MINNESOTA CATALOG

JESSICA
SCHOOL OF TECHNOLOGY
AND DESIGN GRADUATE

DONNIE
STUDENT ADVISOR

RASMUSSEN
COLLEGE

rasmussen.edu
MISSION

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

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

As an institution of higher learning, 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, business, industry, professional associations/communities, and other institutions of higher learning benefit from shared knowledge and experience.

6 Assessment and Planning: Rasmussen College students, both 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.
2012-2013 ACADEMIC CALENDAR

• 2012 Early Summer Quarter
  May 7 – June 17
• 2012 Summer Quarter
  July 2 – September 16
• 2012 Early Fall Quarter
  August 6 – September 16
• 2012 Fall Quarter
  October 1 – December 16
• 2012 Early Winter Quarter
  November 5 – December 16
• 2013 Winter Quarter
  January 7 – March 24
• 2013 Early Spring Quarter
  February 11 – March 24
• 2013 Spring Quarter
  April 8 – June 23
• 2013 Early Summer Quarter
  May 13 – June 23

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

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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 network 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,

Krutti Waite
President
LEARN WITH SUPPORT
GRADUATE WITH CONFIDENCE

**SUPPORT+**, our unique, comprehensive network of student services, provides an individualized level of support to help you earn your degree and succeed in your chosen career. Our team of **SUPPORT+** professionals, from your program manager who helps you complete your enrollment application, to your student advisor who helps you develop your My Degree Plan and marks milestones on your Credential Ladder, to career services advisors who help you in your career search, **SUPPORT+** is there to help you succeed—all at no extra cost to you.

With **SUPPORT+**, you will graduate with confidence, knowing you have mastered practical, relevant, and advanced skills that can help you launch a career or advance in your field.

Our dedicated team of faculty and staff provides exceptional individualized support to help you reach your academic and career goals.

**REGISTRAR**
- Evaluates transcripts for transfer credit
- Explains prior learning and test-out policies
- Records credentials on your transcript as you achieve them
- Monitors graduation requirements

**FINANCIAL SERVICES ADVISOR**
- Helps you navigate the financial aid application process
- Answers questions about your award letter and the GI Bill

**STUDENT ADVISOR**
- Helps you develop My Degree Plan, a roadmap to graduation
- Balances your course load and ensures course availability

**FACULTY**
- Provides instruction to help you learn course material
- Helps you master concepts and develop career skills

**TUTOR**
- Provides writing review services
- Tutors in science, English, and other subjects (math tutoring available 24/7)

**STUDENT ACCOUNT MANAGER**
- Processes tuition payments
- Answers questions about the online bookstore
- Assists with use of personal checks

**PERSONAL SUPPORT CENTER**
- Available 24/7
- Helps with Internet connectivity, software installation, password reset, online course access, and other technical issues

**ONLINE LEARNING CENTER**
- Schedules faculty tutoring
- Provides study aids, writing assistance, time-management, and test-taking strategies

**LIBRARIAN**
- Helps with academic research and navigating online resources
- Answers APA formatting and citation questions
- Explains how to use NoodleBib tools

**CAREER SERVICES ADVISOR**
- Provides resume, cover letter, and interview skill assistance
- Helps you develop your professional portfolio
- Guides your career choices and networking opportunities
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

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

TOTAL CERTIFICATE CREDITS

39*

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the 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.

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

A276 Financial Investigation
A280 Accounting Capstone
B232 Principles of Marketing
B234 Business Law
B293 Business Ethics
F108 Financial Markets and Institutions

Total Diploma Credits

General Education Credits

Major and Core Credits

TOTAL DIPLOMA CREDITS

73*

See page 46 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.

EARN AS YOU LEARN

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
## 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
- A416 Financial Statement Analysis 4
- A432 Accounting Fraud Investigation 4
- A440 Accounting Research Methods and Techniques 4
- B331 Principles of Management II 4
- B380 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 46 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.

* 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.

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

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**TOTAL BS DEGREE CREDITS** 181*

**TOTAL PUBLIC ACCOUNTING BS DEGREE CREDITS** 231*

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**TOTAL BS DEGREE CREDITS** 181*

**TOTAL PUBLIC ACCOUNTING BS DEGREE CREDITS** 231*
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
- B099 Foundations of 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*

*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
- D124 English Composition 4
- Communication (Select 1 course) 4
- Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES

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

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

TOTAL DIPLOMA CREDITS 59*

*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.

rasmussen.edu
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 course) 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
B276 Call Center Customer Service Representative Skills 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
B140 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
B223 Search Engine Marketing 4
B243 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 46 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.

888-5-RASMUSSEN
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
B210 Network Fundamentals for Business Professionals  3
B229 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  24
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 46 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
B099 Foundations of 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
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
B138 Introduction to Business 4
B155 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
M200 Medical Office Procedures 4
M230 Medical Law and Ethics 4

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

Total 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 46 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.
# Human Resources and Organizational Leadership

## Certificate

**Career Opportunities:**
- Entry-level Business Assistant

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

### Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
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### Certificate Courses

<table>
<thead>
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<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
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<td><strong>Lower Division</strong></td>
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<tr>
<td>A140</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>A141</td>
<td>Financial Accounting II</td>
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<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B232</td>
<td>Principles of Marketing</td>
<td>4</td>
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<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
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<tr>
<td>B234</td>
<td>Business Law</td>
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<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
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<tr>
<td>E424</td>
<td>Career Development</td>
<td>2</td>
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</tbody>
</table>

**Total Certificate Credits:** 37*

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

## 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Lower Division</strong></td>
<td></td>
</tr>
<tr>
<td>E101</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Major and Core Courses</strong></td>
<td></td>
</tr>
<tr>
<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B235</td>
<td>Introduction to Organizational Leadership</td>
<td>4</td>
</tr>
<tr>
<td>B250</td>
<td>Training and Development</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Diploma Credits</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>General Education Credits</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Major and Core Credits</td>
<td>53</td>
</tr>
</tbody>
</table>

**Total Diploma 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.

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### School of Business Mission Statement

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

MAJOR AND CORE COURSES

LOWER DIVISION
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*

SEE PAGE 46 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
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CERTIFICATE COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A140</td>
<td>Financial Accounting I</td>
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<tr>
<td>A141</td>
<td>Financial Accounting II</td>
<td>4</td>
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<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B232</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B234</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
</tbody>
</table>

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 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.

MARKETING DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D124</td>
<td>English Composition</td>
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<tr>
<td>D125</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>P101</td>
<td>Math/Natural Sciences</td>
<td>4</td>
</tr>
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</table>

MAJOR AND CORE COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B245</td>
<td>Online Multimedia Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B273</td>
<td>Internet Business Models and E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>B281</td>
<td>Public Relations and Advertising</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Diploma Credits

General Education Credits 8
Major and Core Credits 49
TOTAL DIPLOMA CREDITS 57*

SEE PAGE 48 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.
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*

SEE PAGE 46 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.
**EARLY CHILDHOOD EDUCATION**  •  CERTIFICATE • DIPLOMA • AAS DEGREE

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

### CERTIFICATE

**CAREER OPPORTUNITIES:**
- Early Childhood Teacher’s Aide

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

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

### CERTIFICATE COURSES

**LOWER DIVISION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>E242</td>
<td>Career Development</td>
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<tr>
<td>EC100</td>
<td>Foundations of Child Development</td>
<td>4</td>
</tr>
<tr>
<td>EC110</td>
<td>Early Childhood Education Curriculum and Instruction</td>
<td>4</td>
</tr>
<tr>
<td>EC121</td>
<td>Health, Safety, and Nutrition/CDA Application</td>
<td>4</td>
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<tr>
<td>EC200</td>
<td>Observation and Assessment in Early Childhood Education</td>
<td>4</td>
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</table>

Choose either Track I ** or Track II

**Track I**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EC180</td>
<td>Knowledge: Externship I</td>
<td>6</td>
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<tr>
<td>EC181</td>
<td>Application: Externship II</td>
<td>6</td>
</tr>
<tr>
<td>EC182</td>
<td>Reflection: Externship III</td>
<td>6</td>
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</table>

**Track II**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EC183</td>
<td>Teacher Reflection I: Early Childhood Education as a Profession</td>
<td>6</td>
</tr>
<tr>
<td>EC184</td>
<td>Teacher Reflection II: Morality and Ethics in Early Childhood Education</td>
<td>6</td>
</tr>
<tr>
<td>EC185</td>
<td>Teacher Reflection III: The Intentional Teacher</td>
<td>6</td>
</tr>
</tbody>
</table>

### TOTAL CERTIFICATE CREDITS **38**

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 E240 Career Development course.

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

** Track I includes externship courses, which are not available to students in all states. Please see the Early Childhood Education program page on the Rasmussen College web site (www.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 licensure requirements in the state and facility in which they intend to work.

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

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
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
EC229 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*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

*A credit total does 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 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

AAS DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
Child and Family Studies Specialization
EC280 Early Childhood Education Capstone 2

Child Development Specialization
EC280 Early Childhood Education Capstone 2

English Language Learner Specialization
EC280 Early Childhood Education Capstone 2

Child with Special Needs Specialization
EC280 Early Childhood Education Capstone 2

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

TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

888-5-RASMUSSEN
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
B099 Foundations of Math 4

GENERAL EDUCATION COURSES

MAJOR AND CORE COURSES

LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
M120 Medical Terminology 4
M140 Basic ICD-9-CM Coding 4
M140A Intermediate ICD-9-CM Coding 3
M141 Ambulatory Care Coding 3
M209 Medical Insurance and Billing 3
M232 Pathophysiology 5
M233 Health Information Law and Ethics 4
M251 Medical Coding Practicum 1
M4135 Pharmacology for the Allied Health Professional 4

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 4
Math/Natural Sciences (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*

SEE PAGE 48 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 and must also submit to a MN Department of Human Services 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 and must also submit to a MN Department of Human Services 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 and must also submit to a MN Department of Human Services background check.
HEALTH INFORMATION TECHNICIAN AAS 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 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

HEALTH INFORMATION MANAGEMENT BS 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. 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 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

This program is not available online to residents of some states.

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 5 years or have an AAS degree and possess a current RHIT credential. If the degree was obtained over 5 years ago, the student needs to have work experience in the health information industry within the last 5 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 and must also submit to a Minnesota Department of Human Services background check. Applicants must also attend a programmatic orientation.

888-5-RASMUSSEN
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
B099 Foundations of 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
M120 Medical Terminology 4
M130 Medical Writing, Style, and Grammar 3
M140 Basic ICD-9-CM Coding 4
M140A Intermediate ICD-9-CM Coding 3
M141 Ambulatory Care Coding 3
M200 Medical Office Procedures 4
M201 Medical Transcription I 4
M202 Introduction to Medical Transcription 4
M209 Medical Insurance and Billing 3
M230 Medical Law and Ethics 4
M232 Pathophysiology 5
M290 Medical Administration Capstone 1
S115 Keyboarding I 3

Total Diploma Credits
General Education Credits 8
Major and Core Credits 50
TOTAL DIPLOMA CREDITS 58*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

AAS 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 2
Humanities (Select 2 courses) 8
M141 Ambulatory Care Coding 3
M200 Medical Office Procedures 4
M201 Medical Transcription I 4
M202 Introduction to Medical Transcription 4
M209 Medical Insurance and Billing 3
M230 Medical Law and Ethics 4
M232 Pathophysiology 5
M290 Medical Administration Capstone 1
S115 Keyboarding I 3

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

SEE PAGE 46 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.
MEDICAL ASSISTING

DIPLOMA

CAREER OPPORTUNITIES:

• Medical Assistant
• Medical Office Administrative Assistant

OBJECTIVE:

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

FOUNDATION COURSES

B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

GENERAL EDUCATION COURSES

LOWER DIVISION

English Composition (Required course) 4

MAJOR AND CORE COURSES

LOWER DIVISION

E242 Career Development 2
M120 Medical Terminology 4
M200 Medical Office Procedures 4
M230 Medical Law and Ethics 4
M232 Pathophysiology 5
MA110 Clinical Skills I 4
MA135 Pharmacology for the Allied Health Professional 4
MA145 Clinical Skills II 4
MA225 Laboratory Skills for Medical Assisting 3
MA241 Human Anatomy and Physiology I 5
MA242 Human Anatomy and Physiology II 5
MA250 Radiography Skills 3
MA265 Medical Assistant Externship 8

Total Diploma Credits

General Education Credits 4
Major and Core Credits 56
TOTAL DIPLOMA CREDITS 60*

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.

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, Manitowoc 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 (www.caahp.org) 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, applicants to this program must successfully complete and pass a criminal background check and must also submit to a Minnesota Department of Human Services background check.

AAS DEGREE

CAREER OPPORTUNITIES:

• Medical Assistant
• Medical Office Administrative Assistant

OBJECTIVE:

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

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

MAJOR AND CORE COURSES

LOWER DIVISION

D132 Computer Applications and Business Systems Concepts 3

Total Associate’s Degree Credits

General Education Credits 32
Major and Core Credits 59
TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 46 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.

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, Manitowoc 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 (www.caahp.org) 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).

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

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

888-5-RASMUSSEN
MEDICAL LABORATORY TECHNICIAN  AAS DEGREE

CAREER OPPORTUNITIES:
• Medical Laboratory Technician

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
D132  Computer Applications and Business Systems Concepts 3
E242  Career Development 2
M120  Medical Terminology 4
MA241  Human Anatomy and Physiology I 5
MA242  Human Anatomy and Physiology II 5
ML100  Introduction to Clinical Laboratory Science 3
ML150  Clinical Chemistry I 3
ML151  Hematology I 3
ML152  Urinalysis 3
ML153  Clinical Microbiology I 3
ML201  Clinical Chemistry II 4
ML202  Hematology II 4
ML205  Immunology 3
ML207  Immunohematology 3
ML208  Clinical Microbiology II 4
ML291  Clinical Practicum I 12
ML292  Clinical Practicum II 12
PB105  Phlebotomy 3

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

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

This program requires specific immunizations prior to professional practice experience.

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

The Medical Laboratory Technician program at the Green Bay, Lake Elmo/Woodbury, Mankato, Moorhead and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N 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, applicants to this program must successfully complete and pass a criminal background check and must also submit to a Minnesota Department of Human Services background check.
PHARMACY TECHNICIAN • CERTIFICATE • DIPLOMA • AAS DEGREE

CERTIFICATE
CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
M120 Medical Terminology 4
M230 Medical Law and Ethics 4
M232 Pathophysiology 5
M1315 Pharmacology for the Allied Health Professional 4
P105 Introduction to Pharmacy 4
P120 Pharmacy Math and Dosages 4
P129 Pharmacy Software/Automation/Insurance Billing 3
P240 Unit Dose and Medication Preparation 3

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

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

*Diploma 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 and must also submit a Minnesota Department of Human Services background check.

DIPLOMA
CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy

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

IN ADDITION TO ALL CERTIFICATE COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
Communication (Select 1 course) 3

MAJOR AND CORE COURSES
LOWER DIVISION
B119 Customer Service 4
B271 Professional Communication 4
H200 US Healthcare Systems 4
P126 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 46 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 and must also submit a Minnesota Department of Human Services background check.

AAS 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 in a variety of professional contexts, honesty and integrity, compassion for patients, and patient confidentiality.

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course other than G150) 4
Social Sciences (Select 2 courses) 8

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

SEE PAGE 46 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 and must also submit to a Minnesota Department of Human Services background check.

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
M120 Medical Terminology 4
M232 Pathophysiology 5
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 46 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 (www.caahep.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and must also submit to a Minnesota Department of Human Services background check.
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
B099 Foundations of 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 Deviancy 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*

SEE PAGE 46 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.

** 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 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

CAREER OPPORTUNITIES: **

• Detective Investigator
• Probation/Parole Officer
• Crime Victims Advocate
• Juvenile Justice Specialist
• Homeland Security Supervisor
• Homeland Security Agent
• Police Officer

OBJECTIVE:

Graduates of this program know the theory and practice of criminal justice law, procedures, research methods, and leadership. They understand concepts of criminal behavior, crime prevention, and diversity in the justice system. Graduates can apply, analyze, synthesize, and evaluate facts and theories pertaining to criminal justice; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; recognize and address complex ethical situations; and operate effectively within a continually changing environment.

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

FOUNDATION COURSES

B080 Reading and Writing Strategies
B099 Foundations of Math

GENERAL EDUCATION COURSES

LOWER DIVISION

English Composition (Required course) 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

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
J100 Introduction to Criminal Justice 4
J106 Criminology: Motives for Criminal Deviance 4
J119 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
J385 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
J349 Women and Criminal Justice 4
J445 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
J445 Special Offenders: Sex Offenders 4

Homeland Security Specialization ***
J332 Homeland Security Policy 4
J335 Risk Analysis 4
J405 Emergency Management 4
J420 Crimes Across Borders 4

Investigation/Law Enforcement Specialization
J365 Examination of Forensic Science 4
J320 Crime Scene Investigations 4
J325 Criminal Evidence 4
J430 Forensic Psychology 4

Total Bachelor’s Degree Credits 180*

TOTAL BS DEGREES CREDITS 180*

SEE PAGE 46 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.

** Additional training may be required.

*** Students taking the Homeland Security specialization must take as their electives J330 Introduction to Homeland Security, J335 Terrorism, and J425 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 (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.
HUMAN SERVICES • CERTIFICATE • DIPLOMA • AAS DEGREE

CERTIFICATE

CAREER OPPORTUNITIES:
• Program Assistant Specialist

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

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B099 Foundations of 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
HS280 Abnormal Psychology 4
J121 Case Management: Strategies for Rehabilitation 4
J211 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 with a passing grade a seminar course. Students must complete the Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

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

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

DIPLOMA

CAREER OPPORTUNITIES:
• 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 written and interpersonal communication and critical thinking in a variety of professional contexts.

IN ADDITION TO ALL CERTIFICATE COURSES

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

MAJOR AND CORE COURSES
LOWER DIVISION
B110 Customer Service 4
D132 Computer Applications and Business Systems Concepts 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J250 Drugs and Crime 4

Choose either Track I or Track II

Track I
HS294 Internship for Human Services 4

Track II
B271 Professional Communication 4
HS295 Human Services Capstone 5

Total Diploma Credits
General Education Credits 16
Major and Core Credits 58

TOTAL DIPLOMA CREDITS 74*

See page 46 for General Education course selections.

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

AAS DEGREE

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 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 46 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 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.

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

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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 understand the policy and practice of traffic enforcement, firearms use, defensive tactics, investigations, and pursuit driving, and can perform skills in each area. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations. Upon completing this program and additional required first responder training, graduates will be eligible to take the Minnesota Peace Officer Standards and Training (POST) licensing exam.

GENERAL EDUCATION COURSES

LOWER DIVISION
- English Composition (Required course) 4
- G124 English Composition
- 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
- G148 General Psychology

MAJOR AND CORE COURSES

LOWER DIVISION
- D132 Computer Applications and Business Systems Concepts 3
- J100 Introduction to Criminal Justice 4
- J120 Policing in America 4
- J122 Crime Scene to Conviction: Critical Skills in Documentation 4
- J131 Criminal Law and Procedures: Crime and the Courtroom 4
- J200 Domestic Violence 4
- J213 Juvenile Justice: Delinquency, Dependency, and Diversions 4
- J222 Practical Psychology for Law Enforcement 4
- J255 Ethics in Criminal Justice 4
- 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 Associate’s Degree Credits
- General Education Credits 32
- Major and Core Credits 59

TOTAL AAS DEGREE CREDITS 91

SEE PAGE 46 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.

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

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

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

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

OBJECTIVE:
Graduates of this program know the history and development of the criminal justice system and the role of law enforcement in the system. They understand the legal process from arrest, to the courts, and through the corrections system. They can apply critical thinking to issues including policing, criminal law and procedure, documentation, and legal code for law enforcement. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities. Upon completing this program and additional required practical skills coursework, graduates will be eligible to take the Minnesota Professional Peace Officer (POST) licensing exam.

MAJOR AND CORE COURSES

LOWER DIVISION
J100 Introduction to Criminal Justice 4
J120 Policing in America 4
J122 Crime Scene to Conviction: Critical Skills in Documentation 4
J131 Criminal Law and Procedures: Crime and the Courtroom 4
J200 Domestic Violence 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J222 Practical Psychology for Law Enforcement 4
J255 Ethics in Criminal Justice 4
LE240 Minnesota Criminal Code 2
LE245 Minnesota Traffic Code 2

TOTAL CERTIFICATE CREDITS 36

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

LAW ENFORCEMENT SKILLS CERTIFICATE

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

OBJECTIVE:
Graduates of this program know the policy and practice of traffic enforcement, firearms use, defensive tactics, investigations, and pursuit driving. They can perform skills in each area. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities. Upon completing this program and additional required academic coursework, graduates will be eligible to take the Minnesota Professional Peace Officer (POST) licensing exam.

MAJOR AND CORE COURSES

LOWER DIVISION
LE210 Traffic Enforcement: Managing Traffic Violators 3
LE219 Firearms I: Fundamentals of Armed Police Response 2
LE220 Firearms II: Tactics for Combat Gunfighting 2
LE227 Use of Force I: From Empty Hands to TASERs 2
LE228 Use of Force II: Winning Violent Confrontations 2
LE233 Crime Scene Response: The Real CSI 3
LE240 Minnesota 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. Applicants are also required to interview with a Program Manager and complete a Rasmussen College placement test as part of the admissions process.

Admission to the Law Enforcement AAS program requires applicants to have earned an Associate's degree or higher (including general education courses equivalent to those in the Law Enforcement AAS) and additional required 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 Apprenticeship background check.
PARALEGAL AAS DEGREE

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

OBJECTIVE:
Graduates of this program know the principles of legal research and writing. They understand criminal, family, corporate, and real estate law. They can provide services in all areas of the legal system, such as courts, law firms, and government agencies, under the supervision of an attorney. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
D124 English Composition
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
G148 General Psychology

MAJOR AND CORE COURSES
LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
J531 Criminal Law and Procedures: Crime and the Courtroom 4
P1100 Introduction to Law and the Legal System 4
P1211 Civil Litigation and Procedure I 4
P1222 Civil Litigation and Procedure II 4
P1442 Contracts: Managing Legal Relationships 4
P1445 Paralegal Ethics 4
P2115 Real Estate Law 4
P216 Corporate Law 4
P226 Law Office Technology: Cyberspace and the Paralegal Profession 4
P228 Torts: Auto Accidents and Other Legal Injuries 4
P2330 Family Law 4
P2335 Legal Research 4
P240 Legal Writing 4

Chose either Track I or Track II
Track I
P1290 Paralegal Internship 5
Track II
P1280 Paralegal Capstone 5

Total Associate's Degree Credits
General Education Credits 32
Major and Core Credits 62
TOTAL AAS DEGREE CREDITS 94*

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

See Page 46 for General Education Course Selections.

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

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

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

**OBJECTIVE:**
Graduates of this program know the principles of legal research and writing. They understand criminal, family, corporate, and real estate law. They can provide services in all areas of the legal system, such as courts, law firms, and government agencies, under the supervision of an attorney. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities.

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**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
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</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
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</table>

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
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</tr>
<tr>
<td>G125</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>M121</td>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
</tr>
</tbody>
</table>

*General Education Elective**

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<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>PL226</td>
<td>Law Office Technology: Cyberspace and the Paralegal Profession</td>
<td>4</td>
</tr>
<tr>
<td>PL228</td>
<td>Torts: Auto Accidents and Other Legal Injuries</td>
<td>4</td>
</tr>
<tr>
<td>PL230</td>
<td>Family Law</td>
<td>4</td>
</tr>
<tr>
<td>PL235</td>
<td>Legal Research</td>
<td>4</td>
</tr>
<tr>
<td>PL240</td>
<td>Legal Writing</td>
<td>4</td>
</tr>
</tbody>
</table>

**Electives (choose 1 course, for 4 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PL215</td>
<td>Real Estate Law</td>
<td>4</td>
</tr>
<tr>
<td>PL216</td>
<td>Corporate Law</td>
<td>4</td>
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Chose either Track I or Track II

**Track I**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PL280</td>
<td>Paralegal Internship</td>
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</table>

**Track II**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL280</td>
<td>Paralegal Capstone</td>
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</tbody>
</table>

**Total Certificate Credits**

<table>
<thead>
<tr>
<th>Component</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>General Education Credits</td>
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</tr>
<tr>
<td>Major and Core Credits</td>
<td>49</td>
</tr>
</tbody>
</table>
**TOTAL CERTIFICATE CREDITS**

- 61

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**SEE PAGE 46 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.

**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.
## SCHOOL OF NURSING

### PROFESSIONAL NURSING AAS DEGREE

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

**OBJECTIVE:**
The objective of the Professional Nursing program is to provide the knowledge, clinical skills, nursing values, meanings and experience necessary for an entry-level professional nursing position; and in turn facilitate competency in the core components of professional nursing: professional behavior, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration and managing care. This program is designed to prepare the graduate to utilize and apply the nursing process (assessment, diagnosis, planning, intervention and evaluation) to provide care across the life span and in diverse settings within the healthcare continuum. Upon successful completion of this program, the graduate will receive an Associate of 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.

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### GENERAL EDUCATION COURSES

**LOWER DIVISION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>18</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>2</td>
</tr>
<tr>
<td>MA241</td>
<td>Human Anatomy and Physiology I</td>
<td>6</td>
</tr>
<tr>
<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>G200</td>
<td>Introduction to Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>NU100</td>
<td>Critical Thinking in Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NU110</td>
<td>Introduction to Professional Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NU115</td>
<td>Comprehensive Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>NU15L</td>
<td>Comprehensive Pharmacology Lab</td>
<td>2</td>
</tr>
<tr>
<td>NU120</td>
<td>Adult Medical Surgical Nursing I</td>
<td>6</td>
</tr>
<tr>
<td>NU125</td>
<td>Clinical Nursing Skills I</td>
<td>5</td>
</tr>
<tr>
<td>NU205</td>
<td>Human Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>NU220</td>
<td>Adult Medical Surgical Nursing II</td>
<td>6</td>
</tr>
<tr>
<td>NU225</td>
<td>Clinical Nursing Skills II</td>
<td>3</td>
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<tr>
<td>NU230</td>
<td>Pediatric and Maternity Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NU240</td>
<td>Mental Health Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NU250</td>
<td>Nursing Care of the Elderly</td>
<td>6</td>
</tr>
<tr>
<td>NU270</td>
<td>Legal and Ethical Nursing Issues</td>
<td>1</td>
</tr>
<tr>
<td>NU295</td>
<td>Leadership in Nursing</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL ASSOCIATE’S DEGREE CREDITS**
- General Education Credits: 34
- Major and Core Credits: 67
- **TOTAL AAS DEGREE CREDITS**: 101

**SEE PAGE 48 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

This program is only offered at the Mankato campus.

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

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

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.

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**SCHOOL OF NURSING MISSION STATEMENT**

The Rasmussen College School of Nursing serves its diverse communities through educating students in the development of knowledge, skills, attitudes, and abilities essential to provide the highest standards of safe, competent, and ethical practices. Building on the mission of Rasmussen College, the mission of the School of Nursing is to provide innovative and contemporary nursing programs that prepare graduates to contribute to the global community through roles in current nursing practice. The School of Nursing offers career mobility in nursing through an articulated career ladder approach with a general foundation.

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rasmussen.edu
PROFESSIONAL NURSING  AAS DEGREE

MOBILITY ENTRANCE OPTION

CAREER OPPORTUNITIES IN:

• Hospitals
• Clinics
• Rehabilitation Centers
• Long-Term Care Facilities

OBJECTIVE:

Students in this program will have successfully passed the NCLEX-PN and will hold a current license as a practical nurse. The objective of the bridge from a Practical Nursing to a Professional Nursing program is to provide the knowledge, clinical skills, nursing values, meanings and experience necessary for an entry-level professional nursing position, and in turn facilitate competency in the core components of professional nursing: professional behavior, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration and managing care. This program is designed to prepare the graduate to utilize and apply the nursing process (assessment, diagnosis, planning, intervention and evaluation) to provide care across the life span and in diverse settings within the 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.

PRACTICAL NURSING BLOCK TRANSFER

Courses – 23 Credits

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU100</td>
<td>Critical Thinking in Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NU115</td>
<td>Comprehensive Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>NU115L</td>
<td>Comprehensive Pharmacology Lab</td>
<td>2</td>
</tr>
<tr>
<td>NU120</td>
<td>Adult Medical Surgical Nursing I</td>
<td>6</td>
</tr>
<tr>
<td>NU125</td>
<td>Clinical Nursing Skills I</td>
<td>5</td>
</tr>
<tr>
<td>NU205</td>
<td>Human Nutrition</td>
<td>4</td>
</tr>
</tbody>
</table>

ANTICIPATED PROGRAM TRANSFER

Courses – 38 Credits

Rasmussen College expects that students will 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
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<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
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<tr>
<td>MA241</td>
<td>Human Anatomy and Physiology I</td>
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<tr>
<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
<td>5</td>
</tr>
</tbody>
</table>

MAJOR AND CORE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GN200</td>
<td>Introduction to Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>NU130</td>
<td>Transitions in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NU210</td>
<td>Medical Surgical Nursing Review for LPNs</td>
<td>6</td>
</tr>
<tr>
<td>NU225</td>
<td>Clinical Nursing Skills II</td>
<td>3</td>
</tr>
<tr>
<td>NU230</td>
<td>Pediatric and Maternity Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NU240</td>
<td>Mental Health Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NU250</td>
<td>Nursing Care of the Elderly</td>
<td>6</td>
</tr>
<tr>
<td>NU270</td>
<td>Legal and Ethical Nursing Issues</td>
<td>1</td>
</tr>
<tr>
<td>NU295</td>
<td>Leadership in Nursing</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL AAS DEGREE CREDITS: 101

This program is only offered at the Mankato campus.

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

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

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.
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.

SCHOOL OF NURSING

MISSION STATEMENT

The Rasmussen College School of Nursing serves its diverse communities through educating students in the development of knowledge, skills, attitudes, and abilities essential to provide the highest standards of safe, competent, and ethical practices. Building on the mission of Rasmussen College, the mission of the School of Nursing is to provide innovative and contemporary nursing programs that prepare graduates to contribute to the global community through roles in current nursing practice. The School of Nursing offers career mobility in nursing through an articulated career ladder approach with a general foundation.

PRACTICAL NURSING AAS DEGREE

GENERAL EDUCATION COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>BIO110</td>
<td>Human Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>BIO120</td>
<td>Human Anatomy and Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>COM101</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>HUM110</td>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>MAT101</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>NUR990</td>
<td>Introduction to Nursing</td>
<td>2</td>
</tr>
<tr>
<td>PSY101</td>
<td>Introduction to Psychology, Ethics, and Values</td>
<td>3</td>
</tr>
<tr>
<td>PSY201</td>
<td>General Psychology</td>
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MAJOR AND CORE COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CSE210</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>BIO201</td>
<td>Human Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>BIO210</td>
<td>Human Anatomy and Physiology II</td>
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</tr>
<tr>
<td>CHM110</td>
<td>Comprehensive Pharmacology</td>
<td>4</td>
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<tr>
<td>CHM110L</td>
<td>Comprehensive Pharmacology Lab</td>
<td>2</td>
</tr>
<tr>
<td>BIO210</td>
<td>Human Nutrition</td>
<td>4</td>
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<tr>
<td>NUR110</td>
<td>Nursing I</td>
<td>5</td>
</tr>
<tr>
<td>NUR120</td>
<td>Psychosocial Nursing</td>
<td>4</td>
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<tr>
<td>NUR125</td>
<td>Nursing II</td>
<td>6</td>
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<tr>
<td>NUR130</td>
<td>Maternal – Child Nursing</td>
<td>4</td>
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<tr>
<td>NUR135</td>
<td>Nursing III</td>
<td>6</td>
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<tr>
<td>NUR140</td>
<td>Geriatric Nursing</td>
<td>4</td>
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<tr>
<td>NUR145</td>
<td>Nursing Seminar</td>
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Total Associate’s Degree Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Credits</td>
<td>32</td>
</tr>
<tr>
<td>Major and Core Credits</td>
<td>64</td>
</tr>
<tr>
<td>TOTAL AAS DEGREE CREDITS</td>
<td>96</td>
</tr>
</tbody>
</table>

SEE PAGE 46 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 (G24, G142, G142, G142, G148, and G233) or transfer in the equivalent. In addition, the student must complete the required electives 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, applicants to this program must successfully complete and pass a criminal background check and must also submit to a Minnesota Department of Human Services background check.
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
- B099 Foundations of Math 4

GENERAL EDUCATION COURSES
LOWER DIVISION
- English Composition (Required course) 4
- D124 English Composition 4
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 2 courses) 8
- (Select 2 courses, including at least one Math course) 8
- 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
- F242 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
- N160 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
- S1410 Mobile Application Development 3
- S2225 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 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in the program 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

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 Major and Core Credits

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 AS 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 4
Communication (*Required course, select 1 additional course) 8
G126A English Composition 2* 8
Humanities (*Required course, select 2 additional courses) 12
G224 Introduction to Critical Thinking* 8
Math/Natural Sciences (*Required, select 1 additional course) 8
G247 Introduction to Discrete Mathematics* 8
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 46 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 BS DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS 4

Total Bachelor’s Degree Credits 45

Lower Division General Education Credits 24

Upper Division General Education Credits 36

Lower Division Major and Core Credits 46

Upper Division Major and Core Credits 61

Unrestricted Upper Division Elective Credits 4

TOTAL BS DEGREE CREDITS 180

SEE PAGE 46 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.
technology can directly affect business performance. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. They understand how technology adds value to the business process. 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
B099 Foundations of Math 4

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
GT24 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
N145 Fundamentals of PC Hardware and Software 4
N150 Technology’s Role in the 21st Century 2
N208 Linux Administration 3
N228 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 68*

See page 46 for general education course selections.

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

* Credit totals do not include Foundation Courses. Students must either complete a passing grade in a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the degree requirements to graduate from an Associate degree program.

See page 46 for general education course selections.
INFORMATION TECHNOLOGY MANAGEMENT
BS 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 Organization Behavior Analysis 4
N141 Networking Security 3
N306 Advanced Network Security 4
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*
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
B099  Foundations of Math  4

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

SEE PAGE 46 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 AAS 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 46 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.
CYBER SECURITY BS 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 181*

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 87

TOTAL BS DEGREE CREDITS 181*

SEE PAGE 46 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. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities, and how to engage in IT support practices.

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B099 Foundations of 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*

* 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 know 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
C124 English Composition 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
N177 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*

* 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 AAS 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
Social Sciences (Select 2 courses) 8

Total Associate’s Degree Credits 40

Major and Core Credits 79

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.

IN ADDITION TO ALL AAS DEGREE COURSES

CERTIFICATE

TOTAL DIPLOMA CREDITS

ASSOCIATE’S DEGREE

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## General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

## Lower Division

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>M183</td>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
</tr>
</tbody>
</table>

## Major and Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>N139</td>
<td>Operating Systems Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>N140</td>
<td>Logic and Troubleshooting</td>
<td>4</td>
</tr>
<tr>
<td>N209</td>
<td>PHP/MySQL Administration</td>
<td>4</td>
</tr>
<tr>
<td>N236</td>
<td>Database Security</td>
<td>4</td>
</tr>
<tr>
<td>N273</td>
<td>Business Intelligence Reporting</td>
<td>3</td>
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<tr>
<td>N274</td>
<td>SQL Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
<tr>
<td>W109</td>
<td>Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>W114</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>W125</td>
<td>Introduction to Visual Basic</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Diploma Credits:** 66

**Total AAS Degree Credits:** 90

---

**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 credits
- B099 Foundations of Math: 4 credits

**General Education Courses**

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

**Major and Core Courses**

- Lower Division:
  - B119 Customer Service: 4 credits
  - B136 Introduction to Business: 4 credits
  - B220 Project Planning and Documentation: 4 credits
  - B271 Professional Communication: 4 credits
  - B293 Business Ethics: 4 credits
  - D132 Computer Applications and Business Systems Concepts: 3 credits
  - E242 Career Development: 2 credits
  - N139 Operating Systems Fundamentals: 4 credits
  - N140 Logic and Troubleshooting: 4 credits
  - N209 PHP/MySQL Administration: 4 credits
  - N236 Database Security: 4 credits
  - N273 Business Intelligence Reporting: 3 credits
  - N274 SQL Server Administration: 3 credits
  - N290 Information Technology Capstone: 2 credits
  - W109 Relational Databases: 3 credits
  - W114 Fundamentals of Programming: 3 credits
  - W125 Introduction to Visual Basic: 3 credits

**Total Diploma Credits:** 66

---

**Career Opportunities:**

• Database Administrator

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

**Total Associate’s Degree Credits**

- General Education Credits: 32 credits
- Major and Core Credits: 58 credits
- **Total AAS Degree Credits:** 90

**See page 46 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 Senior 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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**Diploma**

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INFORMATION SYSTEMS MANAGEMENT DIPLOMA • WEB PROGRAMMING

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
B099 Foundations of 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
D122 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
W114 Fundamentals of Programming 3
W116 Introduction to Web Design Software 3
W118 Introduction to HTML 3
W125 Introduction to Visual Basic 3
W201 Advanced Visual Basic 3
W210 Java I 3
W215 PERL/CGI 3
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 46 for General Education Course Selections.

INFORMATION SYSTEMS MANAGEMENT AAS DEGREE • WEB PROGRAMMING

CAREER OPPORTUNITIES:
• Web Developer

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

IN ADDITION TO ALL DIPLOMA COURSES

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

Total Associate's Degree Credits
General Education Credits 32
Major and Core Credits 60

TOTAL AAS DEGREE CREDITS 92*

See page 46 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 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.

* 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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**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
- B099 Foundations of Math 4

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- English Composition (Required Course) 4
  - G124 English Composition 4
- Communication (Select 1 course) 4
  - Math/Natural Sciences (Select 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
- N111 Introduction to Computer Graphics 3
- N113 Introduction to Multimedia Design 3
- N121 Typography 3
- N122 Digital Publishing 3
- N124 Color Theory and Techniques 3
- N130 Audio/Video Editing 3
- N141 Digital Media Production 3
- N252 Fundamentals of Web Authoring and Design 3
- N262 Digital Media Assembly 3
- N272 Multimedia Technologies 3

**SPECIALIZATION COURSES**
- N110 Drawing Design and Art Theory 3
- N131 Introduction to 3D Arts and Animation 3
- N240 3-Dimensional Animation 3

Total Diploma Credits 71*

**WEB DESIGN**

**CAREER OPPORTUNITIES:**
- Graphic Designer
- Print and Digital Designer
- Website Designer

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

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

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- English Composition (Required Course) 4
  - G124 English Composition 4
- Communication (Select 1 course) 4
  - Math/Natural Sciences (Select 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
- N111 Introduction to Computer Graphics 3
- N113 Introduction to Multimedia Design 3
- N121 Typography 3
- N122 Digital Publishing 3
- N124 Color Theory and Techniques 3
- N130 Audio/Video Editing 3
- N141 Digital Media Production 3
- N252 Fundamentals of Web Authoring and Design 3
- N262 Digital Media Assembly 3
- N272 Multimedia Technologies 3

**SPECIALIZATION COURSES**
- N115 Networking and Internet Technologies 3
  - N250 Dynamic Content Management 3
  - N260 Server Side Scripting 3

Total Diploma Credits 71*

See page 46 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.

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

** To earn an AAS degree in Multimedia Technologies, student must successfully complete at least one Math course.
MULTIMEDIA TECHNOLOGIES AAS 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 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
NM280 Multimedia Portfolio Development 2
Web Design Specialization
NM280 Multimedia Portfolio Development 2

Total Associate's Degree Credits
General Education Credits 32
Major and Core Credits 61

TOTAL AAS DEGREE CREDITS 93*

SEE PAGE 46 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.

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

DIGITAL DESIGN AND ANIMATION BS 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 46 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.

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Humanities, (32) credits of general education coursework distributed across categories: Communication, Humanities, Social Sciences, and Math/Natural Sciences.

Social Sciences

G146 American Religious History
G380 Visions of America Since 1945
G401 Comparative Politics
G425 Work and Family

See specific course requirements on program pages.

*Required courses

See specific course requirements on program pages.

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

GENERAL EDUCATION 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.

NURSING PROGRAMS

English Composition
G124 English Composition

Communication
G141 Introduction to Communication

Humanities
G125 Humanities

Math/Natural Sciences
G215 Introduction to Human Biology

Social Sciences
G142 Introduction to Sociology

See specific course requirements on program pages.

GENERAL EDUCATION PHILOSOPHY

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

General education concepts and skills are integrated across the curriculum in a number of programmatic courses to prepare students to:

1. Effectively communicate, either orally or in writing, in the workplace, in the community, and interpersonally.
2. Analyze, evaluate, and solve problems that arise in employment and in life.
3. Locate, evaluate, and effectively use information from a variety of sources, print and electronic, meeting common standards for intellectual and academic integrity.
4. Recognize and value the diverse needs and perspectives of individuals.

In addition to these cross-curricular general education concepts and skills, the general education coursework that is part of degree and diploma programs is organized into categories, each of which emphasizes a set of general knowledge and content areas.

In the areas of English Composition and Communication, students will demonstrate understanding of basic rhetorical strategies including audience, purpose, thesis statements, effective organization, and/or the use of adequate and relevant evidence.

In the area of Humanities, students will demonstrate understanding of different forms of art: the difference between creative and critical thinking; the elements associated with various art forms; and/or the function of creative production and expression in society.

In the area of Math and Natural Sciences, students will demonstrate understanding of the notation and terminology used in mathematics: the effect that such calculations accomplish; the difference between the valid and invalid use of data and statistics; the fundamental scientific processes, theories, facts, concepts, and principles; the difference between facts and opinions; and/or the steps of the scientific method.

In the area of Social Sciences, students will demonstrate understanding of the major concepts, issues, ideas and models of social science; methods of qualitative and quantitative research; and/or social, cultural, and political factors influence social and historical change.
### ARKANSAS GENERAL EDUCATION COURSE REQUIREMENTS

**BACHELOR OF SCIENCE DEGREE PROGRAMS**

(For Arkansas Residents Only)

<table>
<thead>
<tr>
<th>Fine Arts/ Humanities</th>
<th>BS Degree Programs Total Credits For Arkansas Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select three courses:</td>
<td>• Accounting BS</td>
</tr>
<tr>
<td>G125 Humanities</td>
<td>183 CREDITS</td>
</tr>
<tr>
<td>G145 Film Appreciation</td>
<td>• Business Management BS</td>
</tr>
<tr>
<td>G147 Art Appreciation</td>
<td>183-185 CREDITS</td>
</tr>
<tr>
<td>G201 Creative Writing</td>
<td>• Computer Science BS</td>
</tr>
<tr>
<td>G224 Introduction to Critical Thinking</td>
<td>182 CREDITS</td>
</tr>
<tr>
<td>G230 Introduction to Literature</td>
<td></td>
</tr>
<tr>
<td>G238 Conversational Spanish</td>
<td></td>
</tr>
<tr>
<td>G335 Contemporary World Literature: 1900 to the Present</td>
<td></td>
</tr>
<tr>
<td>G435 Literature of American Minorities</td>
<td></td>
</tr>
<tr>
<td>G440 Political Thought</td>
<td>• Criminal Justice BS</td>
</tr>
<tr>
<td>G142 Introduction to Sociology</td>
<td>182 CREDITS</td>
</tr>
<tr>
<td>G146 Human Geography</td>
<td>• Health Information Management BS</td>
</tr>
<tr>
<td>G148 General Psychology</td>
<td>182 CREDITS</td>
</tr>
<tr>
<td>G149 Technology and Society</td>
<td></td>
</tr>
<tr>
<td>G200 Understanding Cultures</td>
<td></td>
</tr>
<tr>
<td>G203 Macroeconomics</td>
<td>• Information Technology Management BS</td>
</tr>
<tr>
<td>G204 Microeconomics</td>
<td>182 CREDITS</td>
</tr>
<tr>
<td>G242 American/U.S. National Government *</td>
<td></td>
</tr>
<tr>
<td>G270 United States History: 1900 to the Present *</td>
<td></td>
</tr>
<tr>
<td>G333 American Religious History</td>
<td></td>
</tr>
<tr>
<td>G380 Visions of America Since 1945</td>
<td></td>
</tr>
<tr>
<td>G401 Comparative Politics</td>
<td></td>
</tr>
<tr>
<td>G425 Work and Family</td>
<td>• Nursing BS (RN to BSN)</td>
</tr>
<tr>
<td></td>
<td>183 CREDITS</td>
</tr>
</tbody>
</table>

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

* Social Sciences note: Students enrolled in Criminal Justice BS must select General Psychology and Introduction to Sociology.

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Social Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required course:</td>
<td>Select four courses, at least one of which must be a U.S. History/Government course (indicated by *)</td>
</tr>
<tr>
<td>G233 College Algebra</td>
<td>G142 Introduction to Sociology 4</td>
</tr>
<tr>
<td>G261 Advanced Algebra</td>
<td>G146 Human Geography 4</td>
</tr>
<tr>
<td>G247 Introduction to Discrete Mathematics</td>
<td>G148 General Psychology 4</td>
</tr>
<tr>
<td>G249 Introduction to Communication</td>
<td>G149 Technology and Society 4</td>
</tr>
</tbody>
</table>

* Science note: Students enrolled in Health Information Management BS must satisfy 5 of the above required transfer credits via a 4 credit course with 1 credit laboratory that is equivalent to G50 Structure and Function of the Human Body.

* Science note: Students enrolled in Accounting BS, Business Management BS, or Healthcare Management BS must select Macroeconomics.

**TOTAL BS GENERAL EDUCATION CREDITS:** 58

Students enrolled in Computer Science BS will complete 71 general education credits due to program-specific Speech/Communication, Mathematics, and Fine Arts/ Humanities requirements.
English/Writing
Required courses:
G124 English Composition 4
G128A English Composition 2 4

English/Writing notes:
- Students enrolled in Software Application Development AAS select one additional Communications course from the following:
  G141 Introduction to Communication 4
  G227 Oral Communication 4

Humanities
Select two courses:
G129 Humanities 4
G145 Film Appreciation 4
G147 Art Appreciation 4
G201 Creative Writing 4
G224 Introduction to Critical Thinking 4
G230 Introduction to Literature 4
G238 Conversational Spanish 4

Humanities notes:
- Students enrolled in Multimedia Technologies AAS must select Art Appreciation as one of their two Humanities courses.
- Students enrolled in Software Application Development AAS must select Introduction to Critical Thinking and two additional Humanities courses.

Mathematics
Select one course:
G180 General Education Mathematics 4
G233 College Algebra 4

Mathematics notes:
- 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

Natural Sciences
Students enrolled in associate’s degree programs must either select one course below, or transfer in a total of 5 credits, of which 4 credits must be science coursework and 1 credit must be an accompanying laboratory.
G150 Structure and Function of the Human Body 4
G152 Scientific Literacy 4
G215 Introduction to Human Biology 4
G239 Introduction to Astronomy 4
G245 Introduction to Geology 4
TRANSFER (Science course with lab) 5

Natural Sciences notes:
- Baccalaureate degrees require transferred in science credits with laboratories.
- Students enrolled in Health Information Technician AAS or Medical Administration AAS must either select Structure and Function of the Human Body, or transfer in a 4 credit course with 1 credit laboratory that is equivalent to G150 Structure and Function of the Human Body.
- The transferred in equivalent to Structure and Function of the Human Body is required in the Health Information Management BS program.

Social Sciences
Select two courses, unless otherwise noted.
G142 Introduction to Sociology 4
G146 Human Geography 4
G148 General Psychology 4
G149 Technology and Society 4
G200 Understanding Cultures 4
G203 Macroeconomics 4
G204 Microeconomics 4
G242 American/U.S. National Government 4
G270 United States History: 1900 to the Present 4

Social Sciences notes:
- 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

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

Arkansas general education requirements for Associate of Applied Science (AAS) degree programs include the completion of one course in Computer Applications/Fundamentals. The AAS degrees listed on this page contain a course that satisfies this requirement.
A375 Financial Investigation
40 hours, 4 credits
This course will introduce students to the field of fraud examination and how fraud occurs and is detected within financial statements. This course builds on the previous two courses and expands in areas of review of financial statements, inventory, liabilities, assets, and inadequate disclosures related to financial statement investigations and fraud.
Prerequisite: Financial Accounting II
A400 CPA Exam Preparation
40 hours, 2 credits
The CPA exam preparation course provides students with a comprehensive review of topics tested on the CPA examination. Students learn through lectures as well as problem solving.
Prerequisite: This is the last course students take in the program.
A402 Advanced Auditing II
40 hours, 4 credits
This course is in depth and breadth of generally accepted auditing standards and their applications with emphasis on internal auditing, operational auditing, and integrity auditing.
Prerequisite: Advanced Auditing Concepts and Standards
A406 Cost Accounting Principles and Applications
40 hours, 4 credits
This course provides a 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.
Prerequisite: Advanced Auditing Concepts and Standards
A410 Advanced Federal Tax Theory
40 hours, 4 credits
This course provides advanced instruction in the tax laws as implemented by the Internal Revenue Service, addressing individuals, partnerships, C Corporations, and S Corporations.
Prerequisite: Taxation of Individuals
A415 Financial Statement Analysis
40 hours, 4 credits
This course introduces the student to the study of financial statement analysis including interpreting and analyzing accounting data and examining financial statements.
Prerequisite: Financial Accounting II
A416 Advanced Financial Accounting
40 hours, 4 credits
This course focuses on the importance of the operational functions in organizations today to include business combinations and the related financial accounting transactions necessary segment reporting, output planning, international transaction accounting, foreign currency transactions, treasury control, scheduling, and quality control. An interweaving emphasis will be placed on quality and its impact in securing a strategic advantage for manufacturing and service entities.
Prerequisite: Intermediate Financial Reporting II
B039 Foundations of Math 40 hours, 4 credits This course is a study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percents. Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

B110 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.

B135 Introduction to Business 40 hours, 4 credits This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation. Prerequisite: none.

B140 Sales Techniques 40 hours, 4 credits An introductory course in sales emphasizing the principles and practices of a professional salesperson. Course focus is on the information, skills, and activities necessary for success in today's marketplace. Prerequisite: none.

B145 Introduction to Entrepreneurship 40 hours, 4 credits Students will learn the basic concepts of entrepreneurship. Through real-life case studies, students will examine entrepreneurship as a means to executing against market opportunities. They will explore entrepreneurship for products and services across industries, sectors, markets, and regions. Students will also review the lifecycle of entrepreneurial business development. Prerequisite: Introduction to Business.

B185 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.

B216 Network Fundamentals for Business Professionals 40 hours, 3 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.

B220 Project Planning and Documentation 40 hours, 4 credits This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is set with pre-defined scenarios to assist with the definition of project roles and phases. The students work through related issues and produce a resolution in a well written format. Prerequisite: none.

B225 Search Engine Marketing 40 hours, 4 credits This course combines a unique mix of business, writing, and technical skills as students develop an understanding of the basics of search marketing, a search marketing program, and the tasks involved in the execution and tracking of success. This course will assist students in understanding the complexities and similarities of online marketing vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating a quality marketing mix. Prerequisite: Internet Business Models and E-Commerce.

B230 Principles of Finance 40 hours, 4 credits This course is a study of financial institutions, investments, and the financial planning process. 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 seven key marketing perspectives. Topics include consumer buying behavior, business-to-business markets and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrated marketing communications, and marketing's role in electronic commerce. Prerequisite: none.

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

B234 Business Law 40 hours, 4 credits This course presents fundamental principles of law applicable to business transactions. The course relates areas of local and public law that apply to government, regulations, commercial paper, property, bailments, agency and business organizations are addressed. Prerequisite: none.

B235 Introduction to Organizational Leadership 40 hours, 4 credits This course provides students with an opportunity to learn the fundamental theory and practical application of organizational leadership in the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the chaotic and consistently changing world of organizations and help them develop their own skills to become effective leaders. This course includes educational resources from Harvard Business Publishing.

B240 Entrepreneurial Product and Service Planning 40 hours, 4 credits This course provides students with an opportunity to learn the fundamental theory and practical application of organizational leadership in the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the chaotic and consistently changing world of organizations and help them develop their own skills to become effective leaders. This course includes educational resources from Harvard Business Publishing. Prerequisite: none.

B241 Entrepreneurial Product and Service Planning 40 hours, 4 credits This course provides students with an opportunity to learn the fundamental theory and practical application of organizational leadership in the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the chaotic and consistently changing world of organizations and help them develop their own skills to become effective leaders. This course includes educational resources from Harvard Business Publishing. Prerequisite: Introduction to Entrepreneurship.

B244 Entrepreneurial Finance: Capitalizing for the Entrepreneur 40 hours, 4 credits Students will examine the ways in which entrepreneurs finance their ventures. To succeed, 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. This course develops the students' ability to develop content that recognizes 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.

B265 Compensation and Benefits Management 40 hours, 4 credits Students will develop an understanding of the role of cost sharing in human resource management. Topics to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal frameworks of enterprise so that learners can develop approaches to issues that are viable and practical. To equip students with the tools necessary for comprehending legislative text. 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 potential problems and the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of E-Commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of E-Commerce.
Prerequisite: none

B275 Call Center Customer Service Representative Skills
40 hours, 4 credits
Considering the success of any call center rests in the hands of its Customer Service Representatives, it is critical that training, continual skills assessment and professional development opportunities are incorporated into the business cycle. This course will define the requisite skills for exemplars as well as discuss different assessment tools and skill building techniques. Further, this course will also examine Customer Relationship Management (CRM) principles specific to call routing applications.
Prerequisite: none

B276 Call Center Labor Force Management
40 hours, 4 credits
This course provides an introduction to determining the staffing requirements which balance customer requests and satisfaction while meeting budget margins critical to the overall success of the business. As such, the course will focus on the forecasting of labor force needs, staffing requests, understanding of daily service management requirements, and the benefits and barriers to the incorporation of automated software tools to assist in this process.
Prerequisite: none

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 a project designed to integrate the knowledge and skills gained through the above courses. Students will be required to develop a business plan for a business of their choice, which will be analyzed and graded for completion.
Prerequisite: intended for last quarter of student 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 develop a basic understanding of a target audience and a target market. Marketing interactions with associated stakeholders, including current and former 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: B293 Advanced Principles of Marketing

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 an analysis of corporate finance, asset pricing, leverage, risk and return, short- and long-term investment decisions, business financial planning, working capital management, capital structure, multinational finance, as well as other topics.
Prerequisite: Financial Accounting II

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

B351 Management of Information Systems
40 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, the interactions between technology and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems.
Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Business

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

B350 Operations Management
40 hours, 4 credits
In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations; purchasing raw materials; controlling and maintaining inventories; and producing goods or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: Introduction to Business

B354 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 evaluated from management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, moral, and communication.
Prerequisite: Introduction to Business

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

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

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 talent 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: Introduction to Business

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

B420 Organizational Development
40 hours, 4 credits
This seminar course builds upon the theories introduced in Organizational Behavior Analysis. In this course, students examine 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: Organizational Behavior Analysis

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

B423 International Business
40 hours, 4 credits
This course gives students an in-depth understanding of international law and how it applies to online commerce and today’s business transactions.
Prerequisite: Business Law

B433 Human Resource Recruitment and Selection
40 hours, 4 credits
This course introduces students to the basic principles and techniques of staffing the workplace. Students will analyze theories and strategies utilized in staffing, planning, recruiting, and selection and performance assessment.
This course includes educational resources from Harvard Business Publishing.
Prerequisites: Principles of Management; Introduction to Human Resource Management

B434 Web Analytics
40 hours, 4 credits
This course teaches the fundamentals of how to use web analytics concepts, tools, and techniques to harness the power of an organization’s website to create measurable business value, increase customer retention, and build customer loyalty.
Prerequisites: Advanced Search Engine Marketing Strategies: Internet Business Models and E-Commerce

B440 Managing a Diverse Workforce
40 hours, 4 credits
This seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals within organizations, and they will study how these stereotypes affect people within the workplace. Students will also examine issues in conducting business and managing people within a global setting.
Prerequisite: Principles of Management
B442 Advanced Search Engine Marketing Strategies 40 hours. 4 credits
This course is designed to give students an in-depth understanding of search engine optimization 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 applications of statistics methods and applications in business situations.
Prerequisite: College Math course

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

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

B491 Legal and Ethical Environment of Business 40 hours. 4 credits
This course presents an overview of the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Business Ethics; 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: Principles of Management

B498 Management Capstone 30 hours. 3 credits
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts studied throughout their degree in creating a solution for an actual management need. This course is designed to be taken during the student’s last quarter. Students have the opportunity to participate in an optional internship/externship project.
Prerequisite: Business Bachelor’s student in last or second-to-last quarter

D132 Computer Applications and Business Systems Concepts 40 hours. 3 credits
This course teaches students basic to advanced computer concepts and skills, including creating and using a Word document, accessing and using 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.
Prerequisites: Computer Applications and Business Systems Concepts

D187 Professional Presentations 40 hours. 3 credits
This course is designed to incorporate two Microsoft Office presentation programs into a single, powerful tool that can be used to create professional presentations. Students will learn to use PowerPoint and Publisher as partners in creating multidimensional presentations. 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 teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounts, develop and input 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

D279 Computer Focused Principles 40 hours. 3 credits
This course is designed to teach students to accomplish common accounting functions through the use of computer. Students will learn how to develop and maintain computer accounting systems on a computer. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Computer Applications and Business Systems Concepts

E707 Introduction to Undergraduate Research 20 hours. 2 credits
In this course, students will use a variety of Rasmussen College library & World Wide Web resources to develop and hone information literacy skills. Students will be expected to use these skills in all other courses at Rasmussen College.
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 sophomore seminar the quarter in which they finish the Diploma course requirements.
Prerequisite: none

E242 Career Development 20 hours. 2 credits
This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and 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.
Prerequisite: none

E320 Junior Seminar 0 credits
This seminar course challenges students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. The course is required for graduation from an Associate's degree program.

E410 Senior Seminar 0 credits
This seminar course challenges students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. The course is required for graduation from a Bachelor's degree program.

EC100 Foundations of Child Development 40 hours. 4 credits
This course will explore characteristics of children at different ages. Children's developmental needs, and the foundation of early childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family, the educational context, and the cultural, social, class, and ethnic variations in the family as a social system.
Prerequisite: none

EC110 Early Childhood Education Curriculum and Instruction 40 hours. 4 credits
This course promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized.
Prerequisite: Foundations of Child Development

EC121 Health, Safety, and Nutrition/COA Application 40 hours. 4 credits
This course explores 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.
Prerequisite: Foundations of Child Development

EC163 Knowledge: Externship I 180 hours. 0 credits
Under externship supervision, the student will observe and implement developmentally appropriate practices while interacting with children in real settings.
Prerequisite: none

EC181 Application: Externship II 180 hours. 0 credits
Students continue their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.
Prerequisite: Knowledge: Externship I

EC182 Reflection: Externship III 180 hours. 0 credits
Students will complete their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.
Prerequisite: Application: Externship II

EC183 Teacher Reflection I: Early Childhood Education as a Profession 60 hours. 6 credits
This course is an introduction to the field of early childhood development as a profession and examines historical influences on the field. The identification of early childhood educator's personal attributes, knowledge, skills, and professional codes of conduct are included.
Prerequisite: none

EC184 Teacher Reflection II: Morality and Ethics in Early Childhood Education 60 hours. 6 credits
This course will provide an examination of morality and ethics in early childhood development. Topics include childhood ethics, ideals, and principles. Professional values and teaching styles will be explored.
Prerequisite: Teacher Reflection I: Early Childhood Education 60 hours. 6 credits

EC185 Teacher Reflection III: The Intentional Teacher 60 hours. 6 credits
Students will explore intentionality in teaching and selecting best practices for young children's learning and development. Both child-guided and adult-guided methods will be examined in the areas of language and literacy, mathematics, and scientific inquiry. Social skills and understandings, physical movement and visual arts.
Prerequisite: Teacher Reflection II: Morality and Ethics in Early Childhood Education 60 hours. 6 credits

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; COA 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 group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respect for care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical, and cognitive development.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction, Health, Safety, and Nutrition; COA Application

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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 accessed, allocated, and utilized within families. They will explore strategies for helping families manage resources through various problem-solving methods.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

EC226 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 children exhibit certain behaviors and how we can meet the child's needs effectively and with support. Students will learn how to provide positive guidance to young children with challenging behavior.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

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

EC234 Introduction to English Language Learners 40 hours, 4 credits
Students will explore effective ways to adapt English language instruction to teach learners in our increasingly diverse population of young children and families. They will examine a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

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

EC242 Involving Parents of English Language Learners 40 hours, 4 credits
Students will explore practical strategies in curriculum and instruction for English Language Learners. They will apply principles of developmentally appropriate practice in the context of educating English language learners.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

EC243 Curriculum and Instruction for English Language Learners 40 hours, 4 credits
Students will explore the history, selection, and integration of literature and language in the early childhood setting. They will examine methods for maintaining effective communication and developing strong relationships with the families of English Language Learners.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

EC245 Advocating for Children with Special Needs 40 hours, 4 credits
Students will explore current trends, resources and advocacy on behalf of young children with special needs. They will examine their role in supporting and advocating for young children with special needs and their families.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

EC250 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 Exceptional Child 40 hours, 4 credits
This course is designed to explore the benefits of inclusion in the early childhood setting. Students will develop an understanding of exceptional development. Students will identify the parties relevant to exceptional development and their roles as resources in support of the child and their families.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

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

EC259 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

G125 Humanities 40 hours, 4 credits
This course is designed to guide students in understanding the writing process and developing their ability to write and express ideas in an organized, unified, and coherent manner. Students will produce college-level writing that reflects awareness of rhetorical strategies, writing purpose, student voice, and appropriate grammar, punctuation, and usage skills. Through reading, writing, discussion, research, and collaboration, students will practice effective writing and apply course concepts.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

G126 Humanities 40 hours, 4 credits
This course introduces 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 landform analysis to examine human social organization and its environmental consequences.
Prerequisite: none

G147 Art Appreciation 40 hours, 4 credits
Students will study different elements, forms, techniques and styles of film and will learn a critical approach to film and the motion picture industry. Students will critique films and filmmakers through various approaches and assessments that demonstrate analysis, interpretation, and evaluation skills as well as fostering a deeper appreciation and understanding of film as an art form.
Prerequisite: none

G148 General Psychology 40 hours, 4 credits
The course will introduce students to the fundamental concepts and theories of psychology. Students will study 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

G154 English Composition 40 hours, 4 credits
This course is designed to guide students in understanding the writing process and developing their ability to write and express ideas in an organized, unified, and coherent manner. Students will produce college-level writing that reflects awareness of rhetorical strategies, writing purpose, student voice, and appropriate grammar, punctuation, and usage skills. Through reading, writing, discussion, research, and collaboration, students will practice effective writing and apply course concepts.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

G155 Human Geography 40 hours, 4 credits
This course introduces 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 landform analysis to examine human social organization and its environmental consequences.
Prerequisite: none

G174 Art Appreciation 40 hours, 4 credits
Students will examine the historical, social, and technological factors that contribute to our 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

G184 General Psychology 40 hours, 4 credits
This course provides students with a general understanding of basic methodologies, concepts, theories, and practices in contemporary psychology. Areas of investigation may include the nature and research methods of psychology, the science of the brain, theories of human development and intelligence, concepts of 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, historical significance, and effects technology has on society. This course will investigate the local, national, and global impact of technology on both individual and global cultures. This course introduces students to basic diversity and technology terms and concepts. Students will examine the influences that emerging technologies have on diversity awareness, the digital divide, and intercultural knowledge.
Prerequisite: none
G150 Structure and Function of the Human Body 40 hours, 4 credits
This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.
Prerequisite: none
G152 Scientific Literacy 40 hours, 4 credits
In this course students will explore the role that science plays in the world. Students will survey different natural sciences such as biology, health sciences, chemistry physics, astronomy, and geology; as well as analyze specific case studies from these fields. Throughout the course students will develop their scientific reasoning skills. They will learn about the scientific method as well as how to detect common fallacies and misuse of science.
Prerequisite: none
G160 General Education Mathematics 40 Hours, 4 credits
This course introduces students to topics from modern mathematics that are relevant to everyday life and not typically covered in the standard college math sequence. Students will be exposed to a variety of mathematical tools from diverse branches of mathematics. They will utilize these tools to solve interesting real-world problems. Topics may include, but are not limited to, game theory, graph theory, the mathematics of growth, applications of geometry, probability, and statistics.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
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, Latino, Asian American and Native Americans living in the United States. Topics include family, marriage, power, religion, values, inequity, social organization, language, social stratification, economic processes, conflicts and cultural and social change over time. Examples will be drawn from Africa, South America, North America, Asia and the Pacific Islands.
Prerequisite: none
G201 Creative Writing 40 hours, 4 credits
This course will develop the student’s talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays and non-fiction. Works by students and others will be critiqued. Students will also develop editing skills to improve their own writing. Students may revise and improve his/her work. Students will compose a minimum of 6000 words over the course of the program.
Prerequisite: passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
G203 Macroeconomics 40 hours, 4 credits
In this course, students will learn the fundamentals of macroeconomics, which deals with the economy as a whole. An overview of the American economy will be explored through a study of basic supply and demand analysis and a review of fiscal and monetary policy to phases of the business cycle. Unemployment, inflation, GDP, and policy decisions which affect the American economy at home and abroad will be covered.
Prerequisite: none
G204 Microeconomics 40 hours, 4 credits
Students will be introduced to the field of microeconomics in this course, including theories of production, determination of prices, and distribution of income in regulated and unregulated industries. Other topics may include industrial relations, monopolies, and comparative economic systems.
Prerequisite: none
G215 Introduction to Human Biology 50 hours, 4 credits
Students will explore fundamental concepts of human biology. They will examine anatomy and function, body systems, and biochemistry. They will also learn basic concepts of genetics and evolution. Students will explore the relationships of human populations and 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. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.
Prerequisite: English Composition
G227 Oral Communication 40 hours, 4 credits
This course will present students with a broad understanding of communication in a variety of contexts. Students will learn the processes and strategies of oral communication by exploring speech anxiety, audience analysis, and organizational speech patterns. Students will research, use supporting materials, and use effective language to develop and present a narrative, informative and persuasive speech.
Prerequisite: none
G230 Introduction to Literature 40 hours, 4 credits
This course offers an introduction to the most common literary genres: fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts. Reading and analysis of texts will include a variety of literary forms and periods. Students will engage in approaches to determine literary meaning, form, and value.
Prerequisite: none [English Composition recommended]
G233 College Algebra 40 hours, 4 credits
This course provides students with the skills to apply the theory of algebra to technical and application including, but not limited to, real number operations, variables, polynomials, integers exponents, graphs, factoring, quadratic equations, and word problems.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
G238 Conversational Spanish 40 hours, 4 credits
This course focuses on common words and phrases students need to develop a working vocabulary which will enable them to communicate with native Spanish-speaking individuals in their personal and professional lives. Although oral communication is stressed, included is an over-all study of the grammatical pronunciation and Hispanic culture.
Prerequisite: none
G239 Introduction to Astronomy 40 hours, 4 credits
Examines astronomical phenomena and concepts, including the solar system, stars and galaxies, planetary motions, atoms and radiation, and the origin and evolution of the universe.
Prerequisite: none
G242 American/U.S. National Government 40 hours, 4 credits
This course presents the development and evolution of the American national government with emphasis on the structures and processes of our representative democracy, including its ties to culture, politics and policies, political parties, and local, national and global 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 technique as well as polynomials, factoring, exponents, roots, and radicals.
Prerequisite: Satisfactory score on placement exam score
G247 Introduction to Discrete Mathematics 40 hours, 4 credits
This course provides the basis for proper mathematical reasoning in a computer science framework. Topics that students explore include propositional and predicate logic, proof strategies and inductive reasoning, sets, functions, elementary counting techniques, and number systems.
Prerequisites: Calculus I: Discrete Structures for Computer Science
G270 United States History: 1900 to the Present 40 hours, 4 credits
This course provides an overview of the history of the United States during the 20th century up until the present day. The political, social, and economic aspects of this time will be explored amid a variety of human cultures, values, and perspectives within the United States.
Prerequisite: none
G281 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 ideas in an organized, unified, and coherent manner to diverse audiences.
Prerequisite: English Composition
G282 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 structures and function of the ecosystem; pollution of air, soil and water resources; population explosion and the relationship of people, disease, and food production; and what we can control, what we can prevent, what we must control, and what we cannot control. Students will be able to make critical decisions necessary for survival.
Prerequisite: none
G330 American Literature 40 hours, 4 credits
This course surveys authors, genres, and movements in American literature from 1865 to the present, including representative works of Realism, Naturalism, Modernism, and Post-Modernism/Post-Structuralism. Students will engage in critical readings of exemplary literary texts from a diverse group of authors that have influenced American literature since the Civil War. Students will analyze how these works of literature exemplify particular historical moments in U.S. history, as well as how they communicate particular issues such as gender, race, ethnicity, class, religion, sexual identity, community, region, and nation. In their study of the broad range of American fiction, poetry, and drama since 1865, students will analyze literary, aesthetic, and critical developments.
Prerequisites: English Composition: Introduction to Literature
G332 Visual Communication in the Media 40 hours, 4 credits
This course examines how people understand their world through visual images. Students will explore how people visually gather, process, and interpret information presented through media sources.
Prerequisite: none
G335 American Religious History 40 hours, 4 credits
A course 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 the “separation of church and state.” Examines the emergence of new forms of belief and practice and the variety of religious issues confronting American society today.
Prerequisite: none
G335 Contemporary World Literature: 1900 to the Present 40 hours, 4 credits
This course examines 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 phenomena are analyzed against man’s utilization of them.
Prerequisite: none
G350 Conservation of Resources 40 hours, 4 credits
This course is designed to provide students with important principles of ecology and resource management. Emphasis will be on local, national, and global environmental problems and possible solutions to these problems.
Prerequisite: none
COURSE DESCRIPTIONS

G380 Visions of America Since 1945
40 hours, 4 credits
This course will introduce students to the field of comparative politics by examining changes in civil society and government in different countries.
Prerequisite: none

H200 US Healthcare Systems
40 hours, 4 credits
This course will introduce students to the basic concepts, structure, and function of the U.S. healthcare system.
Prerequisite: none

H210 Marketing and Communication in Healthcare
40 hours, 4 credits
This course will introduce students to the field of marketing and communication in healthcare.
Prerequisite: none

H300 Introduction to Healthcare Administration
40 hours, 4 credits
This course will provide an overview of the field of healthcare administration.
Prerequisite: none

H320 Financial Management of Healthcare Organizations
40 hours, 4 credits
This course will provide an introduction to the financial management of healthcare organizations.
Prerequisite: Introduction to Healthcare Administration

H330 Quality Improvement in Healthcare
40 hours, 4 credits
This course will provide an introduction to quality improvement in healthcare.
Prerequisite: Introduction to Healthcare Administration

H400 Healthcare Information Systems
40 hours, 4 credits
This course will provide an introduction to healthcare information systems.
Prerequisite: Introduction to Healthcare Administration

H420 Advanced Healthcare Law and Ethics
40 hours, 4 credits
This course will provide an introduction to healthcare law and ethics.
Prerequisite: Medical Law and Ethics

H430 Epidemiology
40 hours, 4 credits
This course will provide an introduction to epidemiology.
Prerequisite: none

H440 International Healthcare
40 hours, 4 credits
This course will provide an introduction to international healthcare.
Prerequisite: none

G401 Comparative Politics
40 hours, 4 credits
This course will introduce students to the field of comparative politics by examining changes in civil society and government in different countries.
Prerequisite: none

G425 Work and Family
40 hours, 4 credits
This course will introduce students to the role of family in work and society.
Prerequisite: none

G434 Gender in Math and Science
40 hours, 4 credits
This course will introduce students to the role of gender in math and science.
Prerequisite: none

G435 Literature of American Minorities
40 hours, 4 credits
This course will introduce students to the role of minorities in American literature.
Prerequisite: none

G440 Political Thought
40 hours, 4 credits
This course will introduce students to the role of political thought in society.
Prerequisite: none

G420 Introduction to Microbiology
70 hours, 3 credits
This course will introduce students to the role of microorganisms in human health and disease.
Prerequisite: none
HI301 Electronic Health Record Application 70 hours. 4 credits
A lab-based course focusing on the use and application of electronic health records. Projects will be completed to simulate real-world activities that occur in the health information department and healthcare facility that will require critical thinking and problem solving.
Prerequisite: Program Admission

HI303 Reimbursement Methodologies 40 hours. 4 credits
A study on managing the use of clinical data required in prospective payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, chargemaster management, casemix management, the audit process, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBVs, 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, emergency planning, and data recovery will be included. Internet, web-based, and E-Health security is explored. Students will learn to ensure confidentiality, accuracy, and security 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 the instructor and invited guest. 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 learning 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

HS101 Introduction to Human Services 40 hours. 4 credits
Introduction to Human Services exposes the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how current economics shape programs. Human service intervention strategies utilized in daily practice are examined along with stresses faced in the workplace. Comparison of human services systems from a variety of countries will also be explored.
Prerequisite: none

HS110 Cultural Diversity in Human Services 40 hours. 4 credits
This course will examine diversity in many communities by focusing on human 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 moral, 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 in changing agencies and change the environment and develop a core of intervention knowledge, theory, and skills to effectively deal with crisis. The systems of gaining and empathetic relationships with others is central to those entering the human services field. Intervention strategies are also explored.
Prerequisite: Introduction to Human Services

HS201 Organization and Leadership in Health Information Management 40 hours. 4 credits
Working and managing within a human services organization takes high morals, standards, and ethics. This course will instruct students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. This course covers management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, filing, 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 types, 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 Facility Professional Practice Experience 30 hours. 4 credits
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

HS200 Anomalous Psychology 40 hours. 4 credits
In this course students will understand the applied discipline of social psychology. In order to understand the social interaction of functioning humans in their communities and with individuals, theories of socialization and self image will be explored. Students will examine how the social environment influences thought, behavior, feelings, and potential actions of people. Consequences of social interaction and motivation based on judgment, attitudes, persuasion, conformity, and aggression will be explored. Different social interactions will be analyzed including conformity, productivity, and leadership.
Prerequisite: General Psychology

HS255 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 includes case studies to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. This course covers management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, filing, 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 types, 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

HS260 Organization and Leadership in Health Information Management 40 hours. 4 credits
Working and managing within a human services organization takes high morals, standards, and ethics. This course will instruct students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. This course covers management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, filing, 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 types, 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

HS270 Social Psychology 40 hours. 4 credits
This course introduces students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. This course covers management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, filing, 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 types, 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

HS284 Internship for Human Services Practicum 30 hours. 4 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 second or 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

J101 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 the justice process. Students will examine the historical basis for the contemporary American legal system, policing styles and the evolution of crime prevention. The structure of the judicial system and its professional participants from pre-sentencing through post-conviction, corrections strategies for criminal offenders, and special considerations for juveniles in the criminal justice system.
Prerequisite: none

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

J115 Introduction to Corrections 40 hours. 4 credits
This course addresses the fundamental concepts of human service delivery organizations. It is a broad-based course designed to provide an overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined. For residential only. This course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice

J120 Policing in America 40 hours. 4 credits
This course examines 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.
Prerequisite: Introduction to Criminal Justice

J121 Case Management: Strategies for Rehabilitation 40 hours. 4 credits
Students will learn how to manage caseloads of clients, document casework, and use strategies for clients’ rehabilitation. They will learn how to write effective report cases, case entries, recommendations and violation summaries. The student will explore client-interview skills and motivation techniques. Examination of special populations of diverse clients, such as substance abusers and the mentally ill is reviewed.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services
J22 Crime Scene to Conviction: Critical Skills in Documentation 40 hours, 4 credits
Students will master the skills of both oral and written communication. They will examine grammar and the mechanics of writing. They will also explore special communication issues, such as communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively transcribing written work into courtroom testimony.
Prerequisite: Police in America

J330 Introduction to Homeland Security 40 hours, 4 credits
This course provides an introduction to the philosophical, historical, and multidisciplinary challenges of Homeland Security in combating terrorism. This course includes a review of the driving forces that resulted in the creation of the current Department of Homeland Security. This will be accomplished through a review of the field of homeland security, its evolution and critical issues, and an examination of current threats and vulnerabilities. The course also looks at the complexities of defining the roles of federal, state, local government, and the private sector.
Prerequisite: Introduction to Criminal Justice

J331 Criminal Law and Procedures: Crime and the Courtroom 40 hours, 4 credits
This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State court systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Summary 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.

J340 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 issues and activism; the role of the police: when law enforcement responds; recognizing child abuse; recognizing elder abuse; analyzing 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, inpatient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse clients including juveniles and adults, men and women, and people from various cultures.
Prerequisite: Introduction to Corrections or Introduction to Human Services

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

J231 Juvenile Justice: Delinquency, Dependency, and Diversion 40 hours, 4 credits
An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile corrections officer will be explored as well as juvenile training schools, probation and aftercare treatment.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

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

J230 Terrorism 40 hours, 4 credits
Students in this course will receive an in-depth overview of terrorism, both domestic and international. In this course, students will provide the students the necessary skills to recognize acts of terrorism and gain insight into terrorists’ perceptions and motivations. The course 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 national effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.
Prerequisite: Introduction to Criminal Justice

J265 Security Challenges 40 hours, 4 credits
This course is an examination of the field of security and the security challenges faced in the 21st century, from street gangs to terrorist organizations. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored both physically 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 response to drug offenses will be discussed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as “club drugs”, herbs, herbal alternatives, 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
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 techniques typically used in criminal justice. They will apply statistical analysis using UCRC and NCVS data sets.
Prerequisite: College Math Course

J395 Research Methods in Criminal Justice 40 hours. 4 credits
This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to the criminal-justice field. Students will become familiar with research terminology and the ethics involved in various research designs. To complete the course, students will design and simulate their own research project.
Prerequisite: Statistics in Criminal Justice

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

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 covered. Students will examine 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 Corrections; Policing in America; Research Methods in Criminal Justice

J420 Crimes Across Borders 40 hours. 4 credits
This course will explore the global economy of crime. Various types of transnational crime, and the investigation and prosecution of global crimes, are examined. Current issues in global crime will be examined via reading 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 explore 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 criminal will be explored.
Prerequisites: Criminal Behavior: Profiling Violent Offenders; General Psychology

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

J440 Special Offenders: Sex Offenders 40 hours. 4 credits
Third course will examine the causes of sexual offenses and treatment of offenders. Laws and policy pertaining to sex offenders will be analyzed. Research on sex offenders, including recidivism, treatment, and re-entry into the community, will be examined.
Prerequisite: Introduction to Criminal Justice (except for students enrolled in the Cyber Security Program)

J445 Special Offenders: Serial Killers 40 hours. 4 credits
Students will explore issues and controversies involved in serial killer cases or mass murder investigations. They will cover topics including maintaining justice, victim's rights, interrogation techniques, media coverage of crimes, and grief.
Prerequisites: Criminology: Motives for Criminal Deviance; Criminal Behavior: Profiling Violent Offenders

J453 Criminal Justice Seminar 50 hours. 5 credits
This course provides students with the opportunity to explore an area of criminal justice that is of specific interest for their career or an area of relevant interest in the 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. Students should be in their last or second-to-last quarter

J480 Criminal Justice Internship 250 hours. 9 credits
This course provides students with an opportunity to apply their learning through an internship experience involving participant observation in a professional criminal justice setting. During the internship experience. students will participate in discussions, journaling. and related coursework to integrate their academic and internship experiences.
Prerequisite: Controversial Issues in Criminal Justice Capstone; Student in last or second-to-last quarter

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

LE210 Traffic Enforcement: Managing Traffic Violators 40 hours. 3 credits
Students will learn the skills for legal, effective, and safe traffic enforcement on city streets and major thoroughfares. They will examine implications of traffic codes and relevant court decisions through practical application. They will explore criminal and drug interdiction strategies through effective traffic enforcement, and special considerations in impaired driver enforcement.
They will learn to operate enforcement tools such as speed detection devices and alcohol 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 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 realistic situations.
Prerequisites: Firearms I: Fundamentals of Armed Police Response

LE227 Use of Force I: From Empty Hands to TASERS 40 hours. 2 credits
Students will learn fundamental fighting principles, including technical and psychological aspects of physical combat. They will use tactical positioning, command presence, verbalization skills, and interpretation of body language in confrontational situations. Compliance and control techniques will be taught. ranging from empty-hand techniques, ground defense, and weapon retention to application of common police officer tools such as handcuffs, chemicals. batons. and electronic control devices. They will explore concepts of physical fitness and mental survival.
Prerequisites: Ethics in Criminal Justice; Practical Psychology for Law Enforcement or enrolled in Certificate

LE228 Use of Force II: Winning Violent Confrontation 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

LE233 Crime Scene Response: The Real CSI 60 hours. 3 credits
Students will examine legal issues of crime scene processing, and review basic investigation and reporting forms and the reporting requirements established by statute and policy.
Prerequisites: Ethics in Criminal Justice; Practical Psychology for Law Enforcement or enrolled in Certificate

LE240 Minnesota 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 driver licensing. They will identify unique circumstances and vehicles in traffic law. including commercial motor vehicles. implications of hubandry. boats. and all-terrain vehicles. Students will also review alcohol and drugs impairments to driving. and enforcement of regulations.
Prerequisite: Introduction to Criminal Justice or enrolled in Certificate

LE284 Patrol Practicals: Handling Calls in Progress 80 hours. 4 credits
Students will synthesize learning from all areas of training. They will respond to realistic calls for service and apply their knowledge of law enforcement to achieve resolution of a variety of common policing scenarios. They will discuss fire. arson. and explosives response. They will learn principles of good judgment and decision-making. and will articulate their enforcement choices and the potential legal implications of each. Students will also learn fundamental driving principles for routine and high-speed pursuit driving. and will apply these principles in laboratory exercises. They will discuss the legal and policy aspects of police pursuits and effective call response.
Prerequisites: Use of Force I: From Empty Hands to TASERS; Firearms I: Fundamentals of Armed Police Response; Traffic Enforcement: Managing Traffic Violators; Crime Scene response: The Real CSI or enrolled in Certificate

Le 58
M120 Medical Terminology
40 hours, 4 credits
This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.
Prerequisite: none

M130 Medical Writing, Style and Grammar
30 hours, 3 credits
A focused look at English grammar, punctuation and sentence structure that will allow students to spell and write accurately and appropriately to enhance their understanding of the medical terminology and its written and oral applications.
Prerequisite: none

M140 Basic ICD-9-CM Coding
40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in coding in various healthcare settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.
Prerequisite: Medical Terminology
Pre- or Co-requisite: Pathophysiology

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

M200 Medical Office Procedures
40 hours, 4 credits
This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concept covers include: preparing, filling and maintaining medical records; knowledge of the various types of health insurance coverage; coding and reimbursement; confidentiality and guidelines for releasing health information; and effective oral and written communication skills.
Prerequisite: Medical Terminology

M201 Medical Transcription I
80 hours, 4 credits
The student will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is placed on the use of registries and indices. Students will increase proficiency in coding with ICD-9-CM with developmental practice to build from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.
Prerequisite: Medical Terminology

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

M208 Introduction to Health Information Management
40 hours, 4 credits
This course introduces the student to the history of the profession of health information technician and the management of health information. Students learn about the organization of healthcare facilities, the members of the healthcare team who contribute to and use health information, and trends in the management of healthcare records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.
Prerequisite: none

M209 Medical Insurance and Billing
40 hours, 3 credits
In this course students will receive an introduction to common 3rd party payer insurance terminology, and medical billing. They will learn skills including claim forms preparation and processing, and electronic claim submission, and will review introductory medical coding. They will also examine plan options, payer requirements, state and federal regulations, and abstracts of various codes.
Prerequisite: Medical Terminology

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

M216 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 explore the HIM management role in relation to other hospital departments.
Pre- or Co-requisite: Introduction to Health Information Management

M225 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 structure, function, 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.
Prerequisite: none

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

M243 Health Information Law and Ethics
40 hours, 4 credits
A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. Fraud and abuse, patient privacy and confidentiality, protected health information, related technology, pharmacology and professional practice law and ethics will be explored.
Prerequisite: none

M251 Medical Coding Practicum
30 hours, 1 credit
This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a Coding Instructor.
Pre- or Co-requisite: Ambulatory Care Coding

M252 Health Information Practicum
60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinic and using software and practical 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.
Prerequisite: Health Information Law and Ethics: Healthcare Information Technologies: Quality Analysis and Management

M250 Medical Administration Capstone
10 hours, 1 credit
This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills.
Prerequisite: Medical Administration student in last or second to last quarter

M210 Clinical Skills I
60 hours, 4 credits
In this course students will begin their study of the essential and basic core of front-office and back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills needed as well as technology and equipment patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied learning approaches to all skill developments and performance objectives.
Pre or Co-requisite: Human Anatomy and Physiology I. Medical Terminology; Attendance of Programmatic Orientation in first quarter

M255 Pharmacy for the Allied Health Professional
40 hours, 4 credits
This course is designed for a variety of allied health programs requiring an understanding of pharmacy. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to their therapeutic applications. Pertinent physiology and related diseases are reviewed before the pharmacology of the drug is discussed. The approach by body system in this course serves to provide the necessary background information and to refresh the student’s memory of previously learned material through which the therapeutic action of the drugs can be clearly understood.
Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body

M245 Clinical Skills II
60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical-assisting skills. They will master knowledge and skills including patient examination and assessment, performing electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will follow applied-learning approaches to all skill development and performance objectives.
Prerequisite: Clinical Skills I
Pre or Co-requisite: Human Anatomy and Physiology II

M225 Laboratory Skills for Medical Assisting
60 hours, 4 credits
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect specimen samples by venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.
Prerequisite: Clinical Skills II
Pre or Co-requisite: Pathophysiology
MA241 Human Anatomy and Physiology I 80 hours, 5 credits
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and the integration of the nervous, endocrine, and respiratory 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: Introduction to Human Biology (except for students enrolled in the Medical Assisting program)

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

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

MA285 Medical Assistant Externship 240 hours, 6 credits
Students will engage in an 11-week on-the-job Medical Assisting training experience in a physician's office/clinic or medical center. The extern will perform medical-assisting job duties in both the front-office administrative area and the back-office clinical area, in order to develop on-the-job learning skills. Under no circumstances will the student assume responsibility for the externship hours worked. In the lecture portion of the course, students will learn job-search techniques and skills for entry-level medical assistants. Students will also prepare to sit for the Medical Assisting credential examination during this course (either the CMA or RMA depending on accreditation status).
Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-Step Mantoux screening test within 6 months of starting externship; Completion of all immunizations or verifications of immunity required by program and site; Successful completion of background check (clear background check obtained).

MA291 Clinical Practicum I 360 hours, 12 credits
Students will perform in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, and the specimen collection departments.
Prerequisite: Approval by campus coordinator; completion of all coursework required by clinical affiliate

MA292 Clinical Practicum II 360 hours, 12 credits
Students will continue in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, and the specimen collection departments of the clinical affiliate.
Prerequisite: Clinical Practicum I

NT127 Microsoft Windows Workstations 40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, hands-on assignments, and hands-on labs to reinforce the course materials. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist Exam.
Prerequisite: Fundamentals of PC Hardware and Software

NT133 Networking Fundamentals 40 hours, 3 credits
This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks and how communications are accomplished in those environments. Students will learn the different protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic troubleshooting, basic logging in to the need to maintain the network. 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 prepares students to take the CompTIA Network+ certification exam.
Prerequisite: Fundamentals of PC Hardware and Software

NT36 Operating Systems Fundamentals 60 hours, 4 credits
Students are introduced to the principles of various types of microcomputer operating systems. Topics include system resources, memory management, processor management, user interface and operating system functions especially related to database resource management. Emphasis is placed on how the user, hardware, and software interface with the operating system.
Prerequisite: none

N137 Programming I 60 hours, 4 credits
This course is designed to teach the student C++ programming utilizing object oriented terminology, C++ expressions, decisions, and loops within the C++ realm are explored and practiced. This first course in a two course sequence ends with an analysis of functions and classes and how these elements are used in different programming projects.
Prerequisite: Object-Oriented Programming
This course has been designed to teach you the fundamental philosophies of game design and apply them in a hands-on manner using a step-by-step process that develops problem solving strategies. The techniques taught in this course exist to provide the practical resources needed to build upon an understanding of game development from a production standpoint. In addition, the information this course provides is a grounded study for any real life application where inspiration must combine with practical knowledge and application to create a marketable product.

Prerequisite: Game Design Theory I

N103 Game Design Theory I
40 hours. 4 credits
This course introduces the non-technical study of games, the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of core concepts including game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games.
Prerequisite: none

N140 Logic and Troubleshooting
40 hours. 4 credits
This course provides students with a thorough understanding of the process, tools, and techniques to efficiently diagnose computer hardware and software issues and failures. Through the application of logic to these concepts, students will complete puzzle-solving exercises and activities that illustrate effective reasoning processes. Students will be exposed to multiple real-world scenarios in which they will troubleshoot technological problems, and apply lessons learned in order to anticipate potential failure concerns. By the end of the course, students will be prepared to evaluate actual issues, use logic to identify the variables contributing to failure, and finally determine the proper course of action to correct the failure issue(s) at hand.
Prerequisite: none

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

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

N145 Fundamentals of PC Hardware and Software
60 hours. 4 credits
In this course, students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and software and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the materials in this course, the instructor will assign direct hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exam. Each student will assemble a computer using prescribed parts and materials.
Prerequisite: Logic and Troubleshooting

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

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

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

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

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

N209 Linux Administration
40 hours. 3 credits
This course is designed to introduce the Linux operating system. The student will learn to install, maintain, administer, and use Linux. The course covers the Linux platform and the uses of command line interface processes, such as system administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course involves hands-on exercises and activities to provide examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: None

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 creating stories to the integration of game technology, students will write and build worlds where story interacts with game mechanics. The course provides some useful analysis of computer science including linear narrative, myths and the hero’s journey, the integration of game technology, students will learn the fundamental areas of programming including pseudo-code, as well as a high-level programming language.

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 troubleshoot Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Microsoft Windows Server

N234 Microsoft Exchange Server
40 hours. 3 credits
In this course students will learn a wide range of information about Exchange Server, from installation, configuration, maintenance, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course involves hands-on exercises and activities to provide examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Windows Active Directory

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

N236 Database Security
60 hours. 4 credits
This course covers the basic principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application 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 IT information security. Students will explore the background and staffing functions necessary to organize and administrate ongoing security functions in an organization. Course subjects include security practices, security architecture and models, continuity planning and disaster recovery planning.
Prerequisite: Networking Security

N266 Console Development
60 hours. 4 credits
One aspect of creating games is determining how they will work with different consoles from various manufacturers. This course guides the student through the various parts of a console that will have an impact on the game (memory, processing, storage, and debugging to name a few). This systematic approach will enable the game programmer to determine what modifications and changes need to be made as games become part of the game libraries for different vendors.
Prerequisite: Programming I
N273 Business Intelligence Reporting
40 hours, 4 credits
This course focuses on preparing students to understand business intelligence and how it affects the success or failure of organizations. The focus is on practical applications used in strategic planning and decision making. Students will study theories of business intelligence and learn how to use BI tools to create effective reports, dashboards, and visualizations.
Prerequisite: SQL Server Administration

N274 SQL Server Administration
40 hours, 3 credits
This course focuses on preparing students to work with and administer SQL Server. Students will learn best practices to install and maintain SQL Server and also how to use various tools to help in creating backups, monitoring, and troubleshooting. An emphasis on availability, scalability, and performance of the database.
Prerequisite: SQL Server Administration

N276 Game and Simulation Production I
40 hours, 4 credits
This course focuses on teaching students how to develop computer games and simulations. Students will learn best practices to design and build games and simulations, including scripting, level design, game mechanics, and user interface design.
Prerequisite: SQL Server Administration

N286 Math for Game and Simulation Production II
40 hours, 4 credits
This course focuses on teaching students how to use advanced mathematical concepts in game and simulation development. Students will learn topics such as linear algebra, calculus, and discrete mathematics.
Prerequisite: Math for Game and Simulation Production I

N290 Information Technology Capstone 20 hours, 2 credits
This course focuses on preparing students to complete their capstone project. Students will work in teams to design, develop, and present a project that addresses a real-world problem.
Prerequisite: Information Technology Capstone I

N301 The Business of Digital Media
40 hours, 4 credits
This course focuses on teaching students how to manage a business in the digital media industry. Students will learn topics such as marketing, finance, and project management.
Prerequisite: Business of Digital Media

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

N303 Software Systems Principles
40 hours, 4 credits
This course focuses on teaching students how to design and build software systems. Students will learn how to use design patterns, testing frameworks, and coding standards to build robust and maintainable software.
Prerequisite: Software Systems Principles

N304 Operating Systems Design
50 hours, 4 credits
In this course, students learn how operating systems are responsible for managing the running processes as well as the sharing of system resources such as the printers and storage over network infrastructures. The course covers an in-depth exploration of the design and implementation of modern operating systems. Topics include the evolution of operating systems, scheduling, paging, input/output devices, virtual memory, files, synchronization, and security.
Prerequisite: Software Systems Principles

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

N306 Advanced Network Security
50 hours, 4 credits
This course provides a detailed examination of techniques and concepts surrounding the topics of network defense. Students will learn how to implement strategies for information asset security, utilizing industry tools and techniques. Both hardware and software tools within the field of Information Security will be explored. Students will examine a range of network security tools, including virtual network intrusion detection, cloud security, and incident response strategies.
Prerequisites: Networking Fundamentals and Routing Security

N307 The Study of Animation
60 hours, 4 credits
This course is designed to prepare students for multiple levels of project completion. Students apply what they’ve learned by solving a real-world production problem. This course covers topics such as: animation basics, character modeling, rigging, and animation techniques.
Prerequisite: N306 Advanced Network Security

N313 Advanced Networking
50 hours, 4 credits
This course focuses on an in-depth study of current networking technologies. Topics include OSI model, communication protocols, routing protocols, WANs, and support for IPv6, and modems and hybrid networks. Wireless and GoS.
Prerequisite: Virtualization

N313 Introduction to Information Security
40 hours, 3 credits
This course provides an overview of security challenges and strategies of countermeasure in the information systems environment. Topics include definition of terms, concepts, elements, and goals, incorporating industry standards and practices with a focus on availability, confidentiality, and integrity aspects of information systems.
Prerequisite: none

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

N320 Polygon Modeling
60 hours, 4 credits
This course focuses on the techniques of modeling objects in a three-dimensional environment. Students will be able to model complex objects, including spheres, pyramids, and cylinders to build more complex polygons, and students will utilize techniques to approximate curved surfaces with multiple polygons. Industry standard software such as 3D Studio Max, 3ds Max and Mudbox will be discussed, and students will have the opportunity within an actual software modeling environment to create a variety of polygon objects.
Prerequisite: The Study of Animation

N322 Web Application Architecture and Design
50 hours, 4 credits
This course presents current concepts in distributed design for the Internet. Students will learn topics such as: object-oriented programming to networked web services, including database applications deployed on very large-scale websites.
Prerequisite: Java I

N323 Asset Management
30 hours, 3 credits
This course is designed to help students understand and manage the inventory of software assets in a business environment. Students will learn techniques for managing software assets, including software licensing, and service contracts management.
Prerequisite: Project Planning and Documentation

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

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, the course focuses on the use of methods of color correction, image manipulation, and printing, students will learn scanning, digital camera usage, the mechanics of calibration and other image processing methods. Students will learn basic Photoshop 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 offers an overview of the legal processes involved in implementing and maintaining an e-commerce website. In addition, this course explores the security issues involved in maintaining a web or intranet/intranet site and potential for misuse.
Prerequisite: none

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.

N331 Infrastructure Hardware
50 hours, 4 credits
This course covers hardware design and planning for medium to large scale data center operations. Topics include data center design (power, cooling, space planning), server racks, storage array systems, fire protection, and more. Students will be able to design a data center for both operational efficiency (Green IT), and to provide adequate 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 identifying the need for risk assessment. Students will learn to apply industry standards and best practices in inventory management. Topics include data center design (power, cooling, space planning), server racks, storage array systems, fire protection, and more. Students will be able to design a data center for both operational efficiency (Green IT), and to provide adequate tolerance and capacity for anticipated growth.
Prerequisite: Networking Fundamentals

N333 Managing Risk for Information Systems
40 hours, 4 credits
This course focuses on teaching students how to evaluate images for communicative effectiveness and aesthetic appeal. Students will also discuss images, adjust and manipulate them in the computer, and output them for on-screen and printed use. Through this 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 timelines, resource management, and implementation, along with the basics of writing project proposals. Students will learn the tools of project planning, including software such as Microsoft Project. 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 suites. 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, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and examine cases involving Linux, Windows and Cisco IOS automation through scripting.
Prerequisites: Cisco Networking Fundamentals and Routing, Linux Administration, Windows Active Directory

N343 Security Policies and Implementation 40 hours. 4 credits
This course includes a discussion on security policies that can be used to help protect and maintain a network, such as passwords, 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, web development, programming, and scripting 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 a media that can be analyzed and critiqued for their thematic elements, formal structure, plot and interactive appreciation. The next step is a study of complex software subjects to technology constraints and the product of a professional design and implementation process. The last is a study of behaviors and associations comparable to other popular art forms. Students will study the principle of game design and use them both to analyze existing games and to develop their own original game ideas.
Prerequisite: Artificial Intelligence

N350 Concept Development for Digital Media 40 hours. 4 credits
This course is concerned with problem-solving, research, and presentation skills for multimedia projects. Brainstorming, narrative, storyboardng, animatics, pre-visualization, and transitions are all explored. Sketches, source imagery, 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 40 hours. 4 credits
In this course students will cover the planning of the game and simulation development process from high-level design to low-level implementation. The course touches on topics covered in previous courses, including graphics, development of assets and the asset pipeline, interface design, and tools planning. Students will understand the different game development methodologies. The process of developing a game or simulation will be covered from the essential design and development documents through quality assurance testing, including the risks and benefits of different types of iterative development cycles.
Prerequisite: Game Audio Assets

N356 Database Systems Design 50 hours. 4 credits
In this course, students will learn how to develop and deploy a relational database management system (RDBMS) as a software application. Students will explore relations and tables as well as how to modify the relations with commands such as insert, update, and delete. Students will also understand the role and importance of primary and foreign keys in creating relational database structures.
Prerequisite: Relational Databases

N357 Support Management 40 hours. 4 credits
This course is designed to introduce students to the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT support management. Topics include incident and problem management, configuration and change management, and help desk management. Students will design a knowledge base for tracking, and trending problems so that solutions can be implemented proactively to prevent problems and increase customer satisfaction.
Prerequisite: Customer Service

N358 Mobile Platform Development 60 hours. 4 credits
As more devices become smaller and more mobile, the need to have games to entertain users in downtime increases. This course looks at how to create games for mobile platforms using a systematic approach. The Java programming language is utilized in creating these games. How to weave in audio and video is also addressed along with considering factors such as user inputs involved in playing the game.
Prerequisite: Programming II

N359 Algorithm Analysis 40 hours. 4 credits
This course provides a detailed exploration of algorithm design and analysis, including greedy algorithms, divide and conquer, dynamic programming, and backtracking. Students will gain experience with searching and sorting techniques in practical applications. The course will emphasize the verification and analysis of time space complexity within a software design framework.
Prerequisites: Programming II, Probability and Statistics

N362 Technical Writing 20 hours. 2 credits
This course is designed to teach students best practices in authoring technical documentation. Topics include targeting your audience, organization, glossaries, appropriate use of graphics, tables, lists, italics, and paragraphs. Students will be covered in detail and how to write a white paper, and will understand the pros and cons ofwikis and other collaborative documents.
Prerequisite: English Composition

N365 Game Software Engineering 40 hours. 3 credits
This course covers the planning of the game and simulation development process from high-level design to low-level implementation. The course touches on topics covered in previous courses, including graphics, development of assets and the asset pipeline, interface design, and tools planning. Students will understand the different game development methodologies. The process of developing a game or simulation will be covered from the essential design and development documents through quality assurance testing, including the risks and benefits of different types of iterative development cycles.
Prerequisite: Game Audio Assets

N366 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

N367 Support Management 40 hours. 4 credits
This course is designed to introduce students to the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT support management. Topics include incident and problem management, configuration and change management, and help desk management. Students will design a knowledge base for tracking, and trending problems so that solutions can be implemented proactively to prevent problems and increase customer satisfaction.
Prerequisite: Customer Service

N368 Security Strategies for Web Apps and Social Networking 40 hours. 3 credits
This course addresses how the internet and web based applications have transformed the way businesses, organizations, and individuals communicate. With this information came new risks, threats, and vulnerabilities for web-based applications. In this course, students will study the principle of game design and use them both to analyze existing games and to develop their own original game ideas.
Prerequisite: Virtualization

N370 Virtualization 50 hours. 4 credits
This course offers an in-depth study of current virtualization technologies and discusses approaches and strategies for virtualization of servers, clients and applications. Topics include vSwitch, distributed virtual switching (DVS), server side vs. client side desktop virtualization (VDI & 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 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 intentional agents 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 covers the study of the technology, network architecture and topologies, and software used by systems of network-connected computers. Topics include data transmission, local area network architectures, network protocols, distributed systems, security, and network applications such as email, various transport, and services of the Internet such as the World Wide Web. Students will develop protocols that run concurrently running protocols 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 government.
Prerequisite: Mobile Application Development

N404 Cloud Computing 40 hours. 4 credits
This course offers an in-depth study of current cloud computing technologies and cloud virtualization. Topics include cloud networking, cloud bridging, virtualization of application delivery controllers (ADC’s) and WAN optimization controllers (WOC’s), data center network design considerations, and emerging technologies like Edge Virtual Bridging (EVB). Students will be required to conduct research, read case studies, and develop and propose a strategy for implementing cloud computing to address specific business needs.
Prerequisite: Virtualization

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

N409 Auditing Information Technology Infrastructure 40 hours. 4 credits
This course covers the principles, the approaches, and methodology in auditing information systems to ensure the processes and the procedures are in compliance with pertinent laws and regulatory provisions especially in the context of information systems security (ISS).
Prerequisite: none

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

N411 Disaster Recovery 50 hours. 4 credits
This course is designed to teach students how to perform a risk assessment and develop a disaster recovery strategy that aligns with business needs and priorities. Topics include disaster prevention, systems backup and recovery strategies, hot/cold site strategies, and documentation and testing of recovery procedures.
Prerequisite: Service Management

N415 Digital Effects Creation 60 hours. 4 credits
This course focuses on the use and application of software 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 CG. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera controls, and motion tracking, and filters.
Prerequisite: Polygon Modeling

N416 Access Controls, Authentication, and PKI 40 hours. 4 credits
This course introduces the concept of access control to information systems and applications. Access, authentication, and accounting for end-users and system administrators will be covered. In addition, security controls for access control including tokens, biometrics, and use of public key infrastructures (PKI) will be covered.
Prerequisite: none

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COURSE DESCRIPTIONS

N420 Network Security and Cryptography 40 hours. 2 credits
This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing an active network defense, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.
Prerequisites: Computer Applications and Business Systems Concepts; Networking Fundamentals

N421 Software Engineering for Game and Simulation Production 60 hours. 4 credits
This course focuses on the software engineering principles and strategies necessary to develop a game or simulation, including an in-depth look at object-oriented architecture and design patterns used in game development. UML, risk analysis, constraint management, problem solving, process improvement, and handling crunch times are some of the topics that will be tackled in this class.
Prerequisite: Programming I

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

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

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

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

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

N432 Information Technology Management Capstone 20 hours. 2 credits
This course summarizes key learning throughout the student’s program. Students apply lessons they have learned by completing a network operations plan. The plan will include details of hardware, software, infrastructure design, disaster recovery and support/ service management.
Prerequisite: Advanced Networking; must be completed in the student’s final quarter

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

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

N437 Linux Security Strategies 40 hours. 4 credits
This course is an introduction to the securing of Linux platforms and applications. Areas of study include identifying and examining methods of securing Linux platforms and applications and implementing the methods.
Prerequisite: none

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

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

N442 Hacker Techniques. Tools, and Applications 40 hours. 4 credits
This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software, firewalls, and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used when someone’s security is compromised.
Prerequisites: none

N443 Service Management 40 hours. 4 credits
This course provides a more in-depth examination of the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT service management. Topics include incident and service level agreements (SLAs), availability and capacity management. Students will write SLAs covering incident response times, availability, and capacity/infrastructure performance.
Prerequisite: Support Management

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

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

N455 Game Audio Assets 60 hours. 4 credits
In this course, we will cover the fundamentals of audio programming for games. Topics covered include basics such as audio formats and common hardware configurations and loading sounds in Direct3D format. Students will explore play back “line shot” and looping sounds; and stream audio from an external device. They will then use these building blocks to write a low-level sound engine that will be implemented into a game engine.
Prerequisite: Game Assets

N458 Systems Monitoring 50 hours. 4 credits
This course is designed to teach students to identify 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 reporting.
Prerequisite: Advanced Networking

N459 ISS Capstone 40 hours. 3 credits
This course focuses on all the accumulated knowledge obtained from the entire ISS curriculum and requires the student to respond to a RFP for information systems security consulting.
Prerequisite: This course is designed to be taken at the end of the program

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

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

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

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

N470 Video Game Production Project 70 hours. 4 credits
This course demonstrates advanced techniques for producing professional multimedia and game technology. Topics used in game engines, such as: animation synthesis, autonomous character behaviors, building structures for interactive systems, 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
This 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 fail in last quarter of study

NM110 Drawing Design and Art Theory 
40 hours, 3 credits
This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various activities 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 covered include file management, the Internet, basic keyboarding, and basic troubleshooting. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: none

NM113 Introduction to Multimedia Design 
40 hours, 3 credits
This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Preproduction of all multimedia elements are stressed throughout the class with an emphasis on trouble shooting and problem solving. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics

NM115 Networking and Internet Technologies 
40 hours, 3 credits
This course will provide 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 design process, software use, and the report or newsletter design 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 tools for producing interactive projects. Topics include basic animation techniques, special effects, transitions, and user interactivity. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: 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 through creative design. Emphasis will be placed on a detailed modeling and texture mapping complementing elementary 3D animation and story development. This course will explore 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 presentations. 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 client side scripting are the primary focus of the course. In addition, processes of graphic and multimedia creation – adding interactivity, color use, file management, and formats, testing, publishing, and publicizing are addressed. Students use interactivity and multimedia elements to enhance their site design.
Prerequisite: Introduction to Multimedia Design

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

NM262 Digital Media Assembly 
40 hours, 3 credits
In this course, students will develop and apply scripts to control sprites, video, sound, and interactivity for informational and entertainment 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 interactive applications for Internet delivery. Students will also explore the newest technologies and their impact on multimedia and visual design. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: 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, 2 credits
This course introduces the student to critical thinking as a professional nurse. Students have the opportunity to use critical thinking skills as the foundation to future nursing courses.

Prerequisite: Admission to the Nursing program

NU110 Introduction to Professional Nursing 
30 hours, 3 credits
This course introduces the student to the role of the professional nurse in contemporary healthcare settings. The student is introduced to the nursing process, therapeutic communication and issues affecting professional nurses.
Co-requisite: Critical Thinking in Nursing

NU115 Comprehensive Pharmacology I 
40 hours, 2 credits
This course provides an overview of essential concepts and principles of pharmacology as applied to the nursing management of client care, to include an overview of drug classifications, drug actions/interactions, and therapeutic adverse reactions to medications. Students demonstrate problem solving skills and mathematical calculations necessary to perform the nursing role. This course provides the foundation for subsequent coursework.
Co-requisite: Comprehensive Pharmacology

NU120 Adult Medical Surgical Nursing I 
100 hours, 6 credits
This course utilizes the nursing process to examine areas of medical surgical nursing in adult populations. Students review infections and the altered immunity, the interprofessional, gastrointestinal, and renal body systems. Additionally students learn about fluid and electrolyte, acid and base balance.
Prerequisite: LPN licensure

Introduction to Professional Nursing: Comprehensive Pharmacology

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

Prerequisite: Introduction to Professional Nursing

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

NU205 Human Nutrition 
40 hours, 4 credits
This 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.
Prerequisites: none

NU210 Medical Surgical Nursing Review for LPNs 
109 hours, 6 credits
This course reviews medical surgical content for practicing LPNs for adults with complex health problems. This course is comprised of theory and clinical content. Content covered includes issues in hematology, oncology, hemostasis, fluid and electrolytes and the endocrine system. Students focus on pathophysiology, diagnostic procedures, nursing interventions, patient teaching while using the nursing process as a framework.
Prerequisite: LPN licensure
NU220 Adult Medical Surgical Nursing II 100 hours, 6 credits
This course continues the medical-surgical topics previously covered. It is comprised of theory and clinical components. Content covered includes issues in the cardiac, respiratory, musculoskeletal, neuro-sensory, and endocrine 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 Pediatric and Maternity Nursing 100 hours, 6 credits
This course is a continuation of Clinical Nursing Skills I and is comprised of theory and laboratory components. Students develop advanced psychomotor skills used by the professional nurse: IV therapy modalities, working with clients with compromised respiratory systems, cardiac monitoring, and complex wound issues.
Prerequisites: LPN licensure; or Adult Medical Surgical Nursing I; Clinical Nursing Skills I
NU230 Mental Health Nursing 100 hours, 6 credits
This course covers the principles of mental health nursing noting the application of psychiatric-mental health nursing in a variety of settings. This course has both lecture and clinical content. Content includes therapeutic communication, pathophysiology, pharmacology, current treatments using evidence-based practice and the nursing process as the framework.
Prerequisites: Adult Medical Surgical Nursing II; Clinical Nursing Skills II
NU250 Nursing of the Elderly 100 hours, 6 credits
This course explores caring for the elderly client in theory and clinical settings. The content builds on previous learning experiences in order to plan and implement care in a comprehensive approach to normal aging. Content addresses physiological, psychological and cognitive functioning, review legal and ethical issues, and examine the normal aging process.
Prerequisite: Mental Health Nursing
NU270 Legal and Ethical Nursing Issues 10 hours, 1 credit
Students critically examine the study of ethics and ethical dilemmas in healthcare settings. Issues reviewed include consent, abuse in current vulnerable populations, and patient rights as they apply to the profession. Nurse
Prerequisite: none
NU235 Leadership in Nursing 80 hours, 4 credits
This capstone course examines the role of the professional nurse in leadership settings. Content includes review of leadership and management issues, responsibilities of the professional nurse manager, in addition to issues such as managing multiple patients and disaster nursing. This course has a heavy theory and a clinical component.
Prerequisite: Mental Health Nursing
Co-requisite: Nursing Care of the Elderly
PB105 Phlebotomy 40 hours, 3 credits
Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin punctures, butterfly needles, blood cultures and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Utilizes a student laboratory for experiences in basic phlebotomy procedures.
Prerequisite: none
PL100 Introduction to Law and the Legal System 40 hours, 4 credits
Students will examine the American medical system from a variety of perspectives. They will survey topics including essential history of the working structure of government, issues of court procedure, and specific legal concepts. In addition, they will investigate the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. Paralegal students will gain a foundation for further paralegal study, and students from other disciplines will gain an appreciation of the legal system's impact on their disciplines. Students will prepare a resume as part of the course.
Prerequisite: none
PL121 Civil Litigation and Procedure I 40 hours, 4 credits
Students will examine the lawyers and paralegal's roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.
Prerequisite: Introduction to Law and the Legal System
PL122 Civil Litigation and Procedure II 40 hours, 4 credits
Students will continue to develop and refine litigation skills. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.
Prerequisite: Civil Litigation and Procedure I
PL142 Contracts: Managing Legal Relationships 40 hours, 4 credits
This course will provide students with a practical approach to the law of contracts. The class discusses and assignments will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate
PL145 Paralegal Ethics 40 hours, 4 credits
This course provides a strong theoretical and practical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in paralegal studies, but also how to resolve these issues with sound moral decisions and proper responses.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate
PL215 Real Estate Law 40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office. Title company or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with paralegals, and other real estate related documents. The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.
Prerequisite: Introduction to Law and the Legal System
PL216 Corporate Law 40 hours, 4 credits
This course will provide students an overview of the formation, operation, and dissolution of the corporate entity. Stockholders rights and remedies as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.
Prerequisite: Introduction to Law and the Legal System
PL218 Law Office Technology: Cyberspace and the Paralegal Profession 40 hours, 4 credits
This course examines the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will study and be exposed to computer programs and the law of computer 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
PL224 Family Law 40 hours, 4 credits
This course examines the fundamentals of the law of marriage and dissolution of the marriage. Students will gain a realistic picture not only of what the remedies provided for a breach of contract are, but also how to resolve these issues with sound moral decisions and proper responses.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate
PL230 Family Law 40 hours, 4 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including antenuptial and property settlement agreements.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate
PL235 Legal Research 40 hours, 4 credits
This course introduces the Legal Research process for paralegals. An overview of legal sources and materials and how they are incorporated in the legal research process will be examined. Students will develop information literacy skills specific to the Paralegal field by working with primary sources, like state and federal enacted law and secondary sources, like legal encyclopedias, treatises, and state specific practice books. Students will develop skills such as legal application, analysis, and synthesis skills by identifying and classifying the best sources that apply to legal problems. Students will evaluate the relevance of sources for specific problems and critically evaluate the level of authority of various legal sources.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate
PL240 Legal Writing 40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions. Students will use the results of their research from the Legal Research course in connection with at least three (3) significant writing projects, including memoranda of law. High level communication skills will be developed to effectively communicate in writing to different potential readers, including clients, attorneys in an office, trial court judges, and appellate panel judges. Analysis and preparation of high level legal content as well as formatting, citation rules, and other items needed for writing in this field will be developed. Students will organize an appellate brief which requires specific, rules based, formatting and structural content. This content includes items such as tables of cases and other authorities, a table of contents, statement of the case, argument, and conclusion.
Prerequisites: Legal Research; English Composition
PL280 Paralegal Capstone 50 hours, 5 credits
This course will provide students with an opportunity to integrate learning, skills, and theoretical knowledge from the Paralegal program in the form of real-world paralegal activities simulated in the online environment. Interview videos will be reviewed and analyzed, paralegal files completed, and "paperless office" methods will be practiced.
Prerequisite: Co-requisite: Law Office Technology: Cyberspace and the Paralegal Profession; Students must be in their last or second-to-last quarter
PL290 Paralegal Internship 130 hours, 5 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of a client. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.
Prerequisite: Students must be enrolled in their last or second-to-last quarter
PN100 Nursing Foundations
This introductory course is comprised of both a theory and a clinical component. Students are introduced to the concepts and nursing abilities required to meet basic human needs. Emphasis is placed on safety, psychomotor skills, therapeutic communication, and adult growth and development. The student must achieve a variety of nursing competencies to successfully complete this course.
Prerequisite: Program admission
Co-requisites: Human Anatomy and Physiology II; Comprehensive Pharmacology; Comprehensive Pharmacology 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 transcultural considerations. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the cardiovascular and respiratory systems.
Prerequisites: Nursing Foundations; Comprehensive Pharmacology; Comprehensive Pharmacology Lab; Human Anatomy and Physiology I
Co-requisite: Psychosocial Nursing

PN120 Psychosocial Nursing
80 hours. 4 credits
This course provides an overview of the underlying principles of psychiatric/mental-health nursing and how those concepts transcend practice settings. It is comprised of both a theory and clinical component. Content includes therapeutic interventions, pathophysiology, pharmacopsychology, 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 a clinical component. Content includes surgical care, fluid and electrolyte balance, pain management, and care environments. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the reproductive, musculoskeletal, urologic, and endocrine systems.
Prerequisite: none

PN130 Maternal - Child Nursing
80 hours. 4 credits
This course introduces maternal-child nursing and is comprised of both a theory and clinical component. Students explore concepts relevant to care of the obstetrical, newborn, and pediatric patient as well as concerns about perinatal issues. Emphasis is placed on family-centered care. Obstetrical content includes progression through pregnancy, childbirth, and postpartum care including newborn care and high-risk infant care. Pediatric content includes concepts of growth and development and fundamentals of health maintenance, health promotion, and disease prevention.
Prerequisite: Nursing I
Co-requisite: Nursing II

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

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

PN145 Nursing Seminar
20 hours. 2 credits
This seminar enhances the role of the practical nurse. Content includes the history of nursing, practical nursing scope of practice, legal and ethical considerations, and NCLEX-PN review. Content is designed to facilitate transition from the role of student to the role of graduate practical nurse. Emphasis is placed on assuming personal accountability for nursing actions. The importance of participation in continuing educational activities is emphasized.
Prerequisite: none

PT105 Introduction to Pharmacy
40 hours. 4 credits
An introduction to the technician's role in pharmacy practice. The student will gain a basic knowledge of chemistry and become knowledgeable in correct use of CPR. Emphasis will be on patient profiles, receiving and interpreting drug orders, routines of administration, dosage forms, and brand versus generic drugs. The importance of accuracy will be addressed along with methods of avoiding medication errors.
Prerequisite: none

PT200 Pharmacy Math and Dosages
40 hours. 4 credits
This course will provide the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice.
Prerequisite: Introduction to Pharmacy

PT125 Pharmacy Software/Automation/Insurance Billing
40 hours. 3 credits
Hands-on experience using pharmacy software will be gained via patient profiles and prescriptions. The student will learn how to process prescriptions, understand common insurance rejection codes, and gain knowledge of how to resolve rejections. Automated ordering, receiving, and maintenance of inventory will be addressed. Students will gain understanding of the principles of payment and 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 correctly dispense and chart delivery of patient medications. Emphasis is on correctly filling segments, selecting 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 programs and courses with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.
Prerequisite: Pharmacy Technician student in last or second-to-last quarter

ST115 Keyboarding I
40 hours. 3 credits
This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with 5 or fewer errors is the course goal.
Prerequisite: none

ST210 Word for Windows
40 hours. 3 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; 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 I
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 I and 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

ST106 Fundamentals of Surgical Technology
60 hours. 4 credits
This course will orient the student to surgical technology and prepare them for scrub and circulator duties as well as Surgical Procedures I and surgical Practicum I and II. Topics include standards of conduct, professional populations, safety standards, equipment, biomedical 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 II

ST112 Surgical Procedures I
70 hours. 4 credits
This course will orient the student to surgical technology and prepare them for scrub and circulator duties as well as Surgical Procedures I and II. Topics include standards of conduct, professional populations, safety standards, biomedical 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; Introduction to Human Biology
Pre- or Co-requisite: Fundamentals of Surgical Technology

ST120 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 I
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 I and 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

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ST215 Surgical Tech Practicum I  
250 hours, 3 credits  
This course is designed to provide the student with a clinical experience that includes a solid introduction to the operating room, and to scrub and circulating routines. This course functions to expand and apply knowledge gained in the Surgical Procedures courses. One of the assumptions of this curriculum is that the student who has passed the Clinical Readiness portion of the program will be ready to apply knowledge by scrubbing and circulating in a supervised setting beginning Week 1 of this course.  
Prerequisite: Surgical 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  
W120 Java I  
40 hours, 3 credits  
Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored as well as the use of Java programming in the development of applications for mobile devices.  
Prerequisite: Object-Oriented Programming  
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 who take this course will learn to create basic applications using Visual Basic .NET. The students who take this course will learn to create basic applications using Visual Basic .NET. The 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
STUDENT INVESTMENT DISCLOSURE INFORMATION

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.

<table>
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<tr>
<th>SCHOOL OF BUSINESS</th>
<th>Degree Level</th>
<th>SIC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
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<th>Private Loan</th>
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<tr>
<td>Business Management Business Administration</td>
<td>Associate’s</td>
<td>43-4161</td>
<td>40.3%</td>
<td>92.9%</td>
<td>$25,439</td>
<td>$0</td>
<td>$0</td>
<td>$35,550</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management Call Center Management</td>
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<td>40.3%</td>
<td>92.9%</td>
<td>$25,439</td>
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<td>$0</td>
<td>$35,945</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management Child Development</td>
<td>Associate’s</td>
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<td>40.3%</td>
<td>92.9%</td>
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</tr>
<tr>
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<td>92.9%</td>
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<td>$35,945</td>
<td>$2,400</td>
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</tr>
<tr>
<td>Business Management Human Resource</td>
<td>Associate’s</td>
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<td>40.3%</td>
<td>92.9%</td>
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<td>$0</td>
<td>$0</td>
<td>$35,945</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management Internet Marketing</td>
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<td>40.3%</td>
<td>92.9%</td>
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<td>$35,945</td>
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<tr>
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<td>92.9%</td>
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<td>73.4%</td>
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<td>$0</td>
<td>$64,155</td>
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STUDENT INVESTMENT DATA

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<table>
<thead>
<tr>
<th>SCHOOL OF BUSINESS</th>
<th>Degree Level</th>
<th>SIC 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>
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<td>Business Management Human Resources</td>
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<td>73.4% 91.1%</td>
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<td>$0</td>
<td>$0</td>
<td>$64,465</td>
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<td>NA* NA* NA* NA* NA* NA*</td>
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<td>NA* NA* NA* NA* NA* NA*</td>
<td>NA* NA* NA* NA* NA* NA*</td>
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<tr>
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<tr>
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<td>Associate's</td>
<td>13-1071, 13-1151, 13-1141</td>
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<td>NA* NA* NA* NA* NA* NA*</td>
<td>NA* NA* NA* NA* NA* NA*</td>
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</tr>
<tr>
<td>Human Resources and Organizational Leadership</td>
<td>Diploma</td>
<td>13-1071, 13-1151, 13-1141</td>
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<td>NA* NA* NA* NA* NA* NA*</td>
<td>NA* NA* NA* NA* NA* NA*</td>
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</tr>
<tr>
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<td>Associate's</td>
<td>41-3011</td>
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<td>NA* NA* NA* NA* NA* NA*</td>
<td>NA* NA* NA* NA* NA* NA*</td>
<td>NA* NA* NA* NA* NA* NA*</td>
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</tr>
<tr>
<td>Marketing</td>
<td>Diploma</td>
<td>41-3011</td>
<td>NA* NA* NA* NA* NA* NA*</td>
<td>NA* NA* NA* NA* NA* NA*</td>
<td>NA* NA* NA* NA* NA* NA*</td>
<td>NA* NA* NA* NA* NA* NA*</td>
<td>NA* NA* NA* NA* NA* NA*</td>
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</tr>
<tr>
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<td>13-2011</td>
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<td>NA* NA* NA* NA* NA* NA*</td>
<td>NA* NA* NA* NA* NA* NA*</td>
<td>NA* NA* NA* NA* NA* NA*</td>
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<td>NA* NA* NA*</td>
<td>NA* NA* NA*</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 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

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### SCHOOL OF EDUCATION

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>Program Title</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Minnesota Tuition and Fees</th>
<th>Minnesota Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education Child and Family Studies</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>73.2%</td>
<td>97.2%</td>
<td>$18,916</td>
<td>$0</td>
<td>$0</td>
<td>$28,210</td>
<td>$2,300</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education Child Development</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>73.2%</td>
<td>97.2%</td>
<td>$18,916</td>
<td>$0</td>
<td>$0</td>
<td>$28,210</td>
<td>$2,300</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education Child w/ Special Needs</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>73.2%</td>
<td>97.2%</td>
<td>$18,916</td>
<td>$0</td>
<td>$0</td>
<td>$28,210</td>
<td>$2,300</td>
<td>$0</td>
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<tr>
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<td>97.2%</td>
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<td>$28,210</td>
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<td>NA*</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<tr>
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<td>Diploma</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>$1,800</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education - Child with Special Needs</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>$1,800</td>
<td>$0</td>
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<tr>
<td>Early Childhood Education - English Language Learner</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$22,010</td>
<td>$1,800</td>
<td>$0</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>SCHOOL OF HEALTH SCIENCES</th>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Private Loan</th>
<th>Institutional Loan</th>
<th>Minnesota Tuition and Fees</th>
<th>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>
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<td>NA*</td>
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<td>NA*</td>
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<td>$1,700</td>
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<tr>
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<tr>
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<td>NA*</td>
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<td>$36,340</td>
<td>$2,200</td>
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</tbody>
</table>
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<table>
<thead>
<tr>
<th>SCHOOL OF JUSTICE STUDIES</th>
<th>Degree Level</th>
<th>SIC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Private Loan</th>
<th>Institutional Loan</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>49.2%</td>
<td>86.1%</td>
<td>$25,398</td>
<td>$0</td>
<td>$0</td>
<td>$36,340</td>
<td>$2,400</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>49.2%</td>
<td>86.1%</td>
<td>$25,398</td>
<td>$0</td>
<td>$0</td>
<td>$35,550</td>
<td>$2,300</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>49.2%</td>
<td>86.1%</td>
<td>$25,398</td>
<td>$0</td>
<td>$0</td>
<td>$15,010</td>
<td>$1,000</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice Psychology</td>
<td>Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>49.2%</td>
<td>86.1%</td>
<td>$25,398</td>
<td>$0</td>
<td>$0</td>
<td>$29,230</td>
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</tr>
<tr>
<td>Criminal Justice Client Services / Corrections</td>
<td>Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>68.8%</td>
<td>88.5%</td>
<td>$42,075</td>
<td>$0</td>
<td>$0</td>
<td>$14,220</td>
<td>$1,000</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>68.8%</td>
<td>88.5%</td>
<td>$42,075</td>
<td>$0</td>
<td>$0</td>
<td>$36,340</td>
<td>$2,400</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>68.8%</td>
<td>88.5%</td>
<td>$42,075</td>
<td>$0</td>
<td>$0</td>
<td>$35,550</td>
<td>$2,300</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>68.8%</td>
<td>88.5%</td>
<td>$42,075</td>
<td>$0</td>
<td>$0</td>
<td>$15,010</td>
<td>$1,000</td>
<td>$0</td>
</tr>
<tr>
<td>Human Services</td>
<td>Associate's</td>
<td>21-1093</td>
<td>73.3%</td>
<td>NA*</td>
<td>$19,910</td>
<td>$0</td>
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<td>$35,550</td>
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<td>$0</td>
</tr>
<tr>
<td>Human Services</td>
<td>Certificate</td>
<td>21-1093</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$15,010</td>
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<td>$0</td>
</tr>
<tr>
<td>Law Enforcement Academic</td>
<td>Certificate</td>
<td>33-3011, 33-3051, 33-9099</td>
<td>77.8%</td>
<td>78.6%</td>
<td>$6,305</td>
<td>$0</td>
<td>$0</td>
<td>$14,220</td>
<td>$1,000</td>
<td>$0</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Associate's</td>
<td>33-3011, 33-3051, 33-9099</td>
<td>67.4%</td>
<td>100%</td>
<td>$22,524</td>
<td>$0</td>
<td>$0</td>
<td>$35,945</td>
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<td>$0</td>
</tr>
<tr>
<td>Law Enforcement Skills</td>
<td>Certificate</td>
<td>33-3011, 33-3052, 33-3051</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$9,480</td>
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<td>$0</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Associate's</td>
<td>23-2011, 23-2099.00</td>
<td>64.6%</td>
<td>86.2%</td>
<td>$24,902</td>
<td>$0</td>
<td>$0</td>
<td>$37,130</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Certificate</td>
<td>23-2011, 23-2099.00</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$24,902</td>
<td>$1,500</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.

LOANS AND FINANCIAL AID

Our SUPPORT+ team will help you complete your financial aid application and review your financial aid award letter. Contact a 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.

<table>
<thead>
<tr>
<th>SCHOOL OF NURSING</th>
<th>Degree Level</th>
<th>SIC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan 5%</th>
<th>Private Loan 4%</th>
<th>Institutional Loan 3%</th>
<th>Minnesota Tuition and Fees 6%</th>
<th>Minnesota Books and Supplies 7%</th>
<th>Room and Board 8%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Nursing</td>
<td>Associate’s</td>
<td>29-2061</td>
<td>91.7%</td>
<td>87.5%</td>
<td>$17,585</td>
<td>$0</td>
<td>$0</td>
<td>$37,920</td>
<td>$2,300</td>
<td>$0</td>
</tr>
<tr>
<td>Professional Nursing - Mobility</td>
<td>Associate’s</td>
<td>29-1141</td>
<td>77.6%</td>
<td>100%</td>
<td>$23,090</td>
<td>$0</td>
<td>$0</td>
<td>$15,800</td>
<td>$900</td>
<td>$0</td>
</tr>
<tr>
<td>Professional Nursing</td>
<td>Associate’s</td>
<td>29-1141</td>
<td>77.6%</td>
<td>100%</td>
<td>$23,090</td>
<td>$0</td>
<td>$0</td>
<td>$39,895</td>
<td>$2,400</td>
<td>$0</td>
</tr>
</tbody>
</table>

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

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

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.

<table>
<thead>
<tr>
<th>SCHOOL OF TECHNOLOGY AND DESIGN</th>
<th>Degree Level</th>
<th>SCC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Private Loan</th>
<th>Institutional Loan</th>
<th>Minnesota tuition and fees</th>
<th>Minnesota Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>Bachelor’s</td>
<td>11-1021, 15-1133, 15-1131</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$63,535</td>
<td>$4,800</td>
<td>$0</td>
</tr>
<tr>
<td>Cyber Security</td>
<td>Bachelor’s</td>
<td>15-1142</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$63,760</td>
<td>$5,000</td>
<td>$0</td>
</tr>
<tr>
<td>Digital Design and Animation</td>
<td>Bachelor’s</td>
<td>27-1014</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$64,015</td>
<td>$5,000</td>
<td>$0</td>
</tr>
<tr>
<td>Game and Simulation Programming</td>
<td>Bachelor’s</td>
<td>15-1199</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$63,960</td>
<td>$4,800</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Network Security</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.3%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$35,550</td>
<td>$2,600</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Computer Information Technology</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.3%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$35,945</td>
<td>$2,600</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Database Administration</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.3%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$35,550</td>
<td>$2,500</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Database Administration</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>$26,070</td>
<td>$1,900</td>
<td>$0</td>
<td>$0</td>
<td>$26,070</td>
<td>$2,600</td>
</tr>
<tr>
<td>Information Systems Management Network Administration</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.3%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$26,070</td>
<td>$2,000</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Network Administration</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>$26,070</td>
<td>$2,000</td>
<td>$0</td>
<td>$0</td>
<td>$26,070</td>
<td>$2,700</td>
</tr>
<tr>
<td>Information Systems Management Web Programming</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.3%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$26,860</td>
<td>$2,100</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Web Programming</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>$26,860</td>
<td>$2,100</td>
<td>$0</td>
<td>$0</td>
<td>$26,860</td>
<td>$2,700</td>
</tr>
</tbody>
</table>
LOANS AND FINANCIAL AID

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TUITION AND FEES

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<table>
<thead>
<tr>
<th>SCHOOL OF TECHNOLOGY AND DESIGN</th>
<th>Degree Level</th>
<th>SIC 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>Information Systems Management Computer Information Technology</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$28,045</td>
<td>$2,100</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Computer Information Technology</td>
<td>Certificate</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
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<td>$12,600</td>
<td>$1,100</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Network Security</td>
<td>Diploma</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$26,070</td>
<td>$2,000</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$63,450</td>
<td>$5,000</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>37.8%</td>
<td>80.8%</td>
<td>$22,783</td>
<td>$0</td>
<td>$0</td>
<td>$36,735</td>
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<tr>
<td>Multimedia Technologies Web Design</td>
<td>Associate’s</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>37.8%</td>
<td>80.8%</td>
<td>$22,783</td>
<td>$0</td>
<td>$0</td>
<td>$36,735</td>
<td>$2,800</td>
<td>$0</td>
</tr>
<tr>
<td>Software Application Development</td>
<td>Associate’s</td>
<td>15-1021, 15-1132</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$35,945</td>
<td>$2,500</td>
<td>$0</td>
</tr>
<tr>
<td>Software Application Development</td>
<td>Certificate</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$15,800</td>
<td>$1,200</td>
<td>$0</td>
</tr>
</tbody>
</table>

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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 www.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)
• $40 application fee for entire program or $20 per course
• 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.
  – 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.

Rasmussen College will notify you in writing of your acceptance or rejection. All money paid to the College will be refunded if you are not accepted except any non-refundable test fees required for the Medical Laboratory Technician, Surgical Technologist, or School of Nursing programs. All new students will complete an orientation program prior to beginning classes which includes an experiential course and an informational session covering college policies and services. This required orientation program provides students with valuable tools and knowledge necessary for success at Rasmussen College.
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 defined as a re-enrolling student and is treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of Satisfactory Academic Progress, re-enrolling students are treated as continuing students and must meet progress requirements. All re-enrolling 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-enrolling students must comply with all other college acceptance criteria as outlined in the current catalog before being accepted into the College as a re-enter.

Determination of whether a student is eligible to re-enroll is based on the criteria below. A student will be allowed to start the enrollment Process and re-enrollment if the student meets the following criteria: all other enrollment qualifications are met at the time of reentry: the student is in good academic standing 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 student’s 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 Catalog Request Form.

Students in Health Sciences programs and Nursing programs who wish to re-enter into the School of Health Sciences and Nursing programs must complete the Academic Readiness and Program Readiness 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 is in the program is available.

Admissions Requirements

Background Checks

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

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

• Accounting (Florida, Minnesota, and Wisconsin only)
• Business Management and 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
• Medical Assistant
• Medical Billing and Coding
• Medical Laboratory Technician
• Nursing
• Paralegal Management
• Pharmacy Technician
• Practical Nursing
• Professional Nursing
• Professional Nursing: Mobility Degree
• Public Accounting
• Surgical Technologist

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

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

Florida Students Only: In addition to the general background check, applicants to the School of Nursing programs must submit to a Florida Department of Law Enforcement background check.

A student enrolling in any of the designated programs must complete a Background Release Form, as well as a Background Check Attestation. Campus 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 any additional financial aid for that program, and any financial aid funds disbursed must be returned to the lender. This also applies to a student whose appeals are denied. If a student is determined ineligible for admission, the following must be completed:

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

If a student chooses to appeal their termination from the school, all appeals must be completed by the end of the first quarter, or the student may not continue to the next quarter.

A student enrolling in a program that requires a background check will have his/her aid submitted until the student is determined to be eligible either through a clear or possible letter or successfully going through the appeals process. This process will allow the student’s funding until the background check process is complete.

The College will send either a possible issue letter, or a pre-adverse action letter to all applicants with a background check. A possible issue can be a potential problem. A possible issue letter informs applicants that a potential problem revealed in the background check. All applicants are given an informed decision to continue with the program, or they may choose to change programs.

A pre-adverse action letter informs the student that the College has identified a possible issue with the applicant’s background check. A pre-adverse action notification may be sent by either not allowing the applicant to enroll in a certain program, or removing a student from a certain program, based on the background check. Applicants have a right to review the background check, and indicate an informed decision to continue with the program, or they may choose to change programs.

A pre-adverse action letter will go to the student and the applicant. The student is informed of the potential problem. A possible issue letter informs applicants that a potential problem revealed in the background check. Within seven days of sending the pre-adverse action letter the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available.

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision. A student whose appeal has been denied has the right to request to file one request for reconsideration of their appeal, but must provide supplemental or additional information to support such a request for reconsideration.

Immunization Requirements

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

In addition to other entrance requirements, 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 placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement score above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement test.

Once applicants have met the Entrance Placement requirements above, they will be scheduled for the Evolve A2 entrance exam.
Applications must pay a $75 non-refundable fee covering the cost of a release 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 admission, 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:

Applying For Admission into the School of Nursing

Applicants pursuing admission into a Practical Nursing, Mobility Nursing, or Professional Nursing Program must complete the following steps in order to be deemed eligible for admission:

1. Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement score above that requiring a foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to complete a practice test.

Once eligible students have completed the Entrance Placement requirements above, the School of Nursing Entrance Exam may be scheduled.

2. School of Nursing Entrance Exam. Applicants who have successfully completed College entrance placement requirements will be given access by admissions to the online registration process for the School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a nursing program of study for which they qualify. Applicants not meeting the exam score requirements determined by Rasmussen College at its sole discretion upon first attempt may register for one additional attempt. Applicants who are unsuccessful after the second attempt must wait 12 months before reapplying to the School of Nursing.

3. Complete Application Requirements: Applicants successful in completing the College entrance placement exam requirements and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for an interview with the Dean of Nursing:

   - Rasmussen College Application
   - Submit Official College Transcripts
   - Health physical and proof of vaccinations
   - BLS-CPR with Defibrillator
   - Criminal Background Screening
   - Any additional program-specific requirements as specified at the time of enrollment.

4. Interview with the Dean of Nursing. Once all requirements for application have been submitted, the applicant will be scheduled for an interview with the Dean of Nursing. Once a candidate is deemed eligible for admission into the School of Nursing, a letter of acceptance will be sent via certified mail to the applicant. Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend will result in removal from the program. Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully complete the School of Nursing Entrance Exam or ATI Exam to be deemed eligible for reenrollment into the nursing program.

Applying for Admission into Law Enforcement Programs

Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Applicants who achieve the required 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.

Former or current students who have taken the STEP and scored 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 take the Entrance Placement test.

Once the applicant has met the Entrance Placement requirements above, the School of Nursing Entrance Exam may be scheduled.

Entrance 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 STEP 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.

Paralegal Certificate Entrance Requirements

Entrance 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.

Entrance Requirements for Health Information Management Bachelor’s Program

Applicants pursuing admission into the Health Information Management BS Degree program must possess an AAS in Health Information Technology from a CAHIIM-accredited program earned within the past 5 years and have an associate’s degree and possess a current RHIT credential. If the degree was obtained over 5 years ago, the student needs to have work experience in the health information industry within the last 5 years and approval by the Program Coordinator.

Rasmussen College Early Honors Program

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

Early Honors coursework is available both on-campus and online to high school seniors who have reached the minimum age of 16. Enrollment in the Program is dependent on space availability.

Rasmussen College Early Honors Program Terms and Conditions

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

1. Students must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date. Early Honors students are not required to submit an application fee.

2. Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).

3. Students must submit a signed Early Honors High School Approval Form.

4. Students must be a high school senior and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.

• Students must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted to the Early Honors Program.

• The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.

• A maximum of 20 Early Honors students will be accepted per quarter, per campus.

• To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.

• Seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the DOA and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule.

• After receiving a grade of B or higher in his/her first year, the student can request a second class for the second year. A maximum of 24 credits per student can be taken in the Early Honors Program.

• Applicants will be accepted on a space available basis for each course selected.

• Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a “PN,” “PRN,” “NUR” or “NUR” are not available to Early Honors students.

• Students must cover the cost of textbooks and supplies for each course. Most technology courses include 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 courses at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.

• Students may apply to a full program of study by completing an Application for Admission and submitting an application fee.
Each campus has a professionally staffed Student Financial Services Office designed to help you apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution to meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

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

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

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
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<tr>
<td><strong>GIFT AID</strong></td>
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</tr>
<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>
<tr>
<td><strong>EMPLOYMENT</strong></td>
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</tr>
<tr>
<td>MN State Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td>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>
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<tr>
<td><strong>FEDERAL LOAN PROGRAMS</strong></td>
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<tr>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500 2nd Year - $4,500 3rd Year+ - $5,500</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender</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>
<tr>
<td><strong>MINNESOTA STATE LOAN PROGRAMS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Educational Loan Fund (SELF)</td>
<td>Supplemental, variable interest rate loan, allows deferment of principal while in college, requires credit-worthy co-signer.</td>
<td>$7500 per grade level</td>
<td>SELF application processed through College and the Higher Education Services Office</td>
</tr>
<tr>
<td><strong>VETERANS’ BENEFITS</strong></td>
<td></td>
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<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 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 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.
Developmental Education and Rasmussen College Entrance 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 coursework reflects the commitment Rasmussen College has to ensuring the success of all students, and creating educational opportunities for those who enroll. All new students who enroll in a Degree, Diploma or Certificate program are required to take the Rasmussen College Entrance Exam related to 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 require remedial coursework in areas in which they have previously proven proficiency.

Students who have not completed a college-level English course are required to complete the reading and writing sections of the placement exam. Students who have not completed a college-level math course are required to complete the math portion of the placement exam.

Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which the placement 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 prerequisite. Coursework in Math or English that is numbered above 100 is considered developmental. College entrance placement exam scores are used to appropriately place students in English and Mathematics courses at the 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 'S' in order for the student to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation courses. Students who test at remediation level, and who wish to transfer 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. Student who place below the level of B080 Reading and Writing Strategies are not eligible to complete audit Rasmussen College. Students who 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 earned for purposes of Satisfactory Academic Progress (SAP).

Foundation Courses Timeframe
To help ensure student success, students requiring a Foundation course must complete one such course in their first full quarter of enrollment. Additionally, all required Foundation courses must be taken in the student’s first two full quarters of enrollment. If a student withdraws from or does not pass a Foundation course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the college. Foundation courses are B080 and B099.'A 'full quarter' includes the mid-quarter start.

Foundation Course Grading
1. All Foundation courses are satisfactory/ unsatisfactory (SX/UX) courses. In each of these courses, the final exam comprises 40% of the final grade. The remaining 60% of the final grade is determined by other coursework.

2. Students automatically pass B080 Reading and Writing Strategies if they achieve a score of 25% or more (of 35 items) on the final exam/ end of quarter post-test in this class.

3. Students automatically pass B099 Foundations of Math if they achieve a score of 17% or more (of 35 items) on the final exam/ end of quarter post-test in this class.

4. Students that do not achieve the scores listed above on their final exams may still pass the course by demonstrating through the four skills required to skill level. See Entrance Assessment Table for placement scores.

Reading and Writing Strategies
- SX 73% or more
- UX Below 73%

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

Common Grading System Percentage Scale
- A 90 to 100%
- A- 90 to 92.99%
- B+ 89 to 92.99%
- B 89 to 83%
- B- 83 to 80%
- C+ 79 to 77%
- C 77 to 72%
- C- 72 to 69%
- D+ 69 to 67%
- D 66 to 63%
- D- 62 to 60%
- F Below 60%

Point Scale
- Excellent
- Very Good
- Average
- Below Average
- Fail

Academic Policies
Class Content
The College reserves the right at any time to make changes to improve the quality or content of the programs of study offered. The College reserves the right to cancel any classes or programs where enrollment is less than 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: 73-125 credits completed
- Senior: 130 credits or more completed

These Programs May Also Be Offered Online
Bachelor’s Degrees
- Accounting
- Criminal Justice (all specializations)
- Digital Design and Animation
- Game and Simulation Programming
- Information Systems Management
- Healthcare Management
- Nursing Bachelor of Science (RN to BSN)

Associate’s Degrees
- Accounting
- Business (all specializations)
- Criminal Justice (all specializations)
- Early Childhood Education (all specializations)
- Information Systems Management (all specializations)
- 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
- Technical 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, an individual must submit an application and complete all required application requirements (including the entrance placement test). Eligible individual progress courses will be applied to their degree program, and count as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).
letter grade. If more than one attempt results in the same grade, the most recent one will be used in the calculation of GPA. Students who fail a required course two times and have a cumulative grade point average of 2.0 or greater may be able to switch to another program that does not include the required part of the program curriculum without going through the program appeal process. Students who fail a course three times, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. Those students will not return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher and transfer it back to Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of credit transfer, one "F/FA" grade will remain for purposes of GPA calculation. However, all of the course credits both failed and transferred, count in the student’s Cumulative Completion Rate (CCR).

Students enrolled in a nursing program are only allowed to repeat any failed course one time. Foundation courses may only be repeated one time. Students who fail a foundations course a second time, as well as nursing students who fail a course a second time will be terminated from the College. All attempts of repeated courses, including the grades, remain on academic records and transcripts even though they may not be included in the GPA calculation. Students should be aware that graduate schools and other institutions to which they might wish to transfer may not accept repeats and may include all grades in calculating GPA for admission.

Late Assignment Submission Policy
Students may submit assigned 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 some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty.

Instructors may decide in the case of legitimately extenuating circumstances to waive the late penalty; if not, though, the penalty must be enforced as described. In some cases in the residential classroom, certain activities, such as labs and exams must be completed within the designated time and therefore cannot be made up. The instructor should approve students beforehand of any such activities.

In no circumstances may a student submit work after the last day of the academic term unless an incomplete grade has been requested and granted beforehand.

Incomplete Grade Policy
An “I” indicates an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. An incomplete may be granted to a student at the end of a quarter at the discretion of the instructor under the following conditions:

1. An incomplete form is completed which identifies:
   a. The work to be completed.
   b. Qualifications for acceptable work.
   c. The deadline for completing the work (within two weeks of the last day of class).
   d. The grade to be entered should the student not complete the work by the deadline (the calculated grade).
   e. Instructors will have one week for grading, recalculation of grades and processing of all documents required.

2. Incomplete forms will be maintained by the respective campus for approval and resolution. Students must request an incomplete prior to the last day of the term.

3. The Dean must be informed of all incomplete grades and the grades will be treated rarely and instructors will take the following into consideration when granting an incomplete:
   a. The work to be completed must be regular assigned work, identified in the course syllabus.
   b. The student can reasonably be expected to complete the work by the deadline.
   c. The student’s grade will be substantially improved.
   d. The student has demonstrated a commitment to completing 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:
   i. The student will learn substantive information by completing the work.
   ii. The student will learn higher level thinking skills or gain substantially greater command of the subject.

5. If the original instructor is no longer available to submit a grade change (for example, an adjunct instructor no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.

6. The Dean may authorize grade changes in order to settle academic appeals.

Program Changes
A student in good academic standing at the end of the current quarter will be allowed to change programs at the start of the next quarter as long as the request has been received prior to Friday of the first week of a quarter break.

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

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

A complete description and requirements of the program change appeal process is available through the Campus Registrar. A clear background check is required for enrollment in certain programs determined by the background check section of the catalog. Students who do not successfully pass a background check will be terminated from the College. All program change details must be received no later than 48 hours prior to the first week of break prior to the start of the quarter in which the student wants to change programs.

If a student chooses to change his/her academic program, the student defaults to the current catalog curriculum requirements. On occasion, a student may remain in his/her original catalog, assuming the desired program is still offered. A student who chooses to change programs must provide written authorization in the form of a completed change of status form and a new enrollment agreement.

Independent Study Policy
Independent study applies when a student contracts with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course.

Independent study requires a student to be self-motivated and organized. Because an independent study does not provide the student with the class interaction normally associated with further education, it is to be offered only when there is no alternative and as infrequently as possible. Students may take, and the College may offer, a course through independent study under the following conditions:

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for the course in the quarter in question does not arise from the student’s decision to withdraw from the course in an earlier quarter, the student does not fail to satisfactorily complete the course in an earlier quarter, or the student’s decision to change programs.
4. The student will complete work of a similar quantity and quality as required in a regularly scheduled class and will meet the standard performance objectives for the class.
5. The Academic Dean approves the plan for completing the course work.
6. The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.

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

Independent studies must meet the following guidelines:

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

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

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

Graduation Requirements
Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of graduation in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 57% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must maintain a cumulative grade point average of 2.0 to receive a Degree, Diploma, or Certificate with a passing grade in each area. Completion and submission of the components of the Graduation Assessment Portfolio is required in the appropriate seminar courses designated for each program, in a graduation requirement.

Certificates or transcripts of credits may be given to those students who are changing to a lower credential of Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog who is changing to a lower credential within the same program, or a student who is selecting a different specialization within the same program, or a student who is requesting to change programs mid-term within the same program at the time of the request.
Academic Overload Policy
An academic or credit overload occurs when a student registers for more than 20 credits per quarter. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 24 total credits in the approved quarter. The student must apply for approval no later than week six (6) of the quarter prior to which the overload is desired. The Academic Overload Approval Form is available through a Student Advisor.

Drop/Add Class Policy
Course registration practices ensure that the College is able to provide quality instruction through obtaining a minimum class size of 12 students per course.

Full-quarter drop/add period:
Students may add courses through the first day of the quarter, which is the close of the drop/add period. When a student notifies the College of withdrawal from a class:
1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.
2. Following the first week of the quarter and on or before the sixth Friday of the quarter, students will receive a W/WD on their transcript.
3. Following the sixth week of the quarter, students will receive an F/FA for any courses dropped. The student’s grade point average will not be affected. The credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Mid-quarter drop/add period:
Students may add courses through the second day of the mid-quarter term and may drop a course through the first Friday of the mid-quarter term, which is the close of the drop/add period. When a student notifies the College of withdrawal from a class:
1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.
2. Following the first week of the mid-quarter and on or before the third Friday of the quarter, students will receive a W/WD on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the third week of the mid-quarter, students will receive an F/FA for any courses dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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

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

RASMUSSEN COLLEGE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)
Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within the 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., 8 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% = 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 academic progress requirements.

Financial Aid Warning: If a student’s CGPA falls below 2.00, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Warning period. A student who fails to meet any one of the components of SAP at the end of the Financial Aid Warning period is not eligible for financial aid.

Financial Aid Probation: If a student 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. If so, the Appeal Committee will forward the appeal to the Vice President of Compliance and Financial Services. All appeals must be made in writing and must address the nature of the circumstances that the student believes warrant exception to the policy stated above. All appeals will be reviewed and ruled on within ten business days, and students will be notified in writing regarding the outcome of the appeal. The ruling of the Vice President of Compliance and Financial Services is final and cannot be appealed.

Financial Aid Probation: If a student fails to make Satisfactory Academic Progress, but submits a successful appeal and has his/her eligibility for aid reinstated, he/she will be placed on Financial Aid Probation. A student is eligible for financial aid during the Financial Aid Probation period. At the end of the Financial Aid Probation period, the student must meet minimum SAP requirements to be eligible for further financial aid funding. A student who fails to meet either the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period is not eligible for financial aid.

Students must regain Satisfactory Academic Progress within two quarters or they will be terminated from the College. The decision to terminate may be appealed through the Academic Review Committee process.

Students who withdraw from the College and later re-enter are treated as continuing students and must meet progression 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 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, PRIOR LEARNING AND WAIVERS

Transfer of Previously Earned College Credit and Prior Learning Assessments

General Transfer Credit Policy
Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.

- Students who wish to transfer credits to Rasmussen College must first apply for admission to Rasmussen 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 of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.
- A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credits conditionally or conditionally approved 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 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist and 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 Technology and Medical Assisting programs.
- Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist and Associate’s Nursing programs 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 must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
- 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 for a different type of credit than quarters will be subject to conversion prior to being transferred.
- International transcripts must be evaluated by a recognized evaluating organization (National Association of Credential Evaluation Services) to ensure the student’s credit transfer is equivalent to Rasmussen College course content.
- The evaluation is the student’s responsibility.
- Transfer credit is 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 applicable to the current program will be posted or calculated.
- Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average, but will be counted as credits attempted and earned for determining Satisfactory Academic Progress. All grades considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are also counted attempted.
- Courses which have been accepted for transfer will be listed on the student’s transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending the receipt of an official transcript will be listed with a Pending Transfer (PT) designation. Any pending transfer credits still remaining at the end of the student’s program will be removed and the student will be required to complete the program requirements in order to graduate.
- Courses for which a student has received credit by examination will be listed on the student’s transcript with a Test Out (TO) designation.
- Courses for which a student has received credit transfer or a waiver will be listed on the student’s transcript with a Course Waiver (CW) designation.
- When courses are not accepted for transfer, a student may file an appeal through the following process:
  1. The student completes an appeal form.
  2. Supporting documentation such as a syllabus, course description, or test may be required.
  3. The information will be reviewed by the College Registrar.
  4. The student will receive written notice of the decision.
- For students who enter Rasmussen College and are required to take the Rasmussen College entrance exam for enrollment, 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 program courses cannot be transferred into the Rasmussen College curriculum:

  - Externship I, EC81 Application: Externship I.
  - Externship II, EC82 Reflection: Externship II.

  Course By Course Transfer

- Transfer credits from regions 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.
- General education requirements in other institutions than Rasmussen College will not be computed in the Rasmussen College grade point average. Grade-point averages and grades from courses taken at another institution will be posted as T4.0 credits based on a common Rasmussen College program. Rasmussen College program courses and grades are used to determine the student’s final grade point average.
- General education credits may be considered for transfer if, by a NACES accredited evaluating agency, the student may also enroll if he/she has an RHIT credential and an approved Associate degree in any field. If so, the student needs to submit his/her RHIT membership card, showing it as current.
- Bachelor of Science in Healthcare Management program, student credits will be transferred based on the guidelines below:
  1. Health Sciences courses (including Medical Assistant AAS/AS, Health Information Technician AAS/AS, Medical Administration AAS/AS, Pharmacy Technician AAS/AS)
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 over a period of 3 years from a CAHME or ABHES accredited MA diploma or certificate program within the past 2 years and holds a current CMA/RMA certification.
- 2. Graduated over 3 years ago from a CAHME 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 scope x-ray operator’s certificate. Students will need to complete or may seek a course-by-course transfer of credits for 32 general education credits and E242. For Medical Assisting students entering the College utilizing the block transfer process, only 67% of the total program credits may be transferred into the program.

RN to Bachelor of Science Nursing (RN to BSN) Policy

For students who are unencumbered Registered Nurse license and have successfully completed an Associate’s degree in field, they will receive a block transfer of 67 credit hours.

- Students will receive a block of 32 lower division General Education classes plus a block of 81 lower division core classes.
- Students who have the RN license alone will receive a block transfer of 67 credits. The 32 credits of lower division General Education will need to be completed, unless transferred in from a college transcript.
- Upper division core classes are not transferable.
- Upper division General Education coursework is transferable and follows the standard Course by Course Transfer Policy.
- The total percentage of credits that may be transferred into the program is 76%.

Mobility Practical Nursing Block

Students who have successfully completed a practical nursing program and hold a current MN practical nursing license will receive credit in the mobility program for the following courses through block transfer:
- NUT15 Comprehensive Pharmacology
- NUT15L Comprehensive Pharmacology Lab
- NUT20 Reid Human Anatomy
- NUT20K Human Anatomy
- NUT25 Microbiology
- NUT25L Microbiology Lab
- Nu200 Critical Thinking in Nursing
- Nu205 Human Nutrition

Surgical Technologist AAS Complete Block Policy

Students who have graduated from a CAHME or ABHES accredited surgical technology diploma or certificate program and hold the CST (NBSTSA) certification will receive a total block transfer of 60 credits. Students will receive a block of 84 natural sciences general education credits plus a block of 56 core credits. Students will need to complete 28 general education credits and E242 Career Development.

Credit by Examination

- Enrolled students may request credit by examination for courses if an exam has been developed.
- An examination score of 75% or higher is required to earn credit by examination.
- The examination grade will be posted as Test-out (TO) on the student transcript.
- Credits earned will not count towards the transfer maximum.
- Credit by examination will not count as credits for financial aid eligibility.
- A credit by examination may be taken only once for each course.
- If a student has already attempted the course, as indicated by a posted W/DW or F/FA grade, no test-out attempt will be allowed.

- The following are not available for credit by examination: Program specific Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses.
- All CMA, RMA, and Certified Healthcare Reimbursement Professional (CHR) credits are not available for credit by examination.

Medical Coding Practicum Waiver

- Students with a minimum cumulative GPA of 3.0 in their major major courses must request a waiver for the Medical Coding practicum coursework. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.
- Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student’s employer. The Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation.
- If the waiver is granted, the grade will be posted on the student transcript as a Course Waiver (CW).

School of Foundation of Development; Early Childhood Curriculum and Instruction; and, Health, Safety and Nutrition/CDA Application Waivers

- Students who have earned a CAE Credential within the past three years, awarded by the National Council of Professional Recognition, and are enrolled in the Early Childhood Education Associate’s degree, Early Childhood Education Certificate, Early Childhood Education Diploma, or Business Management – Child Development Specialization Associate’s degree may request a waiver from Foundations of Development: Early Childhood Education Curriculum and Instruction and Health, Safety and Nutrition/CDA Application.
- The student’s credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Technology and Design Waivers

- Course waivers will be considered for students who have select professional certifications from the Computing Technology Industry Association (CompTIA); Microsoft Certified Technology Specialist (MCTS); Cisco Certified Entry Level Networking Technician (CCENT); or CW, JavaScript certification.
- Course waivers will be considered for specific courses within the School of Technology and Design with the certification.
- Certifications must have been earned within the last three years.
- The student’s credit will be reviewed, and if the criteria are met, will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Health Sciences Waivers

- Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS) or CCS-P from AHIMA. In addition, an x-ray operator license may also be considered.
- Certifications must be current.
- Course waivers will be considered for specific courses related to the certification.
- The student’s credit will be reviewed, and if the criteria are met, will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

College Equivalency Credit

Credit earned through college-equivalency programs will be posted on student transcripts as Test-Out credits (TO) and will not be assigned letter grades or applied to cumulative grade point average. Rasmussen College recognizes the following college equivalencies:
- Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher required.
- College-Level Examination Program (CLEP) examinations administered by the College Board. A score of 50 or higher is required.
- DSST, DANTES. Excelsior College Exams. Passing scores are determined by the individual test requirements.

- Credit college for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council of Education (ACE) recommendations on transferring credit. These credits are usually listed on Sailor/ Marine American Council on Education Registry Transcript (SMART), Defense Assessments for Non-Traditional Education Students (DANTES) transcript. College Level Examination Program (CLEP) score, Coast Guard Institute (CGI) transcript, Army National Council on Education Registry 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 as established through The Council for Adult Experiential Learning (CAEL).
- Other types of college-equivalency courses and examinations may be evaluated for eligibility by the College Registrar.

Transfer to Other Colleges

Graduates or students who would like to transfer credits earned at Rasmussen College to another college should understand that the decision to accept transfer credits is always at the discretion of the receiving institution.

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

Transcripts

Transcripts for graduates and students who have completed their course of study are provided without charge; however a fee of $45.00 is charged for all other transcripts.

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

EXTERNSHIPS, PRACTICUMS AND CLINICALS

Health Sciences Externships, Practicums, and Work Experiences

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

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

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

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

POLICIES AND GRIEVANCES

Accreditations Policy

The Rasmussen College in disability services is to create an accessible college community where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience.

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

Students with disabilities do not have to self-disclose or register with the Campus Accommodations Coordinator, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Coordinator.

Attendance

A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. A student who is eligible to take a call is required to answer 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 or scheduled campus or other class location, or (b) substantive online activity, including commentary in the discussion section of the online classroom, posting of required assignments and course quizzes and exams in a timely manner. Discussion posts in the student lounge area of the classroom are encouraged but do not count as attendance activities.

Attendance. Students who are not on time for class, 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 that is consistent with the standards of other regionally accredited schools (although some programs may be required to follow additional standards). Faculty are required to keep accurate attendance records with the Registrar’s 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 requirement in at least one scheduled College course within seven days of the start of the term may be administratively withdrawn from the College.

Course Attendance: If a student has not been in attendance in a course within 14 days of their last date of attendance in that course, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any courses within 14 days of their last day of attendance, the student will be 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.
Rasmussen College Academic Integrity Policy

I. Introduction
At an institution of higher learning, Rasmussen College is committed to promoting students to be active, productive and successful contributors to a global community. In pursuit of this commitment, students, faculty, and staff of Rasmussen College are expected to uphold the highest values of personal and professional ethics. Students of Rasmussen College commit to holding themselves and their peers to the foremost level of academic integrity, and accept responsibility should behaviors and actions fall short of the College’s expectations.

II. Definitions

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

b) Cheating: Distributing or receiving answers or information, by any means, whatever form they may take, either expressly or not expressly permitted by an instructor for academic exercises. Examples include:
   i. Copying answers, data, or information for any academic exercise from another student to whom the student in which the student is not expressly permitted to work jointly with others.
   ii. Impersonation: Assuming another student’s identity or allowing another person to complete an academic exercise on one’s own behalf.
   iii. Using or attempting to use unauthorized materials, devices, texts, 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, or conspiring with any other person in or outside of the College to commit misconduct.

b) Destruction, Theft, Obstruction, Interference: Seeking to or causing unfair academic advantage by destroying, damaging, or stealing equipment or products of any academic exercise; or obstructing, interfering with, or intimidating instructors’ or another instructor’s or student’s academic work.

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

D) Plagiarism is the act of representing an individual’s or an organization’s words, thoughts, or ideas as one’s own. Examples include:
   i. Using information (a paraphrase or quotation, in whole or in part) from a source without attempting to give credit to the author of that source.
   ii. Using charts, illustrations, images, figures, equations, etc., without citing the source.
   iii. Using an academic exercise (in whole or in part) purchased or copied from a ghost writer or paper/essay mill.
   iv. Copyright infringement or piracy, including the use, alteration, or duplication of multimedia, software, code, or information when expressly prohibited or where copyright exists or is implied.
   v. Submitting work previously graded in another course without prior approval by the course instructor; or submitting the same work in two or more concurrent courses without prior approval by all course instructors.

III. Violations
A student who violates the Academic Integrity Policy faces severe penalty from the College. Violations may occur in one or more courses in one or more quarters and tests for all quarters in which the student is enrolled. Upon conclusion by the student’s instructor and the student’s Dean that the student has committed Academic Misconduct, the following penalties may be applied:

a) First Offense: The student will receive no credit on the assignment in question and will not be allowed to resubmit the assignment.

b) Second Offense: The student will be expelled from the course, and the final grade attained for the course will be “F.” The student may re-take the course, but the “F” 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. Recommendations sent by prospective employers and other educational institutions often ask for judgment and comment on a student’s ethical behavior. As the form is sent at the behest of the student, the student waives any rights he or she may have under the Family Educational Rights and Privacy Act to keep Academic Integrity Violations confidential.

IV. Concurrent Offenses: A concurrent offense is an instance of Academic Misconduct that occurs at the same time as another instance (i.e., two or more assignments submitted at the same time in the same or different courses), or instances of misconduct that occur prior to the student receiving notice of the immediate prior offense. Concurrent offenses will be treated as a single offense, and the appropriate penalty will be applied for all concurrent violations.

V. Appeal: A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling to his/her Dean. All appeals are reviewed by the Academic Integrity Committee, which has ten weeks from the time that they receive the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student may submit a written statement to the President of Academic Affairs thereafter. Response will be given within 30 days.

Conduct/Dismissal
Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an all encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any students whose conduct is detrimental to the educational environment. Conduct/dismissal guidelines for School of Health Sciences students enrolled in the Medical Assisting, Health Information Technician/Management, Medical Laboratory Technician and Surgical Technologist programs can be found in each programmatic handbook provided at programmatic orientation. This includes, but is not limited to:

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

Students, employees and guests using Rasmussen networks to access the internet are required to view from inappropriate material or visit sites which have been identified as facilitating the use of unlicensed software; illegal downloads, or protections or other suspicious/illegal activity. Prohibited material could include pornographic images, illegal file sharing programs (such as the Kazaa and Grokster application), or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of network use privileges and possibly other penalties, up to and including dismissal.

Anti-Hazing Policy
It shall be the policy of the College to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating on the campus of the College. This policy applies to any student or other person which may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The Campus Director of the College shall be responsible for the administration of this policy.

Dress Code
The College encourages students to dress as if they were going to work and to start acquiring a wardrobe suitable for employment after graduation.

Some Health Sciences programs have uniform requirements. Please see your Program Manager or Program Administrator for details.

Minimum Technical Requirements
In order to be successful in online courses, you must use a computer system that meets or exceeds minimum requirements as specified in the course. If you do not meet those requirements, you may need to attend a campus to complete some assignments.

Some courses require the use of software that is not compatible. If you need to take a course where you may need to attend a campus, use a PC, or run the software in Windows emulation mode in order to complete some required course activities and assignments.

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

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

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

Student Senate is open to all students; however, student groups vary from campus to campus.

Exit Interviews
Students contemplating the termination of their education at Rasmussen College should contact the Dean or Campus Director or the Director of Student Affairs, and then the Student Financial Services Office. Academic and financial aid files are kept on file until both exit interviews have been completed.

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

The Student Financial Services Office is available for your assistance for the duration of your student loan.

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

Circulation Policy
Library Card Introduction
Rasmussen College Library System in accordance with the mission of the College, promotes life-long learning, develops information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse educational 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 instructional partnerships;
• Engage in the collection development and resource sharing; and
• Collaborate with faculty to select resources in a variety of formats.

This circulation policy supports the library mission by ensuring that library materials are available to members of the Rasmussen College community and other library users on an equitable basis. Exceptions to this policy may be granted by the Campus Librarian on a case-by-case basis if need is demonstrated.

Borrowing Materials: General
The following persons are permitted to check out library owned materials:
• 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 any person in violation of this or any other library policy.

Loan Periods
Circulating materials are loaned for 21 calendar days or the equivalent during the school year. 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 Restrictions of Borrower Privileges
Users will receive a reminder 2 days in advance of an item’s due date.

Following the grace period (5 days for circulating items, 10 hours for special materials), items are considered overdue and borrower privileges will be restricted until items are returned or fees are paid for lost materials.

After 30 days past the end of the grace period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge $55.00, or the cost of replacing the item plus a $4.00 processing fee.

In the event that a library material is returned damaged, the borrower will be charged a fee to repair or replace the damaged item. In the event that an irreparable item is damaged, the library will assess a $55.00 fee.

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Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late. Library fees are assessed through the Department of Student Financial Services. Rasmussen College reserves the right to withhold the release of any financial aid received, and to settle any accounts to which one may claim rights to or interest. Rasmussen College cannot be held liable for any loss or damage to personal property, including but not limited to items belonging to students, faculty, or staff, while on College premises. Personal property left unattended in College buildings for any reason becomes the property of Rasmussen College and will be disposed of accordingly.

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3. The College’s first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversation held with the person complained against.

5. The College will resolve complaints expeditiously. To the extent possible, the College will complete the complaint 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 complaint, 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 or discrimination has occurred and any potential findings and the resolution to an Executive Vice President or President; or
2. Report its findings with appropriate recommendations for corrective action to the Executive Vice President or President; or
3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

Victims’ Rights Under Sexual Assault Policy
If the assault is alleged to have been committed by a member of our college community on property owned by the College, the following additional policy applies:

1. The victim is aware that criminal charges can be made with local law enforcement officials.

2. The prompt assistance of campus administration, or Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident.

3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint.

4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, with laws relating to data practices.

5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding.

6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault victim’s participation in and the presence of the victim’s attorney or any other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint.

7. The right to request the College to honor only the following actions within 30 days with respect to any employee who violates this policy by:

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

8. Further information can be obtained from either of the following sources:

   Minnesota Department of Human Rights
   190 E 5th Street, Suite 700
   St. Paul, MN 55101
   1-800-657-3704 • (651) 296-5663
   http://www.humanrights.state.mn.us

   Office of Justice Programs
   (651) 201-7310 • (651) 247-0390
   Website: www.ojp.state.mn.us

   Office of Education
   1-800-657-3704 • (651) 296-5663
   Website: www.ed.gov/hec.
b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the institution must cooperate and may not give good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution’s notification requirements nor recordation requirements apply.

c. All Other Subpoenas – The institution may disclose education records to the entity or persons designated in any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance with the school’s policy. If the student is not notified of the request, the institution may conditionally discuss the request under this policy.

6. The right to disclose – without the written consent or knowledge of the student or parent – information in education records to “appropriate parties in connection with an emergency,” if knowledge of the information is necessary to protect the health 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:

Family Policy Compliance Office,
U.S. Department of Education,
400 Maryland Avenue, SW, Washington, DC 20202-4605.

Educational Records Definition
A student’s education records are defined as files, materials, or documents that contain information directly related to the student and are maintained by the institution. Access to a student’s education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and maintaining 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 the student attended Rasmussen College or any other institution of which the student is or was in attendance); Rasmussen College (not to include specific daily records of attendance).

Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Business Office. Once made, the restriction is permanent and the student must speak with the institution to remove the restriction.

Grievance Policy
It is the policy of Rasmussen College that students should have an opportunity to present school-related complaints through grievance procedures. The College will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriate grievance is defined as a student’s expressed feeling of dissatisfaction regarding any interpretation or application of school-related policies or the College’s personnel. Students should notify the College in a timely fashion of any grievance concerning a subject matter about which they may be considered appropriate for handling under this policy. As used in this policy the terms “timely fashion,” “reasonable time,” and “promptly” will be given within 30 days.

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

Grievance Procedures
To initiate an appeal, student, graduate student, 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. If the grievance is 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.

2. Students or other interested parties may also contact:

- Minnesota Office of Higher Education
  1450 Energy Park Drive, Suite 350
  St. Paul, MN 55108-5295
  (651) 642-0533

- Kansas of Regents
  1000 SW Jackson Street, Suite 520
  Topeka, KS 66612-1038
  (785) 296-3442

- State of Wisconsin Educational Approval Board
  201 West Washington Ave., 3rd Floor
  Madison, WI 53703
  (608) 266-5800

- The Higher Learning Commission (www.nclcommission.org), a commission of the North Central Association of Colleges and Schools
  230 South LaSalle Street, Suite 7-500
  Chicago, IL 60604-1411
  (312) 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 appeal involving academic issues such as final grades, students should appeal first to their instructor within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, 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, who will have one week from the time they are contacted by students to consider any such appeals, students should submit a written statement of appeal to the Assistant Vice President of Academic Affairs thereafter. Response will be given within 30 days.

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

Arbitration
Any controversy or claim arising out of, or relating to a current or former student’s enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures set forth in this 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 arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator also shall have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise, except as may be agreed by the Student and Rasmussen College, the administration of arbitration, including attorney’s fees. Except as may be required by law, no party to the arbitration or anyone who may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and the College.

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

Rasmussen College is currently authorized or licensed to operate in Alabama, Arkansas, Delaware, Florida, Illinois, Iowa, Kansas, Minnesota, North Dakota, Wisconsin, and Wyoming. Rasmussen College will monitor developments in state laws in each state in which it enrolls students, and if authorization or licensure is or becomes necessary, will work to obtain such additional approvals.

*Many states do not require specific authorization or licensure for their residents to enroll in online programs.

State Contact Information for Student Complaints

ALABAMA
Alabama Commission on Higher Education
P. O. Box 202000
Montgomery, AL 36101-2000

ARKANSAS
Arkansas Higher Education Coordinating Board

COLORADO
Colorado Department of Higher Education
http://www.ed.gov

DISTRICT OF COLUMBIA
District of Columbia Office of the State Superintendent of Education, Education Licensure Commission
801 Florida Ave. NE, 5th Floor
Washington, DC 20002
http://www.doe.dc.gov

FLORIDA
Florida Commission on Independent Education
325 W. Gaines Street, Suite 214
Tallahassee, FL 32399-1760
Commissioner@fdoe.org

http://www.fldoe.org/cie/complaint.asp
TUITION

All new and re-entering students as of April 2012:

Tuition Rates are as follows:

- $395 per credit for Foundations courses and all 100-200 level courses
- $310 per credit for all 300-400 level courses

School of Health Sciences Programs:
- Medical Administration: $350 per credit
- Medical Assisting: $310 per credit

School of Education:
- Early Childhood Education: $310 per credit

- There is a required course materials fee of $100 per course.
- Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of $100 for every course over four courses.
- Continuously enrolled students in certificate, diploma and associate programs will not be subject to a 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 $395 per credit plus the cost of books and other fees.
- Students not enrolled in an eligible program who elect to take courses without earning college credit are charged $275 per credit hour, plus the cost of books and other fees. This non-credit option is not available for courses beginning with a “CC” “NM” “NU” “PN” “PT” “ST” “ML” and “W.” Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts denote a “ZP” upon completion of the course. Students may choose to convert the “ZP” to a letter grade and earn credit for an additional cost of $120 per credit hour.

REFUNDS

The State of Minnesota Cancellation, Termination, Refund Policy

If a student is cancelled or terminated, for whatever reason, the following apply:

- Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
- The College will acknowledge in writing any notice of cancellation within 10 business days after the request of receipt and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.

Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged (“Period of Instruction”), all tuition and fees paid, except the application fee, will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of $100 per book and supplies. All prepaid tuition is refundable.

- If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the Period of Instruction for which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. After the completion of 60% of the Period of Instruction, no refund will be made.
- In compliance with Iowa Code 714.23, the $100.00 course fee will be refunded for students who are residents of the state of Iowa.
- Student refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw. In compliance with Iowa Code 714.23, refund of tuition charges was made within 30 days for students who are residents of the state of Iowa.
- 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 charges will not be negotiated prior to completion of 50% of the course.

Cancellation, Termination, Refund Policy (Alabama Resident Students Only)

Students may cancel enrollment at any time, complying with the notification procedures established by the school. Refunds of unearned prepaid tuition, fees and other charges shall be made in the following manner within thirty (30) days of termination:

a. If cancellation occurs within seventy-two (72) hours of enrollment date, all money paid by the prospective student shall be refunded.

b. If cancellation occurs after seventy-two (72) hours of enrollment date, but before classes begin or correspondence materials are delivered, a refund shall be made of all money paid, except the registration fee.

RASMUSSEN COLLEGE — MINNESOTA

ACADEMIC INFORMATION AND COLLEGE POLICIES

RHODE ISLAND

Rhode Island Board of Governors for Higher Education
Sheppard Building
80 Washington Street
Providence, RI 02903

Rhode Island Department of Attorney General
Consumer Protection Unit
150 South Main Street
Providence, RI 02903
http://www.riag.state.r.i.us/documents/consumer/ConsumerComplaintForm.pdf

SOUTH CAROLINA

South Carolina Commission on Higher Education
1533 Main Street, Suite 200
Columbia, SC 29201
http://www.ch.sc.gov/AcademicAffairs/LICENSE/Complaint_procedures_and_form.pdf

SOUTH DAKOTA

South Dakota Board of Regents
306 E. Capitol Ave, Suite 200
Pierre, SD 57501-2545
South Dakota Office of Attorney General
Division of Consumer Protection
2300 West Madison Street
Pierre, SD 57501-4053
http://atg.sd.gov/Division of Consumer Protection

SOUTH DAKOTA

South Dakota Office of Attorney General
Division of Consumer Protection
1301 E Hwy 14 Suite 3
Pierre SD 57501-4053
http://atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx

TENNESSEE

Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
http://www.tn.gov/theic/Libraries/3-188/postsecondarymay2014/Complaint%20Form%20PDF.pdf

TEXAS

Texas Workforce Commission
Career Schools and Colleges - Room 226.
101 East 15th Street
Austin, Texas 78719-0001
http://www.twc.state.tx.us/iscs/propSchools/ps401a.pdf

Texas Higher Education Coordinating Board
Consumer Protection Division
PO Box 12523
Austin, TX 78711-2548
https://www.tica.state.tx.us/consumer/complaintform.pdf

UTAH

Utah Division of Consumer Protection
160 East 500 South
Salt Lake City, Utah 84111
consumerprotection@utah.gov
http://consumerprotection.utah.gov/complaints/index.html

VERMONT

Vermont Department of Education
State Board of Education
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501
Vermont Attorney General’s Office
109 State Street
Montpelier, VT 05609-1001

VIRGINIA

State Council of Higher Education for Virginia
1011 14TH ST
James Monroe Building
Richmond, VA 23229
communications@shev.edu
http://www.schev.edu/forms/
StudentComplaintInformation.pdf

WASHINGTON

Washington Higher Education Coordinating Board
917 Lakeridge Way
P.O. Box 43430
Olympia, WA 98504-3430
daminfo@hecw.wa.gov
http://www.hecw.wa.gov/autheval/daa
ConsumerInformation.aspx

Washington Workforce Training and Education Coordinating Board
128 10th Avenue SW, PO Box 43105
Olympia, WA 98504-3105
workforce@wta.wa.gov
http://www.wta.wa.gov/PC5_Complaints.asp

WEST VIRGINIA

West Virginia Higher Education Policy Commission
1018 Kanawha Blvd E., Ste 700
Charleston, WV 25301-2800
Community and Technical College System of West Virginia
1018 Kanawha Blvd E., Ste 700
Charleston, WV 25301
West Virginia Office of the Attorney General
Consumer Protection Division
PO Box 1789
Charleston, WV 25326-1789

WISCONSIN

Wisconsin Educational Approval Board
201 West Washington Ave., 3rd Floor
Madison, WI 53703
eabmail@eab.state.wi.us
http://eab.state.wi.us/Resources/complaint.asp

WYOMING

Wyoming Department of Education
2350 Capitol Avenue
Hathaway Building, 2nd Floor
Cheyenne, WY 82002-0750

Attorney General’s Office
123 Capitol Building
200 W. 24th Street
Cheyenne, WY 82002

This list includes contact information for all 50 states, the District of Columbia, and Puerto Rico and should not be construed as informative of what agencies regulate the institution or in what states the institution is licensed or required to be licensed. States, through the relevant agencies or Attorney General’s Offices will accept complaints regardless of whether an institution is required to be licensed in that state.

CONSORTIUM AGREEMENT

Consortium Agreement
Rasmussen College has signed consortium agreements among all Rasmussen College campuses.

Course requirements for programs may be completed at any of the campus locations, as the schools have common ownership and common courses, and students will have the flexibility to take courses from all locations as they choose. Students who attend a class at a location other than their home campus (primary attendance location) will have their total tuition and fees charged by their home campus. All financial aid will be awarded and disbursed from the home campus. The home campus monitors satisfactory progress. A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.
Return of Title IV Funds Policy

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

Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew on or before completing 60% of the quarter.

The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of five or more consecutive days are excluded. If funds are released to a student because of a credit balance on the student's account, the student may be required to repay some of the federal grants if they withdraw.

The federal return of Title IV funds formula calls for a second calculation, similar to the one outlined above, to determine the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The school compares the unearned tuition with the unearned Title IV aid, and returns the lesser of the two amounts to the student.

A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations. A post-withdrawal disbursement occurs when a student who withdraws earns more than had been disbursed prior to the withdrawal. Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 45 days of the school's determination that the student withdrew.

In addition, loan post-withdrawal disbursements must be done within 180 days of the school's determination that the student withdrew. Rasmussen College credits the student's account for any outstanding current period charges. If there is any unearned Federal Title IV aid for withdrawal, Rasmussen College uses the federal formula to determine the amount of aid that must be returned to the federal government. The school compares the unearned tuition with the unearned Federal Title IV aid, and returns the lesser of the two amounts to the student.

The letter explains the type and amount of funds available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision. If no response is received within the 14 days, the remaining post-withdrawal disbursement is canceled.

Federal regulations dictate the specific order in which the monies are returned for the Title IV programs by both the school and the student. If applicable, Rasmussen College follows this mandate by refunding monies in the following sequence: unsubsidized Stafford Loans, Federal Pell Grant, Federal SEOG, and then other Title IV programs. Rasmussen College uses the software-generated worksheets provided by the U.S. Department of Education to document the Return of Title IV Funds Calculation along with the Post- Withdrawal Disbursement Tracking Sheet.

Extended Quarter Break Stop Out Policy

Rasmussen College encourages students to remain continuously enrolled in their program through 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 extenuating circumstance may apply for the Extended Quarter Break Stop Out. Students who are enrolled and meeting the standards of satisfactory Academic Progress at the end of one term may apply for an extended break for the following term. The student must successfully complete the term immediately prior to the Out term. The student must continue to attend classes without formally withdrawing. If the student successfully completes the term and notifies Rasmussen College of their intent to return, the student will be permitted to continue in the program.

In addition, loan post-withdrawal disbursements will be returned to the financial aid office to determine the impact on the student's financial aid award. The student may be required to repay the disbursement to the school if the student is determined to be in violation of the Federal or State Refund Policy.

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

To return from Medical Leave, the student must contact the Campus Accommodations Coordinator prior to the first day of classes to re-enrollment. Additionally, the Campus Accommodations Coordinator must receive a letter from the student’s physician stating the student's medical situation and that the professional physician believes the student is able to return to Rasmussen College.

Non Federal Refund Distribution Policy

For Florida Campuses

If the disbursement is made of the Florida State Assistance Grant (FSAG) while the student is enrolled, no refund will be due. If the disbursement is made while the student is no longer in attendance, a full refund to the FSAG program is due. A student who is already receiving Bright Futures scholarship funds must also 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 is withdrawing 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 courses not completed.

For Minnesota Campuses

Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the Borrower’s Loan Program, and the other Minnesota State Grant programs, the following formula is used:

Amount of funds (financial aid and cash) received on behalf of the student during the academic year minus amount of funds (financial aid and cash) received on behalf of the student during the summer applied to course(s) withdrawn subsequent to the fall semester.

Non Federal Refund Policy

For Military Leave and Refund

Military Leave and Refund

Rasmussen College supports its students who are also members of the armed forces. Military service members who are given official orders to deploy for state or federal service, as well as their spouses, who cannot complete the academic quarter due to deployment may withdraw without penalty from any or all classes in which they are enrolled. If the student withdraws within the 14-day period for withdrawal has passed. These students are entitled to a full refund of tuition and mandatory fees for the term, subject to applicable laws governing those programs or state financial aid programs and allocation or refund as required under those programs. The student will receive a grade of WX. Any remaining refund monies will then be applied to federal guidelines, and any remaining balance will be returned in accordance with the student's Excess Funds Form (completed upon enrollment).

Medical Leave of Absence and Medical Withdrawal Policy

Medical Leave: Each leave will be for one quarter and can be extended through the following quarter. No leave may extend for more than two consecutive quarters, although there is no limit to the number of quarters that a student may accumulate.

Medical leave is intended for students who need to take time away from Rasmussen College for health reasons.

Medical Withdrawals may be one of the following:

1. Medical Withdrawal: Intended for students who do not plan to return to Rasmussen College.
CAMPUS SECURITY CRIME STATISTICS

Jeanne Cley Disclosure of Campus Security Policy and Campus Crime Statistics Act
Rasmussen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

ACADEMIC INFORMATION AND COLLEGE POLICIES

ACCREDITATION, LICENSING, APPROVALS AND OWNERSHIP

Accreditation
Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association 230 S. LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 (800) 821-7440 or (312) 263-0456; The Health Information Technologist 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 (CAHIM).• Commission on Accreditation for Health Informatics and Information Management Education 233 N. Michigan Ave. 21st Floor Chicago, IL 60601-5600 (312) 233-1100
The Medical Assisting Diploma program at the Bloomington, Brooklyn Park/Maple Grove, Eagan, Green Bay Man 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 (www.cahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).
• Commission on Accreditation of Allied Health Education Programs 1381 Park Street Clearwater, FL 33756 (727) 210-2350
The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Rockford, and Ramevolee campuses in Illinois, the Fort Myers, Ocilla 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).
• Accrediting Bureau of Health Education Schools 7777 Leesburg Pike, Suite 314 North Falls Church, VA 22054 (703) 917-9503
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 (www.cahep.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).
• Commission on Accreditation of Allied Health Education Programs (CAHEP) 1381 Park Street Clearwater, FL 33756 (727) 210-2350 www.cahep.org
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 (NACCLS), 5600 N River Road, Rosemont, IL 60018 (708) 714-8880.
• National Accrediting Agency for Clinical Laboratory Sciences 5600 N River Road Rosemont, IL 60018-5119 Phone: (773) 714-8880 Fax: (773) 714-8886
Programs or courses not listed above are not programmatically accredited.

Registration
Rasmussen College is registered as a private institution with the State of Minnesota Office of Higher Education pursuant to sections 138A.61 to 138A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.
• Minnesota Office of Higher Education 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108-5227 (651) 645-6933
Rasmussen College is registered with the Iowa College Student Aid Commission.
Iowa College Student Aid Commission 603 E. 12th Street, 5th Floor Des Moines, IA 50319 (877) 272-4456
Licensing
Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board. Licenses is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The education programs may not meet the needs of every student or employer.
• Wisconsin Department of Regulation & Licensing P.O. Box 8935 Madison, WI 53708-8935 (608) 296-2172
• State of Wisconsin Educational Approval Board 201 West Washington Ave., 3rd Floor Madison, WI 53703 (608) 296-1996
The State of Wisconsin Educational Approval Board has approved all of Rasmussen College’s programs except the Law Enforcement AAS degree and its certificates.
The Arkansas Higher Education Coordinating Board has certified Rasmussen College to offer the following degree programs by distance technology to Arkansas residents: Accounting A.S., Business Management B.S., Marketing B.S., Finance B.S., Healthcare Management B.S., Human Resources and Organizational Leadership B.S., Health Information Management B.S., Criminal Justice B.S., Nursing B.S. (RN to BSN), Cyber Security B.S., Information Technology Management B.S., Accounting A.A.S., Business Management A.A.S., Early Childhood Education A.A.S., Health Information Technology A.A.S., Medical Administration A.A.S., Criminal Justice A.A.S., Human Services A.A.S., Paralegal A.A.S., and Information Systems Management A.A.S.
Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and professional certification as defined in Arkansas Code 6-61-301.
Approved For: Veterans’ Benefits by the Minnesota State Approving Agency
• Minnesota Board of Nursing

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

Corporate Officers:
– J. Michael Locke, Chairman, President.
– Chief Executive Officer, Secretary
– Patrick M. Branham, Chief Financial Officer, Treasurer.
– Michael J. Malve, Vice President

Limitations
This catalog was prepared using information current at the time of publishing; however all information contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College’s curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

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

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

Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent. In addition, these students must complete an officially recognized first aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical “skills” coursework toward meeting POST objectives, to be eligible to sit for the Peace Officer Standards and Training (POST) licensing exam. Students must provide Rasmussen College with a copy of their required first aid certification (such as a copy of their first responder card) for inclusion in the student’s file at Rasmussen College. Some skills training programs may require additional academic coursework. Skills training cannot be completed online.

Rasmussen College reserves the right to deny admission to applicants whose credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, process, and functions as an educational institution and business.

The administration of Rasmussen College reserves the right to address any issue in this catalog or its operations regarding its meaning.
BOARD OF DIRECTORS

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– President Emeritus, Northwestern University, Evanston, Illinois

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Kristi A. Waite
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CENTRAL OFFICE

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B.A., Ithaca College

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CAMPUS ADMINISTRATION

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B.A., Metropolitan State University
Blaine

James Baum
Director of Student Affairs
Twin Cities
M.Ed., B.S., University of Minnesota
Blaine

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B.S., University of Minnesota
Blaine

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Bloomington

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B.S., University of Minnesota
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B.A., Concordia College
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Mollie Bower
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B.A., University of Wisconsin – Eau Claire
Eagan

Adam Farm
Director of Admissions
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B.S., Bemidji State University
Eagan

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Lake Elmo/Woodbury

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B.S., University of Wisconsin
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Lake Elmo/Woodbury

Kathy Sanger
Campus Director
Twin Cities
M.B.A., University of Scranton
B.A., University of Iowa
Mankato

Jay Buchholz
Director of Admissions
Twin Cities
M.B.A., University of Minnesota – Mankato
Mankato
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Degree(s)</th>
<th>Institution(s)</th>
<th>Campus Location</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Campus Director</td>
<td>M.B.A., Bethel University</td>
<td>M.A., Ohio University</td>
<td>St. Cloud</td>
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<td>Scott Dawson</td>
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<td>Director of Admissions</td>
<td>B.S., A.A.S., Rasmussen College</td>
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<td>M.S., North Dakota State University</td>
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<td>M.S., Kansas State University</td>
<td>Online</td>
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<tr>
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<td>M.Ed., Walden University</td>
<td>M.A., Bowling Green State University</td>
<td>Eagan</td>
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<tr>
<td>Sharon Richardson</td>
<td>Director of Admissions</td>
<td>M.S., Troy State University</td>
<td>M.A., St. Mary’s University</td>
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</table>
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<th>Name</th>
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<td>Elizabeth Sobiech</td>
<td>Medical Laboratory Technician Program Coordinator</td>
<td>B.A. Augustana College</td>
<td>Mankato</td>
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<td>Deb Bobendrier</td>
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<td>Eunice Carlson</td>
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<td>Gautam Sarkar</td>
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SCHOOL OF JUSTICE STUDIES

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<td>Karl Nollendorf</td>
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### LIBRARY AND LEARNING CENTER

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<th>Name</th>
<th>Position</th>
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<tr>
<td>Emily O’Connor</td>
<td>Director of Library and Learning Resources</td>
<td>M.S., Florida State University – Mankato</td>
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<tr>
<td>Dan Reeves</td>
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<td>Kailyn Helget</td>
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<td>Anne Deutsch</td>
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