the student’s account, the student may be required to repay some of the federal grants if they withdraw.

The federal return of Title IV funds formula calls for a second calculation, similar to the one outlined above, where the school determines the percentage and amount of tuition which was unearned. The school compares the unearned tuition with the unearned 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 withdraws earns more aid than had been disbursed prior to the withdrawal. Postwithdrawal disbursements are made first from any grant funds before available loan funds and must be done within 45 days of the school’s determination that the student withdrew.

In addition, loan post-withdrawal disbursements must be done within 180 days of the school’s determination that the student withdrew. Rasmussen College credits the student’s account for any outstanding current period charges. If the student is determined as a continuing student, post-withdrawal disbursement to be made to the student, an offer will be made to the student withdrawn in writing (letter sent to student) within 30 days of the school’s determination that the student withdrew.

The letter explains the type and amount of funds due and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision.

If the monies is not received by the student within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Federal regulations dictate the specific order in which funds must be paid to the Title IV programs by both the college and the student, if applicable. Rasmussen College follows this mandate by refunding monies in the following sequence: Federal Direct Stafford Loans, Subsidized Stafford Loans, and PLUS Loans, Pell Grant, FSEOG, and then other Title IV programs. Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education to document the Return of Title IV Funds Calculation along with the Post- Withdrawal Disbursement Tracking Sheet.

Extended Quarter Break Stop Out Policy

Rasmussen College encourages students to remain continuously enrolled in their program through graduation. Rasmussen College recognizes that on occasion a student may experience an extraordinary personal situation for which the student may request a break in their educational services. Rasmussen College recognizes that in most cases, an extended break between quarters. A student with an extending circumstance may apply for the Extended Quarter Break Stop Out through the following: 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 date (week 6) of the quarter that follows the quarter in which 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 official orders to deploy for state or federal needs, as well as their spouses, who 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 applicable laws governing federal or state financial aid programs and allocation or refund as required under those programs. The student will receive a full refund of tuition and other charges. The refund will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student’s Excess Funds Form (signed upon enrollment). Students in good standing who withdraw under this policy may be readmitted to the College under the catalog in effect at the time of re-enrollment, without penalty or readmission of admission eligibility, within one year following their release from active military service. Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of re-enrollment.
**Medical Leave of Absence and Medical Withdrawal Policy**

Medical Leave: Each leave will be for one quarter and can be extended through the following quarter. No leave may extend for more than two consecutive quarters, although there is no limit to the total number of quarters that a student may accumulate. Medical leave is intended for students who need to take time away from Rasmussen College for health reasons.

Medical Withdrawals may be one of the following:

1. Medical Withdrawal: intended for students who do not plan to return to Rasmussen College.
2. Involuntary Medical Withdrawal: Initiated by campus Administration for students who are suspended or are dismissed due to conduct policy violations, or who pose a direct threat to themselves or others. 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. The Campus Accommodations Coordinator, have it signed by the appropriate person(s) and return the completed form to the Campus Accommodations Coordinator.

When a Student Wants to Return After a Medical Leave of Absence

To return from Medical Leave, the student must contact the Campus Accommodations Coordinator prior to the first day of classes to complete a re-admission application. Additionally, the Campus Accommodations Coordinator must receive a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College. Students must be cleared by all of the following once the re-admission application is received: Dean, Student Financial Services Office and Campus Director.

**Federal Distribution of Funds Policy**

Once the refund liability for a particular student has been determined, the 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 Subsidized Stafford, Federal Direct Unsubsidized 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 FSA Programs authorized by Title IV Higher Education Act.

**Non Federal Refund Distribution Policy**

For Federal Institutional charges less:

- Amount of institutional charges that the school can retain per our state mandated refund policy less:
- Amount of Institutional Share of the Title IV Refund

Remaining refund due to the State Aid Programs

Ratios are then determined for each of the State Financial Aid Programs as part of the total Non-Title IV financial aid disbursed to the student for the period during which the student withdrew. These ratios are then multiplied against the remaining refund due to the State Aid Programs to determine the proportional minimum refund due to both the State Grant and SELF Programs.

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 and/or Minnesota SELF Loan.
- Any remaining refund monies will then be applied to any other sources.

For North Dakota Campuses

If the disbursement is made of the North Dakota State Aid Grant while the student is enrolled full-time, no refund is due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota State Grant program is due.

For Illinois, Kansas and Wisconsin Campuses

Please note that Illinois, Kansas and Wisconsin do not have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in Illinois, Kansas or Wisconsin.

**Veterans Refund**

In the event a veteran discontinues training for any reason, any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. Electronic resources, which are utilized in most courses at Rasmussen College, are typically active for a length of 150 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.

**CAMPUS SECURITY CRIME STATISTICS**

**Jeannie Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

Rasmussen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.
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>
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<tbody>
<tr>
<td>• School of Business</td>
<td>$310 per credit</td>
<td>$299 per credit</td>
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<td>• School of Education</td>
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<td>• School of Justice Studies</td>
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<tr>
<th>School of Nursing:</th>
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<td>• Professional Nursing</td>
<td>$395 per credit</td>
<td>$395 per credit</td>
</tr>
<tr>
<td>• RN to BSN</td>
<td>$310 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. 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.
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Wausau
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Online
B.A., University of Wisconsin – Madison

Jessica Jacobs
Online
M.B.A., Benedictine University

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Online
B.S., St. Cloud State University

Pat Ogrin
Online
B.S., Minnesota State University – Mankato

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Online
M.B.A., University of Scranton

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B.S., University of Delaware

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Senior Vice President, Admissions Services
M.B.A., University of Scranton
B.S., Excelsior College

George Fogel
Vice President of Compliance and Financial Services
M.B.A., University of Chicago
B.A., DePaul University

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Campus President
B.A., Buena Vista College

Susan M. Hammerstrom
Vice President, Admissions & Training
B.S., St. Cloud State University

Amy King
Campus President
M.B.A., Benedictine University
B.S., Northern Illinois University

Tom Slagle
Chief Executive Officer
B.S., University of Toledo

Greg Witte
Regional Vice President
B.M.E., Central Missouri State University

CAMPUS ADMINISTRATION

Julie Kons
Twin Cities
B.L.S., University of Wisconsin – Oshkosh

Ronae Schlies
Twin Cities
B.A., University of Wisconsin – Oshkosh

Bill Panella
Twin Cities
B.A., Central Michigan University

Tony Possley
Green Bay
B.A., University of Wisconsin – La Crosse

Sue Williams
Chicago
B.S., University of Wisconsin – Eau Claire

Patrick Schmidt
Wausau
B.A., Judson University

Chris Phillips
Online
B.A., University of Wisconsin – Madison

Jessica Jacobs
Online
M.B.A., Benedictine University

Phillip Kagol
Online
B.S., St. Cloud State University

Pat Ogrin
Online
B.S., Minnesota State University – Mankato

Sharon Richardson
Online
M.S., Troy State University

Kevin Roberts
Online
M.B.A., University of Scranton

Kevin Roberts
Online
B.S., University of South Dakota
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Twin Cities

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Appleton

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B.A., University of Wisconsin – Stevens Point
Green Bay

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B.A., University of Illinois at Chicago
Wausau

Ann Morgan
Vice President of Academic Affairs – Learning and Teaching
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B.A., University of Wisconsin – Eau Claire
Twin Cities

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B.A., Wells College
National Online

Lyne Croteau
Academic Dean – AcceleratedEd
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B.S., Westfield State College
Twin Cities

Sabrina Ely
Academic Dean – Distance Education
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B.S., University of Wisconsin – River Falls
Twin Cities

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Southeast

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Associate Dean
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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
Twin Cities

SCHOOL OF BUSINESS

Venus Fisher
State Program Coordinator
M.B.A., B.S., Roosevelt University
Romeoville/Joliet

Lisa Reed
M.B.A., Marquette University
B.A., University of Iowa

Elle O’Keefe
M.B.A., Keller Graduate School of Management of DeVry University
M.A., B.A., University of Central Florida
Online

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

Russ Merritt
State Program Coordinator
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B.A., Ohio Christian University

Ryan Rosenthal
B.S., A.A.S., ITT Technical Institute – Green Bay

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Ed Sargeant
M.A., Camberwell College of Arts – London
B.A., Bournemouth University – England
Online

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Dean, Early Childhood Education
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B.A., University of Illinois
Twin Cities

Joyce Monfort
State Program Coordinator
M.Ed., Marian College
B.S., University of Wisconsin – Stevens Point
Green Bay

Joni Kuhn
M.A., City University of Seattle
B.A., Western Washington University
Online

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Dean, School of Health Sciences
D.C., B.S., National University of Health Sciences
M.A.C.C., Argosy 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

Lori Hecker, RMA
B.S., University of Wisconsin—Oshkosh
A.S., Keiser University

Julie Rasmussen, CMA
Medical Assisting Program Coordinator
B.S., O.E., A.A.S., Eastern New Mexico University – Roswell
Appleton

Sara Etmans
Medical Assisting Program Coordinator
B.A., University of Wisconsin – Parkside
Green Bay

Rebecca Smith, MT (ASCP)
Medical Laboratory Technician Program Coordinator
M.B.A., Cardinal Stritch University
B.S., University of Wisconsin – Stevens Point
Green Bay

Mark Höfter
B.S., D.C., B.S., Logan College of Chiropractic
Green Bay

Nicole Roberts, RMA (AMT)
Medical Assisting Program Coordinator
A.A.S., Northcentral Technical College
Wausau

Jamie Kahan
B.S., University of Wisconsin – Stevens Point
D.C., Northwestern Chiropractic College
Wausau

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

Joni Kuhn
M.A., City University of Seattle
B.A., Western Washington University
Online
SCHOOL OF JUSTICE STUDIES
Currie Myers  
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Ph.D., M.S., Southwest University  
M.B.A., Benedictine College  
B.S., Ottawa University  
Twin Cities  
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State Program Coordinator  
J.D., Marquette University  
B.A., Xavier University  
Green Bay  
Kirk Olson  
J.D., University of Minnesota Law School  
B.A., University of Minnesota  
Online  

SCHOOL OF TECHNOLOGY
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Dean, School of Technology  
M.L.S., University of Minnesota – Twin Cities  
B.S., Saint Mary’s University of Minnesota  
Twin Cities  
Ronnie Cervantes  
M.A., DeVry University  
B.S., University of Wisconsin – Parkside  
Online  

GENERAL EDUCATION AND DEVELOPMENTAL EDUCATION
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Dean, General Studies  
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B.A., St. Mary’s University  
Wausau  
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Sabine Meyer  
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B.A., University of Kassel Germany  
Online  
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M.Ed., Nova Southeastern University  
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B.A., West Virginia Wesleyan College  
Twin Cities  
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B.A., University of Iowa  
Twin Cities  
Jon Mladic  
Associate Dean of Learning Center  
M.A., DePaul University  
B.A., Illinois Wesleyan University  
Chicago  
Jennifer Stoker  
Regional Learning Center Manager  
M.A., Lewis University  
B.A., University of Central Florida  
Twin Cities  
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Regional Learning Center Manager  
M.A., Hamline University  
Twin Cities  
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Learning Center Coordinator  
B.A., Marquette University  
Appleton  
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Regional Library Manager  
B.A., St. Catherine University  
Appleton  
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Reference Librarian  
M.L.I.S., B.A., University of Wisconsin – Madison  
Green Bay  
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Reference Librarian  
M.L.I.S., B.S., University of Wisconsin – Madison  
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Learning Center Coordinator  
M.S., University of Wisconsin – Madison  
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F.C.N., Concordia College  
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Ph.D., Rush University  
M.S.N., Loyola University  
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Diploma, Wesley – Passavant School of Nursing  
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Patrice Hutzel, MSN, RN  
M.S.N., B.S.N., Bellin College of Nursing  
B.S.N., University of Wisconsin - Green Bay  
A.D.N., Northeast Wisconsin Technical College  
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Sarah Mueller, MSN, RN  
M.S.N., Walden University  
B.S.N., University of Wisconsin - Green Bay  
A.D.N., Bay De Noc Community College  
Green Bay  
Julie Williams, MSN, RN  
M.S.N., B.S.N., University of Phoenix  
A.D.N., Northeast Wisconsin Technical College  
Green Bay  
Kimberly Williams, MSN, RN, WHNP-BC  
M.S., University of Wisconsin – Madison  
B.S.N., University of Wisconsin – Green Bay  
A.D.N., University of Wisconsin – Oshkosh  
Julie Allen, M.S.N., R.N.  
M.S.N., University of Phoenix  
B.S.N., Alverno College – Milwaukee  
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M.S.N., University of Phoenix  
B.S.N., Marian College  
La Crosse, WI  
Lori Teymer, MSN, BSN, RN  
M.S.N., B.S.N., University of Wisconsin – Madison  
A.D.N., Nicolet Area Technical College  
Wausau  
Marie Walsh, MSN, BSN, RN  
M.S.N., Walden University  
B.S.N., Chamberlain College of Nursing  
Madison  
Heidi Wincentesz, MSN, BSN, RN  
M.S.N., Walden University  
B.S.N., University of Wisconsin – Oshkosh  
Wausau  
Amy Mattys, MAN, RN  
Dean of RN to BSN program  
M.A.N., Bethel University  
M.S., United States Army War College  
B.S.N., Winona State University  
Online  
Iris Cornell, PhD, MSN, RN  
Ph.D., Capella University  
M.S.N., Walden University  
B.S.N., University of Michigan  
Online  
Michelle MacDonald, DNP, RN  
D.N.P., Saint Catherine University  
M.A.N., B.A.N., College of Saint Scholastica  
Online  
Jenny Prochnow, MSN, MBA  
M.B.A., M.S.N., B.S.N., University of Phoenix  
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MINNESOTA
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952-545-2000

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Brooklyn Park, MN 55443
763-493-4500

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3500 Federal Drive
Eagan, MN 55122
651-687-9000

Lake Elmo/Woodbury
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Lake Elmo, MN 55042
651-259-6600

Mankato
130 Saint Andrews Drive
Mankato, MN 56001
507-625-6556

Moorhead
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Moorhead, MN 56560
218-304-6200

St. Cloud
226 Park Avenue South
St. Cloud, MN 56301
320-251-5600

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Bismarck, ND 58503
701-530-9600

Fargo
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Fargo, ND 58103
701-277-3889

Wisconsin
Appleton
3500 East Destination Drive
Appleton, WI 54915
920-750-5900

Wausau
1101 Westwood Drive
Wausau, WI 54401
715-841-8000

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Green Bay, WI 54303
920-593-8400

Ocala
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Ocala, FL 34474
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Lake Elmo/Woodbury
8565 Eagle Point Circle
Lake Elmo, MN 55042
651-259-6600

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130 Saint Andrews Drive
Mankato, MN 56001
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Moorhead, MN 56560
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