MISSION

Rasmussen College is dedicated to serving our communities by recognizing the diverse needs of individuals. We encourage personal and professional development through respect, appreciation, and a commitment to general education as a foundation for lifelong learning.

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

PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

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

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

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

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

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

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

• Winter Quarter
  January 7 – March 24

• Early Spring Quarter
  February 11 – March 24

• Spring Quarter
  April 8 – June 23

• Early Summer Quarter
  May 13 – June 23

• Summer Quarter
  July 8 – September 22

• Early Fall Quarter
  August 12 – September 22

• Fall Quarter
  October 7 – December 22

• Early Winter Quarter
  November 12 – December 22

COLLEGE HOLIDAYS

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

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

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

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

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

Sincerely,

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

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

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

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

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

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

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

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

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

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

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

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

REGISTRAR
• Evaluates your transcripts for transfer credit
• Records credentials on your transcript as you achieve them
• Monitors graduation requirements

STUDENT ACCOUNT MANAGER
• Processes tuition payments and obtains account statements
• Answers questions about the online bookstore ordering process
• Assists with the use of personal checks
CERTIFICATE

CAREER OPPORTUNITIES:
• Accounting Clerk
• Bookkeeper

OBJECTIVE:
Graduates of this program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities.

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

CERTIFICATE COURSES
LOWER DIVISION
A140 Financial Accounting I 4
A141 Financial Accounting II 4
A177 Payroll Accounting 4
A269 Income Tax 4
B136 Introduction to Business 3
B233 Principles of Management 4
B271 Professional Communication 4
D132 Computer Applications and Business Systems Concepts 3
D181 Excel 3
D279 Computer Focused Principles 3
E242 Career Development 2

TOTAL CERTIFICATE CREDITS 39*

DIPLOMA

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

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

IN ADDITION TO ALL CERTIFICATE COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 Math course; College Algebra recommended) 4
MAJOR AND CORE COURSES
LOWER DIVISION
A276 Financial Investigation 4
A280 Accounting Capstone 2
B232 Principles of Marketing 4
B234 Business Law 4
B293 Business Ethics 4
F108 Financial Markets and Institutions 4

Total Diploma Credits
General Education Credits 12
Major and Core Credits 61
TOTAL DIPLOMA CREDITS 73*

ASSOCIATE’S 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
GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Required courses) 8
G203 Macroeconomics 4
G204 Microeconomics 4

Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 61
TOTAL AAS DEGREE CREDITS 93*

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
A330 Managerial Accounting Theory and Practice  4
A340 Advanced Auditing Concepts and Standards  4
A360 Taxation of Individuals  4
A370 Intermediate Financial Reporting I  4
A375 Intermediate Financial Reporting II  4
A380 Intermediate Financial Reporting III  4
A406 Cost Accounting Principles and Applications  4
A416 Advanced Financial Accounting  4
A420 Accounting Information Systems  4
A430 International Accounting  4
A490 Accounting Capstone II  4
B330 Advanced Principles of Financial Management  4
B343 Business Law II  4
B351 Management of Information Systems  4
B444 Statistics for Managers  4
B460 Strategic Management  4

Total Bachelor’s Degree Credits
Lower Division General Education Credits  32
Upper Division General Education Credits  24
Lower Division Major and Core Credits  61
Upper Division Major and Core Credits  64
TOTAL BS DEGREE CREDITS  181*

PUBLIC ACCOUNTING BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Certified Public Accountant
• Public Accountant
• Management Accountant
• Government Accountant
• Internal Auditor

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

IN ADDITION TO ALL ACCOUNTING BS DEGREE COURSES

CPA COURSES

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

Total Public Accounting Degree Credits
Lower Division General Education Credits  32
Upper Division General Education Credits  24
Lower Division Major and Core Credits  61
Upper Division Major and Core Credits  114
TOTAL PUBLIC ACCOUNTING BS DEGREE CREDITS  231*

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

Students have the opportunity to participate in an optional internship/externship project.
BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

CERTIFICATE COURSES
LOWER DIVISION
A140 Financial Accounting I 4
A141 Financial Accounting II 4
B136 Introduction to Business 4
B232 Principles of Marketing 4
B233 Principles of Management 4
B234 Business Law 4
B271 Professional Communication 4
B293 Business Ethics 4
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2

TOTAL CERTIFICATE CREDITS 37*

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

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

BUSINESS DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

OBJECTIVE:
Graduates of this program know concepts in accounting, business, business ethics, business law, and finance. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition
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
B260 Business Capstone 2

Total Diploma Credits
General Education Credits 12
Major and Core Credits 47

TOTAL DIPLOMA CREDITS 59*

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

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

Students have the opportunity to participate in an optional internship/externship project.

SCHOOL OF BUSINESS

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

CAREER OPPORTUNITIES:

- Retail Management
- Small Business Manager
- Customer Service
- Child Care Administrator
- Call Center/Telecommunications Manager
- Human Resource Assistant
- Benefits Administrator
- Sales Representative
- Internet Sales & Marketing Associate
- E-Marketing Coordinator/Web Analyst
- Marketing Assistant

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 (Select 1 Math course; College Algebra recommended) 4
Social Sciences (Required courses) 8
G203 Macroeconomics
G204 Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION
Business Administration Specialization
A177 Payroll Accounting 4
B119 Customer Service 4
D279 Computer Focused Principles 3

Call Center Management Specialization
B275 Call Center Customer Service Representative Skills 4
B276 Call Center Labor Force Management 4
B278 Call Center Operations Management 4

Child Development Specialization
In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a background check.
EC100 Foundations of Child Development 4
EC110 Early Childhood Education Curriculum and Instruction 4
EC121 Health, Safety, and Nutrition/CDA Application 4

Entrepreneurship Specialization
B146 Introduction to Entrepreneurship 4
B240 Entrepreneurial Product and Service Planning 4
B244 Entrepreneurial Finance: Capitalization for the Entrepreneur 4

Human Resources Specialization
B250 Training and Development 4
B267 Employment Law 4
B268 Compensation and Benefits Management 4

Internet Marketing Specialization
B228 Search Engine Marketing 4
B245 Online Multimedia Marketing 4
B273 Internet Business Models and E-Commerce 4

Marketing and Sales Specialization
B140 Sales Techniques 4
B273 Internet Business Models and E-Commerce 4
B281 Public Relations and Advertising 4

Total Associate's Degree Credits
General Education Credits 32
Major and Core Credits 58-59
TOTAL AAS DEGREE CREDITS 90-91*

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

BUSINESS MANAGEMENT BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Sales Worker Supervisor
• Human Resource Manager
• Marketing Manager
• E-Retail Manager
• Computer and Information Systems Manager
• Operations Manager

OBJECTIVE:
Graduates of this program know concepts in management, human resources, marketing, and business ethics. They understand finance and accounting, and advanced management theories and techniques in a variety of fields. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
A330 Managerial Accounting Theory and Practice  4
B323 Advanced Principles of Marketing  4
B351 Management of Information Systems  4
B352 International Business  4
B370 Organizational Behavior Analysis  4
B371 Research and Report Writing  4
B420 Organizational Development  4
B421 Statistics for Business  4
B440 Managing a Diverse Workforce  4
B460 Strategic Management  4
B491 Legal and Ethical Environment of Business  4
B492 Contemporary Leadership Challenges  4
B498 Management Capstone  3

Business Management Specialization
B333 Principles of Management II  4
B360 Operations Management  4
B404 Negotiation and Conflict Management  4
B415 Risk Management  4

Human Resources Specialization
B375 Advanced Human Resource Management  4
B390 Human Resource Information Systems  4
B433 Human Resource Recruitment and Selection  4
B453 Compensation Administration  4

Information Technology Specialization
B216 Network Fundamentals for Business Professionals  3
B220 Project Planning and Documentation  4
N330 MIS Techniques  3
N340 Information Technology Project Management  4
N410 Database Management and Administration  3

Internet Marketing Specialization
B364 Internet Marketing, Public Relations and Social Media  4
B423 Internet Law  4
B434 Web Analytics  4
B442 Advanced Search Engine Marketing Strategies  4

Total Bachelor’s Degree Credits
Lower Division General Education Credits  32
Upper Division General Education Credits  24
Lower Division Major and Core Credits  47
Lower Division Specialization Credits or Unrestricted Electives  11-12
Upper Division Major and Core Credits  51
Upper Division Specialization Credits  16-17

TOTAL BS DEGREE CREDITS  181-183*

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

Students have the opportunity to participate in an optional internship/externship project.
HEALTHCARE MANAGEMENT BS 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 (Select 1 course)  4
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 2 courses, including at least 1 Math course; College Algebra recommended)  8
Social Sciences (Required courses)  8
G203  Macroeconomics  4
G204  Microeconomics  4

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

MAJOR AND CORE COURSES
LOWER DIVISION
A140  Financial Accounting I  4
A141  Financial Accounting II  4
B136  Introduction to Business  4
B165  Introduction to Human Resource Management  4
B230  Principles of Finance  4
B233  Principles of Management  4
B267  Employment Law  4
B271  Professional Communication  4
D132  Computer Applications and Business Systems Concepts  3
E242  Career Development  2
G148  General Psychology  4
H200  US Healthcare Systems  4
H210  Marketing and Communications in Healthcare  4
M120  Medical Terminology  4
M230  Medical Law and Ethics  4
M270  Electronic Health Records and Medical Office Procedures  4

UPPER DIVISION
B371  Research and Report Writing  4
B440  Managing a Diverse Workforce  4
B492  Contemporary Leadership Challenges  4
H300  Introduction to Healthcare Administration  4
H310  Foundations of Managed Care  4
H320  Financial Management of Healthcare Organizations  4
H330  Quality Improvement in Healthcare  4
H340  Regulation and Compliance in Healthcare  4
H350  Healthcare Statistics  4
H360  Healthcare Planning and Policy Management  4
H400  Healthcare Information Systems  4
H410  Healthcare Operations Management  4
H420  Advanced Healthcare Law and Ethics  4
H430  Epidemiology  4
H440  International Healthcare  4
H490  Healthcare Management Capstone  3

Total Bachelor’s Degree Credits
Lower Division General Education Credits  32
Upper Division General Education Credits  24
Lower Division Major and Core Credits  61
Upper Division Major and Core Credits  63
TOTAL BS DEGREE CREDITS  180 *

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

Students have the opportunity to participate in an optional internship/externship project.
HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP
CERTIFICATE • DIPLOMA • AAS 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.

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

CERTIFICATE COURSES
LOWER DIVISION
A140 Financial Accounting I  4
A141 Financial Accounting II  4
B136 Introduction to Business  4
B232 Principles of Marketing  4
B233 Principles of Management  4
B234 Business Law  4
B271 Professional Communication  4
B293 Business Ethics  4
D132 Computer Applications and Business Systems Concepts  3
E242 Career Development  2

TOTAL CERTIFICATE CREDITS  37*

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

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

OBJECTIVE:
Graduates of this program know fundamental concepts in leadership, human resources, management, marketing, and business ethics. They understand how human resources impact the workplace and can apply critical thinking to issues related to organizations, employment law, compensation, training, and employee development. They can demonstrate management skills including planning and decision-making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment.

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
G124 English Composition (Required course)  4
G125 English Composition

Math/Natural Sciences (Select 1 course)  4

MAJOR AND CORE COURSES
LOWER DIVISION
B165 Introduction to Human Resource Management  4
B235 Introduction to Organizational Leadership  4
B250 Training and Development  4
B267 Employment Law  4

Total Diploma Credits
General Education Credits  8
Major and Core Credits  53

TOTAL DIPLOMA CREDITS  61*

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

SCHOOL OF BUSINESS

MISSION STATEMENT

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

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

OBJECTIVE:
Graduates of this program know fundamental concepts in leadership, human resources, management, marketing, and business ethics. They understand how human resources impact the workplace and can apply critical thinking to issues related to organizations, employment law, compensation, training, and employee development. They can demonstrate management skills including planning and decision-making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Required courses) 8
G203 Macroeconomics
G204 Microeconomics

MAJORS AND CORE COURSES
LOWER DIVISION
B230 Principles of Finance 4
B280 Business Capstone 2
Total Associate’s Degree Credits 32
General Education Credits 4
Major and Core Credits 59
TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. Students have the opportunity to participate in an optional internship/externship project.
BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

CERTIFICATE COURSES
LOWER DIVISION
A140 Financial Accounting I 4
A141 Financial Accounting II 4
B136 Introduction to Business 4
B232 Principles of Marketing 4
B233 Principles of Management 4
B234 Business Law 4
B271 Professional Communication 4
B293 Business Ethics 4
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2

TOTAL CERTIFICATE CREDITS 37*

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

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

MARKETING DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Math/Natural Sciences (Select 1 course) 4
MAJOR AND CORE COURSES
LOWER DIVISION
B245 Online Multimedia Marketing 4
B273 Internet Business Models and E-Commerce 4
B281 Public Relations and Advertising 4
Total Diploma Credits
General Education Credits 8
Major and Core Credits 49
TOTAL DIPLOMA CREDITS 57*

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Required courses) 8
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 32
Major and Core Credits 59
TOTAL AAS DEGREE CREDITS 91*

* Credit totals do not include Foundation courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. Students have the opportunity to participate in an optional internship/externship project.

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.
# Multimedia Technologies Diploma

## Digital Design and Animation

### Career Opportunities:
- Graphic Designer
- Print and Digital Designer
- Website Designer

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

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

### General Education Courses
- **Lower Division**
  - English Composition (Required Course) 4
  - G124 English Composition Communication 4
  - Communication (Select 1 course) 4
  - Math/Natural Sciences (Select 1 course)** 4

### Major and Core Courses
- **Lower Division**
  - B136 Introduction to Business 4
  - B220 Project Planning and Documentation 4
  - B271 Professional Communication 4
  - B273 Internet Business Models and E-Commerce 4
  - E242 Career Development 2
  - N150 Technology's Role in the 21st Century 2
  - NM111 Introduction to Computer Graphics 3
  - NM113 Introduction to Multimedia Design 3
  - NM121 Typography 3
  - NM122 Digital Publishing 3
  - NM124 Color Theory and Techniques 3
  - NM130 Audio/Video Editing 3
  - NM141 Digital Media Production 3
  - NM252 Fundamentals of Web Authoring and Design 3
  - NM262 Digital Media Assembly 3
  - NM272 Multimedia Technologies 3

### Specialization Courses
- NM110 Drawing Design and Art Theory 3
- NM131 Introduction to 3D Arts and Animation 3
- NM240 3-Dimensional Animation 3

### Total Diploma Credits
- General Education Credits 12
- Major and Core Credits 59
- **Total Diploma Credits 71**

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# Multimedia Technologies AAS Degree

## Digital Design and Animation

### Career Opportunities:
- Graphic Designer
- Print and Digital Designer
- Website Designer

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

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

### General Education Courses
- **Lower Division**
  - English Composition (Required Course) 4
  - G124 English Composition Communication 4
  - Communication (Select 1 course) 4
  - Math/Natural Sciences (Select 1 course)** 4

### Major and Core Courses
- **Lower Division**
  - B136 Introduction to Business 4
  - B220 Project Planning and Documentation 4
  - B271 Professional Communication 4
  - B273 Internet Business Models and E-Commerce 4
  - E242 Career Development 2
  - N150 Technology's Role in the 21st Century 2
  - NM111 Introduction to Computer Graphics 3
  - NM113 Introduction to Multimedia Design 3
  - NM121 Typography 3
  - NM122 Digital Publishing 3
  - NM124 Color Theory and Techniques 3
  - NM130 Audio/Video Editing 3
  - NM141 Digital Media Production 3
  - NM252 Fundamentals of Web Authoring and Design 3
  - NM262 Digital Media Assembly 3
  - NM272 Multimedia Technologies 3

### Specialization Courses
- NM115 Networking and Internet Technologies 3
- NM250 Dynamic Content Management 3
- NM260 Server Side Scripting 3

### Total Diploma Credits
- General Education Credits 12
- Major and Core Credits 59
- **Total Diploma Credits 71**

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

** To earn an AAS degree in Multimedia Technologies, student must successfully complete at least one Math course.
MULTIMEDIA TECHNOLOGIES ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
- Digital Design and Animation Specialization 2
- Web Design Specialization 2
- Total Associate’s Degree Credits 61

TOTAL AAS DEGREE CREDITS 93*

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** To earn an AAS degree in Multimedia Technologies, student must successfully complete at least one Math course.

DIPLOMA

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

DIGITAL DESIGN AND ANIMATION BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
- Graphic Designer
- Senior Art Director
- Visual Media Producer
- Website Designer
- Multimedia Artist and Animator
- Web Operations Manager

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
- N301 The Business of Digital Media 4
- N305 Figure Drawing 4
- N310 The Study of Animation 4
- N315 Flash Animation 4
- N320 Polygon Modeling 4
- N325 Advanced Methods of Computer Graphics 4
- N335 Digital Photography 4
- N345 Advanced HTML Coding with CSS 4
- N350 Concept Development for Digital Media 4
- N405 Advanced Applications of Digital and Experimental Art 4
- N415 Digital Effects Creation 4
- N425 Storyboard Development for Digital Media 4
- N435 Digital Video/Audio Project 4
- N440 Web Design Project 4
- N441 3D Game Character Creation 4
- N445 Animation Graphics Project 4

Total Bachelor’s Degree Credits
- Lower Division General Education Credits 32
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 61
- Upper Division Major and Core Credits 64

TOTAL BS DEGREE CREDITS 181*

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
EARLY CHILDHOOD EDUCATION • CERTIFICATE • DIPLOMA • AAS DEGREE
CHILD AND FAMILY STUDIES • CHILD DEVELOPMENT • ENGLISH LANGUAGE LEARNER • CHILD WITH SPECIAL NEEDS

CERTIFICATE

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

FOUNDATION COURSES
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 with a passing grade a seminar course. Students must complete the Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

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

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

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

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

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

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

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

OBJECTIVE:
Graduates of this program know child development and apply best practices to their work in the early childhood field. They understand developmentally appropriate practices, positive guidance, partnering with parents, and observation and assessment of young children. They can plan and implement activities, materials and interactions that promote children’s healthy development while supporting a safe environment. They develop a niche through selection of a specialization equipping them to meet the needs of today’s children and families. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts. Students are prepared for the National Child Development Associate (CDA) credential.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
- D132 Computer Applications and Business Systems Concepts 3
- E170 Introduction to Undergraduate Research 2

Child and Family Studies Specialization
- EC225 Parent Education and Support 4
- EC230 Guiding Children’s Behavior 4
- EC232 Child and Family Advocacy 4
- G142 Introduction to Sociology 4

Child Development Specialization
- EC210 Infant and Toddler Development 4
- EC211 Dynamics of the Family 4
- EC212 Emerging Literacy Through Children’s Literature 4
- EC252 The Exceptional Child 4

English Language Learner Specialization
- EC240 Introduction to English Language Learners 4
- EC241 Language and Literacy Acquisition 4
- EC242 Involving Parents of English Language Learners 4
- EC243 Curriculum and Instruction for English Language Learners 4

Child with Special Needs Specialization
- EC250 Advocating for Children with Special Needs 4
- EC251 The Inclusive Classroom 4
- EC252 The Exceptional Child 4
- EC253 Curriculum and Instruction for Children with Special Needs 4

Total Diploma Credits
- General Education Credits 12
- Major and Core Credits 57

TOTAL DIPLOMA CREDITS 69

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Early Childhood Teacher
• Teacher’s Assistant
• Early Childhood Special Education Assistant
• Preschool Teacher

OBJECTIVE:
Graduates of this program know child development and apply best practices to their work in the early childhood field. They understand developmentally appropriate practices, positive guidance, partnering with parents and observation and assessment of young children. They can plan and implement activities, materials and interactions that promote children’s healthy development while supporting a safe environment. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy and diversity awareness skills and their significance in academic and workplace situations. Students are prepared for the National Child Development Associate (CDA) credential.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

Students in the Child and Family Studies Specialization may not count Introduction to Sociology as a general education Social Science requirement.

MAJOR AND CORE COURSES

LOWER DIVISION
- Child and Family Studies Specialization
  - EC295 Summative Project for Early Childhood Education 2

Child Development Specialization
- EC295 Summative Project for Early Childhood Education 2

English Language Learner Specialization
- EC295 Summative Project for Early Childhood Education 2

Child with Special Needs Specialization
- EC295 Summative Project for Early Childhood Education 2

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

TOTAL AAS DEGREE CREDITS 91

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

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

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

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

CAREER OPPORTUNITIES:
• Medical Coder
• Medical Coder/Biller

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

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

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

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

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

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*

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
HEALTH INFORMATION TECHNICIAN
ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Health Information Technician
• Medical Data Analyst
• Medical Coder
• Health Information Workflow Specialist
• Medical Records Coordinator
• Coding Analyst
• Electronic Health Record Specialist

OBJECTIVE:
Graduates of this degree program understand the healthcare system and how to communicate with the healthcare team. They know basic human anatomy, medical terminology, and pathology, as well as techniques for health information management and quality improvement. Graduates can perform medical coding and billing, analyze data, navigate an electronic health record, manage a file room, and release medical information under appropriate circumstances. Graduates value written and interpersonal communication, critical thinking and problem solving, diversity awareness skills, information and financial literacy, ethical and professional behavior in the workplace, and the confidentiality of patient information.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

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

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

This program may require specific immunizations prior to professional practice experience.

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

HEALTH INFORMATION MANAGEMENT BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

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

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

The Health Information Management Bachelor’s Program is not available online to residents of some states. Please speak with your Program Manager to determine your eligibility for enrollment.

This program requires specific immunizations prior to professional practice experience.

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check. Applicants must also attend a programmatic orientation.
MEDICAL ADMINISTRATION • DIPLOMA • AAS 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
M214 Medical Transcription 3
M230 Medical Law and Ethics 4
M232 Pathophysiology 5
M270 Electronic Health Records and Medical Office Procedures 4
M290 Medical Administration Capstone 1
MA135 Pharmacology for the Allied Health Professional 4
S115 Keyboarding I 3

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

TOTAL DIPLOMA CREDITS 58*

ASSOCIATE’S DEGREE

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

OBJECTIVE:
Graduates of this program understand the procedures and processes of medical offices in a variety of healthcare settings. They know medical terminology, anatomy, pathology, and basic concepts of health-information management. Graduates can perform medical coding, transcription, billing, and general medical office procedures. They value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, diversity awareness skills, ethical and professional behavior in the workplace, and the confidentiality of patient information.

IN ADDITION TO ALL DIPLOMA COURSES

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

MAJOR AND CORE COURSES
LOWER DIVISION
A140 Financial Accounting I 4
H200 US Healthcare Systems 4

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

TOTAL AAS DEGREE CREDITS 90*

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

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

See page 43 for general education course selections.
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

**MAJOR AND CORE COURSES**
- E242 Career Development 2
- G150 Structure and Function of the Human Body 4
- M100 Customer Service in Healthcare 1
- M120 Medical Terminology 4
- M230 Medical Law and Ethics 5
- M232 Pathophysiology 4
- M270 Electronic Health Records and Medical Office Procedures 4
- MA102 Introduction to Medical Assisting 3
- MA110 Clinical Skills I 4
- MA135 Pharmacology for the Allied Health Professional 4
- MA145 Clinical Skills II 4
- MA225 Laboratory Skills for Medical Assisting 4
- MA250 Radiography Skills 3
- MA265 Medical Assistant Externship 8
- MA285 Medical Assisting Capstone 2

**Total Diploma Credits**
- General Education Credits 4
- Major and Core Credits 56
- **Total Diploma Credits** 60*

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

This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma program at the Bloomington, Brooklyn Park/Maple Grove, Eagan, Green Bay, Mankato, and St. Cloud Campuses, and the Medical Assisting AAS Degree program at the Lake Elmo/Woodbury and Moorhead Campuses are 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 and AAS Degree programs at the Aurora/Naperville, Rockford, and Romeoville campuses in Illinois, the Fort Myers, Ocala, and New Port Richey/ West Pasco campuses in Florida, and the Appleton and Wausau campuses in Wisconsin are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

Medical Assisting students must receive the first injection of the Hepatitis B Immunization series prior to week 5 of the Clinical Skills I course. Prior to the student beginning their externship, the full three injection series of the Hepatitis B immunization and all other program required immunizations must be completed. Medical Assisting students must successfully complete all Medical Assisting competencies before they will be eligible for graduation.

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

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

**IN ADDITION TO ALL DIPLOMA COURSES**

**GENERAL EDUCATION COURSES**
- Lower Division
  - English Composition (Required course) 4
  - G124 English Composition 4
- Major and Core Courses
  - Communication (Select 1 course) 4
  - Humanities (Select 2 courses) 8
  - Math/Natural Sciences (Select 2 courses) 8
  - Total Associate's Degree Credits 32
  - General Education Credits 59
  - **Total AAS Degree Credits** 91*

**See Page 43 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 the Junior seminar during the quarter in which they finish the Associate's degree requirements to graduate from an Associate's degree program.

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

This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma program at the Bloomington, Brooklyn Park/Maple Grove, Eagan, Green Bay, Mankato, and St. Cloud Campuses, and the Medical Assisting AAS Degree program at the Lake Elmo/Woodbury and Moorhead Campuses are 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 and AAS Degree programs at the Aurora/Naperville, Rockford, and Romeoville campuses in Illinois, the Fort Myers, Ocala, and New Port Richey/ West Pasco campuses in Florida, and the Appleton and Wausau campuses in Wisconsin are accredited by the Accrediting Bureau of Health Education Schools (ABHES).
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
<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 (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Math/Natural Sciences (Required courses)</td>
<td>8</td>
</tr>
<tr>
<td>G215 Introduction to Human Biology</td>
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</tr>
<tr>
<td>G233 College Algebra</td>
<td></td>
</tr>
<tr>
<td>Social Sciences (Select 2 courses)</td>
<td>8</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>D132 Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242 Career Development</td>
<td>2</td>
</tr>
<tr>
<td>M120 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MA241 Human Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>MA242 Human Anatomy and Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>ML100 Introduction to Clinical Laboratory Science</td>
<td>3</td>
</tr>
<tr>
<td>ML150 Clinical Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>ML151 Hematology I</td>
<td>3</td>
</tr>
<tr>
<td>ML152 Urinalysis</td>
<td>3</td>
</tr>
<tr>
<td>ML153 Clinical Microbiology I</td>
<td>3</td>
</tr>
<tr>
<td>ML201 Clinical Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>ML202 Hematology II</td>
<td>4</td>
</tr>
<tr>
<td>ML203 Immunology</td>
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<tr>
<td>ML205 Immunohematology</td>
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<tr>
<td>ML206 Clinical Microbiology II</td>
<td>4</td>
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<td>ML291 Clinical Practicum I</td>
<td>12</td>
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<tr>
<td>ML292 Clinical Practicum II</td>
<td>12</td>
</tr>
<tr>
<td>PB105 Phlebotomy</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Associate's Degree Credits

General Education Credits  
Major and Core Credits  
TOTAL AAS DEGREE CREDITS  

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

This program requires specific immunizations prior to professional practice experience.

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

The Medical Laboratory Technician program at the Green Bay, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Rosemount, IL, 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, Minnesota campus applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.
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 (Required, select one additional course)
G150 Structure and Function of the Human Body*

MAJOR AND CORE COURSES
LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
M120 Medical Terminology 4
M230 Medical Law and Ethics 4
M232 Pathophysiology 5
MA135 Pharmacology for the Allied Health Professional 4
PT105 Introduction to Pharmacy 4
PT120 Pharmacy Math and Dosages 4
PT125 Pharmacy Software/Automation/Insurance Billing 3
PT240 Unit Dose and Medication Preparation 3
Total Certificate Credits General Education Credits 8
Major and Core Credits 36
TOTAL CERTIFICATE CREDITS 44*

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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.

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

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

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES IN:
- Retail Pharmacy
- Clinical Pharmacy
- Hospitals and Healthcare Facilities

OBJECTIVE:
Graduates of this program know medical terminology, medical law and ethics, and pharmacy math. They understand the theory of pharmacy practice. Graduates can receive, interpret, input, and fill prescriptions, and can use software programs to complete these tasks. They can perform pharmacy tasks in retail and hospital pharmacy settings. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, diversity awareness skills, honesty and integrity, compassion for patients, and patient confidentiality.

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

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
SURGICAL TECHNOLOGIST AAS 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
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (“Required, select one additional course) 8
G215 Introduction to Human Biology
Social Sciences (“Required, Select 1 additional course) 8
G148 General Psychology

MAJOR AND CORE COURSES
LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
M120 Medical Terminology 4
M232 Pathophysiology 5
MA241 Human Anatomy and Physiology I 5
MA242 Human Anatomy and Physiology II 5
ST106 Fundamentals of Surgical Technology 4
ST112 Surgical Procedures I 4
ST120 Surgical Pharmacology 2
ST125 Surgical Microbiology 2
ST203 Surgical Procedures II 4
ST207 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 AAS DEGREE CREDITS 92

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

This program requires specific immunizations prior to professional practice experience.

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

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

• Commission on Accreditation of Allied Health Education Programs (CAHHEP)
1361 Park Street
Clearwater, FL 33756
727-210-2350
cahaep.org

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

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

CAREER OPPORTUNITIES: **
• Corrections Officer
• Peace Officer
• Probation Support Specialist
• Court Clerk
• Security Professional
• Juvenile Specialist
• Homeland Security Specialist
• Law Enforcement Officer
• Probation Assistant
• Juvenile Justice Assistant

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2
E242 Career Development 2
J100 Introduction to Criminal Justice 4
J106 Criminology: Motives for Criminal Deviance 4
J115 Introduction to Corrections 4
J120 Policing in America 4
J131 Criminal Law and Procedures: Crime and the Courtroom 4
J200 Domestic Violence 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J250 Drugs and Crime 4
J255 Ethics in Criminal Justice 4
J280 Contemporary Issues in Criminal Justice Capstone 4

Corrections Specialization
J121 Case Management: Strategies for Rehabilitation 4
J211 Counseling Clients 4
J212 Legal Principles in Corrections 4

Homeland Security Specialization
J130 Introduction to Homeland Security 4
J230 Terrorism 4
J245 Security Challenges 4

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

Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 59
TOTAL AAS 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 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

** Additional training may be required.

Criminal Justice Professional Peace Officer Education (PPOE) This program meets peace officer training standards established by the Minnesota Peace Officer Standards and Training (MN POST) Board for persons who seek employment in Minnesota as a peace officer. Training standards vary by state, and students seeking peace officer employment in a state other than Minnesota should consult that state’s regulations. In order to sit for the Minnesota Peace Officer Standards and Training (MN POST) Board licensing exam, students are also required to successfully complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical “skills” coursework meeting POST objectives. Students must provide the Rasmussen College Law Enforcement POST Coordinator with a copy of their required first-aid certification (e.g., a photocopy of their first-responder card) for inclusion in each student’s POST file maintained at Rasmussen College. 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.
CRIMINAL JUSTICE BS DEGREE
CLIENT SERVICES/CORRECTIONS • CRIMINAL OFFENDERS • HOMELAND SECURITY
INVESTIGATION/LAW ENFORCEMENT

MAJOR AND CORE COURSES

LOWER DIVISION
- D132 Computer Applications and Business Systems Concepts 3
- E170 Introduction to Undergraduate Research 2
- E242 Career Development 2
- J100 Introduction to Criminal Justice 4
- J115 Introduction to Corrections 4
- J120 Policing in America 4
- J131 Criminal Law and Procedures: Crime and the Courtroom 4
- J200 Domestic Violence 4
- J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
- J250 Drugs and Crime 4
- J255 Ethics in Criminal Justice 4
- J280 Contemporary Issues in Criminal Justice Capstone 4

UPPER DIVISION
- J326 Criminal Behavior: Profiling Violent Offenders 4
- J331 Constitutional Law 4
- J350 Cultural Diversity and Justice 4
- J352 Victims in Criminal Justice 4
- J355 Realities of Crime and Justice 4
- J360 Statistics in Criminal Justice 4
- J365 Research Methods in Criminal Justice 4
- J410 Criminal Justice Leadership and Management 4
- J415 Crime Prevention 4
- J490 Critical Issues in Criminal Justice 4

Choose either Track I or Track II

Track I
- J480 Criminal Justice Internship 9

Track II
- J453 Criminal Justice Seminar 5
- J457 Criminal Justice Senior Thesis 4

UNRESTRICTED ELECTIVE CREDITS *** 12

Client Services/Corrections Specialization

- J340 Women and Criminal Justice 4
- J345 Diversion and Rehabilitation 4
- J425 Community Corrections 4
- J435 Special Populations in Criminal Justice 4

Criminal Offenders Specialization
- J330 Organized Criminal Syndicates 4
- J430 Forensic Psychology 4
- J440 Special Offenders: Sex Offenders 4
- J445 Special Offenders: Serial Killers 4

Homeland Security Specialization ***
- J332 Homeland Security Policy 4
- J405 Risk Analysis 4
- J406 Emergency Management 4
- J420 Crimes Across Borders 4

Investigation/Law Enforcement Specialization
- J305 Examination of Forensic Science 4
- J320 Criminal Investigations 4
- J325 Criminal Evidence 4
- J430 Forensic Psychology 4

Total Bachelor’s Degree Credits
- Lower Division General Education Credits 32
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 47
- Upper Division Major and Core Credits 65

TOTAL BS DEGREE CREDITS 180*

* See page 43 for general education course selections.

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

** Additional training may be required.

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

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

CAREER OPPORTUNITIES:
• Program Assistant Specialist

OBJECTIVE:
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities.

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
E242  Career Development  2
HS100  Introduction to Human Services  4
HS110  Cultural Diversity in Human Services  4
HS115  Introductory Strategies to Crisis Intervention  4
HS250  Organization and Leadership in Human Services  4
HS260  Community Psychology  4
HS260  Abnormal Psychology  4
J121  Case Management: Strategies for Rehabilitation  4
J121  Counseling Clients  4
Total Certificate Credits
General Education Credits  4
Major and Core Credits  34
TOTAL CERTIFICATE CREDITS  38*

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 Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

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

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

DIPLOMA

CAREER OPPORTUNITIES:
• 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
G142  English Composition  4
Communication (Select 1 course)  4
Math/Natural Sciences (Select 1 course)  4

MAJOR AND CORE COURSES
LOWER DIVISION
B119  Customer Service  4
D132  Computer Applications and Business Systems Concepts  3
J213  Juvenile Justice: Delinquency, Dependency, and Diversion  4
J250  Drugs and Crime  4
Total Diploma Credits
General Education Credits  16
Major and Core Credits  58
TOTAL DIPLOMA CREDITS  74*

See page 43 for general education course selections.

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

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

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

ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 1 course)  4
Social Sciences (Required course)  4
G142  Introduction to Sociology  4
Total Associate’s Degree Credits
General Education Credits  32
Major and Core Credits  58
TOTAL AAS DEGREE CREDITS  90*

See page 43 for general education course selections.

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

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

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

**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>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J120</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>J255</td>
<td>Ethics in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>LE210</td>
<td>Traffic Enforcement: Managing Traffic Violators</td>
<td>3</td>
</tr>
<tr>
<td>LE219</td>
<td>Firearms I: Fundamentals of Armed Police Response</td>
<td>2</td>
</tr>
<tr>
<td>LE220</td>
<td>Firearms II: Tactics for Combat Gunfighting</td>
<td>2</td>
</tr>
<tr>
<td>LE227</td>
<td>Use of Force I: From Empty Hands to TASERS</td>
<td>2</td>
</tr>
<tr>
<td>LE228</td>
<td>Use of Force II: Winning Violent Confrontations</td>
<td>2</td>
</tr>
<tr>
<td>LE233</td>
<td>Crime Scene Response: The Real CSI</td>
<td>3</td>
</tr>
<tr>
<td>LE240</td>
<td>Minnesota Criminal Code</td>
<td>2</td>
</tr>
<tr>
<td>LE245</td>
<td>Minnesota Traffic Code</td>
<td>2</td>
</tr>
<tr>
<td>LE284</td>
<td>Patrol Practicals: Handling Calls in Progress</td>
<td>4</td>
</tr>
<tr>
<td>LE290</td>
<td>Law Enforcement Capstone</td>
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</table>

**Total Associate’s Degree Credits**

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>General Education Credits</td>
<td>32</td>
</tr>
<tr>
<td>Major and Core Credits</td>
<td>59</td>
</tr>
<tr>
<td><strong>TOTAL AAS DEGREE CREDITS</strong></td>
<td><strong>91</strong></td>
</tr>
</tbody>
</table>

**REFERENCES**

See page 43 for general education course selections.

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## LAW ENFORCEMENT ACADEMIC CERTIFICATE

**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>J120</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>J255</td>
<td>Ethics in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>LE240</td>
<td>Minnesota Criminal Code</td>
<td>2</td>
</tr>
<tr>
<td>LE245</td>
<td>Minnesota Traffic Code</td>
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</table>

**TOTAL CERTIFICATE CREDITS**

<table>
<thead>
<tr>
<th>Category</th>
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<tbody>
<tr>
<td><strong>TOTAL CERTIFICATE CREDITS</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

---

**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, 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
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<tr>
<td>G214</td>
<td>Communication</td>
<td>4</td>
</tr>
<tr>
<td>G215</td>
<td>Humanities</td>
<td>8</td>
</tr>
<tr>
<td>G126</td>
<td>Math/Natural Sciences</td>
<td>8</td>
</tr>
<tr>
<td>G142</td>
<td>Social Sciences (Required Courses)</td>
<td>8</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td></td>
</tr>
</tbody>
</table>

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**CAREER OPPORTUNITIES:**

- Police Officer
- Deputy Sheriff
- Law Enforcement Officer
- State Trooper
- Conservation Officer

**OBJECTIVE:**

Graduates of this program know the history and development of the criminal justice system and the role of law enforcement in the system. They understand the legal process from arrest to the courts, and through the corrections system. They can apply critical thinking to issues including policing, criminal law and procedure, documentation, and legal code for law enforcement. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities. Upon completing this program and additional required practical skills coursework, graduates will be eligible to take the Minnesota Peace Officer (POST) licensing exam.
**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 Criminal Code 2
- LE245 Minnesota Traffic Code 2
- LE284 Patrol Practicals: Handling Calls in Progress 4
- LE290 Law Enforcement Capstone 2

**TOTAL CERTIFICATE CREDITS** 24

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

Admission to the Law Enforcement Skills Certificate program requires applicants to have earned an Associate’s degree or higher (including general education courses equivalent to those in the Law Enforcement AAS) from a regionally accredited school in a program that is approved by the Minnesota Peace Officer Standards and Training (MN POST) Board. Applicants are also required to interview with a Program Manager and complete a Rasmussen College placement test as part of the admissions process.

Criminal Justice Professional Peace Officer Education (PPOE) This program meets peace officer training standards established by the Minnesota Peace Officer Standards and Training (MN POST) Board for persons who seek employment in Minnesota as a peace officer. Training standards vary by state, and students seeking peace officer employment in a state other than Minnesota should consult that state’s regulations. In order to sit for the Minnesota Peace Officer Standards and Training (MN POST) Board licensing exam, students are also required to successfully complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical “skills” coursework meeting POST objectives. Students must provide the Rasmussen College Law Enforcement POST Coordinator with a copy of their required first-aid certification (e.g., a photocopy of their first-responder card) for inclusion in each student’s POST file maintained at Rasmussen College. Some skills training providers may require additional academic coursework. Skills training cannot be completed online.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and must also submit to a Minnesota Bureau of Criminal Apprehension background check.
### General Education Elective** (4 credits)
- Math/Natural Sciences (Select 1 course) (4)
- Social Sciences (Required courses) (4)
- G142 Introduction to Sociology
- G148 General Psychology

### Lower Division

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
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<tr>
<td>J131</td>
<td>Criminal Law and Procedures: Crime and the Courtroom</td>
<td>4</td>
</tr>
<tr>
<td>PL100</td>
<td>Introduction to Law and the Legal System</td>
<td>4</td>
</tr>
<tr>
<td>PL121</td>
<td>Civil Litigation and Procedure I</td>
<td>4</td>
</tr>
<tr>
<td>PL122</td>
<td>Civil Litigation and Procedure II</td>
<td>4</td>
</tr>
<tr>
<td>PL142</td>
<td>Contracts: Managing Legal Relationships</td>
<td>4</td>
</tr>
<tr>
<td>PL145</td>
<td>Paralegal Ethics</td>
<td>4</td>
</tr>
<tr>
<td>PL215</td>
<td>Real Estate Law</td>
<td>4</td>
</tr>
<tr>
<td>PL216</td>
<td>Corporate Law</td>
<td>4</td>
</tr>
<tr>
<td>PL225</td>
<td>Law Office Technology: Cyberspace and the Paralegal Profession</td>
<td>4</td>
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<tr>
<td>PL228</td>
<td>Torts: Auto Accidents and Other Legal Injuries</td>
<td>4</td>
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<tr>
<td>PL230</td>
<td>Family Law</td>
<td>4</td>
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<tr>
<td>PL235</td>
<td>Legal Research</td>
<td>4</td>
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<tr>
<td>PL240</td>
<td>Legal Writing</td>
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### Major and Core Courses

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>PL280</td>
<td>Paralegal Internship</td>
<td>5</td>
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<tr>
<td>PL290</td>
<td>Paralegal Internship</td>
<td>5</td>
</tr>
<tr>
<td>Track I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PL120</td>
<td>Civil Litigation and Procedure I</td>
<td>4</td>
</tr>
<tr>
<td>PL122</td>
<td>Civil Litigation and Procedure II</td>
<td>4</td>
</tr>
<tr>
<td>PL142</td>
<td>Contracts: Managing Legal Relationships</td>
<td>4</td>
</tr>
<tr>
<td>PL145</td>
<td>Paralegal Ethics</td>
<td>4</td>
</tr>
<tr>
<td>PL215</td>
<td>Real Estate Law</td>
<td>4</td>
</tr>
<tr>
<td>PL216</td>
<td>Corporate Law</td>
<td>4</td>
</tr>
<tr>
<td>PL280</td>
<td>Paralegal Internship</td>
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</tr>
<tr>
<td>Track II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PL280</td>
<td>Paralegal Internship</td>
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<tr>
<td>Total</td>
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<td>General Education Credits</td>
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<tr>
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<td>Major and Core Credits</td>
<td>49</td>
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</tbody>
</table>

**TOTAL CERTIFICATE CREDITS** 61*

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

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

### Paralegal Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL100</td>
<td>Introduction to Law and the Legal System</td>
<td>4</td>
</tr>
<tr>
<td>PL120</td>
<td>Civil Litigation and Procedure I</td>
<td>4</td>
</tr>
<tr>
<td>PL121</td>
<td>Civil Litigation and Procedure II</td>
<td>4</td>
</tr>
<tr>
<td>PL122</td>
<td>Civil Litigation and Procedure II</td>
<td>4</td>
</tr>
<tr>
<td>PL142</td>
<td>Contracts: Managing Legal Relationships</td>
<td>4</td>
</tr>
<tr>
<td>PL145</td>
<td>Paralegal Ethics</td>
<td>4</td>
</tr>
<tr>
<td>PL215</td>
<td>Real Estate Law</td>
<td>4</td>
</tr>
<tr>
<td>PL216</td>
<td>Corporate Law</td>
<td>4</td>
</tr>
<tr>
<td>Chose either Track I or Track II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PL290</td>
<td>Paralegal Internship</td>
<td>5</td>
</tr>
<tr>
<td>Track I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PL280</td>
<td>Paralegal Internship</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>Certificate Credits</td>
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<td></td>
<td>General Education Credits</td>
<td>12</td>
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<td></td>
<td>Major and Core Credits</td>
<td>49</td>
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</table>

**TOTAL CERTIFICATE CREDITS** 61*

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

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

Paralegal Certificate Entrance Requirements. Admission into the Paralegal Certificate program requires candidates to have earned an Associate’s degree which includes general education courses equivalent to those required in Rasmussen College’s Paralegal AAS, or a Bachelor’s degree or higher.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
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 Applied Science Degree in Nursing and will be eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) to obtain licensure as a registered nurse.

GENERAL EDUCATION COURSES

LOWER DIVISION
- English Composition (Required course) 4
- Communication (Required course) 4
- Humanities (Required course) 4
- Math/Natural Sciences (Required courses) 18
- College Algebra
- Intro to Human Biology
- Human Anatomy and Physiology I
- Human Anatomy and Physiology II
- Social Sciences (Required course) 4
- Intro to Sociology

MAJOR AND CORE COURSES

LOWER DIVISION
- GN200 Introduction to Microbiology 5
- M120 Medical Terminology 4
- NU100 Critical Thinking in Nursing 2
- NU110 Introduction to Professional Nursing 3
- NU115 Comprehensive Pharmacology 4
- NU115L Comprehensive Pharmacology Lab 2
- NU120 Adult Medical Surgical Nursing I 6
- NU125 Clinical Nursing Skills I 5
- NU205 Human Nutrition 4
- NU220 Adult Medical Surgical Nursing II 6
- NU225 Clinical Nursing Skills II 3
- NU230 Pediatric and Maternity Nursing 6
- NU240 Mental Health Nursing 6
- NU250 Nursing Care of the Elderly 6
- NU270 Legal and Ethical Nursing Issues 1
- NU295 Leadership in Nursing 4
- Total Associate’s Degree Credits 101
- See page 43 for general education course selections.

PROFESSIONAL NURSING AAS DEGREE

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

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

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

This program is only offered at the Mankato campus.

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

- Critical Thinking in Nursing 2
- Introduction to Professional Nursing 3
- Comprehensive Pharmacology 4
- Comprehensive Pharmacology Lab 2
- Adult Medical Surgical Nursing I 6
- Clinical Nursing Skills I 5
- Human Nutrition 4
- Adult Medical Surgical Nursing II 6
- Clinical Nursing Skills II 3
- Pediatric and Maternity Nursing 6
- Mental Health Nursing 6
- Nursing Care of the Elderly 6
- Legal and Ethical Nursing Issues 1
- Leadership in Nursing 4
- Total Associate’s Degree Credits 101

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

MOBILITY ENTRANCE OPTION

PRACTICAL NURSING BLOCK TRANSFER

Courses – 23 Credits
- Students who have successfully completed a practical nursing program and hold a current Minnesota practical nursing license will receive credit for the following courses through block transfer.
- Critical Thinking in Nursing 2
- Intro to Professional Nursing 3
- Comprehensive Pharmacology 4
- Comprehensive Pharmacology Lab 2
- Adult Medical Surgical Nursing I 6
- Clinical Nursing Skills I 5
- Human Nutrition 4

ANTICIPATED PROGRAM TRANSFER

Courses – 38 Credits
- Students who have completed the following courses prior to entering this program. If this is not the case, students will need to complete these courses prior to graduation.
- English Composition 4
- Intro to Communication 4
- General Psychology 4
- Creative Writing 4
- Intro to Human Biology 4
- College Algebra
- Medical Terminology 4
- Human Anatomy and Physiology I 5
- Human Anatomy and Physiology II 5

MAJOR AND CORE COURSES

- GN200 Introduction to Microbiology 5
- NU130 Transitions in Nursing 3
- NU210 Medical Surgical Nursing Review for LPNs 6
- NU225 Clinical Nursing Skills II 3
- NU230 Pediatric and Maternity Nursing 6
- NU240 Mental Health Nursing 6
- NU250 Nursing Care of the Elderly 6
- NU270 Legal and Ethical Nursing Issues 1
- NU295 Leadership in Nursing 4
- Total AAS Degree Credits 101

This program is only offered at the Mankato campus.

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

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

To graduate in the program, students must complete all required PN or MA coursework with a grade of C or better, achieve all required skill competencies, and satisfactorily complete all required clinical learning experiences.
**PRACTICAL NURSING** 
**AAS DEGREE**

**CAREER OPPORTUNITIES IN:**
- Hospitals
- Assisted Living Centers
- Clinics
- Dental Offices
- Long-Term Care Facilities
- 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 the Minnesota Board of Nursing – Nurse Practice Act, NFLPN, and NAPNES. They value critical thinking, communication, diverse perspectives, technology and information literacy, and post-licensure continuing education as a way to build on previous knowledge and skills and increase competency. Upon completion of this program, the graduate will receive an Associate of Applied Science degree 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
- Communication (Required course) 4
- G141 Introduction to Communication
- Humanities (Select 2 courses) 8
- MA241 Human Anatomy and Physiology I 5
- MA242 Human Anatomy and Physiology II 5
- NU115 Comprehensive Pharmacology 4
- NU15L Comprehensive Pharmacology Lab 2
- NU205 Human Nutrition 4

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

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- D132 Computer Applications and Business Systems Concepts 3
- M120 Medical Terminology 4
- MA241 Human Anatomy and Physiology I 5
- MA242 Human Anatomy and Physiology II 5
- NU115 Comprehensive Pharmacology 4
- NU15L Comprehensive Pharmacology Lab 2
- NU205 Human Nutrition 4
- PN100 Nursing Foundations 6
- PN115 Nursing I 5
- PN120 Psychosocial Nursing 4
- PN125 Nursing II 6
- PN130 Maternal – Child Nursing 4
- PN135 Nursing III 6
- PN140 Geriatric Nursing 4
- PN145 Nursing Seminar 2

**Total Associate's Degree Credits**
- General Education Credits 32
- Major and Core Credits 64
- **TOTAL AAS DEGREE CREDITS** 96

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* Students must complete those general education courses listed as required to graduate in this program (G124, G141, G142, G148, G215, and G233) or transfer in the equivalent. In addition, the student must complete two courses from the listed Humanities electives or transfer in the equivalent. Credits accepted in transfer must meet the institution’s guidelines for transfer.

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

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

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

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

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.
GAME AND SIMULATION PROGRAMMING

BS 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.

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 (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences 8
(Select 2 courses, including at least one Math course)
Social Sciences (Select 2 courses) 8

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

MAJOR AND CORE COURSES
LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2
E242 Career Development 2
N137 Programming I 4
N138 Game Preproduction 4
N139 Game Design Theory I 4
N150 Technology’s Role in the 21st Century 2
N180 Math for Game and Simulation Production I 4
N205 Platform Design and Human-Computer Interaction 4
N206 Data Structures 4
N207 Programming II 4
N225 Interactive Storytelling 3
N266 Console Development 4
N276 Applied Game and Simulation Theory 4
N286 Math for Game and Simulation Production II 4
SD140 Mobile Application Development 3
SD225 Object-Oriented Programming 3
W114 Fundamentals of Programming 3
W210 Java I 3

UPPER DIVISION
N302 Graphics Development with OpenGL 4
N311 Game and Simulation Lighting Techniques 4
N324 Portfolio, Package and Publish 4
N346 Practical Game Development 4
N355 Game Planning and Development Strategies 4
N360 Mobile Platform Development 4
N401 Artificial Intelligence 4
N421 Software Engineering for Game and Simulation Production 4
N431 Multiplayer Game Programming 4
N450 Game Assets 4
N455 Game Audio Assets 4
N460 Applications of Physics for Game and Simulation Production 4
N465 Industrial Simulation Project 4
N470 Video Game Production Project 4
N471 Engineering Virtual Worlds 4

Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 64
Upper Division Major and Core Credits 60
TOTAL BS DEGREE CREDITS 180*

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
SOFTWARE APPLICATION DEVELOPMENT • CERTIFICATE • AS 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
W109 Relational Databases  3
W114 Fundamentals of Programming  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 Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for 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

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 course, select 1 additional course")  8
G126A English Composition 2*
Humanities ("Required course, select 2 additional courses")  12
G224 Introduction to Critical Thinking*
Math/Natural Sciences ("Required, select 1 additional course")  8
G247 Introduction to Discrete Mathematics*
Social Sciences (Select 2 courses)  8

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 AS DEGREE CREDITS 91

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

UNRESTRICTE UPPER DIVISION ELECTIVE CREDITS  4

Total Bachelor’s Degree Credits  180

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

CAREER OPPORTUNITIES:
• Network System Administrator

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. They understand network administrators are accountable for a business’s network uptime. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and maintain a high level of network integrity.

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
Math/Natural Sciences (Select 1 course)  4

MAJOR AND CORE COURSES
LOWER DIVISION
B119 Customer Service  4
B136 Introduction to Business  4
B220 Project Planning and Documentation  4
B271 Professional Communication  4
B293 Business Ethics  4
D132 Computer Applications and Business Systems Concepts  3
E242 Career Development  2
N127 Microsoft Windows Workstations  3
N133 Networking Fundamentals  3
N140 Logic and Troubleshooting  4
N145 Fundamentals of PC Hardware and Software  4
N150 Technology’s Role in the 21st Century  2
N208 Linux Administration  3
N226 Windows Active Directory  3
N228 Microsoft Windows Server  3
N234 Microsoft Exchange Server  3
N235 Cisco Networking Fundamentals and Routing  3
N290 Information Technology Capstone  2
Total Diploma Credits
General Education Credits  8
Major and Core Credits  58
TOTAL DIPLOMA CREDITS  66*

SEE PAGE 43 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 course)  4
Social Sciences (Select 2 courses)  8
Total Associate's Degree Credits
General Education Credits  32
Major and Core Credits  58
TOTAL AAS DEGREE CREDITS  90*

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

CAREER OPPORTUNITIES:
• Network Administrator
• Network Analyst
• Information Technology Manager

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
B351 Management of Information Systems 4
B370 Organizational Behavior Analysis 4
N306 Advanced Network Security 4
N307 Principles of Network Security 3
N312 Advanced Networking 4
N323 Asset Management 3
N331 Infrastructure Hardware 4
N342 Scripting 4
N359 Support Management 4
N362 Technical Writing 2
N370 Virtualization 4
N404 Cloud Computing 4
N411 Disaster Recovery 4
N422 Enterprise Application Support 4
N432 Information Technology Management Capstone 2
N443 Service Management 4
N458 Systems Monitoring 4
N466 Unified Communications and Mobile Computing 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 BS DEGREE CREDITS 180*

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

DIPLOMA • AAS DEGREE

CYBER SECURITY BS DEGREE

INFORMATION SYSTEMS MANAGEMENT DIPLOMA – NETWORK SECURITY

CAREER OPPORTUNITIES:
• Network Security Specialist

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know techniques and software used by industry leading professionals to keep a network secure. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in network security practices.

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
B119  Customer Service  4
B136  Introduction to Business  4
B220  Project Planning and Documentation  4
B271  Professional Communication  4
B293  Business Ethics  4
D132  Computer Applications and Business Systems Concepts  3
E242  Career Development  2
N127  Microsoft Windows Workstations  3
N133  Networking Fundamentals  3
N140  Logic and Troubleshooting  4
N141  Networking Security  3
N145  Fundamentals of PC Hardware and Software  4
N150  Technology’s Role in the 21st Century  2
N226  Windows Active Directory  3
N228  Microsoft Windows Server  3
N235  Cisco Networking Fundamentals and Routing  3
N253  Managing Information Security  3
N290  Information Technology Capstone  2

Total Diploma Credits
General Education Credits  8
Major and Core Credits  58
TOTAL DIPLOMA CREDITS  66*

INFORMATION SYSTEMS MANAGEMENT ASSOCIATE’S DEGREE – NETWORK SECURITY

CAREER OPPORTUNITIES:
• Network Security Specialist

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology and secure network infrastructures add value to the business process. Graduates can apply learned techniques used by industry leading professionals to keep a network secure. They understand the configuration and setup of a network and server environment and how to utilize software to monitor and evaluate network security. 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  32
Major and Core Credits  58
TOTAL AAS DEGREE CREDITS  90*

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

IN ADDITION TO 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 Diploma Credits
General Education Credits  8
Major and Core Credits  58
TOTAL DIPLOMA CREDITS  66*

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
CYBER SECURITY BACHELOR’S 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
J320 Criminal Investigations  4
J325 Criminal Evidence  4
J326 Criminal Behavior: Profiling Violent Offenders  4
J331 Constitutional Law  4
J440 Special Offenders: Sex Offenders  4
N313 Introduction to Information Systems Security  3
N326 Legal and Security Issues  4
N332 Managing Risk for Information Systems  4
N343 Security Policies and Implementation  4
N363 Security Strategies for Web Apps and Social Networking  3
N409 Auditing Information Technology Infrastructure  4
N416 Access Controls, Authentication, and PKI  4
N420 Network Security and Cryptography  3
N423 Windows Security Strategies  4
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 Division General Education Credits  32
Upper Division General Education Credits  24
Lower Division Major and Core Credits  58
Upper Division Major and Core Credits  67
TOTAL BS DEGREE CREDITS  181*

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

### INFORMATION SYSTEMS MANAGEMENT CERTIFICATE
– COMPUTER INFORMATION TECHNOLOGY

**CAREER OPPORTUNITIES:**
- Computer Support Specialist

**OBJECTIVE:**
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. 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

**CERTIFICATE COURSES**

#### LOWER DIVISION
- B119 Customer Service 4
- B136 Introduction to Business 4
- B273 Internet Business Models and E-Commerce 4
- D132 Computer Applications and Business Systems Concepts 3
- D181 Excel 3
- D187 Professional Presentations 3
- D283 Access 3
- E242 Career Development 2
- N140 Logic and Troubleshooting 4
- S120 Word for Windows 3
- W108 Introduction to Website Design 3

**TOTAL CERTIFICATE CREDITS 36***

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

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

### INFORMATION SYSTEMS MANAGEMENT DIPLOMA
– COMPUTER INFORMATION TECHNOLOGY

**CAREER OPPORTUNITIES:**
- Computer Support Specialist
- Computer Application Support Specialist

**OBJECTIVE:**
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. 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.

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

#### LOWER DIVISION
- English Composition (Required course) 4
- Communication (Select 1 course) 4
- Math/Natural Sciences (Select 1 course) 4

**MAJOR AND CORE COURSES**

#### LOWER DIVISION
- B271 Professional Communication 4
- B293 Business Ethics 4
- N127 Microsoft Windows Workstations 3
- N133 Networking Fundamentals 3
- N145 Fundamentals of PC Hardware and Software 4
- N228 Microsoft Windows Server 3
- N290 Information Technology Capstone 2

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

**TOTAL DIPLOMA CREDITS 71***

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

### INFORMATION SYSTEMS MANAGEMENT ASSOCIATE’S DEGREE
– COMPUTER INFORMATION TECHNOLOGY

**CAREER OPPORTUNITIES:**
- Computer Support Specialist
- Computer Application Support Specialist

**OBJECTIVE:**
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. Graduates are proficient in support and usage of computer hardware and software applications used in business environments. 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
- 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 32
- Major and Core Credits 59

**TOTAL AAS DEGREE CREDITS 91***

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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**ASSOCIATE’S DEGREE**

**DIPLOMA**

**CERTIFICATE**

**EARN AS YOU LEARN**
Our Credential Ladder guides you to earn increasingly advanced academic credentials.
INFORMATION SYSTEMS MANAGEMENT
DATABASE ADMINISTRATION
DIPLOMA • AAS DEGREE

INFORMATION SYSTEMS MANAGEMENT
DIPLOMA – DATABASE ADMINISTRATION

CAREER OPPORTUNITIES:
• Database Administrator

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates understand how to store, organize, and manage data utilizing industry standard database server applications, as well as create backups, test data integrity, and what needs to be done to secure sensitive information within a database. 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
Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES
LOWER DIVISION
B119 Customer Service 4
B136 Introduction to Business 4
B220 Project Planning and Documentation 4
B271 Professional Communication 4
B293 Business Ethics 4
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
N136 Operating Systems Fundamentals 4
N140 Logic and Troubleshooting 4
N209 PHP/MySQL Administration 4
N236 Database Security 4
N273 Business Intelligence Reporting 3
N274 SQL Server Administration 3
N290 Information Technology Capstone 2
W109 Relational Databases 3
W114 Fundamentals of Programming 3
W125 Introduction to Visual Basic 3

Total Diploma Credits
General Education Credits 8
Major and Core Credits 58
TOTAL DIPLOMA CREDITS 66*

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

INFORMATION SYSTEMS MANAGEMENT
ASSOCIATE’S DEGREE – DATABASE ADMINISTRATION

CAREER OPPORTUNITIES:
• Database Administrator
• Database Architect

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology and data organization add value to the business process. Graduates know how to store, organize, and manage data utilizing industry standard database server applications, as well as create backups, test data integrity, and ensure the security of sensitive information within a database. They also understand how programming languages can be utilized to gain efficiencies within database management. 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 32
Major and Core Credits 58
TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

ASSOCIATE’S DEGREE
DIPLOMA
EARN AS YOU LEARN
INFORMATION SYSTEMS MANAGEMENT  WEB PROGRAMMING
DIPLOMA • AAS DEGREE

CAREER OPPORTUNITIES:
• Web Developer

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
B119  Customer Service  4
B136  Introduction to Business  4
B271  Professional Communication  4
B293  Business Ethics  4
D132  Computer Applications and Business Systems Concepts  3
E242  Career Development  2
N140  Logic and Troubleshooting  4
SD225  Object-Oriented Programming  3
W109  Relational Databases  3
W110  JavaScript  3
W215  PERL/CGI  3
W216  PHP/MySQL  3
W290  Web Programming Capstone  2

Total Diploma Credits
General Education Credits  8
Major and Core Credits  60
TOTAL DIPLOMA CREDITS  68*

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

IN ADDITION TO ALL DIPLOMA COURSES

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  32
Major and Core Credits  60
TOTAL AAS DEGREE CREDITS  92*

SEE PAGE 43 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

EARN AS YOU LEARN
Our Credential Ladder guides you to earn increasingly advanced academic credentials.
### GENERAL EDUCATION COURSE SELECTIONS

**ALL BS AND AAS DEGREE PROGRAMS**

(Except Computer Science BS, Software Application Development AS, and Nursing Programs)

**LOWER DIVISION**
- **English Composition**
- **Communication**
- **Humanities**
  - **G125** Humanities
  - **G145** Film Appreciation
  - **G147** Art Appreciation
  - **G201** Creative Writing
  - **G215** Introduction to Critical Thinking
  - **G230** Introduction to Literature
  - **G238** Conversational Spanish

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

**Social Sciences**
- **G200** Understanding Cultures
- **G201** Creative Writing
- **G204** Microeconomics
- **G242** American/U.S. National Government
- **G270** United States History: 1900 to the Present

**UPPER DIVISION**
- **Communication**
  - **G224** Introduction to Critical Thinking
  - **G227** Oral Communication

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

**Math/Natural Sciences**
- **G150** Structure and Function of the Human Body
- **G152** Scientific Literacy
- **G215** Introduction to Human Biology
- **G233** College Algebra
- **G239** Introduction to Astronomy
- **G245** Introduction to Geology
- **G246** Advanced Algebra
- **G247** Introduction to Discrete Mathematics

**Social Sciences**
- **G142** Introduction to Sociology
- **G146** Human Geography
- **G148** General Psychology
- **G149** Technology and Society
- **G203** Microeconomics
- **G242** American/U.S. National Government
- **G270** United States History: 1900 to the Present

**NURSING PROGRAMS**
- **English Composition**
- **Communication**
- **Humanities**
- **G145** Film Appreciation
- **G147** Art Appreciation
- **G201** Creative Writing
- **G224** Introduction to Critical Thinking
- **G230** Introduction to Literature
- **G238** Conversational Spanish

**Math/Natural Sciences**
- **G215** Introduction to Human Biology
- **G233** College Algebra
- **MA241** Human Anatomy and Physiology I
- **MA242** Human Anatomy and Physiology II

**Social Sciences**
- **G142** Introduction to Sociology
- **G148** General Psychology

See specific course requirements on program pages.

### GENERAL EDUCATION REQUIREMENTS FOR RASMUSSEN COLLEGE CREDENTIALS

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

AAS degree candidates must successfully complete thirty-two (32) credits of general education coursework distributed across the following categories: English Composition, Communication, Humanities, Mathematics, Natural Sciences, and Social Sciences. AS degree candidates must successfully complete forty-five (45) credits of general education coursework distributed across the same categories.

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

See specific course requirements on program pages.
ARUBANSA GENERAL EDUCATION COURSE REQUIREMENTS
BACHELOR OF SCIENCE DEGREE PROGRAMS
(FOAR ARUBANSA RESIDENTS ONLY)

English Composition
Required courses:
G124 English Composition 4
G126A English Composition 2

Mathematics
Required course:
G233 College Algebra 4

Science
Baccalaureate students must transfer in two science courses and accompanying laboratories.

- Students enrolled in Health Information Management BS must transfer two science courses and accompanying laboratories, including a science course and laboratory that is equivalent to G150 Structure and Function of the Human Body.

- Students enrolled in Health Information Technician AAS will take 32 credits of general education. Those who transfer in 5 credits of science (including lab) will take 33 credits of general education, those who do not will take 32 credits of general education.

- Students enrolled in Software Application Development AAS will complete 45-46 general education credits due to program-specific English/Writing, Humanities, and Mathematics requirements.

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS
(FOAR ARUBANSA RESIDENTS ONLY)

English/Writing
Required courses:
G124 English Composition 4
G126A English Composition 2

Mathematics
Required course:
G233 College Algebra 4

Science
Baccalaureate degrees require College Algebra.

- Students enrolled in Software Application Development AAS must select both of the following math courses instead of those listed above:
  G246 Advanced Algebra 5
  G247 Introduction to Discrete Mathematics 4

- Students enrolled in Computer Science BS must select one Introduction to Critical Thinking and four additional Fine Arts/Humanities courses.

- Students enrolled in Computer Science BS must select two science courses and accompanying laboratories, including a science course and laboratory that is equivalent to G150 Structure and Function of the Human Body.

- Students enrolled in Computer Science BS will complete 71 general education credits due to program-specific Speech/Communication, Mathematics, and Fine Arts/Humanities requirements.

- Students who transfer in 5 credits of science (including lab) will take 33 credits of general education, those who do not will take 32 credits of general education.

- Students enrolled in Accounting AAS or Business Management AAS must take Macroeconomics and Microeconomics.

- Students enrolled in Criminal Justice AAS, Human Services AAS, or Paralegal AAS must take Introduction to Sociology and General Psychology.

- Students enrolled in the Early Childhood Education AAS Child and Family Studies specialization may not count Introduction to Sociology as a general education Social Science requirement.

TOTAL AAS GENERAL EDUCATION CREDITS: 32-33

54
Most programs use a combination of lecture and laboratory methods of instruction. A student should 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 with additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates tactics, 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 instruction. If a program is related work experience with indirect instructor supervision and employer assessment, usually coupled with lecture sessions in which the workplace experience is discussed. Three hours of internship have the credit equivalency of one hour of lecture. The individual student’s ability to attain the necessary competencies may influence the number of clock hours necessary to complete an individual course. Prerequisites may be waived in unusual circumstances 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.

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 career experience, 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 fall below 100 are considered development courses. 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 sophomore-level courses, and may function as sophomore-level or capstone courses. Course description numbers that range from 300-399 are considered upper division courses that may function as junior-level courses. Course description numbers that range from 400-499 are considered to be more advanced upper division courses that may function as senior-level student requirements for a Bachelor’s degree.

Course Experience Course, 0 credits
The College Experience Course and knowledge instructor, 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 student’s confidence and cash flow through demonstrating habits necessary for success in college and clarifying expectations for student engagement. This course requires both reading and submission of assignments to closely resemble what they will experience every week in a typical Rasmussen course.

A313 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.

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

A420 Advanced Auditing Concepts and Standards 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. Topics include how to identify, measure, and accumulate direct and indirect costs, how to apply burden, introduction to job costing systems, budgeting, cost-volume-profit relationships, and relevant costing.

A410 Advanced Federal Tax Law 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.

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 preparing financial statements.

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.

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

A430 International Accounting 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.

A435 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.

A430 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 market values, key financial climaxes, evaluation, income, cash, and taxes. The development and challenges concerning international accounting standards is also studied. An application of international standards is interwoven through each lesson.

A440 CPA Exam Preparation 40 hours, 2 credits
The CPA Exam preparation course provides students with a comprehensive review of topics tested on the CPA examination. Students learn through lecture as well as problem solving.

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

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

A404 Cost Accounting Principles and Applications 40 hours, 4 credits
This course provides a survey of the theory and application of cost accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control. Topics include how to identify, measure, and accumulate direct and indirect costs, how to apply burden, introduction to job costing systems, budgeting, cost-volume-profit relationships, and relevant costing.

A410 Advanced Federal Tax Law 40 hours, 4 credits
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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.

A435 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.

A430 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 market values, key financial climaxes, evaluation, income, cash, and taxes. The development and challenges concerning international accounting standards is also studied. An application of international standards is interwoven through each lesson.

A440 CPA Exam Preparation 40 hours, 2 credits
The CPA Exam preparation course provides students with a comprehensive review of topics tested on the CPA examination. Students learn through lecture as well as problem solving.

Prerequisite: This is the last course students take in the program.
A440 Accounting Research Methods and Techniques 40 hours, 4 credits
This course introduces students to research tools and processes, how to conduct accounting research, and how to apply findings and results to solve business problems. Prerequisites: Advanced Auditing Concepts and Standards; Taxation of Individuals; Intermediate Financial Reporting III
A490 Accounting Capstone II 40 hours, 4 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, interpersonal communication and class presentation. Students have the opportunity to participate in an optional internship/externship project. Prerequisite: Intended for student’s last quarter of enrollment.
B090 Reading and Writing Strategies 40 hours, 4 credits
This course develops students’ reading and writing skills in preparation for college-level coursework. Through reading, grammar, punctuation, and the writing process, students will enhance their ability to compose sentences, paragraphs, and short essays. The study of active reading strategies will provide students with the tools necessary for comprehending college-level texts. This course is taught in six-week sessions. Prerequisite: Placement determined by Rasmussen College entrance placement exam score.
B087 Practical Math 40 hours, 4 credits
Mathematics is learned through communication. In this course, students will learn to communicate how problems are solved and how solving problems can be applied in real-world settings. Students will have opportunities to learn multiple problem solving techniques. This course also provides practice and skill problems. This course is taught in six-week sessions. Prerequisite: Placement determined by Rasmussen College entrance placement exam score.
B119 Customer Service 40 hours, 4 credits
This course covers the basic concepts of essential communication skills needed in business to interact/work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction. Prerequisite: none
B136 Introduction to Business 40 hours, 4 credits
This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation. Prerequisite: none
B140 Sales Techniques 40 hours, 4 credits
This introductory course in sales emphasizing the principles and practices of a professional salesperson. Course focus is on the information, skills, and activities necessary for success in today’s marketplace. Prerequisite: none
B146 Introduction to Entrepreneurship 40 hours, 4 credits
Students will learn the basic concepts of entrepreneurship. Through real-life case studies, students will examine entrepreneurship as a means of achieving goals against market opportunities. They will explore entrepreneurship for products and services across industries, sectors, markets, and regions. Students will also review the lifecycle of entrepreneurial business development. Prerequisite: Introduction to Business
B165 Introduction to Human Resource Management 40 hours, 4 credits
This course is an introduction to the management and leadership of an organization’s human resources. It explores the importance of establishing or administrating the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes educational resources from Harvard Business Publishing. Prerequisite: none
B216 Network Fundamentals for Business Professionals 40 hours, 3 credits
This course teaches the foundations of network, and business context. The course covers Local Area Networks and Wide Area Networks and includes how communication is accomplished in those environments and how they are used to support business processes.
Prerequisite: Computer Applications and Business Systems Concepts
B220 Project Planning and Documentation 40 hours, 4 credits
This course encompasses timelines, deadlines, team-building, communication issues, and problem solving. The course is set with pre-defined scenarios to assist with the definition of project roles and phases. The students will work through related issues and produce a resolution in a written format.
Prerequisite: none
B228 Search Engine Marketing 40 hours, 4 credits
This course combines a unique mix of business, writing, and technical skills as students develop an understanding of the basics of search engine marketing, a search marketing program, and the steps involved in the execution and tracking of search campaigns. This course will assist students in understanding the complexities and similarities of online marketing vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating a quality marketing mix.
Prerequisite: Internet Business Models and E-Commerce
B230 Principles of Finance 40 hours, 4 credits
This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.
Prerequisite: Financial Accounting I
B232 Principles of Marketing 40 hours, 4 credits
This course serves as an introduction to the marketing concept, integrating key marketing perspectives. Topics include consumer buying behavior, business-to-business markets and the building block of good marketing research techniques, fundamental pricing concepts, marketing channels and logistics, integrated marketing communications, and marketing’s role in electronic commerce.
Prerequisite: none
B233 Principles of Management 40 hours, 4 credits
Students enrolled in this course will develop managerial skills and insights by studying management practices. In addition, they will develop an understanding of the manager/employee relationship and the legal and ethical issues that impact these relationships. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none
B234 Business Law 40 hours, 4 credits
This course presents fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business and sales contracts. Principles of law that apply to government, regulations, commercial paper, property, bailments, agency and business organizations are addressed.
Prerequisite: none
B235 Introduction to Organizational Leadership 40 hours, 4 credits
This course provides students with an opportunity to learn the fundamental theory and practical applications of organizational behavior in the context of diversity. Emphasis is placed on a foundation in conceptual approaches and practical applications to enable students to understand the chaotic and constantly changing world of organizations and help them develop their own skills to become effective leaders. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none
B240 Entrepreneurial Product and Service Planning 40 hours, 4 credits
Students will explore the ways in which products and services are developed. They will review the various methods used to identify market opportunities, to engage in market sizing, and to develop an understanding of the competition. Students will develop a basic product or service, which will include a detailed description of how the product or service will be designed, sourced or manufactured, and delivered to the client. Students will also examine the lifecycle of products and services once they are launched. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Introduction to Entrepreneurship
B244 Entrepreneurial Finance: Capitalization for the Entrepreneur 40 hours, 4 credits
Students will examine the ways in which organizations finance their entrepreneurial ventures backend set. They will explore how to raise both start-up and operating capital. Students will participate in a simulation designed to teach them the value of financial management and the practical use of tools such as profit and loss statements, balance sheets, income and cash flow statements.
Prerequisite: Principles of Finance
B245 Online Multimedia Marketing 40 hours, 4 credits
This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations.
Prerequisite: Internet Business Models and E-Commerce
B250 Training and Development 40 hours, 4 credits
This course is a study of training and development fundamentals including how training relates to Human Resource Management and Human Resource Development, how internal and external factors influence employee behavior, and the role of adult learning in training. Students will examine how training needs are determined, best practices in developing and implementing training programs, and how to evaluate training efforts.
Prerequisite: Introduction to Human Resource Management
B267 Employment Law 40 hours, 4 credits
Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to review legal principles and the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.
Prerequisite: Introduction to Human Resource Management
B268 Compensation and Benefits Management 40 hours, 4 credits
This course content addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. This course will help students understand the role that an integrated total compensation program can play in contributing to organizational success. You will learn about effective compensation strategies and how various emerging issues impact program design.
Prerequisite: Introduction to Human Resource Management
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 new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems of the Internet Offerings. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of E-Commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of E-Business.
Prerequisite: none
B275 Call Center Customer Service Representative Skills 40 hours, 4 credits
Considering the success of any call center rests in the hands of its Customer Service Representatives, it is critical that training on continual skills assessment and professional development opportunities are incorporated into the business cycle. This course will define the requirements for exemplary representatives as well as discuss different assessment tools and skill building techniques. Further, this course will also examine Customer Relationship Management (CRM) principles specific to call routing applications.
Prerequisite: none
B276 Call Center Labor Force Management
40 hours, 4 credits
This course provides an introduction to determining the staffing requirements which balance customer requests and satisfaction with meeting, budget margins, and ensuring overall success of the business. As such, this course will focus on the forecasting of labor force needs, staffing requirements, understanding of daily service management requirements, and the benefits and barriers to the incorporation of automated software tools to assist in this process.
Prerequisite: none

B278 Call Center Operations Management
40 hours, 4 credits
This course provides an introduction to technologies and tools available for call centers and their applications. Starting with the importance of site selection, facility design and management, this course will progress systematically through the process of developing a call center from inception to execution.
Prerequisite: none

B280 Business Capstone
20 hours, 2 credits
This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate’s degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via completion of a Capstone project. Students have the opportunity to participate in an optional internship/externship 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 and wrong action, and good and bad values.
Prerequisite: none

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

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

B333 Principles of Management II
40 hours, 4 credits
Through theory, self-analysis, and analysis of others, this course provides students with the knowledge, skills, and attitudes needed to become effective management. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating others; team-building; and leading change. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Principles of Management

B343 Business Law II
40 hours, 4 credits
This course is a continuation of the study of fundamentals of law. This includes study of the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, securities regulation contracts, and other areas of business law.
Prerequisite: none

B351 Management of Information Systems
40 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to the technology, utilizing skills required in managing integrated management information systems.
Prerequisites: none

B352 International Business
40 hours, 4 credits
This course provides management students with an introduction to international economic, political, cultural and business environments. Students will develop basic understanding and appreciation of the interrelated factors involved in managing people within a global workforce.
Prerequisite: none

B360 Operations Management
40 hours, 4 credits
In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations; purchasing raw materials; controlling and maintaining inventories; and producing goods and services that meet customers’ expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: none

B364 Internet Marketing, Public Relations, and Social Media
40 hours, 4 credits
This course is designed to give students an in-depth understanding of E-Marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives. Key areas of focus include email marketing, social media, and online PR.
Prerequisite: Internet Business Models and E-Commerce

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

B371 Research and Report Writing
40 hours, 4 credits
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methodology, literature review, research writing, academic style, academic writing, and academic report writing.
Prerequisite: English Composition or Professional Communication

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

B390 Human Resource Information Systems
40 hours, 4 credits
This course examines the role of human resource information systems in today’s organizations and human resource departments. Key areas of focus include human resource information systems design, acquisition, and implementation. The role of these systems in the acquisition and management is also examined.
Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Human Resource Management

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

B415 Risk Management
40 hours, 4 credits
This upper-level business course explores the elements of risk management and insurance essential to the business environment. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn, analyze, and evaluate approaches to measuring and managing risks in various business environments.
Prerequisite: none

B420 Organizational Development
40 hours, 4 credits
This seminar course builds upon the theories introduced in Organizational Behavior Analysis. In this course, students examine how qualitative approaches, quantitative approaches, and process-based approaches to organizational development through the stories of professionals involved in organizational change. Students will critically examine the design, management, and control of organizational development programs. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

B421 Statistics for Business
40 hours, 4 credits
This course presents students with an in-depth understanding of search engine optimization and search engine marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives.
Prerequisite: Search Engine Marketing

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

B453 Compensation Administration
40 hours, 4 credits
This course is designed to give students an in-depth understanding of search engine optimization and search engine marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives.
Prerequisite: Search Engine Marketing

B460 Strategic Management
40 hours, 4 credits
This course is designed to integrate prior business courses through study, discussion, and creation of strategic management plans. Students will evaluate the key functions of organizations and integration of these functions to understand the best practices used to gain competitive advantages. Topics will include strategic formulation, implementation, and evaluation.
Prerequisite: none
B491 Legal and Ethical Environment of Business 40 hours, 4 credits
This course presents an overview of the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are covered. The strategic thinking and ethical analysis are key areas of focus throughout the course. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Business Ethics or Business Law

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

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. Students have the opportunity to participate in an optional internship/externship project.
Prerequisite: Business Bachelor’s student in last or second last quarter.

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

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

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

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

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

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 Freshman 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 quarter they are scheduled for the E242 Career Development course.

E242 Career Development 20 hours, 2 credits
This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a 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 professional as well as participation in a mock interview.
Prerequisite: none

E270 Sophomore Seminar 0 credits
This seminar course challenges students at the end of their sophomore year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the sophomore seminar the quarter in which they finish the Diploma course requirements.

E320 Junior Seminar 0 credits
This seminar course challenges students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on educational 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, social, 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 other 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

EC211 Health, Safety, and Nutrition/CDA Application 40 hours, 4 credits
This course will familiarize the role of early childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children’s special health concerns. Students will carry out a 2-hour field observation in the field of education.
Prerequisite: Early Childhood Education Curriculum and Instruction

EC180 Knowledge: Extenshion I 180 hours, 6 credits
Under externship supervision, the student will observe and implement developmentally appropriate practices while interacting with children and adults.
Prerequisite: none

EC181 Application: Extenshion II 180 hours, 6 credits
Students continue their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.
Prerequisite: Knowledge: Extenshion I

EC182 Reflection: Extenshion III 180 hours, 6 credits
Students will complete their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.
Prerequisite: Application: Extenshion II

EC183 Teacher Reflection I: Early Childhood Education as a Profession 40 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 50 hours, 6 credits
This course will provide an examination of morality and ethics in early childhood development. Topics include childhood ethics, ideals, and principles. Professional values and teaching styles will be explored.
Prerequisite: Teacher Reflection I: Early Childhood Education as a Profession

EC185 Teacher Reflection III: The Informed Teacher 60 hours, 6 credits
Students will learn about intentional teaching and selecting best practices for young children’s learning and development. Adult-guided and adult-guided methods will be examined in the areas of language and literacy, mathematics and scientific inquiry, social studies, arts and 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 explore effective strategies for observation and assessment in early childhood education. They will understand the observation, assessment, and planning cycle and its impact on promoting children’s development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC210 Infant and Toddler Development 40 hours, 4 credits
This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce child development theory behind effective infant/ toddler care, appropriate practices and leadership. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC211 Dynamics of the Family 40 hours, 4 credits
This course will focus on the dynamics of the family and the family’s influence on the growth and development of children. The history of family systems, child rearing, and parenting styles will be discussed. The course will explore issues that families of today face.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC212 Emerging Literacy Through Children’s Literature 40 hours, 4 credits
This course covers the history, selection, and integration of literature and language in the early childhood education curriculum. Topics include developmentally appropriate children’s literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, puppetry, and flannel-board use will be emphasized.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC225 Parent Education and Support 40 hours, 4 credits
Students will investigate how resources are assessed, allocated, and utilized within families. This course explores strategies for helping families manage resources through various problem-solving methods.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC230 Guiding Children’s Behavior
40 hours, 4 credits
Students will explore how to use guidance in the early childhood setting, with an emphasis on understanding why young children exhibit certain behaviors and how we can meet the child’s needs effectively and with support. Students will learn how to provide positive guidance to young children with challenging behavior.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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 the development 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 young children with special needs in the early childhood setting.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC252 The Exceptional Child
40 hours, 4 credits
This course is designed to explore the benefits of inclusion in the early childhood setting. Students will develop an understanding of exceptional developmental conditions. 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.
Prerequisite: Early Childhood Education student in last or second-to-last quarter

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

F108 Financial Markets and Institutions
40 hours, 4 credits
This course is a standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to current issues and developments within the industry.
Prerequisite: none

G124 English Composition
40 hours, 4 credits
This course is designed to guide students in understanding the writing process and developing their ability to write and express ideas in an organized, unified, and coherent manner. Students will produce college-level writing that reflects awareness of rhetorical strategies, writing purpose, tone, 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 students’ understanding of and appreciation of cultural literacy and the pursuit of humanistic goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.
Prerequisite: none

G126A English Composition
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 analytical and argumentative writing and application of research.
Prerequisite: English Composition

G141 Introduction to Communication
40 hours, 4 credits
The course will introduce students to basic models and theories of the communication process. Students will learn about a variety of communication elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of how factors influence types of communication on themselves and others. They will also develop practical skills for improving their oral and written communication in social and professional contexts.
Specific topics will include perception, self-concept, verbal and non-verbal communication, effective listening, and communicating in culturally diverse settings.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

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

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

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

G147 Art Appreciation
40 hours, 4 credits
Students will examine the historical, social, and technological factors that contribute to an understanding of the function and meaning of art in this course. Using a global and thematic approach, students will be introduced to the basic elements of art, while 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.
Prerequisite: none

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

G149 Technology and Society
40 hours, 4 credits
Students will examine the relationships, benefits, and historical significance, and effects technology has on society. This course will investigate the local, national and global impact of technology on both individual and global cultures. This course will introduce students to the basic definitions and technology terms and concepts. Students will examine the influences that emerging technologies have on diversity awareness, the digital divide, and intercultural knowledge.
Prerequisite: none

G150 Structure and Function of the Human Body
40 hours, 4 credits
This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.
Prerequisite: none

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

G180 General Education Mathematics
40 hours, 4 credits
This course introduces students to topics from modern mathematics that are relevant to everyday life and not typically covered in the standard college math sequence. Students will be exposed to a variety of mathematical tools from diverse branches of mathematics. They will gain knowledge and practice problem-solving skills that will solve interesting real-world problems. Topics may include, but are not limited to, game theory, graph theory, the mathematics of growth, applications of geometry, probability, and statistics.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College.

G200 Understanding Cultures
40 hours, 4 credits
This course is a comparative study of societies and cultures around the world and the cultures within the United States, focusing on the effects of ethnicity and race on African Americans, Latinx, Asian American and Native Americans living in the United States. Topics include family, marriage, power, religion, values, inequality, social organization, language, social stratification, economic opportunities, conflicts and cultural and social change over time. Examples will be drawn from Africa, South America, North America, Asia and the Pacific Islands.
Prerequisite: none

G201 Creative Writing
40 hours, 4 credits
This course will develop the student’s talents in creative writing. Various forms of creative writing will be studied, such as short stories, novels, poems, plays and non-fiction. Works by students and others will be critiqued. Students will also develop editorial skills so that each writer may revise and improve his/her work. Students will compose a minimum of 6,000 words over the course of the program.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College.

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

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

G215 Introduction to Human Biology
50 hours, 4 credits
Students will explore fundamental concepts of human biology. They will examine cell structure and function, body systems, and biochemistry. They will also learn basic concepts of genetics and evolution. Students will explore the relationship of human population to the ecosystem. Students will complete laboratory exercises coordinated with course content.
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. 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 refute 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: Passing grade in Foundation coursework or placement determined by Rasmussen College.

G238 Conversational Spanish
40 hours, 4 credits
This course covers 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

G242 American/US National Government
40 hours, 4 credits
This course presents the development and evolution of the American national government with emphasis on the structures and processes of our representative democracy, including its ties to culture, politics and population, local, state, tribal and national governments.
Prerequisite: none

G245 Introduction to Geology
40 hours, 4 credits
Examines basic geologic principles from a physical or historical perspective. Includes such topics as the formation of rocks and minerals; internal and external processes modifying the earth’s surface and phenomena; and the evolutionary history of the earth, including its life forms, oceans and atmosphere.
Prerequisite: none

G246 Advanced Algebra
50 hours, 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, exponent, roots, and radicals.

G247 Introduction to Discrete Mathematics
40 hours, 4 credits
This course provides the basis for proper mathematical reasoning in a computer science framework. Topics that students explore include propositional and predicate logic, proof strategies and inductive reasoning, sets, functions, elementary counting techniques, and number systems.
Prerequisites: Calculus I; Discrete Mathematics.

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

G298 Advanced Composition
40 hours, 4 credits
This advanced writing course is intended to help students further develop and refine their writing, researching, and analytical skills, through the application of these skills to various rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their views in an organized, unified, and coherent manner to diverse audiences.
Prerequisite: English Composition

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

G330 American Literature
40 hours, 4 credits
This course surveys authors, genres, and movements in American literature from 1865 to the present, including representative works of Realism, Naturalism, Modernism, and Post-Modernism/Post-Structuralism. Students will engage in critical readings of exemplary literary texts from different 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. Students will become familiar with the broad range of American fiction, poetry, and drama since 1865, students will analyze literary, aesthetic, and critical developments.
Prerequisites: English Composition; Introduction to Literature

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

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

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

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

G350 Conservation of Resources
40 hours, 4 credits
The purpose of this course is to provide students with important principles of ecology and resource management. Emphasis will be on local, national, and global environment problems and possible solutions to these problems.
Prerequisite: none

G380 Visions of America Since 1945
40 hours, 4 credits
Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in many of our social lives. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role Hollywood films played in the popular culture will be examined.
Prerequisite: none
G401 Comparative Politics 40 hours, 4 credits
This course will introduce students to the field of comparative politics by examining classification of political systems according to institutional and developmental characteristics. Causes and costs of political stability and instability will be explored. Comparison will be made between contemporary political institutions and processes in various countries.
Prerequisite: American/U.S. National Government

G425 Work and Family 40 hours, 4 credits
This course focuses on the overlapping worlds of work and family. It examines both the nature of the links that exist between the two major social institutions as well as the issues and problems that result from the combination of individuals’ work and family responsibilities. An emphasis is placed on female labor force participation.
Prerequisite: none

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

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

G440 Political Thought 40 hours, 4 credits
The aim of this course is to understand and appreciate some important authors and traditions of political thought. The course will cover such topics as authority, consent, freedom, and obligation.
Prerequisite: none

GN200 Introduction to Microbiology 70 hours, 5 credits
This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.
Prerequisite: none

H200 US Healthcare Systems 40 hours, 4 credits
This course provides an overview of the United States healthcare system. The history of the evolution of healthcare will be explored, along with the role of local, state, and federal government in healthcare delivery. An introduction to a variety of provider models and service delivery systems found in both private and public healthcare facilities will be covered, including different types of healthcare facilities. The influence of reimbursement methodologies and finance on healthcare delivery will be explored.
Prerequisite: none

H210 Marketing and Communication in Healthcare 40 hours, 4 credits
This course is an introduction to marketing concepts and how they are applied in the healthcare industry. Topics include consumer buying behavior, business-to-business markets, market research techniques, pricing concepts, marketing channels, and promotional strategies and media. This course also 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 operations of healthcare facilities. Management principles will be applied to cases 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 Healthcare Organizations 40 hours, 4 credits
This course focuses on healthcare finances, assets, cost concepts, capital budgeting, and general principles of accounting applied in the healthcare environment. Students will discuss the development and management of department budgets, and the common sources of healthcare revenues and expenses.
Prerequisites: Introduction to Healthcare Administration; Financial Accounting I

H330 Quality Improvement in Healthcare 40 hours, 4 credits
This course examines the methods for assuring quality in healthcare and the statistical applications of measuring outcomes. There will be an emphasis on performance improvement and the relationships between healthcare quality, organizational performance, and the role of governing and accrediting bodies in healthcare organizations. Common methods and trends in quality improvement will be explored.
Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management

H340 Regulation and Compliance in Healthcare 40 hours, 4 credits
This course is an exploration of the many entities that regulate healthcare delivery, from local, state, and federal government to 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, formulas, 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

H380 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 polities that drive policy and planning of healthcare delivery. The influence of stakeholders outside the healthcare industry and the various levels of government involved in policymaking will be explored. This course also includes educational resources from Harvard Business Publishing.
Prerequisite: Introduction to Healthcare Administration

H400 Healthcare Information Systems 40 hours, 4 credits
This course provides an exploration of healthcare institutions used to manage all aspects of health information management, including hardware and software to ensure data collection, storage, analysis and reporting of information. Students will also explore the role 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

H430 Epidemiology 40 hours, 4 credits
This course examines theoretical and the practical concepts. Students will analyze these theories and principles and apply them to ethical problems in the healthcare field. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Medical Law and Ethics or Health Information Law and Ethics

H430 International Healthcare 40 hours, 4 credits
This course examines the patterns and causes of disease in populations, how diseases are documented, and how to analyze the data to understand disease causation.
Prerequisite: none

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

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

H315 Information and Communication Technologies 40 hours, 4 credits
This course is an exploration of the technologies available to manage all aspects of health information management, including hardware and software to ensure data collection, storage, analysis and reporting of information. Students will also explore the role 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

H330 Financial Management of Healthcare Information Services 40 hours, 4 credits
A study of the various clinical, administrative, and specialty service applications used in healthcare organizations are emphasized. This course applies information systems development concepts and interprets the systems development lifecycle. Existing and emerging healthcare information systems applications will also be explored.
Prerequisite: Program Admission

H320 Data, Information, and File Structures 60 hours, 4 credits
A lab-based environment to apply knowledge of database architecture and design such as data dictionary, data modeling, and data warehousing to meet organizational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.
Prerequisite: Program Admission

H330 Financial Management of Healthcare 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, capital investment, capital containment techniques are introduced.
Prerequisite: Program Admission

H340 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 basic engineering and project management techniques to ensure efficient work flow and appropriate outcomes.
Prerequisite: Program Admission

H350 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 include real-world activities that occur in the health information department and healthcare facility that will require critical thinking and problem solving.
Prerequisite: Program Admission

H360 Reimbursement Methodologies 40 hours, 4 credits
A study on managing the use of clinical data required in prospective payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, chargemaster management, cost report preparation, and file integrity, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBVRS, and RUGS.
Prerequisite: Program Admission
Hi400 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, diversity, emergency planning, and disaster 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

Hi410 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

Hi420 Health Information Management Professional Practice Experience 120 hours, 4 credits A 120-hour professional 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

Hi430 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 project management, and organizational behavior to facilitate team building, negotiation and change management. Strategic leadership, entrepreneurialism, and benchmarking are discussed. Prerequisites: Program Admission

Hi435 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 and auxiliary processes, 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

Hi450 Health Information Management Alternative Facilities Professional Practice Experience 30 hours, 1 credit This course is a 30-hour practical experience that will focus on a non-hospital environment of the student’s choice. This experience is designed to assist students in exploring the diversity of the health information profession. The experience will include health information-related shadowing, observation, and/or performance of tasks and must be approved by the instructor. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist. Prerequisite: Must be completed in the student’s final quarter

Hi510 Introduction to Human Services 40 hours, 4 credits Introduction to Human Services exposes the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how current economics shapes programs. Human service intervention strategies utilized in daily practice are examined along with stressors faced in the workplace. Comparisons of human services systems from various countries will also be examined. Prerequisite: none

HS110 Cultural Diversity in Human Services 40 hours, 4 credits This course will examine diversity in many communities and the cross-cultural service delivery available in those communities. Specific client populations will be explored, with an understanding of what cultural, physical, and mental diversity is and why it is important. Special attention will be paid to working with people of both mental and physical disabilities. Those disabilities include, but are not limited to, mental retardation, autism, and Asperger’s Syndrome. Prerequisite: Introduction to Human Services

HS115 Introductory Strategies to Crisis Intervention 40 hours, 4 credits This course sets the foundation for students to develop the morals, ethics, and attitude necessary to strategically help those in crisis situations. The values and ethics intrinsic to the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function as change agents and must therefore develop and develop a core of intervention knowledge, theory, and skills to effectively deal with people in crisis. The ability to create genuine and empathetic relationships with others is central to those entering the human services field. Intervention strategies are also explored. Prerequisite: Introduction to Human Services

HS250 Organization and Leadership in Human Services 40 hours, 4 credits Working and dealing 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 organizational environment through culture, climate, and structure. Prerequisite: Case Management Strategies for Rehabilitation; Counseling Clients

HS260 Community Psychology 40 hours, 4 credits Community Psychology focuses on the four systems which function in a community: the mental health system, the educational system, the criminal justice system, and the social service system. As human service professionals, students will analyze problems in these communities and will evaluate individuals functioning in these systems, offering both answers and proactive models of prevention. Community psychology works toward the empowerment of members within a community, while appreciating diversity and understanding human behavior. Social change will be examined as well as understanding that setting or environment is as important as the individual in it. Prerequisite: General Psychology

HS270 Social Psychology 40 hours, 4 credits In this course students will understand the applied discipline of social psychology. In order to understand the social interaction of functioning humans in their communities and with individuals, theories of socialization and self image will be explored. Students will examine how the social environment influences thought, behavior, feelings, and potential actions of people. Consequences of social interaction and motivation based on judgment, attitudes, persuasion, conformity, and aggression will be explored. Difficult social interactions will be analyzed including conformity, productivity, and leadership. Prerequisite: General Psychology

HS280 Abnormal Psychology 40 hours, 4 credits This course will provide students with an understanding of abnormal psychology. In order to understand normal and abnormal patterns of functioning humans in their communities, thoughts and behaviors will be examined. Students will explore what is abnormal behavior and what is not in current society and cultures. Numerous applications will be examined, including a variety of mental health disorders, individuals who have difficulty functioning effectively in everyday life, the impact of family dysfunction on the individual, and the influence of mental illness on criminal behavior. Variables that may affect a person’s ability to adapt and function in a community will be considered, such as one’s genetic makeup, physical condition, learning, reasoning, and socialization. Prerequisite: General Psychology

HS294 Internship for Human Services 250 hours, 9 credits Field experience is a key learning experience in a human services delivery organization. It is a process of experiential learning that integrates the knowledge, theory, skills, and professional behaviors that are concurrently being taught 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

Hi100 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 learn about 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, including 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 is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals. Prerequisite: none

J115 Introduction to Corrections 40 hours, 4 credits A general overview of U.S. corrections, jails and prisons, institutional programs, 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 underpinnings of police work in the United States, including its historical roots, its current status, and the trends that will shape its future. They will explore the problems and solutions facing citizens, patrol officers, administrators, and agencies. They will also cover contemporary practices such as Community Oriented Policing, Problem Oriented Policing, and Directed Patrol. In investigating these topics, students 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 court reports, case entries, recommendations and violation summaries. Students will explore client-interview skills and motivation techniques. Examination of special populations of diverse clients, such as substance abusers and the mentally ill are reviewed. Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

J122 Criminal Justice To Conviction: Critical Skills in Documentation 40 hours, 4 credits Students will master the skills of both oral and written communication. They will examine grammar and the mechanics of writing. They will also explore special communication issues, such as communicating with crime victims. They will develop skills to prepare report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony. Prerequisite: Policing in America
J130 Introduction to Homeland Security 40 hours, 4 credits
This course provides an introduction to the philosophical, historical, and 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 trends 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 courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are examined. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice or Introduction to Law and the Legal System.

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 plans are explored. They will consider a variety of counseling settings, including prisons, jails, group homes, in-patient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse clients including juveniles and adults, men and women, and persons 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 discussed as well as juvenile training schools, probation and aftercare treatment.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

J222 Practical Psychology for Law Enforcement 40 hours, 4 credits
Students will examine how principles of psychology relate to law enforcement work. They will explore fundamental concepts from a policing perspective, focusing on the real world effects these principles produce on police officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim- and witness-interviewing strategies, offender behavior-modification approaches, and officer coping methods. They will review the short- and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisite: Policing in America

J230 Terrorism 40 hours, 4 credits
Students in this course will receive an in-depth overview of terrorism, both domestic and international. (This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists’ perceptions and motivations.) The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within governmental and regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.
Prerequisite: Introduction to Criminal Justice

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

J250 Drugs and Crime 40 hours, 4 credits
The course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be reviewed. 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

J280 Contemporary Issues in Criminal Justice: The Capstone 40 hours, 4 credits
The capstone class examines the future of the criminal justice system. The current cutting edge thinking on the different fields that make up the criminal justice system is discussed along with insight from accomplished scholars of what the near future holds. More importantly, students and philosophers that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, political, and social ramifications expected. This course includes ten hours of field experience.
Prerequisite: Introduction to Criminal Justice.
Students must be enrolled in the Criminal Justice program and in their last or second to last quarter
Co-requisite: Junior Seminar

J300 Examination of Forensic Science 40 hours, 4 credits
Students will critically examine the role of forensic science in the criminal justice process and the court of law. They will review historical events in criminal justice and the development of forensic science in order to formulate recommendations for change. They will also explore best practices in the future of forensic science.
Prerequisite: Constitutional Law

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

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

J326 Criminal Behavior: Profiling Violent Offenders 40 hours, 4 credits
This course will examine serial behavior by crime type and criminal profile. Crimes such as sexual assault, murder, and sexual assault will be examined through case files to enhance investigative methods. Students will analyze psychological profiles and behavior patterns.
Prerequisite: Criminology: Motives for Criminal Deviance (except for students enrolled in the Cyber Security Program)

J330 Organized Criminal Syndicates 40 hours, 4 credits
This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the cause of organized crime, in addition to the investigation, prosecution, and sentencing of syndicates.
Prerequisites: Criminology: Motives for Criminal Deviance; Juvenile Justice: Delinquency, Diversion, and Dependency; and Diversion

J331 Constitutional Law 40 hours, 4 credits
This course challenges students to examine the complexities of the Bill of Rights and the application of those rights to the criminal justice system. The analysis of case studies will allow students to apply criminal law and procedure to fieldwork examination of criminal-justice issues.
Prerequisite: Criminal Law and Procedures: Crime and the Courtroom (except for students enrolled in the Cyber Security Program)

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

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

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

J345 Diversion and Rehabilitation 40 hours, 4 credits
Students will examine counseling and intervention methods used for adult and juvenile, and male and female offenders. They will explore theories of probation and parole, and the rehabilitation process. They will critically evaluate evidence-based policy, best practices, program evaluations, and “what works” in both social service and criminal justice systems.
Prerequisites: Juvenile Justice: Delinquency, Dependency, and Diversion; Domestic Violence

J350 Cultural Diversity and Justice 40 hours, 4 credits
This course will examine the true picture and statistics of minority representation at every point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of unbiased racial and ethnic theories, and research and practice of behavior and victimization affecting the criminal justice system.
Prerequisite: Ethics in Criminal Justice

J352 Victims in Criminal Justice 40 hours, 4 credits
This course explores the importance of the victim in the criminal-justice process, and movements and legislation regarding victims’ impact on judicial proceedings are examined. A variety of crimes and types of victims is explored.
Prerequisite: none

J355 Realities of Crime and Justice 40 hours, 4 credits
In this course, students will analyze and critique media portrayals of crime and justice. Public perceptions of crime and realities of crime are evaluated. The mass media and “community culture” are analyzed from the media’s influence on crime and justice.
Prerequisite: Ethics in Criminal Justice

J360 Statistics in Criminal Justice 40 hours, 4 credits
Students will learn to interpret research data on issues in criminal justice. They will explore fundamentals of statistical analysis through statistical tools typically used in criminal justice. They will apply statistical analysis using UCR and NCVS data sets.
Prerequisite: College-level Math course

2013 CATALOG AND STUDENT HANDBOOK

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

J405 Emergency Management
40 hours, 4 credits
This course will examine the role of private and public managers in planning for response to natural or man-made emergencies. Response plans will be detailed and developed with the essential elements and participants. Types of hazards and risks of all involved with managing the response and the public will be explored.
Prerequisites: Introduction to Homeland Security; Security Challenges

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

J415 Crime Prevention
40 hours, 4 credits
This course will explore the goals and types of various crime-prevention strategies. Physical environments and crime, neighborhood crime prevention, the media, and crime displacement will be explored. The course will examine persons and conditions associated with high rates of deviance.
Prerequisites: Introduction to Policing; Policing in America; Research Methods in Criminal Justice

J420 Crimes Across Borders
40 hours, 4 credits
This course will explore the global economy of crime. Various types of transnational crime, and the investigation and prosecution of global crimes, are examined. Current issues in global crime will be examined via rotating articles, books, and other publications.
Prerequisites: Introduction to Criminal Justice; Research Methods in Criminal Justice

J425 Community Corrections
40 hours, 4 credits
This course will examine the role and function of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored.
Prerequisites: Criminal Behavior: Profiling Violent Offenders; Introduction to Corrections

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

J435 Special Populations in Criminal Justice
40 hours, 4 credits
Students will examine the special populations of offenders in the criminal justice system. The experience of women, minorities, the physically and mentally challenged, along with the socioeconomically deprived in all parts of the criminal justice system will be explored. Students will analyze case studies related to special populations.
Prerequisite: Criminal Behavior: Profiling Violent Offenders

J440 Special Offenders: Sex Offenders
40 hours, 4 credits
This course will examine the causes of sexual offenses and treatment of offenders. Laws and policy pertaining to sex offenders will be analyzed. Research on sex offenders, including recidivism, treatment, and re-entry into the community, will be examined.
Prerequisite: Introduction to Criminal Justice Seminar, 20 hours, 5 credits

J455 Criminal Justice Seminar
50 hours, 5 credits
This course provides students with the opportunity to explore an area of criminal justice that is of specific interest for their career or an area of relevant interest in the field. Topics may include any area of justice studies, with the approval of the instructor. Students will conduct a thorough review of their topic and present their work in the form of a final project.
Prerequisites: Statistics in Criminal Justice; Research Methods in Criminal Justice

J457 Criminal Justice Senior Thesis
40 hours, 4 credits
Students will apply their knowledge of criminal justice issues and social research methodology by completing a research project on an approved thesis proposal. Students will 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

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

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 success and failure is the primary goal 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-sensor equipment. Students will examine the writing and articulation of enforcement decisions, and potential court outcomes of enforcement actions.
Prerequisites: Ethics in Criminal Justice; Practical Psychology for Law Enforcement or enrolled in Certificate

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 in Criminal Justice; Practical Psychology for Law Enforcement or enrolled in Certificate

LE220 Firearms II: Tactics for Combat Gunfighting
40 hours, 2 credits
Students will build upon fundamental principles of marksmanship to gain firearms skills unique to law enforcement and 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

LE272 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 both language in confrontational situations. Compliance and control techniques will be taught, ranging from empty-hand techniques, ground defense, and weapon retention to application of common police officer tools such as handcuffs, chemicals, batons, and electronic control devices. They will explore concepts of physical fitness and mental survival.
Prerequisites: Ethics in Criminal Justice; Practical Psychology for Law Enforcement or enrolled in Certificate

LE288 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.
Prerequisite: Use of Force I: From Empty Hands to TASERS

LE235 Special Populations in Criminal Justice
40 hours, 4 credits
Students will analyze and understand the unique characteristics of special populations within the criminal justice system. They will critically examine the various forms and reporting requirements established by state and federal law.
Prerequisites: Ethics in Criminal Justice; Practical Psychology for Law Enforcement or enrolled in Certificate

LE240 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

LE245 Minnesota Traffic Code
20 hours, 2 credits
Students will explore motor vehicle laws and statutes related to traffic enforcement in Minnesota. They will examine rules pertaining to driving, equipment, motor vehicle insurance, and licensing. They will identify unique circumstances and vehicles in traffic law, including commercial motor vehicles, implements of husbandry, boats, and all-terrain vehicles. Students will also review alcohol and drugs impairments to driving, and enforcement of related laws.
Prerequisite: Introduction to Criminal Justice or enrolled in Certificate

LE284 Patrol Practices: Handling Calls in Progress
80 hours, 4 credits
Students will gain an understanding of the knowledge and skills necessary to respond to emergency calls. Students will examine the future of law enforcement to achieve resolution of a variety of common policing scenarios. They will discuss fire, arson, and explosive devices 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 research legal and practical 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 Violent Traitors; Crime Scene Response: The Real CSI or enrolled in Certificate

LE290 Law Enforcement Capstone
20 hours, 2 credits
Students will examine the future of law enforcement by reviewing the typical areas of law enforcement required for success in the field. They will discuss current employment opportunities, certification requirements, and application and hiring processes. They will review specialty areas for successful certification and licensure, and discuss the potential ethical, legal, social, and political ramifications for the future.
Prerequisites: Students must be enrolled in the Law Enforcement program and in their last or second to last quarter
M100 Customer Service in Healthcare
10 hours, 1 credit
This will prepare students to deliver outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence the perceptions of external and internal customers. Topics covered in this course include; the psychology of customers, customer service in a diverse and dynamic service environment, 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
30 hours, 3 credits
This course provides an in-depth exploration of human anatomy and physiology as well as pharmacology to prepare students for coding. This course also provides a systematic approach to hospital inpatient and outpatient coding and reimbursement. Students will learn about the format and content of medical documents and the importance of accurate medical transcription.

M130 Medical Writing, Style and Grammar
30 hours, 3 credits
A focused look at English grammar, punctuation and sentence structure that will lend to accurate and appropriate medical documents being transcribed or edited. Common English language needs in medical transcription are explored, as well as correct use of number formatting, capitalization and abbreviations. A focus will be made on written and oral medical terminology review will be mandatory.
Prerequisite: none

M131 ICD-9-CM Coding
40 hours, 4 credits
This course provides an in-depth study of the International Classification of Diseases—Clinical Modification (ICD-CM) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will develop coding of all body systems. Use of coding and gr ouper software will be introduced as well as the use of registries and indices.
Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology

M132 ICD-PCS Coding
40 hours, 4 credits
This course provides an in-depth study of the International Classification of Diseases—Procedure Coding System (ICD-PCS) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-PCS coding guidelines appropriate to the coding situation and will develop coding of all body systems. Use of coding and gr ouper software will be introduced as well as the use of registries and indices.
Prerequisite: ICD-CM Coding

M133 ICD Coding
30 hours, 3 credits
This course provides a thorough overview of the International Classification of Diseases (ICD) using sample exercises and medical records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will develop coding of all body systems.
Prerequisite: Medical Terminology

M140 Basic ICD-9-CM Coding
40 hours, 3 credits
This course provides in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in coding in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will develop coding of all body systems.

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

M201 Medical Transcription I
80 hours, 4 credits
The student will transcribe medical reports of medical specialists 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 format.
Prerequisites: Medical Terminology, 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

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.

M209 Medical Insurance and Billing
40 hours, 3 credits
In this course students will receive an introduction to common third party payers, insurance terminology, and medical billing. They will learn skills including claims processing, insurance and electronic claim submission, and will review introductory medical coding. They will also examine plan coverage, payer requirements, state and federal regulations, and abstracting of source documents.

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 specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format.
Prerequisites: Introduction to Medical Transcription; Medical Terminology; Keyboarding I

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

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

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

M239 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, 3 credits
A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management profession. Fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored.
Prerequisite: none

M251 Medical Coding Practicum
30 hours, 1 credit
This course offers a simulated practical experience of applying medical coding 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, 3 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

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 carriers and the coding of billing procedures; 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 capstone project that incorporates coding, transcription, administrative, and medical office management skills.
Prerequisite: Medical Administration

MA102 Introduction to Medical Assisting
40 hours, 3 credits
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid.
Prerequisite: none

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

MA120 Medical Assisting: Medical Terminology
50 hours, 3 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.

MA130 Medical Assisting: Anatomy and Physiology I
50 hours, 3 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.

MA140 Medical Assisting: Medical Law and Ethics
50 hours, 3 credits
A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management profession. Fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored.
Prerequisite: none

MA150 Medical Assisting: Medical Office Procedures
50 hours, 3 credits
This course offers a simulated practical experience of applying medical coding and coding software in an online setting under the direction of a Coding instructor.
Pre-or Co-requisite: Ambulatory Care Coding

MA230 Medical Assisting: Health Information Management
50 hours, 3 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

MA252 Medical Assisting Practicum
60 hours, 3 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

MA270 Medical Assisting: 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 carriers and the coding of billing procedures; confidentiality and guidelines for releasing health information; and effective oral and written communication skills.
Prerequisite: Medical Terminology

MA290 Medical Assisting: Medical Administration Capstone
10 hours, 1 credit
This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills.
Prerequisite: Medical Administration
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 effects. Basic anatomy and pertinent physiology and related diseases are reviewed before the rationale for understanding current drug therapy.

Prerequisite: 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 related to 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 apply self-directed learning approaches to all skill development and performance objectives.

Prerequisite: Clinical Skills I
Pre or Co-requisite: Structure and Function of the Human Body

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 clinical, medical, and administrative 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 II
Pre or Co-requisite: Pathophysiology

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

Prerequisite: Introduction to Human Biology (except for students enrolled in the Medical Assisting program)

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

Prerequisite: Human Anatomy and Physiology I

MA250 Radiography Skills
40 hours, 4 credits
A comprehensive study for limited scope of practice in radiography. Skills and processes covered will be: radiation protection, equipment operation, quality control, image production and evaluation, and patient care and education, along with radiographic procedure modules that will prepare each student to continue their education as a radiological technologist. This course is designed to prepare students for the examination for Limited Scope of Practice in Radiography and possible employment as an X-Ray operator.

Prerequisite: Structure and Function of the Human Body

MA265 Medical Assistant Externship
240 hours, 8 credits
In conjunction with a Medical Assisting Capstone, students will be placed in an externship setting in order to provide hands-on experience in patient care, patient instruction and perform laboratory procedures in conjunction with the Capstone course. Students will learn about various aspects of medical assisting, including but not limited to patient care, patient instruction and laboratory procedures.

Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-step Mantoux skin test within 6 months of start of externship; Completion of all immunizations or verification 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

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

Prerequisite: Program admission

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

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

ML151 Hematology I
30 hours, 3 credits
Introduction to the theory and practical application of routine and special hematology procedures. Procedures include red-blood-cell function, hematopoiesis, and associated diseases.

Student laboratory focuses on identifying normal and abnormal red-blood-cell morphology and the evaluation of stained blood smears.

Prerequisites: Introduction to Clinical Laboratory Science; Human Anatomy and Physiology I

ML152 Urinalysis
40 hours, 3 credits
An introduction to urinalysis and body-fluid analysis. Includes anatomy and physiology of the kidney, and physical, chemical, and microscopic analysis of urine, cerebral spinal fluid, and other body fluids.

Prerequisites: Introduction to Clinical Laboratory Science; Human Anatomy and Physiology I

ML153 Clinical Microbiology I
40 hours, 3 credits
This course will cover the topics of convergence and divergence, and students will understand whether immersed or convergent or divergent.

Prerequisite: Calculus I

MH200 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, functions, mathematical induction, and computational complexity.

Student will gain experience formulating mathematical proofs.

Prerequisites: Introduction to Discrete Mathematics

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

ML100 Introduction to Clinical Laboratory Science
40 hours, 3 credits
An introduction to the world of clinical laboratory science.

Prerequisites: Human Anatomy and Physiology I

ML105 Immunohematology
40 hours, 3 credits
An introduction to the fundamentals of the immune system and the principles of genetics as they apply to blood group inheritance and blood banking procedures. Includes donor selection, blood collection, blood component processing and administration of blood components.

Utilizes a student laboratory for experiences in routine blood banking procedures.

Prerequisites: Hematology I; Immunology

ML205 Microbiology II
60 hours, 4 credits
An introduction to the world of clinical laboratory science.

Prerequisite: Medical Assisting credential.

ML291 Medical Assisting Capstone
40 hours, 3 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
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Security+ exam. 

Prerequisite: Network Fundamentals

N134 Networking Security

40 hours, 3 credits

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

Prerequisite: Network Fundamentals

N205 Platform Design and Human-Computer Interaction

60 hours, 4 credits

How a person interacts with a game is one of the most important aspects in determining the success of the game among consumers. This course will emphasize the details and planning process that must be followed to ensure a successful interface for the game that is to be played. Various techniques of creating buttons, menus, and other types of interfaces will be explored to give the student a wide exposure to this important element in creating games.

Prerequisite: Programming I

N206 Data Structures

40 hours, 4 credits

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

Prerequisite: Programming I

N207 Programming II

60 hours, 4 credits

This course is a continuation of Programming I. Topics that will be covered in this course include design analysis, inheritance, and the use of templates in programming. A look at input/output issues is done along with a look at some advanced topics in C++ programming and a brief look at how C++ can start to be utilized in game programs is covered.

Prerequisite: Programming I

N208 Linux Administration

40 hours, 4 credits

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

Prerequisite: Fundamentals of PC Hardware and Software

N209 PHP/MySQL Administration

60 hours, 4 credits

Students learn the fundamental areas of two related Web application development tools, PHP and MySQL for implementing and managing database-driven websites. Topics will include PHP scripting and advanced administration of MySQL database applications to be utilized through the Internet.

Prerequisite: SQL Server Administration

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 the development of machine and assembly language programs using multiple addressing modes, branching, and subroutine calls.

Prerequisite: Foundations of Software Design

N225 Interactive Storytelling

40 hours, 3 credits

This course explores the integration of storytelling and interactivity. From the fundamentals of creativity to scenarios and the use of digital technology, students will write and build worlds where story interacts with game structure. Subjects will include linear narrative, myths and the hero’s journey, character 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: Game Preproduction

N226 Windows Active Directory

40 hours, 3 credits

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

Prerequisite: Microsoft Windows Server

N228 Microsoft Windows Server

40 hours, 3 credits

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

Prerequisite: Fundamentals of PC Hardware and Software

N234 Microsoft Exchange Server

40 hours, 4 credits

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

Prerequisite: Windows Active Directory

N235 Cisco Networking Fundamentals and Routing

40 hours, 3 credits

In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco networking topics such as access control list, WAN connectivity, and virtual LANs. The course covers the various elements of network infrastructure, including virtual private networks, and networking protocols. This course gives students a hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. The course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the CCENT exam.

Prerequisites: Networking Fundamentals; Microsoft Windows Server
N236 Database Security 60 hours, 4 credits
This course covers the basics of database security and auditing as well as implementation considerations for business databases. It covers security architectures 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 administer ongoing security functions in an organization. Course subjects include security practices, security architecture and models, continuity planning and disaster recovery planning.
Prerequisite: Networking Security

N266 Console Development 60 hours, 4 credits
One aspect of creating gaming 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 how modifications and changes need to be made as games become part of the game libraries for different vendors.
Prerequisite: Programming I

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 modifications intelligence using industry-standard reporting tools as the basis for deriving this information.
Prerequisite: SQL Server Administration

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

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

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

N290 Information Technology Capstone 20 hours, 14 credits
This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by solving a real-world problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues. Prerequisite: This course is intended to be completed in the last quarter of the diploma.

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

N302 Graphics Development with OpenGL 60 hours, 4 credits
This course is intended for students with an interest in game or simulation production. This course brings to light the concepts needed for network defense techniques. Students will examine the tools, techniques, and technologies 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 shading are covered in detail in this course.
Prerequisite: Graphics Development with OpenGL

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

N326 Legal and Security Issues 40 hours, 4 credits
This course assesses the legal processes involved in implementing and maintaining an E-commerce website. In addition, this course examines the security issues involved in maintaining a web or intranet/ internet site and potentials for misuse.
Prerequisite: Introduction to Computer Graphics

N330 MIS Techniques 40 hours, 3 credits
This course is an introduction to computer use required of users and developers of management information systems. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Computer Applications and Business Systems Concepts
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 area networks, fiber channel, iSCSI, SAS, and SATA. Students will be able to design a data center for both operational efficiency and security, and to provide adequate fault tolerance and capacity for anticipated growth.
Prerequisite: Networking Fundamentals

N332 Managing Risk for Information Systems
40 hours, 4 credits
This course addresses the broad topic of risk management and how risk, threats, and vulnerabilities impact information systems. Areas of instruction include how to assess and manage risk based on defining an acceptable level of risk for information systems. Elements of a business impact analysis, business continuity plan, and disaster recovery plan will be discussed.
Prerequisite: none

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

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

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

N342 Scripting
50 hours, 4 credits
This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics will include an introduction to programming structures like variables, loops, functions, and commands. Students will work with examples of Shell, VB, Perl and TCL scripts and examine cases involving Linux, Windows and Cisco IOS automation through scripting.
Prerequisite: Networking Fundamentals and Routing; Linux Administration; Windows Active Directory

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

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

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

N350 Concept Development for Digital Media
40 hours, 40 credits
This course is concerned with problem-solving, research, and presentation skills for multimedia projects. Brainstorming, narrative, storyboarding, animations, pre-visualization, and transitions are all covered. Sketches, source images, and audio are developed to effectively communicate ideas for time-based media. Documentation techniques are employed to chart progress with character and scene design, as well as cameras and lighting.
Prerequisite: none

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

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

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

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

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

N363 Computer Writing
20 hours, 2 credits
This course is designed to teach students best practices in authoring technical documentation. Topics include using your audience, organization, glossaries, appropriate use of graphics, tables, lists, wikis, and cross referencing. Students will be able to determine how and why to use an image, a table, a wiki article, and will understand the pros and cons of wikis and other documentation portals.
Prerequisite: English Composition

N363 Security Strategies for Web Apps and Networking
40 hours, 4 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 dynamic strategies and approaches for virtualization of servers, clients and applications. Topics include vSwitch, distributed virtual switch (OVS), 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: Networking Fundamentals

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 student the technology, network architecture and topologies, and software used by systems of network-connected computers. Topics include networking protocols, local area network architectures, network protocols, distributed systems, security, and 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 in 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 covers an in-depth study of current cloud computing technologies and services. Topics include cloud networking, cloud bridging, virtualization of application delivery controllers (ADCs) and WAN optimization controllers (WOCs), 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.

N405 Advanced Applications of Digital and Experimental Art
60 hours, 4 credits
In this course, students will combine their knowledge of art techniques with the psychology of art perception to develop art projects aimed at producing specific reactions. Students will experiment with different digital art forms, including shape, form, light, color, and movement, and use techniques including digital photography and imaging. In addition, students will learn to create art media-based digital projects in terms of their intended effects, and to use their analyses to produce experimental art projects.
Prerequisite: Fundamentals of Digital and Experimental Art

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 as they apply in the context of information systems security (ISS).
Prerequisite: none

N410 Database Management and Administration
40 hours, 4 credits
This course covers the essentials of database management. Topics include database administration in a business environment and provides hands-on experience that includes transaction management, storage management, security issues, and database tuning issues. The course also covers distributed and client/server environments.
Prerequisites: MIS Techniques; Management of Information Systems
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N411 Disaster Recovery</td>
<td>40 hours, 4 credits</td>
<td>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 prioritizes risks. Topics include disaster prevention, systems backup and recovery strategies, hot/warm/cold site strategies, and documentation and testing of recovery plans.</td>
</tr>
<tr>
<td>N415 Digital Effects Creation</td>
<td>40 hours, 4 credits</td>
<td>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 compositing footage, digital imagery and CGI. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters.</td>
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<tr>
<td>N416 Access Controls, Authentication, and PKI</td>
<td>40 hours, 4 credits</td>
<td>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 the use of public key infrastructures (PKI) will be covered.</td>
</tr>
<tr>
<td>N417 Software Engineering for Linux Administration</td>
<td>40 hours, 4 credits</td>
<td>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.</td>
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<tr>
<td>N419 Enterprise Application Support</td>
<td>40 hours, 4 credits</td>
<td>This course introduces students to the challenges of supporting complex enterprise applications like E-commerce and ERP systems. Topics include application architecture concepts (front-end, middleware, backend, and client/server), working with application specialists, application performance monitoring (end-to-end), security, support and maintenance, and disaster recovery.</td>
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<tr>
<td>N425 Windows Security Strategies</td>
<td>40 hours, 4 credits</td>
<td>This course discusses security implementations for various Windows platforms and applications. Areas of study include identifying and examining methods for securing Linux platforms and applications and implementing those methods.</td>
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<tr>
<td>N426 Simulation Analysis and Design</td>
<td>50 hours, 4 credits</td>
<td>This course offers students an in-depth exploration of the use of probability theory and statistical methods in the development of computer simulations used to study and model real-world phenomena. Students will build application frameworks to model events and activities within several environments including medical, industrial, military, and scientific simulation.</td>
</tr>
<tr>
<td>N430 Network Operating Systems</td>
<td>40 hours, 4 credits</td>
<td>This course provides a more in-depth examination of the Internet or some other network. Topics included in this course include scripting, server cluster architecture, data transfer, and how to prevent cheating in MMOG situations.</td>
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<tr>
<td>N433 Information Technology Management</td>
<td>20 hours, 2 credits</td>
<td>This course provides an overview of computer literacy and issues in the legal system are discussed.</td>
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<tr>
<td>N435 Digital Video/Audio Production</td>
<td>60 hours, 4 credits</td>
<td>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.</td>
</tr>
<tr>
<td>N437 Linux Security Strategies</td>
<td>40 hours, 4 credits</td>
<td>This course introduces students to the use of Linux platforms and applications. Areas of study include identifying and examining methods for securing Linux platforms and applications and implementing those methods.</td>
</tr>
<tr>
<td>N440 Windows Security Strategies</td>
<td>40 hours, 4 credits</td>
<td>This course introduces the student to utilizing storyboards to visually represent staging and camera movement. Specific attention will be paid to utilizing storyboards for short story timing, angles, cuts, and transitions. Students will analyze existing storyboards as a guide to creating their own storyboarding project. During the course the students will also examine cinematic visual techniques and terminology.</td>
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<tr>
<td>N443 Service Management</td>
<td>40 hours, 4 credits</td>
<td>This course is designed to be taken at the end of the program. It will cover most of the accumulated knowledge obtained from the entire ISS curriculum and requires the student to respond to a RFP for information systems security consulting.</td>
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<tr>
<td>N445 ISS Capstone</td>
<td>60 hours, 4 credits</td>
<td>This course is designed to teach students how to identify performance bottlenecks, benchmark performance and implement monitoring techniques to proactively identify and react to changes in the environment. Topics include network infrastructure monitoring, security monitoring, performance tuning, and metrics and reporting.</td>
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<tr>
<td>N446 Computer Graphics Programming</td>
<td>60 hours, 4 credits</td>
<td>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, collision detection, and surface textures, object modeling, and three-dimensional animation. Students will learn how to switch new mathematical formulas into operational program code.</td>
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<tr>
<td>N450 Game Assets</td>
<td>60 hours, 4 credits</td>
<td>This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as game performance tuning, debug escaping, 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.</td>
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<tr>
<td>N451 Computer Game Programming</td>
<td>60 hours, 4 credits</td>
<td>This course is designed to teach students about the trends in telecommunications, the convergence of voice and data communications systems, and how mobile computing is an integral part of business today. Topics include streamlining communications architecture, video conferencing, IM, securing and managing mobile devices, and collaboration tools.</td>
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<tr>
<td>N452 Graphic Design</td>
<td>60 hours, 4 credits</td>
<td>This course is designed to teach students about the trends in telecommunications, the convergence of voice and data communications systems, and how mobile computing is an integral part of business today. Topics include streamlining communications architecture, video conferencing, IM, securing and managing mobile devices, and collaboration tools.</td>
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<tr>
<td>N454 Audio Visual Project</td>
<td>60 hours, 4 credits</td>
<td>This course is designed to teach students about the trends in telecommunications, the convergence of voice and data communications systems, and how mobile computing is an integral part of business today. Topics include streamlining communications architecture, video conferencing, IM, securing and managing mobile devices, and collaboration tools.</td>
</tr>
</tbody>
</table>
N470 Video Game Production Project
70 hours, 4 credits
This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as animation synthesis, autonomous character behaviors, building structures for interactive system, solving multiplayer interface and social issues are covered in the course. Students utilize these skills to produce a final project, demonstrating comprehension of the process of professional game creation.
Prerequisite: Multiplayer Game Programming
N471 Engineering Virtual Worlds
50 hours, 4 credits
In this course, students will learn how to create multi-user virtual worlds. Virtual worlds allow network-connected users to interact in real-time within shared two-dimensional and three-dimensional environments. Students will gain an understanding of how virtual worlds change the concept of “interface” to one of “location.” The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.
Prerequisite: Programming II
N480 Senior Computer Science Capstone
30 hours, 3 credits
The Senior Computer Science Capstone course provides a culminating and 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 throughout their program of study. Class and small group meetings will be used for teams to demonstrate the progress of their projects as well as for the teams to meet and work. Team meetings outside of regularly scheduled class sessions will be required.
Prerequisite: Must fall in last quarter of study
NM110 Drawing Design and Art Theory
40 hours, 3 credits
This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.
Prerequisite: Color Theory and Techniques
NM111 Introduction to Computer Graphics
40 hours, 3 credits
This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: NM113 Introduction to Multimedia Design
40 hours, 3 credits
This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students gain introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Preproduction of all multimedia elements are stressed throughout the class with an emphasis on trouble shooting and problem solving. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics
NM115 Networking and Internet Technologies
40 hours, 4 credits
This course provides students with a practical understanding of the structure and operation of the Internet, including various communications and data transfer protocols, an overview of programming for the Internet, how to manage Internet security and e-commerce. Further, students will explore in-depth a variety of technologies and methodologies such as network models and topologies as well as a range of security considerations. Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information.
Prerequisite: none
NM121 Typography
40 hours, 3 credits
This course focuses on the fundamentals of typography and introduces the students to aspects of type for display and text design. Students become familiar with the categories of type and a variety of font families. They also become proficient at choosing fonts to match a specific message. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics
NM122 Digital Publishing
40 hours, 3 credits
This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploration of illustration, photo retouching and manipulation, and working toward finished results primarily in printed form as well as web. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Typography
NM124 Color Theory and Techniques
40 hours, 3 credits
This course introduces basic compositional principles of harmony and contrast through the practice of color applications, digital input devices and graphic software packages. Basic exercises are introduced and practiced to learn how to achieve different visual effects and create visual effectiveness. The use of color in printing is also explored. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics
NM130 Audio/Video Editing
40 hours, 3 credits
Students learn the theory and processes of audio/video editing using non-linear editing software on the desktop. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short videos for video, disk and Internet applications. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Production
NM131 Introduction to 3D Arts and Animation
40 hours, 3 credits
This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images. This course will provide training in a variety of industry-accepted Autodesk 3D design software.
Prerequisite: Introduction to Multimedia Design
NM141 Digital Media Production
40 hours, 3 credits
This course is a study of the integration of components used in multimedia applications using authoring software. Students use industry-standard software as a basis for producing interactive projects. Topics include basic animation techniques, special effects, transitions, and user interfaces. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Multimedia Design
NM240 3-Dimensional Animation
40 hours, 3 credits
Once students have learned the basics of 3D modeling and rendering, they will explore the fundamentals of animation and the more advanced methods of modeling and texturing. Students will create photo-realistic products and environments utilizing complex technical techniques and models. 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
NM250 Dynamic Content Management
40 hours, 3 credits
This course introduces students to the standards for designing relational databases. The course focuses on record creation, modification, and deletion as well as report generation and database design. In addition, Structured Query Language is utilized to obtain dynamic information for multimedia authoring.
Prerequisite: Fundamentals of Web Authoring and Design
NM252 Fundamentals of Web Authoring and Design
40 hours, 3 credits
This course focuses on the students’ basic authoring skills by focusing on the demands, details, and subtleties of creating web pages. HTML and supplemental content scripting are the primary focus of the course. In addition, processes of graphic and multimedia creation -- adding interactivity, color use, file management and formats, testing, publishing, and publicizing are addressed. Students use interactivity and multimedia elements to enhance their site design.
Prerequisite: Introduction to Multimedia Design
NM254 Web Page 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
NM262 Digital Media Assembly
40 hours, 3 credits
In this course, students will develop and apply scripts to control sprites, video, sound, and animation for information and entertainment animations using authoring software. The project produced in this class will be available for use on CD-ROM. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Multimedia Technologies
NM272 Multimedia Technologies
40 hours, 3 credits
In this course, students will learn aspects of advanced programming languages that allow for scripting of complex applications for Internet delivery. Students will also explore the newest technologies and their impact on multimedia and visual design. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Production
NM280 Multimedia Portfolio Development
20 hours, 2 credits
In this course, students select a primary and secondary track to create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/demo reel using a consistent theme related to their identity package. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Assembly
NU100 Critical Thinking in Nursing
20 hours, 3 credits
This course introduces the student to critical thinking as a professional nurse. Students have the opportunity to use critical thinking skills as the foundation to future nursing courses.
Prerequisite: Admission to the Nursing program
NU110 Introduction to Professional Nursing
30 hours, 3 credits
This course introduces the student to the role of the professional nurse in contemporary healthcare settings. The student is introduced to the nursing process, therapeutic communication and issues affecting professional nurses.
Co-requisite: Critical Thinking in Nursing
NU115 Comprehensive Pharmacology
40 hours, 4 credits
This course provides an overview of essential concepts and principles of pharmacology as applied in the nursing management of client care, to include an overview of drug classifications, drug actions/reactions, and therapeutic and adverse reactions to medications. Students demonstrate proficiency with the use of problem solving skills and mathematical calculations necessary to perform the nursing role. This course provides the foundation for subsequent coursework.
Prerequisite: none
NU115L Comprehensive Pharmacology Lab
40 hours, 2 credits
This course prepares the student to administer medications. The “six” rights of administration, dosage calculation, routes of administration, proper use and storage of medications, patient observation and documentation are included. Clinical skills are practiced in the nursing lab. This course includes the practice and demonstration of medication administration.
Co-requisite: Comprehensive Pharmacology
NU210 Adult Medical Surgical Nursing
100 hours, 6 credits
This course utilizes the nursing process to examine areas of medical surgical nursing in adult populations. Students review infections and states of altered immunity, the integumentary, gastrointestinal, and renal body systems. Additionally students learn about fluid and electrolyte, acid and base balance.
Prerequisites: LPN licensure; Introduction to Professional Nursing; Comprehensive Pharmacology
NU215 Clinical Nursing Skills I
70 hours, 5 credits
In this laboratory course, students are introduced to concepts and abilities to meet basic human needs while using practical nursing skills. Students incorporate safety, therapeutic communication, and basic assessment skills used by professional nurses.
Prerequisite: Introduction to Professional Nursing
NU216 Clinical Nursing Skills II
30 hours, 3 credits
This course facilitates the transition between practical and professional nursing. It introduces students to issues of scope of practice, assessment, and care planning, and ethical and legal issues at the professional nurse level.
Prerequisite: LPN licensure
NU205 Human Nutrition
40 hours, 4 credits
This course introduces the student to principles of nutrition and the role of nutrients in health and common alterations in health throughout the life cycle. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community, and clinical areas.
Prerequisite: none

NU210 Medical Surgical Nursing Review for LPNs
100 hours, 6 credits
This course reviews medical surgical content for practicing LPNs for adults with complex health problems. This course is comprised of theory and clinical components. Content covered includes issues in hematology, oncology, homeostasis, fluid and electrolytes and the endocrine system. Students focus on pathophysiology, diagnostic procedures, nursing interventions, patient teaching while using the nursing process as a framework.
Prerequisite: LPN license

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

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

NU230 Pediatric and Maternity Nursing
100 hours, 6 credits
This course explores concepts of care related to pediatric and maternity populations. It is comprised of theoretical and clinical components. Pediatric content includes growth and development, fundamentals of disease prevention, health maintenance and care during illness. Maternal content includes the pregnancy process, normal prenatal care, delivery and postpartum care in health populations. Students utilize critical thinking skills to develop teaching and learning strategies in this population.
Prerequisites: Adult Medical Surgical Nursing I; Clinical Nursing Skills I

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

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

NU270 Legal and Ethical Nursing Issues
10 hours, 1 credit
Students will critically examine the study of ethics and ethical dilemmas in healthcare settings.

NU295 Mental Health Nursing
30 hours, 4 credits
This capstone course explores 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 leadership, the student will be able to manage multiple patients and disaster nursing. This course has both a theory and a clinical component.
Prerequisite: Mental Health Nursing

NU305 Phlebotomy
40 hours, 3 credits
Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin punctures, butterfly needles, blood cultures and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Utilizes a student laboratory for experiences in basic phlebotomy procedures.
Prerequisite: none

PL100 Introduction to Law and the Legal System
40 hours, 4 credits
Students will be introduced to the fundamentals of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to purchase and sales agreements, deeds, mortgages, closing statements with cerration, and other real estate related documents. The content will have a solid foundation of little searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, and/ or tenant law, and zoning regulations.
Prerequisite: Introduction to Law and the Legal System

PL125 Real Estate Law
40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to purchase and sales agreements, deeds, mortgages, closing statements with cerration, and other real estate related documents. The content will have a solid foundation of little searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, and/ or tenant law, and zoning regulations.
Prerequisite: Introduction to Law and the Legal System

PL160 Corporate Law
40 hours, 4 credits
This course introduces students to the fundamentals of company law, corporate operation, and dissolution of the corporate entity. Stockholders rights and remedies as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.
Prerequisite: Introduction to Law and the Legal System

PL226 Law Office Technology: Cyberspace and the Paralegal Profession
40 hours, 4 credits
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law-oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and docket management and computer-based legal research and document movement.
Prerequisite: Introduction to Law and the Legal System

PL228 Torts: Auto Accidents and Other Legal Injuries
40 hours, 4 credits
This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of causes of actions in torts and their relevancy to the paralegal.
Prerequisite: Introduction to Law and the Legal System

PL230 Family Law
40 hours, 4 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research to determine the application of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including antenuptial and property settlement agreements.
Prerequisite: Introduction to Law and the Legal System

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

PL240 Legal Writing
40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions. Students will use the results of their research from the Legal Research course in connection with at least three (3) significant writing projects, including memoranda of law. High level communication skills will be developed to effectively communicate in writing to different potential readers, including clients, attorneys in an in-house setting, judges, and appellate panel judges. Analysis and preparation of high level legal content as well as formatting, citation rules, and other items needed for writing skills will be developed. Students will organize an appellate brief which requires specific, rule based, formatting and structural content. The context includes, but is not limited to, such tables of cases and other authorities, a table of contents, statement of the case, argument, and conclusion.
Prerequisites: Legal Research; English Composition

PL280 Paralegal Capstone
50 hours, 5 credits
This course will provide students with an opportunity to integrate learning, skills, and theoretical knowledge through the completion of a job-related project in the form of a legal research paper. Students will show an understanding of the legal research process and be able to complete a legal research project on a topic of their choice. This course is designed to be a capstone experience for the paralegal program and is intended to be taken after completion of the legal research course. Students must be in their last or second-to-last quarter.
PLN10 Nursing Foundations 100 hours, 6 credits
This introductory course is comprised of both a theory and clinical component. Students are introduced to the concepts and nursing abilities required to meet basic human needs. Emphasis is placed on safety, psychomotor skills, therapeutic communication, and adult growth and development. The student must achieve a variety of nursing competencies to successfully complete this course.
Prerequisite: Program admission
Co-requisites: Human Anatomy and Physiology I; Principles of Nutrition; Human Anatomy and Physiology I Lab

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 clinical considerations. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the cardiovascular and respiratory systems.
Prerequisites: Nursing Foundations; Comprehensive Pharmacology; Human Anatomy and Physiology I
Co-requisite: Psychosocial Nursing

PN120 Psychosocial Nursing 80 hours, 4 credits
This course presents an overview of the underlying principles of psychiatric/mental-health nursing and how those concepts are applied in the setting; it is comprised of both a theory and clinical component. Content includes therapeutic interventions, pathophysiology, psychopharmacology, current therapies, and rehabilitation for the patient experiencing psychiatric/mental-health alterations. Emphasis is on therapeutic communication, patient-nurse boundaries, and holistic care.
Prerequisite: Nursing Foundations
Co-requisites: Nursing I; General Psychology

PN125 Nursing II 120 hours, 6 credits
This course is a continuation of Nursing I and is comprised of both a theory and clinical component. Content includes therapeutic interventions, pathophysiology, psychopharmacology, current therapies, and rehabilitation for the patient experiencing psychiatric/mental-health alterations. Emphasis is on therapeutic communication, patient-nurse boundaries, and holistic care.
Prerequisite: None

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

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

PT285 Pharmacy Technician Capstone 30 hours, 3 credits
This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board (PTCB) exam. Emphasis is placed on preparing pharmacy technicians for the PTCB certification exam.
Prerequisite: Pharmacy Technician student in last or second-to-last quarter

S115 Keyboarding I 40 hours, 3 credits
This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with five or fewer errors is the course goal.
Prerequisite: None

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

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

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

SD225 Object-Oriented Programming 40 hours, 3 credits
This course will provide students with an understanding of the basic concepts of object-oriented programming including encapsulation, inheritance, and polymorphism. Students will explore the uses of class templates as well as their attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing the Java programming language.
Prerequisite: Fundamentals of Programming

ST106 Fundamentals of Surgical Technology 60 hours, 4 credits
This course will orient the student to surgical technology and prepare him or her for scrub and circulator duties as well as Surgical Procedures I, and Surgical Practicum I and II. Topics include standards of conduct, special populations, safety standards, equipment, biocidal science, asepsis and sterile technique, anesthesia, surgical supplies and instrumentation.
Prerequisites: Medical Terminology; Introduction to Human Biology
Pre-or Co-requisite: Human Anatomy and Physiology I

ST112 Surgical Procedures I 70 hours, 4 credits
This course will orient the student to surgical technology and prepare him or her for scrub and circulator duties as well as Surgical Practicum I. Topics include standards of conduct, special populations, safety standards, biocidal science, asepsis and sterile technique, anesthesia, and instrumentation.
Prerequisites: Fundamentals of Surgical Technology

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

ST125 Surgical Microbiology 20 hours, 2 credits
This course has been designed to educate the student in the treatment of the disease-causing organisms that may present with a surgical patient or develop post-surgery as an acquired infection. This course specifically addresses the needs of the surgical technologist in maintaining aseptic techniques and caring for surgical patients before, during, and after surgery.
Prerequisites: Medical Terminology; Human Anatomy and Physiology I

ST203 Surgical Procedures II 60 hours, 4 credits
This course will expand on the duties and responsibilities as the role of scrub or STSR and circulator in the field of surgical technology. Areas explored and applied in this course include wound healing, surgical case management, instrumentation, diagnostic procedures, and an introduction to general surgery and the scrub role. This course is a preparatory class for Surgical Practicum II.
Prerequisite: Surgical Procedures I
ST207 Surgical Procedures III
60 hours, 4 credits
This course will expand on the duties and responsibilities in the role of scrub in the field of surgical technology. Students will continue and apply knowledge gained in Surgical Procedures I and II as well as explore specialty surgery areas. This course is a preparatory class for Surgical Practicum I and II. Prerequisite: Surgical Procedures II

ST215 Surgical Tech Practicum I
250 hours, 8 credits
This course is designed to provide the student with a clinical experience that includes a solid introduction to the operating room, and to scrub and circulating routines. This course functions to expand and apply knowledge gained in the Surgical Procedures courses. One of the assumptions of this curriculum is that the student who has passed the Clinical Readiness portion of the program will be ready to apply knowledge by scrubbing and circulating in a supervised setting beginning Week 1 of this course. Prerequisite: Successful completion of all ST core courses except Surgical Tech Practicum II, Career Development and Seminar courses

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

W108 Introduction to Website Design
40 hours, 3 credits
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: Fundamentals of Programming

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

W114 Fundamentals of Programming
40 hours, 3 credits
This course introduces students to the fundamentals of developing well-structured computer programs utilizing a high-level programming language such as C++. Focusing on Object-Oriented Programming techniques, the course provides an understanding of programming constructs such as handlers, loops, conditionals, and variables. Additionally, the use of pseudo-code examples and exercises will allow students to manipulate these constructs without requiring that they have previous experience with program code syntax. A final project is required for the successful completion of this course. Prerequisite: none

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

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

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

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

W290 Web Programming Capstone
20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they have learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues. Prerequisites: Java I, PERL/CGI. This course is intended to be completed in the student’s last quarter
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 entries in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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

### SCHOOL OF BUSINESS

<table>
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<th>Program</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
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<th>Institutional Loans</th>
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1. The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2. Internal placement rate methodology can be found at rasmussen.edu/ID
3. Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
4. Median loan debt for completers from private educational loans
5. Median amount that completers owe to Rasmussen College upon graduation
6. Tuition and fees charged for completing the program in normal time
7. Total cost of books and supplies when completing the program in normal time
8. Total cost of room and board is not applicable at Rasmussen College
9. Non-Florida residents enrolling in the HIT program will be charged $395 per credit, bringing the total Tuition and Fees for the HIT program to $35,550.

**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.**

### LOANS AND FINANCIAL AID

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

### TUITION AND FEES

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

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### SCHOOL OF DESIGN

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<th>Rasmussen Placement Rate (%)</th>
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<th>Private Loans1</th>
<th>Institutional Loans1</th>
<th>Minnesota Tuition and Fees1</th>
<th>Minnesota Books and Supplies1</th>
<th>Room and Board1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Design and Animation</td>
<td>Bachelor’s</td>
<td>27-1014</td>
<td>92%</td>
<td>100%</td>
<td>$31,033</td>
<td>NA*</td>
<td>NA*</td>
<td>$54,119</td>
<td>$7,500</td>
<td>$0</td>
</tr>
<tr>
<td>Multimedia Technologies – Digital Design and Animation</td>
<td>Associate’s</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>26%</td>
<td>72%</td>
<td>$27,165</td>
<td>$0</td>
<td>$0</td>
<td>$4,200</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Multimedia Technologies – Digital Design and Animation</td>
<td>Diploma</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,165</td>
<td>$0</td>
<td>$0</td>
<td>$4,200</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Multimedia Technologies – Web Design</td>
<td>Associate’s</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>26%</td>
<td>72%</td>
<td>$27,165</td>
<td>$0</td>
<td>$0</td>
<td>$4,200</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Multimedia Technologies – Web Design</td>
<td>Diploma</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,165</td>
<td>$0</td>
<td>$0</td>
<td>$4,200</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

1 The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2 Internal placement rate methodology can be found at rasmussen.edu/SID
3 Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
4 Median loan debt for completers from private educational loans
5 Median loan debt for completers from Federal Perkins Loans
6 Total cost of books and supplies when completing the program in normal time
7 Total cost of room and board is not applicable at Rasmussen College
8 Non-Florida residents enrolling in the HIT program will be charged $395 per credit, bringing the total Tuition and Fees for the HIT program to $35,550.

*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.

**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.
## SCHOOL OF HEALTH SCIENCES

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Minnesota Tuition and Fees</th>
<th>Minnesota Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Information Management</td>
<td>Bachelor's</td>
<td>29-2071</td>
<td>NA*</td>
<td>NA*</td>
<td>$26,133</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,750</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Administration</td>
<td>Associate's</td>
<td>43-6013</td>
<td>37%</td>
<td>82%</td>
<td>$25,325</td>
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<td>$0</td>
<td>$26,910</td>
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</tr>
<tr>
<td>Medical Assistance</td>
<td>Diploma</td>
<td>31-9092</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,211</td>
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<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Assistance</td>
<td>Diploma</td>
<td>31-9092</td>
<td>59%</td>
<td>67%</td>
<td>$15,304</td>
<td>NA*</td>
<td>NA*</td>
<td>$17,342</td>
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<tr>
<td>Medical Billing and Coding</td>
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<td>NA*</td>
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<td>$16,744</td>
<td>$2,400</td>
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<tr>
<td>Pharmaceutical Technician</td>
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<td>29-2012</td>
<td>84%</td>
<td>91%</td>
<td>$27,931</td>
<td>$0</td>
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<td>$33,189</td>
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</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Certificate</td>
<td>29-2052, 31-9095</td>
<td>56%</td>
<td>75%</td>
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<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
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<td>NA*</td>
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<td>$11,294</td>
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<td>NA*</td>
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<tr>
<td>Surgical Technologist</td>
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## SCHOOL OF JUSTICE STUDIES

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<th>Program</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Minnesota Tuition and Fees</th>
<th>Minnesota Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice–Corrections</td>
<td>Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Homeland Security</td>
<td>Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Law Enforcement</td>
<td>Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Psychology</td>
<td>Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Client Services / Corrections</td>
<td>Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,900</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Criminal Offenders</td>
<td>Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,900</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Homeland Security</td>
<td>Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,900</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Investigation / Law Enforcement</td>
<td>Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,900</td>
<td>$0</td>
</tr>
<tr>
<td>Human Services</td>
<td>Associate's</td>
<td>21-1093</td>
<td>58%</td>
<td>85%</td>
<td>$24,972</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,450</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>Human Services</td>
<td>Diploma</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$22,126</td>
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<td>$0</td>
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<tr>
<td>Law Enforcement Academic</td>
<td>Certificate</td>
<td>33-3011, 33-3051, 33-9099</td>
<td>57%</td>
<td>89%</td>
<td>$9,232</td>
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<td>$0</td>
<td>$10,764</td>
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<td>$0</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Associate's</td>
<td>33-3011, 33-3051, 33-9099</td>
<td>78%</td>
<td>67%</td>
<td>$20,104</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$4,050</td>
<td>$0</td>
</tr>
<tr>
<td>Law Enforcement Skills</td>
<td>Certificate</td>
<td>33-3011, 33-3052, 33-3051</td>
<td>57%</td>
<td>89%</td>
<td>$9,232</td>
<td>NA*</td>
<td>NA*</td>
<td>$7,170</td>
<td>$1,500</td>
<td>$0</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Associate's</td>
<td>23-2011, 23-2099</td>
<td>64%</td>
<td>78%</td>
<td>$23,727</td>
<td>$0</td>
<td>$0</td>
<td>$28,106</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Certificate</td>
<td>23-2011, 23-2099</td>
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<td>NA*</td>
<td>NA*</td>
<td>$18,239</td>
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</table>

## SCHOOL OF NURSING

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Minnesota Tuition and Fees</th>
<th>Minnesota Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Nursing</td>
<td>Associate's</td>
<td>29-2061</td>
<td>91%</td>
<td>96%</td>
<td>$17,567</td>
<td>$3,235</td>
<td>$0</td>
<td>$37,920</td>
<td>$3,300</td>
<td>$0</td>
</tr>
<tr>
<td>Professional Nursing - Mobility</td>
<td>Associate's</td>
<td>29-1141</td>
<td>86%</td>
<td>95%</td>
<td>$21,848</td>
<td>$0</td>
<td>$0</td>
<td>$15,800</td>
<td>$1,350</td>
<td>$0</td>
</tr>
<tr>
<td>Professional Nursing</td>
<td>Associate's</td>
<td>29-1141</td>
<td>86%</td>
<td>95%</td>
<td>$21,848</td>
<td>$0</td>
<td>$0</td>
<td>$39,895</td>
<td>$3,450</td>
<td>$0</td>
</tr>
</tbody>
</table>
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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

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

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

### STUDENT INVESTMENT DISCLOSURE INFORMATION

**Tuition and Fees**

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

### SCHOOL OF TECHNOLOGY

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)1</th>
<th>Placement Rate (%)2</th>
<th>Federal Student Loans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor's</td>
<td>11-3021, 15-1133, 15-1131</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,820</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>15-1142</td>
<td>NA*</td>
<td>NA*</td>
<td>$7,200</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>15-1199</td>
<td>67%</td>
<td>NA*</td>
<td>$0</td>
</tr>
<tr>
<td>Associate's</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
</tr>
<tr>
<td>Associate's</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
</tr>
<tr>
<td>Associate's</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
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<td>$26,186</td>
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<td>$26,186</td>
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<td>83%</td>
<td>$26,186</td>
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<tr>
<td>Association's</td>
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<td>Association's</td>
<td>15-1142</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,820</td>
</tr>
<tr>
<td>Association's</td>
<td>15-1142</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,820</td>
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<tr>
<td>Association's</td>
<td>15-1142</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,820</td>
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<tr>
<td>Certificate</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>$19,734</td>
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<tr>
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<tr>
<td>Certificate</td>
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<td>NA*</td>
<td>NA*</td>
<td>$19,734</td>
</tr>
<tr>
<td>Certificate</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>$19,734</td>
</tr>
</tbody>
</table>

**School of Technology**

**1 The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)**

**2 Median placement rate methodology can be found at rasmussen.edu/30D**

**3 Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)**

**4 Median loan debt for completers from private educational loans**

**5 Median amount that completers owe to Rasmussen College upon graduation**

**6 Median amount that completers owe to Rasmussen College upon graduation**

**7 Total cost of books and supplies when completing the program in normal time**

**8 Total cost of room and board is not applicable at Rasmussen College**

**9 Non-Florida residents enrolling in the HIT program will be charged $395 per credit, bringing the total Tuition and Fees for the HIT program to $35,550.**

**10 Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.**

**11 Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.**
Admissions and Enrollment Procedures

Congratulations on taking the first steps toward earning your degree and achieving your professional goals. If you haven’t already done so, schedule a time to discuss your educational and career objectives with a member of our admissions team. Contact information is at the end of this document and on our website at rasmussen.edu. Our staff is knowledgeable in helping you select the right major to prepare you for your desired career.

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

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

- Application Form (apply early for best scholarship opportunities)
- Attestation of high school graduation or equivalency
- Enrollment Agreement
- Rasmussen College entrance placement exam(s)
- Rasmussen College Experience Course (if applicable)
- All financial arrangements are complete, submitted, and verified
- Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical 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 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.

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

Rasmussen College Admissions

Nondiscrimination Policy

Rasmussen College is committed to the principle of equal opportunity in education. Rasmussen College admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at Rasmussen College. Rasmussen College does not discriminate against individuals on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status, in the administration of its educational policies, admissions policies, scholarship and loan programs, and other Rasmussen College administered programs and activities. Otherwise qualified persons are not subject to discrimination on the basis of disability.

Student Definition

The word “student” means the student him or herself if he/she is the party to the contract, or his/her parents or guardian or another person, if the parent, guardian, or other person is party to the contract on behalf of the student.

College Acceptance or Rejection of Application for Admission

The College will notify each applicant in writing of acceptance or rejection based on fulfillment of the following requirements:

- Completed application form and enrollment agreement
- An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.
- For students completing the application process October 1, 2012 and thereafter, completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College. Alternatively, applicants providing a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete Entrance Placement Examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the Reading and Writing sections of the placement examination. Students who have not completed a college-level Math course are required to complete the Math portion of the placement examination.
- For students completing the application process on or before September 30, 2012, completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College.
- Rasmussen College Experience Course successful completion. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed one additional opportunity to re-take the course three months after the start of the first attempt.

Academic Information and College Policies

Congratulations on taking the first steps toward earning your degree and achieving your professional goals. If you haven’t already done so, schedule a time to discuss your educational and career objectives with a member of our admissions team. Contact information is at the end of this document and on our website at rasmussen.edu. Our staff is knowledgeable in helping you select the right major to prepare you for your desired career.

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

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

- Application Form (apply early for best scholarship opportunities)
- Attestation of high school graduation or equivalency
- Enrollment Agreement
- Rasmussen College entrance placement exam(s)
- Rasmussen College Experience Course (if applicable)
- All financial arrangements are complete, submitted, and verified
- Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical 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:
  - 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.
- TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.

Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that (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 admission 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 to the College 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.
RASMUSSEN COLLEGE MINNESOTA

ACADEMIC INFORMATION AND COLLEGE POLICIES

Admissions Requirements

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

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

- Business Management: Child Development Specialization
- 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 some states besides Minnesota. In these states, applicants must pass a criminal background check at the time of admission to the College, and have not met the foundations course requirements in the catalog at the time of re-entry.

- Medical Assisting
- Medical Laboratory Technician
- Practical Nursing
- Professional Nursing
- Professional Nursing: Mobility Degree
- Surgical Technologist

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

- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills

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

- Practical Nursing
- Professional Nursing
- Professional Nursing: Mobility Degree

Programs listed here may not be available in each state. See program pages in this catalog or program listings on rasmussen.edu for program availability.

General Criminal and FDLE Background Check Process:
A student enrolling in any of the general criminal or FDLE background check designated programs must complete a Background Release Form, as well as a Background Check Attestation. Campuses will be notified directly of applicants whose background check results are clear. If the background check reveals a potential problem, Rasmussen College will review the applicant’s background to determine whether the applicant is eligible to start the program. If a student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender.

A student enrolling in a program that requires a MDHS background check will not have his/her aid submitted until the student is determined to be eligible either through a MDHS blue clearance letter or set aside letter. This process may delay a student’s funding until the background check process is complete.

A student who receives a MDHS yellow letter must provide supplemental or additional information to support such a request for reconsideration. To support such a request, the student may 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. As part of the appeal process, 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 to file one request for reconsideration of the decision, but must provide supplemental or additional information to support such a request for reconsideration.

Admissions Requirements

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

The determination of whether a student is eligible to re-enroll is based on the criteria below. A student will be allowed to start the enrollment process and be considered for admission if they meet all the following criteria:

- The student has not been removed from the College,
- The student has successfully completed any required Foundations Writing courses or placed into Reading and Writing Strategies previously or through re-test, and has a previous clear background check.

A re-entry process will be initiated for a student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the most recent withdrawal; the student has no outstanding balance owed to the College; and the student has successfully completed any required Foundations Writing courses or placed into Reading and Writing Strategies previously or through re-test, and has a previous clear background check.

A re-entry process will be initiated for a student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the re-entry request and/or has an outstanding balance with the College or has not met the foundations course requirements at the time of the request. As part of the re-entry process the student will be required to submit a re-entry letter following the Re-Entry Process Guidelines. The re-entry request will either be approved or denied based on a review of the student’s current academic standing at the time of withdrawal, financial status and progress to date with Rasmussen College and the information provided in the re-entry letter.

A complete description and the requirements of the re-entry application process is available through the Campus Registrar. Students in Health Sciences programs and Nursing programs who wish to re-enter into the School of Health Sciences and Nursing programs must complete a pre-admission assessment in order to determine an appropriate level of re-entry. These students will be allowed to re-enter at the appropriate level if a space in the program is available.

Assessment
Rasmussen College has developed an institutional culture wherein assessment is at the heart of the College’s daily functions. The Rasmussen College Comprehensive Assessment Plan (CAP) is the primary measurement for the Institution’s mission. The CAP is organized around the Mission Statement and five purposes that support the mission. For each purpose, supporting objectives have been developed, and assessment tools are used to collect data and assess each objective. In this way, the College systematically assesses the purposes and, ultimately, the mission of the Institution. In the spirit of this learning-focused approach to assessment, academic assessment at Rasmussen College follows a pattern of incoming, ongoing, and outcome assessment.

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

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

- Students must complete the freshman seminar as part of their program requirements and continue to be eligible for re-entry.

- Students must complete the junior seminar in the quarter in which they finish their diploma course requirements.

- Students must complete the senior seminar in the quarter in which they finish the Bachelor’s degree requirements and be eligible to graduate from an Associate’s degree program.

- Students must complete the senior seminar in the quarter in which they finish the Bachelor’s degree requirements and be eligible to graduate from a Bachelor’s degree program.

The purpose of the non-credit, pass/fail graduation requirement seminar course is to challenge students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments included in the seminar course focus on general education outcomes that provide the basis for lifelong learning. Among the required assessments compiled in the seminar courses are the components of the Graduation Assessment Portfolio (GAP), which may include communication, critical thinking, information literacy, and diversity awareness, depending on the course. Other external assessments may also be included in the seminar courses.

Subject Score Course Placement

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>0-16 items correct</td>
<td>B087 Practical Math</td>
</tr>
<tr>
<td>Writing</td>
<td>17-24 items correct</td>
<td>G124 English Composition</td>
</tr>
<tr>
<td>Writing</td>
<td>25-35 items correct</td>
<td>G124 English Composition</td>
</tr>
<tr>
<td>Math</td>
<td>17-35 items correct</td>
<td>B087 Practical Math</td>
</tr>
</tbody>
</table>

Lower-level Division of Mathematical Sciences coursework:

<table>
<thead>
<tr>
<th>Course Placement</th>
<th>Subject Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>B087 Practical Math</td>
<td>0-16 items correct</td>
</tr>
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</tr>
<tr>
<td>G124 English Composition</td>
<td>25-35 items correct</td>
</tr>
<tr>
<td>B087 Practical Math</td>
<td>17-35 items correct</td>
</tr>
</tbody>
</table>

...
A student who 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 materials.**
- **If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course materials.**

A student who receives a MDHS disqualification may choose to apply for a second attempt for the Acceptance Committee’s Reconsideration with the MDHS. If the Commissioner sets aside the disqualification, Rasmussen College will allow the student to apply for re-entry/registration for the next subsequent start date.

**Immunization Requirements**

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

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

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

Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement Exam score above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to repeat the Entrance Placement Test.

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

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

- **Application**
- **Background screening**
- Any additional program-specific requirements as specified at the time of enrollment

After the student has been selected and accepted into a program, the student is required and completed within the six months prior to Internship Practicum as specified by the clinical facility.

Applicants who wish to repeat the Evolve A2 to increase their score must pay a $30 non-refundable re-test fee. Current students in other programs wishing to transfer into a degree or certificate program and the admissions standards outlined above will be required to take or retake the Evolve A2.

Once the applicant file is complete, the College will schedule an interview between the applicant and the Program Coordinator. Students accepted into their program will receive a letter from the College in the mail.

**A Collegiate Certificate Entitlement Requirements**

Applicants pursuing entrance to the Information Management BS Degree program requires candidates to have earned an Associate’s degree which includes general education courses equivalent to those specified in the College’s Paralegal AAS, or a Bachelor’s degree or higher.

**Enrollment Requirements for Health Information Management Bachelor’s Program**

Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Applicants with lower than admissible scores may choose to repeat the application process once an English Composition or Math course has been successfully completed. Applicants should understand that admission to the program is based on several factors with College entrance placement examination scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition and/or Math course will guarantee admission into the program.

Applicants who have taken the STEP and scored above that requiring a Foundation course are not required to repeat the College entrance placement examination. Applicants who achieve the required minimum scores or who have provided a grade of C or higher in college-level English and/or Mathematics will be contacted by their Program Manager to complete the following:

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

Once the applicant file is complete, the Program Manager will schedule a face-to-face interview between the applicant and Program Coordinator/Director.

Following this interview, applicants can continue with the necessary steps to proceed, which include:

- **Provide official high school and college transcripts**
- **Rasmussen College background check**
- **Any additional program-specific requirements as specified at the time of enrollment**

Upon completing the application process, the completed file will be reviewed by the acceptance committee. Students accepted into their program will receive a letter from the College in the mail. Applicants must also attend programmatic orientation as well as general orientation or risk being dismissed as an applicant.

**Enrollment Requirements for Software Application Development Associate’s and Computer Science Bachelor’s Programs**

Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STP test are required for entry into either program. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics 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). Two letters of recommendation are also required for acceptance. Please speak with a Program Manager for details.

Applicants will be accepted on a space available basis for each course selected.
Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a “PN”, “PRN”, “NU” or “NUR” are not available to Early Honors students. Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific information on each course, including textbook prices and technology requirements. Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.

Students will receive high school dual enrollment credit for successfully completed Early Honors course at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.

Students may apply to a full program of study by completing an 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.

### GIFT AID

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$575 - $5,550</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>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
</tbody>
</table>

### EMPLOYMENT

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<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>Federal Work Study</td>
<td>Same as State Work Study.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
</tbody>
</table>

### FEDERAL LOAN PROGRAMS

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<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</td>
</tr>
<tr>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half time.</td>
<td>Same as subsidized limits with additional $2,000 for Dependent, Independent: 1st &amp; 2nd Year $6,000, 3rd Year &amp; above $7,000.</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender</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>
</tbody>
</table>

### MINNESOTA STATE LOAN PROGRAMS

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Educational Loan Fund (SELF)</td>
<td>Supplemental, variable interest rate loan, allows deferment of principal while in college, requires credit-worthy co-signer.</td>
<td>$7,500 per grade level</td>
<td>SELF application processed through College and the Higher Education Services Office</td>
</tr>
</tbody>
</table>

### VETERANS’ BENEFITS

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans’ Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component.</td>
<td>Monthly benefit based on service contributions</td>
<td>Veterans Administration or Veterans Service Officer</td>
</tr>
</tbody>
</table>
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.

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

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

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
- 10% Military Discount
- Corporate Discount
- Community Business Success Grant
- AcceleratED Partner Success Grant

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

Then, contact your program manager or the Student Financial Services Department to discuss your tuition reimbursement options.

High School Professional Program
Rasmussen College waives tuition for High School Teachers and Counselors who meet the required criteria. This program is only available to teachers and counselors who are employed at a high school (grades 9-12) in Minnesota, North Dakota, Florida, Illinois, Kansas, and Wisconsin. Current status as a high school professional will be verified by Rasmussen College prior to the initial start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the professional’s first course. Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in online courses will be made available to high school teachers and counselors each quarter. 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. Participants are responsible for purchasing books or supplies needed for the course. Books may be purchased through the online bookstore. Grades will be recorded as audit grades with the student classified as an audit student.

Academic Information and College Policies

ACADEMIC INFORMATION AND COLLEGE 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
- Business Management (all specializations)
- Criminal Justice (all specializations)
- Digital Design and Animation
- Game and Simulation Programming
- Health Information Management
- Healthcare Management
- Nursing Bachelor of Science (RN to BSN)

Associate’s Degrees
- Accounting
- Business Management (all specializations)
- Criminal Justice (all specializations)
- Early Childhood Education (all specializations)
- Health Information Technician
- Human Services
- Information Systems Management (all specializations)
- Medical Administration
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician

Diplomas
- Accounting
- Business (all specializations)
- Early Childhood Education (all specializations)
- Human Services
- Information Systems Management (all specializations)
- Medical Administration
- Medical Billing and Coding
- Multimedia Technologies (all specializations)
- Pharmacy Technician

Certificates
- Accounting
- Business
- Early Childhood Education
- Human Services
- Information Systems Management (all specializations)
- Law Enforcement Academic
- Medical Billing and Coding
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician

Individual Progress
Students may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. To be considered for admission, individual progress students must complete the application form and attestation about high school graduation. The Rasmussen College entrance placement exam is not required for IP students. Individual progress coursework is assessed at the full cost per credit for each course. Individual progress students remain enrolled at Rasmussen College as long as they continue to select coursework and meet all additional requirements.

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

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 C or higher in college-level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not need 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 exam. 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 exam. 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. These credits are not counted toward graduation, and each must be passed with a grade of ‘C’x 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 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 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 a re-test is needed to better determine the student’s ability level. Only one such re-test may be allowed, at the discretion of the Academic Dean.
Foundation Courses Grading
1. All Foundation courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students pass B080 Reading and Writing Strategies if they achieve a final grade percentage of 73% or higher.
3. Students pass B087 Practical Math if they achieve a final grade percentage of 73% or higher.

The following grading scale is then used to determine if students have passed the courses:

**Reading and Writing Strategies**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>SX/UX</td>
<td>73% or higher</td>
</tr>
<tr>
<td>UX</td>
<td>Below 73%</td>
</tr>
</tbody>
</table>

**Practical Math**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>SX/UX</td>
<td>73% or higher</td>
</tr>
<tr>
<td>UX</td>
<td>Below 73%</td>
</tr>
</tbody>
</table>

**Common Grading System Percentage Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 to 93%</td>
</tr>
<tr>
<td>A-</td>
<td>92 to 89%</td>
</tr>
<tr>
<td>B+</td>
<td>89 to 86%</td>
</tr>
<tr>
<td>B</td>
<td>86 to 83%</td>
</tr>
<tr>
<td>B-</td>
<td>82 to 79%</td>
</tr>
<tr>
<td>C</td>
<td>79 to 77%</td>
</tr>
<tr>
<td>C-</td>
<td>77 to 73%</td>
</tr>
<tr>
<td>D</td>
<td>72 to 69%</td>
</tr>
<tr>
<td>D-</td>
<td>66 to 63%</td>
</tr>
<tr>
<td>D+</td>
<td>62 to 60%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

**Point Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>C-</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
</tr>
<tr>
<td>D-</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td></td>
</tr>
<tr>
<td>F/A</td>
<td>Failure</td>
</tr>
</tbody>
</table>

**Instructor**

Students must be given the opportunity to complete a course successfully. If the instructor is unable to complete the course, the student's instructor should be given the opportunity to complete the course. Failure to achieve a satisfactory grade in the laboratory and/or clinical component will result in failure of the Nursing course. Students who fail a required course in the laboratory and/or clinical component will result in failure of the Nursing course. In no circumstances may students submit work after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late; an additional 10% is assessed for each additional day the work is late. In such cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty.

**Incomplete Grade Policy**

An "I/IN" indicates an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. An incomplete grade may be granted to a student at the end of a quarter at the discretion of the instructor under the following conditions:

1. An incomplete form is completed which identifies:
   a. The work to be completed.
   b. Qualifications for acceptable work.
   c. The deadline for completing the work (within two weeks of the last day of class).
   d. The grade to be entered should the student not complete the work by the deadline (the calculated grade).
   e. Instructors will have one week for grading, recalculation of grades and processing of all documents required.

2. Incomplete forms will be maintained by the respective campus for approval and resolution. Students must request an incomplete prior to the last day of the term.

3. The Dean must be informed of all incomplete grades. Incompletes will be granted freely and instructors will take the following into consideration when granting an incomplete:
   a. The work to be completed must be regularly assigned work, identified in the course syllabus.
   b. The student can reasonably be expected to complete the work by the deadline.
   c. The student’s grade will be substantially improved.
   d. The student has demonstrated a commitment to continuing work in a timely fashion.
   e. Granting the incomplete is truly in the best interest of the student.

4. By completing the work, one of the following will apply:
   a. The student will learn substantive information by completing the work.
   b. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.

5. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will be granted to allow students to make up “extra credit” work.

6. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment; incomplete grades must be completed within two weeks of the last day of class. An incomplete grade not completed by the deadline will be changed to an “F” (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average.

The final grade awarded for the course is included in the calculation of the cumulative grade point average.

**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, the instructor who issued the original grade may authorize its change. Instructors may change grades at their discretion, with the following guidelines:

Circumstances that may warrant a change of grade include:

- Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such emergencies are serious illness or hospitalization, car accident, death of a close family member, or mandatory military service.
- Misrecording of the final grade by the instructor.
A student who is not meeting Satisfactory Academic Progress guidelines in this catalog who is changing to a lower credential must be allowed to make the grade changes and course substitutions as outlined in the catalog. All program change appeals regarding grade changes must be authorized later or by someone other than the original instructor included.

A student in good academic standing at the end of the quarter will be allowed to make the grade changes and course substitutions as outlined in the catalog. A student who is not meeting Satisfactory Academic Progress guidelines in this catalog who is changing to a lower credential must be allowed to make the grade changes and course substitutions as outlined in the catalog.

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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. If a student is not meeting the standards, a Learning Plan will be created describing the steps the student needs to take to meet SAP standards during the upcoming term. The College’s staff will attempt to meet in person or via phone with the student regarding this plan. If the student does not respond, a copy of the plan will be sent via email and mailed to the student’s home address. The student must sign the plan and return it to the Campus Dean by the first Friday of the quarter.

Failure to return the plan may result in an administrative withdrawal from the College.

SAP Components: All students must meet all three of the components that are used to measure a student’s Satisfactory Academic Progress (SAP) towards the completion of a degree or certificate. The three components are as follows:

1. GPA. Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00.

2. Pace/Cumulative Completion Rate (CCR). This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (e.g., 6 credits earned ÷ 12 credits attempted = 50%). Minimum standards are listed in the chart below.

<table>
<thead>
<tr>
<th>Percentage of Credits Attempted Toward Maximum Time Frame</th>
<th>Minimum Successful Completion of Cumulative Credit Hours Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 25%</td>
<td>25%</td>
</tr>
<tr>
<td>Greater than 25%, up to 50%</td>
<td>50%</td>
</tr>
<tr>
<td>Greater than 50%</td>
<td>67%</td>
</tr>
</tbody>
</table>

3. Duration of Eligibility. This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (e.g., maximum time frame for a 90-credit program = 90 X 150%, or 135 credits). Total credits are indicated for each program listing in the catalog. A student who exceeds 150% of the maximum time frame is no longer eligible for financial aid.

In calculating Pace/CCR and Duration of Eligibility, the following grades will be considered attempted, but will not be considered as credits successfully completed or earned: F, FA, U/UN, W/WD, I/IN. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

Financial Aid Warning: If a student’s CGPA falls below 2.00, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Warning period. A student who fails to meet any one of the components of SAP at the end of the Financial Aid Warning period is not eligible for financial aid.

Not Eligible for Financial Aid: A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the Financial Aid Warning or Financial Aid Probation period, and who does not successfully appeal, is not eligible for further financial aid funding.

Appeals: A student may appeal his/her assigned status of Not Eligible for Financial Aid to the Academic Review Committee, which will determine whether mitigating circumstances exist, and, if so, will forward the appeal to the Vice President of Compliance and Financial Services. All appeals must be made in writing and must address the nature of the circumstances that the student believes warrant exception to the policy stated above. All appeals will be reviewed and ruled on within ten business days, and students will be notified in writing regarding the outcome of the appeal. The ruling of the Vice President of Compliance and Financial Services is final and cannot be appealed.

Financial Aid Probation: If a student fails to make Satisfactory Academic Progress, but submits a successful appeal and has his/her eligibility for aid reinstated, he/she will be placed on Financial Aid Probation. A student is eligible for financial aid during the Financial Aid Probation period. At the end of the Financial Aid Probation period, the student must meet minimum SAP requirements to be eligible for further financial aid funding. A student who fails to meet either the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period is not eligible for financial aid.

Students who withdraw from the College and later re-enter are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Academic Progress calculations for a re-entering student who changes programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, the courses will be included in SAP calculations as described elsewhere in this section. A student terminated due to SAP may not re-enter the College unless he/she has completed coursework elsewhere that is acceptable for transfer into the College and will bring the student back into good standing.
 TRANSFER OF CREDIT, PRIORITY LEARNING AND WAIVERS

Transfer of Previously Earned College Credit and Prior Learning Assessments

General Transfer Credit Policy
- Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.
- Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
- Students must request that official transcripts containing coursework for 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 transcripts will be evaluated for transfer 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 through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.
- College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college transfer.
- Students must complete at least 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technician and Associate’s Nursing programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means, with the exception of “block transfer” candidates for the Surgical Technologist and Medical Assisting Associate’s degree programs. Students in the Professional Nursing Mobility Associate’s degree program may complete up to 6 credits via transfer credit or block transfer credit.
- Students eligible and approved for the Surgical Technologist AAS Complete Block Transfer must only 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.
- 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 credit value than the Rasmussen College credit will be subject to conversion prior to being transferred.
- International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student’s credit transfer is equivalent to Rasmussen course content. The evaluation is the student’s responsibility.
- Transfer credit is evaluated based on the program in which the student is enrolled.
- Credits earned at Rasmussen College will be transferred directly from one Rasmussen College campus to another. Only the classes that are equivalent to the program will be posted or calculated.
- Course by Course Transfer
- Grade points from institutions other than Rasmussen College will be listed in the Rasmussen College grade point average but will be counted as credits attempted and earned for determining Satisfactory Academic Progress. All courses considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are also 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 from the student’s transcript and 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 course waivers 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 appeals process.
- The student completes an appeal form.
- Supplemental information such as syllabus, course description, or text may be required.
- The information will be reviewed by the College Registrar.
- The student will receive written notice of the decision.
- For students who enter Rasmussen College and are required to take the Rasmussen College entrance placement exam the following will apply: If a student tests at a level of remediation in English or Math, the College will not accept transfer of courses with prerequisites that require completion of the Foundations courses or passing the entrance placement exam. Once the student successfully completes the necessary Foundations courses or passes the placement exams, the College will then post the transfer credit pertaining to the specific course.
- The following Early Childhood Education externship courses cannot be transferred into the program from another program: EC180 Education: Externship I, EC181 Application: Externship II, EC182 Reflection: Externship III.
- Course by Course Transfer
- Only transfer credits from regionsally or nationally accredited institutions of higher learning will be evaluated on course content. Most courses that are comparable in content will be accepted.
- Course must have the minimum number of credits to that of the Rasmussen College course.
- Only courses completed with a grade of C or higher will be eligible for transfer credit.
- Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average. Grade-point averages and grades from courses taken at any other institution will be recorded on the Rasmussen College transcript and will pertain to the current program, will be computed in the student’s final grade-point average.
- General education credits may be considered for transfer regardless of completion date.
- Credits in information technology or computer science/computer applications must have been earned within the previous three (3) years of the application date.
- Associate Nursing Program (prefixes of PN/NU and NUR/PN in Florida) will not accept any core course transfers. For Associate Nursing program only, there is a five (5) year limit on Anatomy & Physiology, Microbiology, Microbiology, Human Biology, and Nutrition courses. All grades must be C or higher.
- Health Sciences core courses as designated by course prefix, have a five (5) year transfer limit.
- The following courses in the Medical Assisting Program are not transferable: MA110 Clinical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills, and MA265 Medical Assisting Externship.
- Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (ML and ST prefixes) has a one (1) year limit on those students who have completed similar coursework. A course work that exceeds the one (1) year limit can test-out of the course with a 73% or greater score on a course assessment. All transfers will be reviewed by the College Registrar.
- Medical Laboratory Technician and Surgical Technologist programs are based on program space availability.
- Seminar Courses cannot be transferred from another institution of higher learning.
- For students in MN who enroll in the Law Enforcement Association’s, Law Enforcement Academic Certificate, or Law Enforcement Skills certificate programs, transfer credits for law enforcement specific classes (J or LE prefixes) can only be accepted if the incoming course is from a regionally accredited college that is directly approved. Students with transfer credits that are not transferable are eligible to demonstrate competency by completing the course specific test out, if available.
- 2+2 Matriculation for Baccalaureate Candidates
- For students who have completed an Associate’s degree, who enroll in a Rasmussen College Bachelor’s degree in a similar program area (i.e., business degrees are required for business, accounting, or criminal justice law enforcement for criminal justice), they will receive immediate junior-level standing.
- Rasmussen College AAS/AS graduates will not receive credit earned at 95 credits (97 in Illinois).
- A block of up to 91 quarter credits for graduates from outside institutions will be awarded.
- If a student has more AAS/AS credits than the entering program requires, then the student may have fewer upper-division courses to take. The School Director will provide a list of courses for reduction when needed. This applies only to the Business Management BS degree.
- If the student has taken all of the required upper division courses and is still short credits, the remaining credits will be fulfilled by taking unrestricted electives.
- Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.
- For the Bachelor in Computer Science, the two year degree must be in an equivalent computer science field and have a programming course comparable to Programming II and a math course comparable to Calculus II in order to qualify. If those conditions are not met, the 2-2 policy cannot be applied.
- For the Bachelor in Health Information Management, qualifying Associate degrees have to be from a CAHIMM accredited program and earned within the past five years. If the degree was obtained over five years ago, the student needs to have work experience with health information industry within the last five years and be approved by the Program Coordinator. The student may also enroll if he/she has an RHT certificate and earned an Associate degree within any field. If so, the student needs to submit his/her AHIMA membership card, showing it as current.
- For Bachelor of Science in Healthcare Management program students, credits will be transferred based on the guidelines below.

1) Health Sciences Programs (including Medical Assisting AAS, Health Information Technician AAS/AS, Medical Administration AAS/AS, Pharmacy Technician AAS/AS)
- Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 77 credits (79 in Illinois). In addition, these students will need to take Financial Accounting I and Financial Accounting II.
- Introduction to Business and Introduction to Human Resource Management in the core.
2) Business Programs:
- a) Business Management AAS/AS – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 81 credits (83 in Illinois). In addition, these students will need to take Medical Terminology, Electronic Health Records and Medical Office Procedures, and Medical Law and Ethics in the core.
- b) Accounting AAS/AS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Electronic Health Records and Medical Office Procedures, and Medical Law and Ethics in the core.
- c) The remaining core content necessary for the Healthcare Management degree will be provided in the 300 and 400 level core courses.

General Education Block Transfer for Baccalaureate Candidates
- For students with a conferred degree, general education coursework will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College.
- Confirmed Associate’s degrees may be posted as a 32-credit (34-credit in Illinois) general education block.
- Confirmed Bachelor’s degrees may be posted as a 56-credit block (58-credit block in Illinois) comprised of 32 lower-level and 24 upper-level credits (34 lower-level and 24 upper-level credits in Illinois).
- All required general education courses must be met due to accreditation requirements.
- For those students without an earned degree, successfully completed general education coursework will be transferred.

Bachelor Completer Block Policy
- For students who have successfully earned credits at one or more accredited institutions and do not have a conferred degree OR for students who have a conferred Associate’s degree, but not in a similar field as the Bachelor’s degree they are enrolled in.
- Students will transfer up to 121 credits (67% maximum of a Rasmussen College program).
- Course by Course transfer guidelines apply to required classes.
- Required general education courses must still be met.
- Transfer for upper division courses will be done on a course by course basis.
- Students must meet pre-requisite requirements for upper division coursework.
- Students may transfer up to 41 unrestricted lower division core credits.
- Unless a course has been transferred, a student must take all required courses in the program.
- Illinois students must meet general education category breakdown requirements.
- This policy is not applicable to the Health Information Management BS degree.
Medical Assisting Associate Degree Complete Block Transfer Policy

A total block transfer of 54 core credits may be allowed into the Medical Assisting AAS/AS program if one of the following criteria is met:

1. Graduated from a CAAHEP or ABHES accredited MA diploma or certificate program within the past 3 years and holds a current CMA/RMA certification, or

2. Graduated over 3 years ago from a CAAHEP or ABHES accredited MA diploma or certificate program, but has worked as an MA within the past 3 years and holds a current CMA/RMA certification.

Students may seek a course-by-course transfer of credits or course waiver for MA250 (Radiography Skills) only if they have a limited transfer of credits or course waiver for MA250. Students may seek a course-by-course transfer of credits or course waiver for MA250 (Radiography Skills) only if they have a limited transfer of credits or course waiver for MA250.

• Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for the Medical Coding practicum coursework. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.

• Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student’s employer. The Program Coordinator/Director will inform the College Registrar of the request.

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

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

• Students who have earned a CDA Credential within the past three years, awarded by the National Council for Professional Recognition, and are enrolled in the Early Childhood Education Associate’s degree, Early Childhood Education Certificate, Early Childhood Education Diploma, or Business Management — Development Specialization Associate’s degree may request a waiver from Foundations of Child Development; Early Childhood Curriculum and Instruction; and Health, Safety and Nutrition/CDA Application.

• The student’s credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirement and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Technology Waivers

• Course waivers will be considered for students who have selected professional certifications from the Computing Technology Industry Association (CompTIA), Microsoft Certified Technology Specialist (MCTS), Cisco Certified Entry Networking Technician (CENIT), or CW Java Certification.

• Course waivers will be considered for specific courses within the School of Technology related to the certification.

• Certifications must have been earned within the last three years.

• The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Health Sciences Waivers

• Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS) or Certified Professional Coder (CPC) from AHIMA. In addition, an X-ray operator license may also be considered.

• Certifications must be current.

• Course waivers will be considered for specific courses based on the certification.

• The student’s credential will be reviewed, and if the criteria are met, the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

College Equivalency Credit

Credits earned through college-equivalency programs will be posted on student transcripts as Test-Out credits (TO) and will not be assigned a letter grade 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.

• DIS Covering College-Level Examination Exams. Passing scores are determined by the individual test requirements.

• College credit for military service may be awarded upon review of a DD214 transcript. Rasmussen College follows the American Council of Education (ACE) recommendations on transferring credit. These credits are usually listed on Sailor-Marine America Council on Education Transcript System (SMART), Defense Activity for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) scores, Guard Institute (GI) transcript, Army American Council on Education Transcript System Transcript (AARTS) transcript and/or Community College of the Air Force (CCAF) transcript.

• Prior Learning Assessment (PLA) credits may be earned by going through the PLA process to be recognized by the American Council for Adult Education (CAEL).

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

Transfer to Other Colleges

Graduates or students who would like to transfer credits earned at Rasmussen College to another school should understand that the decision to accept transfer credits is at the discretion of the receiving institution. Please see the Registrar with questions about transfer to other colleges.

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.

EXTERNSHIPS, PRACTICUMS, AND CLINICALS

Health Sciences Externships, Practicums, and Clinicals

Exterships, 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. 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 will not be credited in which the quarter in which the course is scheduled will fail the practicum course.

All students involved with the curriculum, especially while the student is complete his or her clinical rotation, are required to maintain a current CMA/RMA certification. Students will not receive any monetary remuneration during this educational experience, nor will he or she be substituted for staff personnel within the clinical institution. Often, students will be offered a position towards the end of the course which is understood by both parties that should compensation occur for time associated with the practicum requirements the student may be dismissed from the program and forfeit any accumulated hours.

POLICY AND GRIEVANCES

Accommodations Policy

The mission of Rasmussen College in disability services is to create an accessible college environment where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities.

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

Attendance

A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance of all classes. Workforce etiquette also requires a call be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent or tardy. It is the 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 activity, including commentary in the discussion section of the online classroom, posted 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 be required to follow additional standards). Failing grades are required to keep accurate attendance records which are submitted to the Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

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 requirements, the College course within seven days of the start of a term may be administratively withdrawn from the College. Course Failure: If a student has not been in attendance in a quarter within 14 days of their last date of attendance in that course, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any courses within 14 days of his or her last date of attendance, he or she is administratively withdrawn from the College. Upon withdrawal a student’s financial aid eligibility will be adjusted according to the institutional refund policy as described in the College catalog and will be assigned grades according to the Rasmussen College Drop/Add Class Policy.
Academic Information and College Policies

Practicums/Externships in Nursing and Health Sciences programs have academic and program-specific requirements that are more stringent than the attendance policy above. Attendance policies for programs with additional requirements of Rasmussen College are expected to uphold the highest business and personal ethics. Students of Rasmussen College commit to holding themselves and their peers to the foremost level of academic integrity, and accept responsibility should behaviors and actions fall short of the College’s expectations.

II. Definitions

I. Introduction

in program-specific manuals/handbooks. Attendance policies for programs with additional requirements of Rasmussen College are expected to uphold the highest business and personal ethics. Students of Rasmussen College commit to holding themselves and their peers to the foremost level of academic integrity, and accept responsibility should behaviors and actions fall short of the College’s expectations.

II. Definitions

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

academic advantage. See examples of academic misconduct and the associated vote.

ii. Cheating: Distributing or receiving answers or information by any means other than those expressly permitted by an instructor for any academic exercise. Examples of academic work.

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

ii. Impersonating another student’s identity or allowing another student to complete an academic exercise on one’s own behalf.

iii. 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).

iv. Collusion: Knowingly assisting, attempting to assist, or receiving assistance from another student or students to commit academic misconduct.

v. 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).

vi. 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).

vii. 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).

viii. Copyright infringement or piracy, including software, code, or information when expressly prohibited or where copyright exists or is implied.

ix. Submitting work previously graded in another course without prior approval by the course instructor.

x. Submitting the same work in two or more concurrent courses without prior approval by all course instructors.

III. Violations

i. Students who violate the Academic Integrity Policy face severe penalty from the College. Violations may occur in one or more courses in one or more semesters. Violations are addressed for all quarters in which the student is enrolled.

ii. Upon conclusion by the student’s instructor and the student’s Dean that the student has violated Academic Misconduct, the following penalties will be applied:

b) Second Offense. The student will be expelled from the course, and the final grade assigned for the course will be an ‘F/A’. The student may re-take the course, but the ‘F/A’ will remain on the transcript even if the student re-takes the course and earns a passing grade.

The College reserves the right to dismiss a student from the College if there are more than two offenses. A student dismissed from the College because of Academic Misconduct may not re-enroll.

Students who commit Academic Misconduct also run the risk of harming future educational and employment opportunities. Reputations sought by prospective employers and other educational institutions often ask for judgment and comment on a student’s ethical behavior. As the form is sent in behalf of the student, the College waives any right he or she may have under the Family Educational Rights and Privacy Act to keep Academic Integrity violations confidential.

In the event of Academic Misconduct, the College reserves the right to withhold the release of academic information, and any records, pending settlement of any amount due the College.

Circulation Policy

Rasmussen College Library System, in accordance with the mission of the College, promotes life-long learning, develops information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse education and information needs of our online and residential communities.

In support of this mission, we:

• Extend our resources and personalized services to all students and employees of the College;

• Empower students to access information independently in the changing world of technology;

• Support faculty by providing professional development and institutional partnerships;

• Engage in responsive collection development and resource sharing;

• Collaborate with faculty to select resources in a variety of formats.

This circulation policy supports the library mission by ensuring that library materials are available to members of the Rasmussen College community and other library users on an equitable basis. Exception to this policy may be granted by the Campus Librarian on a case-by-case basis if need is demonstrated.

Borrowing Materials: General

The following persons are permitted to check out materials owned by our campus libraries:

• Rasmussen College students and alumni in good financial standing with the College.

• Rasmussen College faculty and staff in good standing with the library.

• Community, consortia, and interlibrary loan patrons in good standing with the library.

A patron in good standing with the library is defined as a person who has no overdue items and owes no fees toward damaged or lost items. A library user is responsible for any items checked out in his or her name. Rasmussen College retains the right to deny borrowing privileges to anyone in violation of this or any other library policy.

Loan Periods

Circulating materials are loaned for 21 calendar days and may be renewed up to three times if there are no outstanding holds on the material. Special materials are loaned for 3 hours or 3 days, depending on the material type. Restricted materials may not be renewed. Library materials must be returned to the library on or before the end of the loan period. Returned materials are accepted at any campus library and may be delivered in person or mailed to the campus.

Non-circulating materials are not loaned but may be used in the library.

Fees and Restriction of Borrower Privileges

Users will receive a reminder 2 days in advance of an item’s due date.

Following the grace period (5 days for circulating items, 10 hours for special materials), the College will consider the item lost and borrower privileges will be restricted until items are returned or fees are paid for lost materials.

After 30 days past the end of the grace period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The fee is $55.00, or the cost of replacing the item plus a $5.00 processing fee.

In the event that a library material is returned damaged, the borrower will be assessed a fee to repair or replace the damaged item. In the event that a library material is damaged, the library will assess a $55.00 fee.

Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late.
Library fees are assessed through the Department of Student Financial Services. Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any claims or debt due to the College.

Non-Discrimination Policy
Rasmussen is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the only acceptable way to operate. Rasmussen employment practices conform both with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment and non-discrimination in admissions. Rasmussen’s policies extend to: (1) all categories of personnel; (2) applicants seeking admission to Rasmussen College; and (3) applicants seeking employment with Rasmussen College.

Anti-Harassment and Sexual Violence Policy
It is Rasmussen College's policy and responsibility to provide our employees and students an environment that is free from harassment. Rasmussen College expressly prohibits harassment of employees or students on the basis of gender. Harassment undermines our College community morale and our commitment to treat each other with dignity and respect. This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees, and regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or mental condition, political or military or veteran status, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or President will be notified of all allegations. This will ensure a prompt, competent, and appropriate investigation. It is a violation of policy for any member of our College community to engage in sexual harassment and 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 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 who makes 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 victimized.
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 harassment will give advice and guidance on both informal and formal procedures for solving the problem. During the informal inquiry process, all information will be kept confidential to as great a degree as legally possible.

No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President and the Human Resources Director and Corporate Counsel, without the written permission of the person making the complaint. However, the results of the course of the investigation that Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

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

Resolutions and Informal Complaints
Any employee in the Rasmussen College community may discuss an informal complaint with the Campus Director, Regional Vice President, Executive Vice President or President.
1. If the person who discusses an informal complaint with an advisor is willing to be identified to others but not the person brought the complaint, an 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 remains. While 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.

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 complaint (suggested by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.
3. When a number of people report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a classroom lecture) or when the College receives repeated complaints from different people that an individual has engaged in other forms of sexual harassment, the College may inform the person complained against without revealing the identity of the complainants.

Definition
Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment. Sexual harassment includes: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement; 2) submission to or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment; 3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working or academic environment. This policy prohibits behavior such as, but not limited to:
1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive or obscene drawings, cartoons or posters (includes by electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements; and
7. Physical conduct, such as: touching, assault, or impeding or blocking movements.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as or as subtle as a whisper. Harassment under the third part of the definition often consists of calls unkindness to the experience of others.

Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, friends, students, and guests, and welcomed by both parties, are not considered to be harassment, including sexual harassment. There are basically two types of sexual harassment:
1. "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions.
   Employee benefits such as, raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if she does not have sex with her.
2. "Hostile work environment," where the harassment creates an offensive and unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether it be supervisors, peer employees, or others. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a 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), 800-800-3302 (TTY).

Sexual orientation harassment: Sexual harassment includes harassment based on sexual orientation. Sexual orientation harassment is very broad and includes both discrimination against individuals who are gay, lesbian, bisexual, or transgender. Physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent 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 future study, and other forms of academic consent may greatly diminish the student’s actual freedom of choice concerning the relationship.

Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with one’s ability to pursue his/her career freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perception that a power differential exists between the involved parties which limits the student or employee’s ability to make informed choices about the relationship.

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor, or student who will bear the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/sexual relationship where there is a superior/subordinate relationship.

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, or through the threat of a physical or emotional harm. Sexual assault has been defined by the EEOC as including any sexual contact or any attempt to engage in sexual contact, without the victim’s agreement.

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), 800-800-3302 (TTY).

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 incident. The complaint must be addressed to the Campus Director or other manager who will immediately report such complaint to an Executive Vice President or President and Human Resources Department or Corporate Counsel.

b. The complaint must include the name of the person against whom a complaint is made, the name of the person making the complaint, the date, a full description of the incident(s), the names of any witnesses, and an explanation of the complainant’s request for relief.

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 investigate formal complaints in the following manner:
1. The person who is first contacted, after initial discussions with the complainant, will inform the College specifying the individuals involved. Rasmussen will decide whether the information reported in the complaint warrant a formal investigation or an informal inquiry.
2. If the circumstances warrant an investigation, Rasmussen College will inform the complainant or other person complained against of the name of the person making the complaint as well as of the substance of the complaint. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. It is necessary for the College to speak to any other person other than the person who filed the complaint. The College shall do so only after informing the complaint person and the person complained against.
3. The College’s first priority will be to attempt to resolve the complaint through a mutual agreement of the complaint and the person complained against.
4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conduct verified by the person complained against.

5. The College will resolve complaints expediently. To the extent possible, the College will complete the investigation and make its recommendations within 60 days from the time the formal investigation is initiated.

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

c. After an investigation of the complaint the College will:
1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its findings to the appropriate Vice President.
2. Report its findings with appropriate recommendations for corrective action 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 and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault;
4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault;
5. The 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 Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim’s request, in transferring the victim of a sexual assault incident to the appropriate hospital;
8. Further information can be obtained from either of the following sources: Minnesota Department of Human Rights 190 East 5th Street, Suite 700 St. Paul, MN 55101 1-800-657-3704 • 651-296-5663 TTY 651-296-1283 humanrights.state.mn.us/ Office of Justice Programs 651-201-7310 • 800-247-0390 Website: op.state.mn.us

9. The campus administration will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Reparations Board. For further information refer to the Office of the Crime Victim Ombudsman website at oj.state.mn.us/ (651-642-8550) or the Crime Victims Reparations Board website at oj.state.mn.us/MCCVVS/ (651-282-6256).

Nothing in this policy shall prevent the complainant from seeking legal redress, in pursuing formal legal remedies or resolution through state or federal agencies or the courts.

Drug Abuse Policy

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees and to protecting its business from unnecessary financial loss due to drug or other intoxicant use among its employees. This policy is based in substantial part on Rasmussen’s concern regarding the safety, health and welfare of its employees and their families, its students and the community. Consistent with this commitment, Rasmussen College strictly prohibits:

1. The presence of employees or students on campus or in corporate offices while under the influence of intoxicants, drugs or any other controlled substances.
2. The use, manufacturing, furnishing, possession, transfer, or trafficking of intoxicants, illegal or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or in Rasmussen College corporate offices.

Rasmussen College has the right to:

1. Suspend employees, including those paid by commission, for felony convictions regarding illegal use, possession or trafficking of drugs.
2. Take disciplinary action against employees who violate this policy. Employees may also be suspended pending outcome of an investigation regarding compliance with this policy.

Drug-Free School and Workplace

In accordance with the Drug-Free Schools and Communities Act Amendments of 1990, 34 CFR Part B, this institution is hereby declared a drug- and alcohol-free college and workplace. For more information visit The U. S. Department of Education’s Office of Drug Policy website at ed.gov/nerc.

Student and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on property belonging to the College including grounds, parking areas, anywhere within the building(s), or while participating in College-related activities. Students and Employees who violate this policy will be subjected to disciplinary action up to and including expulsion or termination of employment.

As a condition of employment, employees must abide by the terms of this policy or the College will take one or more of the following actions within 30 days with respect to any employee who violates this policy by:
1. Reporting to the appropriate law enforcement officials.
2. Taking appropriate disciplinary action against such employee, up to and including expulsion or termination of employment.

Rasmussen College reserves the right to participate in any substance abuse rehabilitation program approved for such purposes by a federal, state, local, health law enforcement, or other appropriate government agency.

In compliance with the law, this institution will make a good faith effort to maintain a drug- and alcohol-free college and work place through implementation of the preceding policy and will establish and maintain a drug- and alcohol-free awareness program.

Fact sheets associated with unlawful possession, use, manufacture or distribution of illicit drugs and alcohol may be obtained from the Campus Director or the Human Resources Department. Rasmussen College provides these fact sheets as an integral part of the Drug-Free College and Workplace Program.

The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. In the workplace, the involvement of Housing and Urban Development, which provides public housing funds, has the authority to evict residents found to be involved with related crimes on or near the public housing premises. Businesses with federal contracts are subject to a loss of those contracts if they do not promote a drug-free environment. In another 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.

Drug 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 alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, anxious, or experience sexual indifference, loss of physical coordination and appetite, go to coma, experience convulsions, or even death.

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

Alcohol related driving deaths are the top killer of 15 to 24 year olds.

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

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

We recommend that any person observing any of the above changes in any student or employee of Rasmussen College immediately notify their Campus Director or the Human Resources Department.

Weapons Policy

Rasmussen College prohibits the possession of weapons of any kind inside campus buildings.

Prohibited items include but are not limited to firearms, BB/pellet guns, sling shots, paint guns, arrows, swords and knives other than cooking utensils and utility/pocket knives with a blade length of 3 inches or less. Prohibited items include weapons that are loaded or unloaded, functioning or non- functioning, regardless of 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 as well as to 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 the Rasmussen College of Justice Studies Program is permitted. This policy includes both campus buildings and offsite events sponsored and controlled by the College including graduation ceremonies, internships, and clinical sites.

This policy does not include Rasmussen College parking lots, where weapons are allowed to be stored in private vehicles unless prohibited by a separate parking facility owner or operator. Rasmussen College policy defers to agency/site-specific rules regarding School of Justice Studies training facilities.

Family Educational Rights and Privacy Act (FERPA)

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

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

2. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the Campus Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the institution decides not to amend the record as requested by the student, the institution will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

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

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

2013 CATALOG AND STUDENT HANDBOOK

ACADEMIC INFORMATION AND COLLEGE POLICIES

SPECIALIZED EDUCATION PROGRAMS

ACADEMIC INFORMATION AND COLLEGE POLICIES

SPECIALIZED EDUCATION PROGRAMS
b. Law Enforcement Subpoenas – The institution may disclose education records without the written consent of the student if the record is subpoenaed by any 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 officials in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals, or to prevent a serious threat to the health or safety of the student or others must be present.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Federal Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

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

Directory Information Directory Information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Campus Director within fifteen (15) days after the student starts classes. Directory Information includes: Student’s name, date of birth, address(es); course of study; extracurricular activities; degrees and/or awards received; last school attended; dean’s list or equivalent; attendance status (full-time, part-time) and dates of attendance (the period of time a student attends or attended Rasmussen College not to include summer months) in connection with an emergency.

Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Business Office. Once filed this becomes a permanent part of the student’s record until the student instructs the institution, in writing, to have the request removed.

Grievance Policy It is the policy of Rasmussen College that students should have an opportunity to present school-related complaints at the grievance procedures. The College will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriate grievance is defined as a student’s expressed feeling of dissatisfaction regarding any interpretation or application of school-related policies or the College’s personnel. Students should notify the College in a timely fashion if any grievance concerning an appropriate for handling under this policy. As used in this policy the terms “timely fashion” “reasonable time” and “promptly” 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 non-academic 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 grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

Students or other interested parties may also contact:
• Minnesota Office of Higher Education 1450 Energy Park Drive, Suite 350 St. Paul, MN 55158 651-642-0533
• Kansas Board of Regents 1000 SW Jackson Street, Suite 520 Topeka, KS 66612 785-296-3421
• State of Wisconsin Educational Assessment Board 201 West Washington Avenue, 3rd Floor Madison, WI 53703 608-264-1996
• The Higher Learning Commission (ncahc.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 as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their appeal.

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

If individuals wish to appeal a decision or request a hearing requesting for any other personnel 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 and will be given within 30 days.

Arbitration Any controversy or claim arising out of, or relating to a current or former student’s recruitment by, enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (the “Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the 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 permitted by applicable law, including 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 not have any authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim or against more than one Student regardless of whether or how many other similarly situated 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, the arbitrator’s award will be final and binding and without any further right of appeal to any court or other entity or persons designated in any other manner.

A party may request that any interpretation or application of the Rules of the American Arbitration Association then in effect be resolved by binding arbitration administered in accordance with 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 permitted by applicable law, including 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 not have any authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim or against more than one Student regardless of whether or how many other similarly situated 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, the arbitrator’s award will be final and binding and without any further right of appeal to any court or other entity or persons designated in any other manner.

Arbitration

State Contact Information for Student Complaints * ALABAMA Alabama Commission on Higher Education P.O. Box 302000 Montgomery, AL 36130 ache.state.al.us/federal-reg.pdf
Alabama Department of Postsecondary Education P.O. Box 302130 Montgomery, AL 36130 accs.cc/complaintform.aspx
ARKANSAS Arkansas Higher Education Coordination Board 114 East Capitol Ave. Little Rock, AR 72201 Arkansas Higher Education Coordination Board 501 Woodlane, Suite 312 Little Rock, AR 72201 sbpce@arkansas.gov sbpce.arkansas.gov/students/ComplaintProcess.aspx
CALIFORNIA Approved Institutions: California Bureau of Private Postsecondary Education P.O. Box 940455 Sacramento, CA 95898 bpeca@ca.gov bpeca.ca.gov/pubs/complaint.pdf Exempt Institutions: Attorney General’s Office California Department of Justice 400 W. Third Street, Suite 520 P.O. Box 940455 Sacramento, CA 94242 ag.ca.gov/contact/complaint_form.php?cmpx-PL
COLORADO Colorado Department of Higher Education 1560 Broadway, Suite 1600 Denver, CO 80202 highered.colorado.gov/Academics/Complaints/default.html highered.colorado.gov/DPOs/Students/complaint.html
CONNECTICUT Connecticut Office of Financial and Academic Affairs for Higher Education 61 Chapin St., 4th Floor Hartford, CT 06105 860-547-1800, info@cthe.org Non-degree institutions: ctthe.org/ POSAPdf/CP2ComplainForm.htm Connecticut Department of Consumer Protection 165 Capitol Avenue, Room 110 Hartford, CT 06106 trade.practices@ct.gov commerce.state.ct.us/complain/Consumer_Statement_ CFP2.pdf Consumer Complaint Hotline: 800-842-2649
DELAWARE Delaware Higher Education Office Carvel State Office Building, 5th Floor, 820 North French Street Wilmington, DE 19801 dheo@doe.k12.de.us Delaware Attorney General Consumer Protection Wilmington: 820 North French Street 5th Floor Wilminton, DE 19801 consumer.protection@state.de.us
TUITION

Full time pricing will be effective for new students as of February 2013:

<table>
<thead>
<tr>
<th>All Programs:</th>
<th>Part Time</th>
<th>Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Business</td>
<td>$395 per credit for Foundation courses and all 100-200 level courses</td>
<td>$299 per credit for Foundation courses and all 100-200 level courses</td>
</tr>
<tr>
<td>School of Health Sciences</td>
<td>$310 per credit for all 300-400 level courses</td>
<td>$299 per credit for all 300-400 level courses</td>
</tr>
<tr>
<td>School of Technology</td>
<td>School of Design</td>
<td>School of Justice Studies</td>
</tr>
<tr>
<td></td>
<td>$250 per credit</td>
<td>$130 per credit</td>
</tr>
<tr>
<td></td>
<td>Medical Administration</td>
<td>Medical Assistance</td>
</tr>
<tr>
<td></td>
<td>$310 per credit</td>
<td>$299 per credit</td>
</tr>
</tbody>
</table>

School of Education:          
- Early Childhood Education: $310 per credit; $299 per credit
- School of Health Sciences Programs:
  - Medical Administration: $250 per credit
  - Medical Assistance: $130 per credit
- School of Nursing:
  - All Programs: $395 per credit for Foundation courses and all 100-200 level courses
  - $310 per credit for all 300-400 level courses

Full-time students are defined as taking 12 or more credits per quarter. Students taking less than 12 credits are part-time students.

Currently enrolled students will maintain their current tuition rate and will be eligible for the full time rates October 2013.

There is a required course materials fee of $150 per course. Course numbers ending with “L” or “LL” will not be charged a course materials fee.

Students enrolling in sixteen (16) or more credits shall be charged for sixteen (16) credits and will be assessed an additional course materials fee of $150 for every course over four courses.

Continuously enrolled students in certificate, diploma and associate programs will not be subject to tuition increase for two years from the time they begin their program of study. Continuously enrolled students in bachelor programs will not be subject to tuition increase for four years from the time they begin their program of study.

Individual Progress students will be charged at the School of Business rate, plus the cost of books and other fees.

Students not enrolled in an eligible program who elect to take courses without earning college credit are charged $75 per credit hour, plus the cost of books and other fees. This credit (16) or more credits shall be charged for sixteen (16) credits and will be assessed an additional course materials fee of $150 for every course over four courses.

Refunds

The State of Minnesota Cancellation, Termination, Refund Policy

If a student is cancelled, terminated, or 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 receipt of any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand-carried, it shall occur on the date the notice is delivered to the College.
- Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the Period of Instruction for which he/she has been charged (“Period of Instruction”), all tuition and fees paid 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 he/she has been charged, but before completion of 60% of the Period of Instruction, the amount charges of tuition, fees, and any 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 of withdrawal if the student does not officially withdraw.
- The refund policy is not linked to compliance with the College’s regulations or rules of conduct.
- Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

Refund Policy for Iowa Residents:

a. In accordance with Iowa code 714.23, students who are residents of the state of Iowa shall receive a pro rata refund of tuition charges if they withdraw from an educational program at Rasmussen College, 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 until the date equivalent to the completion of sixty percent of the calendar days in the school period to the total number of calendar days in the school period until the date equivalent to the completion of sixty percent of the calendar days in the school period.

b. Notwithstanding the paragraphs above, the following tuition refund policy shall apply:
- If a terminating student has completed sixty percent or more of a school period, no tuition refund will be granted. However, if, at any time, a student terminates a program due to the student’s physical incapacity or for a program that requires that the student attend physical classroom instruction due to the transfer of the student’s spouse’s employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

COMMUNITY AND TECHNICAL COLLEGE SYSTEM OF WEST VIRGINIA

WISCONSIN

Wisconsin Educational Approval Board

201 West Washington Avenue, 3rd Floor
P.O. Box 8696
Madison, WI 53708
wb@yahoo.com
w.eab.state.wi.us/complaints.asp

WYOMING

Wyoming Department of Education

250 Capital Avenue, Hathaway Building, 2nd Floor
Cheyenne, WY 82002

ATTORNEY GENERAL’S OFFICE

123 Capitol Building, 200 West 24th Street
Cheyenne, WY 82002

The Office of Attorney General Consumer Protection Division is authorized to receive complaints from consumers.

The Office of Attorney General Consumer Protection Division is authorized to receive complaints from consumers.

TX

Rasmussen College has signed consortium agreements with Rasmussen College campuses.

Refund Policies

All programs: $395 per credit for Foundation courses and all 100-200 level courses

$310 per credit for all 300-400 level courses

School of Business:

School of Design: $250 per credit

Medical Administration: $310 per credit

School of Health Sciences Programs:

School of Nursing:

All Programs: $395 per credit for Foundation courses and all 100-200 level courses

$310 per credit for all 300-400 level courses

Community and Technical College System of West Virginia

1015 Kanawha Blvd, Suite 700
Charleston, WV 25301

All programs: $395 per credit for Foundation courses and all 100-200 level courses

$310 per credit for all 300-400 level courses
c. Notwithstanding the two paragraphs above, this 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 current federal fiscal year is more than 110% of the national average rate of all schools, or six percent, whichever is higher. In this case a determination is made and students are required to refund a tuition charge in an amount that is not less than ninety percent of the amount of tuition charged to the student multiplied by the ratio of 110% (or whatever is more) minus the number of days in the school period to the total number of calendar days in the school period.

d. Tuition refunds shall be provided to the student with the following schedule:
   
   - If there is any remaining post-withdrawal disbursement due to the student, an offer to repay the disbursement withdrawn due to the student.
   
   A 14-day response time is given to the student for their decision.

   No response is received within the 14 days. The remaining post-withdrawal disbursement is cancelled.

   Federal regulations dictate the specific order in which funds must be returned to the Title IV programs. The school must first:
   
   - Unsubsidized Stafford Loans,
   - Subsidized Stafford Loans, and
   - PLUS Loans, Pell Grant, FSEOG, and other Title IV programs.

   Rasmussen College uses the federal and state-mandated formula to determine the return of Title IV funds. The formula requires a Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

   Extended Quarter Break Stop Out Policy

   Rasmussen College encourages students to remain continuously enrolled in their program through to graduation. Rasmussen College recognizes that on occasion a student may experience an extraordinary personal situation for which the student may need an extended break between quarters. A student with an extended break shall request in writing to the Campus Director to take a break from their studies. The student must successfully complete the term immediately prior to the stop out and the student must not withdraw from returning on the mid-quarter start (week 6) of the subsequent quarter or the student will be withdrawn from Rasmussen College. The student must meet with his or her Student Advisor in order to obtain a Stop Out Request Form. Students who are enrolled and meeting the standards of satisfactory Academic Progress in the one term may apply for an extended break for the following term. The student must successfully complete the term immediately prior to the Stop Out in order to be eligible for the extended break.

   Extended Quarter Break Stop Out Policy

   Students who are enrolled and meeting the standards of satisfactory Academic Progress at the end of the quarter may apply for an extended break for the following quarter. The student must successfully complete the term immediately prior to the Stop Out in order to be eligible for the extended break.

   A 2013 CATALOG AND STUDENT HANDBOOK

   ACADEMIC INFORMATION AND COLLEGE POLICIES

   When a Student Wants to Return After an Involuntary Medical Withdrawal

   Re-enrollment will require a completed re-admission application from the student along with a letter from the student’s professional therapist/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 re-admission application is received:
   - Dean, Student Financial Services Office and Campus Director.

   Federal Distribution of Funds Policy

   Once the refund is due to the student, the federal portion of the refund shall be distributed back to the various programs in the following manner:
   - All refund monies shall first be applied to reduce the student’s Federal Direct Unsubsidized Stafford, Federal Direct Subsidized Stafford, and Federal Direct PLUS loans received on behalf of the student.
   - Any remaining refund monies will then be applied to reduce the student’s Federal Pell Grant award.
   - Any remaining refund monies will then be applied to reduce the student’s Federal SEOG award.

   Other Federal SFA Programs authorized by Title IV Higher Education Act.

   Non-Federal Refund Distribution Policy

   If the disbursement is made by the Florida State Assistance Grant (FSAG) while the student is enrolled, no refund will be due. If the student is no longer in attendance, a full refund to the FSAG program is due. A student must be attempting a minimum of six credits per quarter to be eligible to receive Bright Futures scholarship funding.

   If a student receiving Bright Futures scholarship funds withdraws from course(s) after the drop/ add period, the student will be required to repay the institution for the amount of the scholarship for those course(s) withdrawn from.

   For Minnesota Campuses

   Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund, the student must be attempting a minimum of 60% of the quarter, following the first week of the quarter.

   • The rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply on any academic work done by the student while on Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter.

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   If a student receiving Bright Futures scholarship funds withdraws from course(s) after the drop/ add period, the student will be required to repay the institution for the amount of the scholarship for those course(s) withdrawn from.
For North Dakota Campuses
If the disbursement is made of the North Dakota State Grant while the student is enrolled full-time, no refund is due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota State Grant program is due.

For Illinois, Kansas and Wisconsin Campuses
Please note that Illinois, Kansas and Wisconsin do not have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in Illinois, Kansas or Wisconsin.

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

CAMPUS SECURITY CRIME STATISTICS
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Rasmussen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to crimes that occurred on or off campus pertaining to criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus 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.

ACCREDITATION, LICENSING, APPROVALS AND OWNERSHIP

Accreditation
Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association.

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

• Commission on Accreditation for Health Informatics and Information Management Education (“CAHIIM”)
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Programs or camps not listed above are not programmatically accredited.

Registration
Rasmussen College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

• Minnesota Office of Higher Education

Rasmussen College is registered with the Iowa College Student Aid Commission.

Iowa College Student Aid Commission
603 East 12th Street, 5th Floor
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Licensing
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• Wisconsin Department of Regulation & Licensing
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The Arkansas Higher Education Coordinating Board has certified Rasmussen College to offer the following degree programs by distance technology to Arkansas residents: Accounting B.S., Business Management B.S., Marketing B.S., Finance B.S., Healthcare Management B.S., Human Resources and Organizational Leadership B.S., Health Information Management B.S., Criminal Justice B.S., Nursing B.S. (RN to BSN), Cyber Security B.S., Information Technology Management B.S., Accounting A.A.S., Business Management A.A.S., Early Childhood Education A.A.S., Health Information Technician A.A.S., Medical Administration A.A.S., Criminal Justice A.A.S., Human Services A.A.S., Paralegal A.A.S., and Information Systems Management A.A.S. Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code 6-6-301.

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

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  - Bloomington

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  - Brooklyn Park/Maple Grove

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  - M.B.A., University of Detroit
  - Eagan

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  - Eagan

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  - B.S., University of Wisconsin – Platteville
  - Lake Elmo/Woodbury

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  - St. Cloud

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  - B.A., Winona State University
  - St. Cloud

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  - B.A., St. Cloud State University
  - St. Cloud

- **Peggy Sullivan**
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  - B.S., University of Wisconsin
  - St. Cloud

- **Beth Marie Gooding**
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  - B.A., University of Iowa
  - Eagan

- **Jennifer Stoker**
  - Learning Center Manager
  - B.A., University of Central Florida
  - Online
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### MINNESOTA

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<thead>
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<th>Location</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>BLAINE</td>
<td>3629 95th Avenue NE, Blaine, MN 55014</td>
<td>763-795-4720</td>
</tr>
<tr>
<td>BLOOMINGTON</td>
<td>4400 West 78th Street, Bloomington, MN 55435</td>
<td>952-545-2000</td>
</tr>
<tr>
<td>BROOKLYN PARK/MAPLE GROVE</td>
<td>8301 93rd Avenue North, Brooklyn Park, MN 55445</td>
<td>763-493-4500</td>
</tr>
<tr>
<td>MOORHEAD</td>
<td>1250 29th Avenue South, Moorhead, MN 56560</td>
<td>218-304-6200</td>
</tr>
<tr>
<td>ST. CLOUD</td>
<td>226 Park Avenue South, St. Cloud, MN 56301</td>
<td>320-251-5600</td>
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### ILLINOIS

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<tr>
<td>AURORA/NAPERVILLE</td>
<td>2363 Sequoia Drive, Aurora, IL 60506</td>
<td>630-888-3500</td>
</tr>
<tr>
<td>MOKENA/TINLEY PARK</td>
<td>8650 West Spring Lake Road, Mokena, IL 60448</td>
<td>815-534-3300</td>
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<tr>
<td>ROCKFORD</td>
<td>6000 East State Street, Rockford, IL 61108</td>
<td>815-316-4800</td>
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<tr>
<td>ROMEOVILLE/JOLIET</td>
<td>1400 West Normantown Road, Romeoville, IL 60446</td>
<td>815-306-2600</td>
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### NORTH DAKOTA

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<tr>
<th>Location</th>
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<tr>
<td>BISMARCK</td>
<td>1701 East Century Avenue, Bismarck, ND 58503</td>
<td>701-530-9600</td>
</tr>
<tr>
<td>FARGO</td>
<td>4012 19th Avenue SW, Fargo, ND 58103</td>
<td>701-277-3889</td>
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### KANSAS

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<th>Location</th>
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<tr>
<td>OVERLAND PARK</td>
<td>11600 College Boulevard, Overland Park, KS 66210</td>
<td>913-491-7870</td>
</tr>
<tr>
<td>TOPEKA</td>
<td>620 SW Governor View, Topeka, KS 66606</td>
<td>888-5-RASMUSSEN</td>
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### FLORIDA

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<tr>
<td>FORT MYERS</td>
<td>9160 Forum Corporate Parkway, Fort Myers, FL 33905</td>
<td>239-477-2100</td>
</tr>
<tr>
<td>LAND O’LAKES/EAST PASCO</td>
<td>18600 Fernview Street, Land O’Lakes, FL 34638</td>
<td>813-435-3601</td>
</tr>
<tr>
<td>NEW PORT RICHEY/WEST PASCO</td>
<td>8661 Citizens Drive, New Port Richey, FL 34654</td>
<td>727-942-0069</td>
</tr>
<tr>
<td>OCALA</td>
<td>4755 SW 46th Court, Ocala, FL 34474</td>
<td>352-629-1941</td>
</tr>
<tr>
<td>OCALA SCHOOL OF NURSING</td>
<td>2100 SW 22nd Place, Ocala, FL 34471</td>
<td>352-629-1941</td>
</tr>
<tr>
<td>TAMPA/BRANDON</td>
<td>4042 Park Oaks Boulevard, Tampa, FL 33610</td>
<td>813-246-7600</td>
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### WISCONSIN

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<th>Location</th>
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<tbody>
<tr>
<td>APPLETON</td>
<td>3500 East Destination Drive, Appleton, WI 54915</td>
<td>920-750-5900</td>
</tr>
<tr>
<td>GREEN BAY</td>
<td>904 South Taylor Street, Green Bay, WI 54303</td>
<td>920-593-8400</td>
</tr>
<tr>
<td>WAUSAU</td>
<td>1101 Westwood Drive, Wausau, WI 54401</td>
<td>715-841-8000</td>
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### ONLINE

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<tr>
<th>Location</th>
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<td>888-5-RASMUSSEN</td>
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