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

PURPOSE
To accomplish our mission, Rasmussen College has 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 residential and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists the College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the institution.
BOARD OF DIRECTORS

Robert E. King
– Chairman, Rasmussen, Inc.
– Chairman, Salt Creek Ventures

Henry S. Bienen
– Vice Chairman, Rasmussen, Inc.
– President Emeritus, Northwestern University
  Evanston, Illinois

Herman Bulls
– CEO, Public Institutions, Jones Lang LaSalle

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– Founder, Broadview International, LLC

J. Michael Locke
– CEO, Rasmussen College, Inc.

Thurston E. Manning
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  of Higher Education of the
  North Central Association

Jack C. Staley
– Former Managing Partner, Ernst & Young
  Lake Michigan Area

Kristi A. Waite
– President, Rasmussen College

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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.
  – 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.

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.

2011 - 2012 ACADEMIC CALENDAR

• 2011 Early Summer Quarter
  May 9 – June 19
• 2011 Summer Quarter
  July 5 – September 18
• 2011 Early Fall Quarter
  August 8 – September 18
• 2011 Fall Quarter
  October 3 – December 18
• 2011 Early Winter Quarter
  November 7 – December 18
• 2012 Winter Quarter
  January 3 – March 18
• 2012 Early Spring Quarter
  February 6 – March 18
• 2012 Spring Quarter
  April 2 – June 17
• 2012 Early Summer Quarter
  May 7 – June 17

College Holidays

• New Year’s Day
• Martin Luther King, Jr. Day
• Memorial Day
• Independence Day
• Friday prior to Labor Day (Employee Appreciation Day)
• Labor Day
• Veterans Day
• Thanksgiving Day and the following Friday
• Christmas Day
Each campus has a professionally staffed Student Financial Services Office designed to help you apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution to meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

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

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

**Tuition Rates**

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

### Gift Aid

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$555 - $5,550</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>MN State Grant</td>
<td>Grant based on financial need and the student’s individual tuition and fees. Must be an undergraduate student with MN residency. Student is notified by the College regarding eligibility.</td>
<td>Amounts calculated based on length of degree and current state legislative provisions</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid (FAFSA) — Awarded by the College</td>
</tr>
</tbody>
</table>

### Employment

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>MN State Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) — Awarded by the College</td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>Same as State Work Study.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) — Awarded by the College</td>
</tr>
</tbody>
</table>

### Federal Loan Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500 2nd Year - $4,500 3rd Year+ - $5,500</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half time.</td>
<td>Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st &amp; 2nd Year $6,000 3rd Year &amp; above $7,000.</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note processed through College and Lender</td>
</tr>
</tbody>
</table>

### Minnesota State Loan Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Educational Loan Fund (SELF)</td>
<td>Supplemental, variable interest rate loan, allows deferment of principal while in college, requires credit-worthy co-signer.</td>
<td>$7,500 per grade level</td>
<td>SELF application processed through College and the Higher Education Services Office</td>
</tr>
</tbody>
</table>

### Veterans’ Benefits

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans’ Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component.</td>
<td>Monthly benefit based on service contributions</td>
<td>Veterans Administration or Veterans Service Officer</td>
</tr>
</tbody>
</table>
SCHOLARSHIP AND GRANT PROGRAMS

Rasmussen College offers the following institutional scholarship and grant programs. All scholarships are non-cash scholarships. Some campuses have additional scholarships available; please contact your Student Financial Services Office for more information.

Grade Point Achievement Scholarships
If you are like most students, you don’t have a pile of cash lying around to pay for college. So you’ll be glad to know that, based on your high school cumulative GPA, Rasmussen College offers scholarship opportunities of up to $10,000 for incoming first-year students. Following is a quick look at the available Grade Point Achievement scholarships. Ask your Program Manager for all the details and an application form.

Grade point average is based upon a 4.0 scale. Other grade point scales will be converted to a 4.0 scale to determine award. Eligibility guidelines for the Grade Point Achievement Scholarships are as follows:

- Eligible students must be current-year graduating high school seniors.
- Students must apply for and begin classes during the summer quarter, early fall quarter or fall quarter immediately following their graduation from high school.
- Award amounts are determined upon receipt of the student’s official final transcript from high school.

All recipients will be notified of the award in writing and all funds are paid directly to the College. Award amounts for Associate Degree students are divided equally among the student’s first five quarters of attendance. Award amounts for Bachelor Degree students are divided equally among the student’s first ten quarters of attendance.

Grade Point Achievement Scholarship:
- 2.00 – 2.74 Success Award: You will receive the following Scholarship:
  - 2.00 – 2.74 Success Award: Associates $1,000, Bachelors $2,000
- 2.75 – 2.99 Achievement Award: Associates $1,500, Bachelors $3,000
- 3.00 – 3.24 Silver Circle Award: Associates $2,000, Bachelors $4,000
- 3.25 – 3.49 Gold Circle Award: Associates $2,500, Bachelors $5,000
- 3.50 – 3.74 Platinum Circle Award: Associates $3,000, Bachelors $6,000
- 3.75 – 3.99 President’s Award: Associates $5,000, Bachelors $10,000

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 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:
- Grade Point Achievement Scholarship
- Early Honors Program
- 10% Military Discount
- Corporate Discount

Recipient of the 110th Anniversary Scholarships are eligible to receive another scholarship (such as the High School GPA Scholarship) for a total of two scholarship fund sources.
ACCOUNTING BS Degree

BS 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 critical thinking, communication, diverse perspectives, technology and information literacy, leadership, and integrity.

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
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math (Required course)
  - G233 College Algebra
- Natural Sciences (Select 1 course) 4
- Social Sciences (Required courses) 8
  - G203 Macroeconomics
  - G204 Microeconomics

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

See page 44 for General Education Course Selections.

Unrestricted Elective Credits 20

Major and Core 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
- D181 Excel 3
- E242 Career Development 2

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 Degree Credit Hours
- Total lower division general education credits 32
- Total upper division general education credits 24
- Total lower division major/core credits 40
- Unrestricted electives credits 20
- Total upper division major/core credits 64

TOTAL BS DEGREE CREDITS 180*

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 the quarter in which they finish the Bachelor’s Degree requirements to graduate from a Bachelor’s Degree program.

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

School of Business Mission Statement
The Rasmussen 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.

ACCOUNTING AAS Degree

Foundation Courses
B080  Reading and Writing Strategies  4
B099  Foundations of Math  4

General Education Courses
English Composition (Required course)  4
G124  English Composition
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math (Required course)  4
G233  College Algebra
Natural Sciences (Select 1 course)  4
Social Sciences (Required courses)  8
G203  Macroeconomics
G204  Microeconomics

Total general education credits  32

See page 44 for General Education Course Selections.

Major and Core Courses
A140  Financial Accounting I  4
A141  Financial Accounting II  4
A177  Payroll Accounting  4
A269  Income Tax  4
A276  Financial Investigation  4
A280  Accounting Capstone  2
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
D152  Computer Applications and Business Systems Concepts  3
D181  Excel  3
D279  Computer Focused Principles  3
E242  Career Development  2
F108  Financial Markets and Institutions  4

TOTAL AAS DEGREE CREDITS  93 *

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

- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP 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 School of Business prepares students for an ever-changing business environment. This goal is accomplished by offering market-focused skills and leading-edge programs that address the global marketplace. We measure our success by the academic performance, commitment to lifelong learning, and professional contributions of our graduates. Graduates of the School of Business will be active contributors and leaders in their chosen fields and diverse communities.
BUSINESS MANAGEMENT BS Degree

Business Management • General Business • Human Resources • Information Technology • Internet Marketing

BS 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 critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

Foundation Courses
B080  Reading and Writing Strategies  4
B099  Foundations of Math  4

General Education Courses
Lower Division
English Composition (Required course)  4
Communication (Select 1 course)  4
Math (Required course)  4
G233  College Algebra  8
Natural Sciences (Select 1 course)  4
Social Sciences (Required courses)  8
G203  Macroeconomics  8
G204  Microeconomics  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

See page 44 for General Education Course Selections.

Major and Core Courses
Lower Division
A140  Financial Accounting I  4
A141  Financial Accounting II  4
B136  Introduction to Business  4
B165  Introduction to Human Resource Management  4
B230  Principles of Finance  4
B232  Principles of Marketing  4
B233  Principles of Management  4
B234  Business Law  4
B271  Professional Communication  4
B280  Business Capstone  2
B293  Business Ethics  2
D132  Computer Applications and Business Systems Concepts  3
E242  Career Development  2

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
B493  Contemporary Leadership Challenges  4
B498  Management Capstone  3

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 the quarter in which they finish the Bachelor’s Degree requirements to graduate from a Bachelor’s Degree program.

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

Business Management Specialization
(Students will complete these additional courses)
B242  Multicultural Communications for Business  4
B250  Training and Development  4
B333  Principles of Management II  4
B360  Operations Management  4
B404  Negotiation and Conflict Management  4
B415  Risk Management  4
B474  Small Business Management I  4

Total Credits  28

General Business Specialization
(Students will complete these additional courses)
3 Upper Division Business Electives  12
Unrestricted Electives  16

Total Credits  28

Human Resources Specialization
(Students will complete these additional courses)
B342  Multicultural Communications for Business  4
B375  Advanced Human Resource Management  4
B390  Human Resource Information Systems  4
B404  Negotiation and Conflict Management  4
B433  Human Resource Recruitment and Selection  4
B453  Compensation Administration  4
B461  Labor Relations Management  4

Total Credits  28

Information Technology Specialization
(Students will complete these additional courses)
B216  Network Fundamentals for Business Professionals  3
B220  Project Planning and Documentation  4
N350  Introduction to Computer Science Concepts  3
N330  MS Techniques  3
N340  Information Technology Project Management  4
N400  Programming Languages Principles  3
N410  Database Management and Administration  3
N420  Network Security and Cryptography  3
N430  Computer Forensics  3

Total Credits  29

Internet Marketing Specialization
(Students will complete these additional courses)
B228  Search Engine Marketing  4
B273  Internet Business Models and E-Commerce  4
B364  Internet Marketing, Public Relations and Social Media  4
B422  Website Development for Business  4
B423  Internet Law  4
B434  Web Analytics  4
B442  Advanced Search Engine Marketing Strategies  4

Total Credits  28

Total Degree Credit Hours
Total lower division general education credits  32
Total upper division general education credits  24
Total lower division major/core credits  47
Total upper division major/core credits  51
Total specialization credits  28-29

TOTAL BS DEGREE CREDITS 182-183*

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

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

- Business Administration
- Call Center Management
- Child Development
- Entrepreneurship
- Human Resources
- Internet Marketing
- Marketing and Sales

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B108</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>

General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>E110</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>C124</td>
<td>Communication (Select 1 course)</td>
<td></td>
</tr>
<tr>
<td>H202</td>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>M202</td>
<td>Math (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>C233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>N202</td>
<td>Natural Sciences (Select 1 course)</td>
<td></td>
</tr>
<tr>
<td>S202</td>
<td>Social Sciences (Required courses)</td>
<td>8</td>
</tr>
<tr>
<td>G203</td>
<td>Macroeconomics</td>
<td></td>
</tr>
<tr>
<td>G204</td>
<td>Microeconomics</td>
<td></td>
</tr>
</tbody>
</table>

Total general education credits: 32

See page 44 for General Education Course Selections.

Major and Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A140</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>A141</td>
<td>Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td></td>
</tr>
<tr>
<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B230</td>
<td>Principles of Finance</td>
<td>4</td>
</tr>
<tr>
<td>B232</td>
<td>Principles of Marketing</td>
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</tr>
<tr>
<td>B233</td>
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<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>B280</td>
<td>Business Capstone</td>
<td>2</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>

Business Administration Specialization

(Students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A177</td>
<td>Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>D181</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>D279</td>
<td>Computer-Focused Principles</td>
<td>3</td>
</tr>
</tbody>
</table>

Total AAS Degree Credits: 93*

Call Center Management Specialization

(Students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B272</td>
<td>Call Center Strategic Leadership</td>
<td>4</td>
</tr>
<tr>
<td>B275</td>
<td>Call Center Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B276</td>
<td>Call Center Labor Force Management</td>
<td>4</td>
</tr>
<tr>
<td>B278</td>
<td>Call Center Operations Management</td>
<td>4</td>
</tr>
</tbody>
</table>

Total AAS Degree Credits: 95*

Child Development Specialization

This specialization is available only to residents of Florida, Minnesota, North Dakota, and Wisconsin. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a background check.

(Students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC100</td>
<td>Foundations of Child Development</td>
<td>4</td>
</tr>
<tr>
<td>EC310</td>
<td>Early Childhood Education Curriculum and Instruction</td>
<td>4</td>
</tr>
<tr>
<td>EC120</td>
<td>Health, Safety, and Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>EC211</td>
<td>Dynamics of the Family</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL AAS DEGREE CREDITS: 95*

Entrepreneurship Specialization

(Students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B146</td>
<td>Introduction to Entrepreneurship</td>
<td>4</td>
</tr>
<tr>
<td>B240</td>
<td>Entrepreneurial Product and Service Planning</td>
<td>4</td>
</tr>
<tr>
<td>B244</td>
<td>Entrepreneurial Finance: Capitalization for the Entrepreneur</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL AAS DEGREE CREDITS: 95*

Human Resources Specialization

(Students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B249</td>
<td>Risk Management and Insurance</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>B268</td>
<td>Compensation and Benefits Management</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL AAS DEGREE CREDITS: 95*

Internet Marketing Specialization

(Students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B228</td>
<td>Search Engine Marketing</td>
<td>4</td>
</tr>
<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>
</tbody>
</table>

TOTAL AAS DEGREE CREDITS: 95*

Marketing and Sales Specialization

(Students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B140</td>
<td>Sales Techniques</td>
<td>4</td>
</tr>
<tr>
<td>B263</td>
<td>Principles of Advertising</td>
<td>4</td>
</tr>
<tr>
<td>B273</td>
<td>Internet Business Models and E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>R200</td>
<td>Principles of Retailing</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL AAS DEGREE CREDITS: 95*

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

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

AAS 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 critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

School of Business Mission Statement

The Rasmussen 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.
HEALTHCARE MANAGEMENT BS Degree

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. They value lifelong learning, honesty, and integrity in applying their management expertise to serve the healthcare community.

Foundation Courses
B080  Reading and Writing Strategies
B099  Foundations of Math

Major and Core Courses
Lower Division
A140  Financial Accounting I
A141  Financial Accounting II
B136  Introduction to Business
B165  Introduction to Human Resource Management
B230  Principles of Finance
B233  Principles of Management
B267  Employment Law
B271  Professional Communication
D132  Computer Applications and Business Systems Concepts
E242  Career Development
G148  General Psychology
H200  US Healthcare Systems
H210  Marketing and Communications in Healthcare
M120  Medical Terminology
M200  Medical Office Procedures
M230  Medical Law and Ethics

Upper Division
B371  Research and Report Writing
B440  Managing a Diverse Workforce
B492  Contemporary Leadership Challenges
H300  Introduction to Healthcare Administration
H310  Foundations of Managed Care
H520  Financial Management of Healthcare Organizations
H530  Quality Improvement in Healthcare
H540  Regulation and Compliance in Healthcare
H550  Healthcare Statistics
H560  Healthcare Planning and Policy Management
H400  Healthcare Information Systems
H410  Healthcare Operations Management
H420  Advanced Healthcare Law and Ethics
H430  Epidemiology
H440  International Healthcare
H490  Healthcare Management Capstone

Total Degree Credit Hours
Total lower division general education credits 32
Total upper division general education credits 24
Total lower division major/core credits 61
Total upper division major/core credits 63

TOTAL BS DEGREE CREDITS 180 *

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 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 STEP placement exam or by successful completion of Foundation Courses.

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

Students have the opportunity to participate in an optional internship/externship project.
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. 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 critical thinking, communication, and professionalism in the workplace. Students are prepared for the national Child Development Associate (CDA) credential.

In addition to all Certificate Courses

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

Certificate Courses
E242 Career Development 2
EC100 Foundations of Child Development 4
EC110 Early Childhood Education Curriculum and Instruction 4
EC120 Health, Safety, and Nutrition 4
EC180 Knowledge: Externship I 6
EC181 Application: Externship II 6
EC182 Reflection: Externship III 6
EC200 Observation and Assessment in Early Childhood Education 4
EC290 Early Childhood Education Capstone 2

TOTAL CERTIFICATE CREDITS 38*

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. Graduates value critical thinking, communication, and professionalism in the workplace. Students are prepared for the national Child Development Associate (CDA) credential.

In addition to all Certificate Courses

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

Certificate Courses
E242 Career Development 2
EC100 Foundations of Child Development 4
EC110 Early Childhood Education Curriculum and Instruction 4
EC120 Health, Safety, and Nutrition 4
EC180 Knowledge: Externship I 6
EC181 Application: Externship II 6
EC182 Reflection: Externship III 6
EC200 Observation and Assessment in Early Childhood Education 4
EC290 Early Childhood Education Capstone 2

Diploma Courses
D132 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2
E124 English Composition 4
E141 Introduction to Communication 4
G232 College Algebra 4

Child and Family Studies Specialization
(Students will complete these additional courses)
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

TOTAL DIPLOMA CREDITS 71*

Child Development Specialization
(Students will complete these additional courses)
EC210 Infant and Toddler Development 4
EC211 Dynamics of the Family 4
EC251 The Inclusive Classroom 4
EC252 The Exceptional Child 4
EC253 Curriculum and Instruction for Children with Special Needs 4

TOTAL DIPLOMA CREDITS 71*

English Language Learner Specialization
(Students will complete these additional courses)
EC240 Introduction to English Language Learners 4
EC241 Language and Literacy Acquisition 4
EC242 Invoking Parents of English Language Learners 4
EC243 Curriculum and Instruction for English Language Learners 4

TOTAL DIPLOMA CREDITS 71*

Child with Special Needs Specialization
(Students will complete these additional courses)
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 71*

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 critical thinking, communication, diverse perspectives, technology and information literacy, professionalism in the workplace, and lifelong learning. Students are prepared for the national Child Development Associate (CDA) credential.

In addition to all Certificate Courses

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

Certificate Courses
E242 Career Development 2
EC100 Foundations of Child Development 4
EC110 Early Childhood Education Curriculum and Instruction 4
EC120 Health, Safety, and Nutrition 4
EC180 Knowledge: Externship I 6
EC181 Application: Externship II 6
EC182 Reflection: Externship III 6
EC200 Observation and Assessment in Early Childhood Education 4
EC290 Early Childhood Education Capstone 2

TOTAL AAS DEGREE CREDITS 91*

Child Development Specialization
EC210 Infant and Toddler Development 4
EC211 Dynamics of the Family 4
EC251 The Inclusive Classroom 4
EC252 The Exceptional Child 4
EC253 Curriculum and Instruction for Children with Special Needs 4

TOTAL DIPLOMA CREDITS 71*

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

TOTAL DIPLOMA CREDITS 71*

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 71*

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 Foundation Courses. Students must complete the sophomore seminar as part of the E242 Career Development course. Students must complete the junior seminar in the quarter in which they finish the diploma course requirements. Students must complete the senior seminar in the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STA (Transfer Assessment Exam) or by successful completion of Foundation Courses.

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

BS Degree

Career Opportunities:
- Medical Records Manager
- Privacy Officer
- Risk Management Officer
- Clinical Data Analyst
- Corporate Compliance Officer

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

Foundation Courses
- B080 Reading and Writing Strategies
- B099 Foundations of Math

General Education Courses
Lower Division
- English Composition (Required course) 4
- G124 English Composition
- Communication (Select 1 course) 4
- Humans (Select 2 courses) 8
- Math (Required course) 4
- G233 College Algebra
- Nature Sciences (Required course) 4
- G130 Structure and Function of the Human Body
- Social Sciences (Select 2 courses) 8
  NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

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

See page 44 for General Education Course Selections.

This program requires specific immunizations prior to professional practice experience.

Entrance Requirements for Health Information Management
Bachelor’s Program Applicants pursuing admittance into the Health Information Management BS degree 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 a Minnesota Department of Human Services background check. Applicants must also attend a programmatic orientation.

Entrance Requirements for Health Information Management
Bachelor’s Program Candidates must complete the senior seminar 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 STEP placement exam or by successful completion of Foundation Courses.

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

Total Degree Credit Hours
- Total lower division general education credits 32
- Total upper division general education credits 24
- Total lower division major/core credits 58
- Total upper division major/core credits 66

TOTAL BS DEGREE CREDITS 180 *
HEALTH INFORMATION TECHNICIAN AAS Degree

Foundation Courses
B080  Reading and Writing Strategies 4
B099  Foundations of Math 4

General Education Courses
English Composition (Required course) 4
G124  English Composition
Communication (Select 1 course) 4
Math (Required course) 4
G233  College Algebra
Natural Sciences (Required course) 4
G150  Structure and Function of the Human Body
Social Sciences (Select 2 courses) 8
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Major and Core Courses
D132  Computer Applications and Business Systems Concepts 3
E242  Career Development 2
H200  US Healthcare Systems 4
M120  Medical Terminology 4
M140  Basic ICD-9-CM Coding 4
M140A  Intermediate ICD-9-CM Coding 3
M141  Ambulatory Care Coding 3
M208  Introduction to Health Information Management 4
M209  Medical Insurance and Billing 3
M211  Quality Analysis and Management 4
M218  Management of Health Information Services 4
M229  Healthcare Information Technologies 4
M232  Pathophysiology 5
M243  Health Information Law & Ethics 4
M251  Medical Coding Practicum 1
M252  Health Information Practicum 2
MA135  Pharmacology for the Allied Health Professional 4

TOTAL GENERAL EDUCATION CREDITS 32
See page 44 for General Education Course Selections.

Total AAS Degree Credits 90*

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

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

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

This program requires 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.
MEDICAL ADMINISTRATION • Diploma • AAS Degree

Diploma

Career Opportunities:
• Medical Administrative Assistant/Secretary
• Medical Coder/Biller
• Medical Receptionist

Objective:
Graduates of this program understand the procedures of medical offices in a variety of healthcare settings. They know medical terminology, anatomy, pathology, and basic concepts of health-information management. Graduates can perform medical coding, transcription, billing, and general medical office procedures. They value critical thinking, communication, diverse perspectives, technology and information literacy, 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

Diploma Courses
- D132 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2
- G141 Introduction to Communication 4
- G150 Structure and Function of the Human Body 4
- 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 58*

AAS Degree

Career Opportunities:
• Medical Office Manager
• Medical Coder/Biller
• Medical Administrative Assistant/Secretary
• 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 critical thinking, communication, diverse perspectives, technology and information literacy, ethical and professional behavior in the workplace, and the confidentiality of patient information.

In addition to all Diploma Courses

General Education Courses
- G124 English Composition (Required course) 4
- G133 English Composition 4
- G233 College Algebra 4
- M130 Mathematical Concepts 4

Social Sciences (Select 2 courses) 8
- S115 Keyboarding I 3

TOTAL GENERAL EDUCATION CREDITS 24

See page 44 for General Education Course Selections.

Major and Core Courses
- M251 Medical Coding Practicum 1
- M135 Pharmacology for the Allied Health Professional 4
- S120 Word for Windows 3

TOTAL AAS DEGREE CREDITS 90*

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 the quarter in which they finish the diploma course requirements.
• Students must complete the junior seminar the quarter in which they finish the Associate's Degree requirements to graduate from an Associate’s Degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP 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.
SCHOOL OF HEALTH SCIENCES

MEDICAL ASSISTING • Diploma • AAS Degree

Diploma

Career Opportunities:
• Medical Assistant
• Medical Office Administrative Assistant

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

Foundation Courses
B080  Reading and Writing Strategies  4
B099  Foundations of Math  4

Diploma Courses
E242  Career Development  2
G244  English Composition  4
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  4
MA241  Human Anatomy & Physiology I  5
MA242  Human Anatomy & Physiology II  5
MA250  Radiography Skills  3
MA265  Medical Assistant Externship  8

TOTAL DIPLOMA CREDITS  60*

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, communication, diverse perspectives, technology and information literacy, and medical ethics as they relate to the medical assisting career and the global community.

In addition to all Diploma Courses

General Education Courses
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math (Required course)  4
G233  College Algebra  4
Natural Sciences (Select 1 course)  4
Social Sciences (*Required, Select 1 additional course)  8
G148  General Psychology*  4

TOTAL GENERAL EDUCATION CREDITS  28

See page 44 for General Education Course Selections.

Major and Core Courses
D152  Computer Applications and Business Systems Concepts  3

TOTAL AAS DEGREE CREDITS  91*

This program requires specific immunizations prior to professional practice experience.

** Medical Assisting students must receive the first injection of the Hepatitis B series prior to the start of Clinical Skills I. Prior to the student beginning externship, the full three injection series of the Hepatitis B immunization must be completed. In addition to fulfilling Rasmussen College’s general graduation requirements, Medical Assisting students must successfully complete all Medical Assisting competencies and receive CPR and first-aid certification 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.

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

The Medical Assisting Diploma program at the Bloomington, Brooklyn Park, Eagan, Green Bay, Mankato, and St. Cloud Campuses; and the Medical Assisting AAS Degree program at the Lake Elmo/Woodbury and the Medical Office Assisting AAS Degree Program Moorhead campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).
MEDICAL LABORATORY TECHNICIAN AAS Degree

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, communication, diverse perspectives, technology and information 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td>4</td>
</tr>
<tr>
<td>Humanities</td>
<td>8</td>
</tr>
<tr>
<td>Math</td>
<td>4</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>8</td>
</tr>
</tbody>
</table>

Total general education credits: 32

See page 44 for General Education Course Selections.

Major and Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D112</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>2</td>
</tr>
<tr>
<td>M120</td>
<td>4</td>
</tr>
<tr>
<td>MA241 Human Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>MA242 Human Anatomy and Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>ML100</td>
<td>3</td>
</tr>
<tr>
<td>ML150 Clinical Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>ML151 Hematology I</td>
<td>3</td>
</tr>
<tr>
<td>ML152 Utrasound</td>
<td>3</td>
</tr>
<tr>
<td>ML153 Clinical Microbiology I</td>
<td>3</td>
</tr>
<tr>
<td>ML201 Clinical Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>ML202 Hematology II</td>
<td>4</td>
</tr>
<tr>
<td>ML203 Immunology</td>
<td>3</td>
</tr>
<tr>
<td>ML205 Immunohematology</td>
<td>3</td>
</tr>
<tr>
<td>ML206 Clinical Microbiology II</td>
<td>4</td>
</tr>
<tr>
<td>ML291 Clinical Practicum I</td>
<td>12</td>
</tr>
<tr>
<td>ML292 Clinical Practicum II</td>
<td>12</td>
</tr>
<tr>
<td>PB105 Phlebotomy</td>
<td>3</td>
</tr>
</tbody>
</table>

Total AAS degree credits: 111

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

- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

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

The Medical Laboratory Technician Program at the Bismarck, 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, Rosemont, IL, 60018. (773) 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 honesty and integrity, compassion for patients, and patient confidentiality.

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

Certificate Courses
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
G150 Structure and Function of the Human Body 4
G233 College Algebra 4
M120 Medical Terminology 4
M230 Medical Law and Ethics 4
M232 Pathophysiology 5
MA135 Pharmacology for the Allied Health Professional 4
PT105 Introduction to Pharmacy 4
PT120 Pharmacy Math and Dosages 4
PT125 Pharmacy Software/Automation/Insurance Billing 3
PT240 Unit Dose and Medication Preparation 3

TOTAL CERTIFICATE CREDITS 44*

Diploma

Career Opportunities in:
• Retail Pharmacy
• Clinical Pharmacy

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

In addition to all Certificate Courses

Diploma Courses
B119 Customer Service 4
B271 Professional Communication 4
G124 English Composition 4
G461 Introduction to Communication 4
H200 US Healthcare Systems 4
PT285 Pharmacy Technician Capstone 3
S115 Keyboarding I 3

TOTAL DIPLOMA CREDITS 70*

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 critical thinking, communication, diverse perspectives, technology and information literacy, honesty and integrity, compassion for patients, and patient confidentiality.

In addition to all Certificate and Diploma Courses

General Education Courses
Humanities (Select 2 courses) 8
Natural Sciences (Select 1 course other than G150) 4
Social Sciences (Select 2 courses) 8
NOTE: Students who take Principles of Economics may not take Microeconomics or Macroeconomics

Total additional general education credits 20
See page 44 for General Education Course Selections.

TOTAL AAS DEGREE CREDITS 90*

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 the quarter they are scheduled for the E242 Career Development course.
• Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.
• Students must complete the junior seminar the quarter in which they finish the Associate's Degree requirements to graduate from an Associate's Degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP 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.
## SURGICAL TECHNOLOGIST AAS Degree

### AAS Degree

**Career Opportunities:**
- Surgical Technologist
- Surgical Assistant

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

### General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology (Required 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>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>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M232</td>
<td>Pathophysiology</td>
<td>5</td>
</tr>
<tr>
<td>MA135</td>
<td>Pharmacology for Allied Health Professionals</td>
<td>4</td>
</tr>
<tr>
<td>MA241</td>
<td>Human Anatomy &amp; Physiology I</td>
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<tr>
<td>MA242</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>5</td>
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<tr>
<td>ST102</td>
<td>Microbiology for Surgical Technologists</td>
<td>3</td>
</tr>
<tr>
<td>ST105</td>
<td>Introduction to Surgical Technology</td>
<td>3</td>
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<tr>
<td>ST112</td>
<td>Surgical Procedures I</td>
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<tr>
<td>ST203</td>
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<tr>
<td>ST207</td>
<td>Surgical Procedures III</td>
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<tr>
<td>ST215</td>
<td>Surgical Tech Practicum I</td>
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<tr>
<td>ST220</td>
<td>Surgical Tech Practicum II</td>
<td>8</td>
</tr>
</tbody>
</table>

**Total AAS Degree Credits**: 94

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

- Students must complete the junior seminar the quarter in which they finish the Associate's Degree requirements to graduate from an Associate's Degree program.

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

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

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.

See page 44 for General Education Course Selections.
## CRIMINAL JUSTICE BS Degree

- Client Services/Corrections
- Criminal Offenders
- Homeland Security
- Investigation/Law Enforcement

### 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 (Required course) 4
- G233 College Algebra 4
- Natural Sciences (Select 1 course) 4
- 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

See page 44 for General Education Course Selections.

### UNRESTRICTED ELECTIVE CREDITS*** 12

### Major and Core Courses

#### Lower Division
- D132 Computer Applications and Business Systems Concepts 3
- E170 Introduction to Undergraduate Research 2
- E242 Career Development 2
- J100 Introduction to Criminal Justice 4
- J106 Criminology: Motives for Criminal Deviance 4
- J115 Introduction to Corrections 4
- J120 Policing in America 4
- J131 Criminal Law and Procedures: Crime and the Courtroom 4
- J200 Domestic Violence 4
- J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
- J250 Drugs and Crime 4
- J255 Ethnicity 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
- J353 Realities of Crime and Justice 4
- J360 Statistics in Criminal Justice 4
- J365 Research Methods in Criminal Justice 4
- J410 Criminal Justice Leadership and Management 4
- J415 Crime Prevention 4
- J490 Critical Issues in Criminal Justice 4

Choose either Track I or Track II

**Track I (not available in Rasmussen College Online)**
- J480 Criminal Justice Internship 9

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

### Client Services/Corrections Specialization
- (students will complete these additional courses)
  - J340 Women and Criminal Justice 4
  - J345 Diversion and Rehabilitation 4
  - J425 Community Corrections 4
  - J435 Special Populations in Criminal Justice 4
- Total Credits 16

### Criminal Offenders Specialization
- (students will complete these additional courses)
  - J330 Organized Criminal Syndicates 4
  - J430 Forensic Psychology 4
  - J440 Special Offenders: Sex Offenders 4
  - J445 Special Offenders: Serial Killers 4
- Total Credits 16

### Homeland Security Specialization***
- (students will complete these additional courses)
  - J332 Homeland Security Policy 4
  - J335 Risk Analysis 4
  - J405 Emergency Management 4
  - J420 Crimes Across Borders 4
- Total Credits 16

### Investigation/Law Enforcement Specialization
- (students will complete these additional courses)
  - J305 Examination of Forensic Science 4
  - J320 Criminal Investigations 4
  - J325 Criminal Evidence 4
  - J430 Forensic Psychology 4
- Total Credits 16

### TOTAL Degree Credit Hours
- Total lower division general education credits 32
- Total upper division general education credits 24
- Total lower division major/core credits 47
- Total upper division major/core credits 49
- Total unrestricted elective credits 12
- Credits in specialization 16
- TOTAL BS DEGREE CREDITS 180*

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

- **Students must complete the senior seminar 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 STEP placement exam or by successful completion of Foundation Courses.**

- **Additional training may be required.**

- **Students taking the Homeland Security specialization must complete at least two additional courses: J130 Introduction to Homeland Security, J230 Terrorism, and J425 Security Challenges.**

**BS Degree**

### 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. They value critical thinking, communication, diverse perspectives, technology and information literacy, lifelong learning, honesty, and integrity in the criminal justice system.

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Criminal Justice Professional Peace Officer Education (PPOE) Program:

This program meets peace officer training standards established by the Minnesota Peace Officer Standards and Training (MN POST) Board for persons who seek employment in Minnesota as a peace officer. Training standards vary by state, and students seeking peace officer employment in a state other than Minnesota should 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. 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-aid card) for inclusion in each student’s POST file maintained at Rasmussen College. Skills training cannot be completed online.
Criminal Justice AAS Degree

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 critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system.

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

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

General Education Courses
English Composition (Required course) 4
G134 English Composition
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math (Required course) 4
G233 College Algebra
Natural Sciences (Select 1 course) 4
Social Sciences (Required courses) 8
G142 Introduction to Sociology
G148 General Psychology

Total general education credits 32
See page 44 for General Education Course Selections.

Major and Core Courses
D132 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2
E242 Career Development 2
J100 Introduction to Criminal Justice 4
J106 Criminology: Motives for Criminal Deviance 4
J115 Introduction to Corrections 4
J120 Policing in America 4
J131 Criminal Law and Procedures: Crime and the Courtroom 4
J255 Ethics in Criminal Justice 4

Corrections Specialization
• Students will complete these additional courses
J121 Case Management: Strategies for Rehabilitation 4
J211 Counseling Clients 4
J200 Domestic Violence 4
J212 Legal Principles in Corrections 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J250 Drugs and Crime 4
J280 Contemporary Issues in Criminal Justice Capstone 4

TOTAL AAS DEGREE CREDITS 91*

Homeland Security Specialization
• Students will complete these additional courses
J130 Introduction to Homeland Security 4
J200 Domestic Violence 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J230 Terrorism 4
J245 Security Challenges 4
J250 Drugs and Crime 4
J280 Contemporary Issues in Criminal Justice Capstone 4

TOTAL AAS DEGREE CREDITS 91*

Psychology Specialization
• Students will complete these additional courses
HS260 Community Psychology 4
HS270 Social Psychology 4
HS280 Abnormal Psychology 4
J200 Domestic Violence 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J250 Drugs and Crime 4
J280 Contemporary Issues in Criminal Justice Capstone 4

TOTAL AAS DEGREE CREDITS 91*

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

• Students must complete the junior seminar 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 STEP 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 work 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 photograph of their first-aid 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. 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. They value critical thinking, communication, and providing services to individuals or groups with varying needs.

Foundation Courses
B080  Reading and Writing Strategies 4
B099  Foundations of Math 4

Certificate Courses
E242  Career Development 2
G148  General Psychology 4
HS100  Introduction to Human Services 4
HS101  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 38*

Diploma

Career Opportunities:
• Community Service Specialist
• Human Service Assistant

Objective:
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. They value critical thinking, communication, and providing services to individuals or groups with varying needs.

In addition to all Certificate Courses

Diploma Courses
B119  Customer Service 4
D132  Computer Applications and Business Systems Concepts 3
G124  English Composition 4
G141  Introduction to Communication 4
G233  College Algebra 4
J213  Juvenile Justice: Delinquency, Dependency, and Diversion 4
J250  Drugs and Crime 4

Choose either Track I or Track II

Track I (not available in Rasmussen College Online)
HS294  Internship for Human Services 9

Track II
B271  Professional Communication 4
HS295  Human Services Capstone 5

TOTAL DIPLOMA CREDITS 74*

AAS Degree

Career Opportunities:
• Community Service Specialist
• Community Service Assistant
• Social Service Specialist
• Human Service Assistant
• Program Assistant Specialist
• Social Service Assistant
• Program Assistant

Objective:
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. They value critical thinking, communication, diverse perspectives, technology and information literacy, and providing services to individuals or groups with varying needs.

In addition to all Certificate and Diploma Courses

General Education Courses
Humanities (Select 2 courses) 8
Natural Sciences (Select 1 course) 4
Social Sciences (Required course) 4
G142  Introduction to Sociology 4

Total additional general education credits 16
See page 44 for General Education Course Selections.

TOTAL AAS DEGREE CREDITS 90*

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.
• Students must complete the junior seminar the quarter in which they finish the diploma course requirements.
• Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.
• Students must complete the freshman seminar as part of Foundation Courses through a STEP 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 STEP 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.
LAW ENFORCEMENT AAS Degree

AAS Degree

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. They value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system. Graduates will be eligible to take the Minnesota Professional Peace Officer (POST) licensing exam.

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

General Education Courses
English Composition (Required course) 4
G124 English Composition

Communication (Select 1 course) 4

Humanities (Select 2 courses) 8
G233 College Algebra 4

Natural Sciences (Select 1 course) 4

Social Sciences (Required courses) 8
G142 Introduction to Sociology 4
G148 General Psychology

Total general education credits 32
See page 44 for General Education Course Selections.

Major and Core Courses
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 Diversion 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 Traffic Code 2
LE245 Minnesota Criminal Code 2
LE284 Patrol Practicals: Handling Calls in Progress 4
LE290 Law Enforcement Capstone 2

TOTAL AAS DEGREE CREDITS 91*

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

• Students must complete the junior seminar 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 STEP placement exam or by successful completion of Foundation Courses

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

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.

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. Students must provide the Rasmussen College Law Enforcement POST Coordinator with a copy of their required first-aid certification (e.g., a photocopy of their first-responder card) for inclusion in each student’s POST file maintained at Rasmussen College. Skills training cannot be completed online.
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. They value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system. 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
- 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
- LE249 Minnesota Traffic Code 2
- LE250 Minnesota Criminal Code 2
- LE284 Patrol Practicals: Handling Calls in Progress 4
- LE290 Law Enforcement Capstone 2
- LE291 Traffic Enforcement: Managing Traffic Violators 3
- LE292 Firearms I: Fundamentals of Armed Police Response 2
- LE293 Firearms II: Tactics for Combat Gunfighting 2
- LE294 Use of Force I: From Empty Hands to TaserS 2
- LE295 Use of Force II: Winning Violent Confrontations 2
- LE296 Crime Scene Response: The Real CSI 3
- LE297 Minnesota Criminal Code 2
- LE296 Minnesota Traffic Code 2
- LE298 Patrol Practicals: Handling Calls in Progress 4
- LE299 Law Enforcement Capstone 2

TOTAL CERTIFICATE CREDITS 36

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

Admission into the Law Enforcement Academic 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.

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 Bureau of Criminal Apprehension background check.

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. Students must provide the Rasmussen College Law Enforcement POST Coordinator with a copy of their required first-aid certification (e.g., a photocopy of their first-responder card) for inclusion in each student’s POST file maintained at Rasmussen College. Skills training cannot be completed online.

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. They value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system. 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
- 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.

Applicants are also required to interview with a Program Manager and complete a Rasmussen College placement test as part of the admissions process.

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.

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. Students must provide the Rasmussen College Law Enforcement POST Coordinator with a copy of their required first-aid certification (e.g., a photocopy of their first-responder card) for inclusion in each student’s POST file maintained at Rasmussen College. Skills training cannot be completed online.
PA RALEGAL AAS Degree

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 critical thinking, communication, diverse perspectives, technology and information literacy, and integrity. Paralegals may not provide legal services directly to the public, except as permitted by law.

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

General Education Courses
English Composition (Required course) 4
G124 English Composition
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math (Required course) 4
G233 College Algebra
Natural Sciences (Select 1 course) 4
Social Sciences (Required courses) 8
G142 Introduction to Sociology
G148 General Psychology

Total general education credits 32
See page 44 for General Education Course Selections.

Major and Core Courses
D132 Computer Applications and Business Systems Concepts 3
D242 Career Development 2
J131 Criminal Law and Procedures: Crime and the Courtroom 4
PL100 Introduction to Law and the Legal System 4
PL121 Civil Litigation and Procedure I 4
PL122 Civil Litigation and Procedure II 4
PL142 Contracts: Managing Legal Relationships 4
PL145 Paralegal Ethics 4
PL215 Real Estate Law 4
PL216 Corporate Law 4
PL219 Law Office Technology 4
PL228 Torts: Auto Accidents and Other Legal Injuries 4
PL230 Family Law 4
PL235 Legal Research 4
PL240 Legal Writing 4

Chose either Track I or Track II

Track I (not available in Rasmussen College Online)
PL290 Paralegal Internship 5

Track II
PL280 Paralegal Capstone 5

TOTAL AAS DEGREE CREDITS 94*

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

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

Rasmussen College’s Eagan 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.

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

Foundation Courses
- B080  Reading and Writing Strategies  4
- B099  Foundations of Math  4

Major and Core Courses
- G124  English Composition  4
- G233  College Algebra  4
- PL 100  Introduction to Law and the Legal System  4
- PL 121  Civil Litigation and Procedure I  4
- PL 122  Civil Litigation and Procedure II  4
- PL 142  Contracts: Managing Legal Relationships  4
- PL 145  Paralegal Ethics  4
- PL 219  Law Office Technology  4
- PL 228  Torts: Auto Accidents and Other Legal Injuries  4
- PL 230  Family Law  4
- PL 235  Legal Research  4
- PL 240  Legal Writing  4

Electives (choose 1 course, for 4 credits)
- PL 215  Real Estate Law  4
- PL 216  Corporate Law  4

Chose either Track I or Track II

Track I (not available in Rasmussen College Online)
- PL 290  Paralegal Internship  5

Track II
- PL 280  Paralegal Capstone  5

TOTAL CERTIFICATE CREDITS 61*

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP 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 Program 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.

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 critical thinking, communication, diverse perspectives, technology and information literacy, and integrity. Paralegals may not provide legal services directly to the public, except as permitted by law.
PRACTICAL NURSING AAS Degree

AAS Degree

Career Opportunities in:
- Hospital
- Assisted Living
- Clinic
- Dental Office
- Long-Term Care
- Physician’s Office

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.

General Education Courses

<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>MA233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>Natural Sciences</td>
<td>4</td>
</tr>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>

Total general education credits: 32

See page 44 for General Education Course Selections.
PROFESSIONAL NURSING AAS Degree

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G124  English Composition</td>
<td></td>
</tr>
<tr>
<td>Communication (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G141  Introduction to Communication</td>
<td></td>
</tr>
<tr>
<td>Humanities (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G201  Creative Writing</td>
<td></td>
</tr>
<tr>
<td>Math (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G233  College Algebra</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences (Required courses)</td>
<td>14</td>
</tr>
<tr>
<td>G215  Introduction to Human Biology</td>
<td></td>
</tr>
<tr>
<td>MA241  Human Anatomy and Physiology I</td>
<td></td>
</tr>
<tr>
<td>MA242  Human Anatomy and Physiology II</td>
<td></td>
</tr>
<tr>
<td>Social Sciences (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G142  Introduction to Sociology</td>
<td></td>
</tr>
</tbody>
</table>

Total general education credits: 34

Major and Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GN200  Introduction to Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>M120  Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>NU100  Critical Thinking in Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NU110  Introduction to Professional Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NU115  Comprehensive Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>NU115L  Comprehensive Pharmacology Lab</td>
<td>2</td>
</tr>
<tr>
<td>NU120  Adult Medical Surgical Nursing I</td>
<td>6</td>
</tr>
<tr>
<td>NU125  Clinical Nursing Skills I</td>
<td>5</td>
</tr>
<tr>
<td>NU205  Human Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>NU220  Adult Medical Surgical Nursing II</td>
<td>6</td>
</tr>
<tr>
<td>NU225  Clinical Nursing Skills II</td>
<td>3</td>
</tr>
<tr>
<td>NU230  Pediatric and Maternity Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NU240  Mental Health Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NU250  Nursing Care of the Elderly</td>
<td>6</td>
</tr>
<tr>
<td>NU270  Legal and Ethical Nursing Issues</td>
<td>1</td>
</tr>
<tr>
<td>NU295  Leadership in Nursing</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL AAS DEGREE CREDITS: 101

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

- Students must complete the junior seminar the quarter in which they finish the Associate's Degree requirements to graduate from an Associate's Degree program.

This program is only offered at the Mankato campus.

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 in:
- Hospital
- 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.
PROFESSIONAL NURSING AAS Mobility Degree

AAS Degree

Career Opportunities in:
- Hospital
- 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.

Major and Core Courses

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.

- **Practical Nursing Block Transfer Courses – 23 Credits**
  - NU100 Critical Thinking in Nursing 2
  - NU115 Comprehensive Pharmacology 4
  - NU115L Comprehensive Pharmacology Lab 2
  - NU120 Adult Medical Surgical Nursing I 6
  - NU125 Clinical Nursing Skills I 5
  - NU205 Human Nutrition 4

- **Anticipated Program Transfer Courses – 38 Credits**
  - NU100 Critical Thinking in Nursing 2
  - NU115 Comprehensive Pharmacology 4
  - NU115L Comprehensive Pharmacology Lab 2
  - NU120 Adult Medical Surgical Nursing I 6
  - NU125 Clinical Nursing Skills I 5
  - NU205 Human Nutrition 4
  - G124 English Composition 4
  - G141 Introduction to Communication 4
  - G148 General Psychology 4
  - G201 Creative Writing 4
  - G215 Introduction to Human Biology 4
  - G233 College Algebra 4
  - M120 Medical Terminology 4
  - MA241 Human Anatomy and Physiology I 5
  - MA242 Human Anatomy and Physiology II 5

Total AAS Degree Credits 101

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

- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

This program is only offered at the Mankato campus.

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.
COMPUTER SCIENCE BS Degree

**General Education Courses**

**Lower Division**
- English Composition (Required courses) 8
  - G124 English Composition
  - G126A English Composition 2
- Communication (Select 1 course) 4
  - G224 Introduction to Critical Thinking
- Humanities (Select 2 additional courses) 12
  - G246 Advanced Algebra
  - G247 Introduction to Discrete Mathematics
- Natural Sciences (Select 1 course) 4
- Social Sciences (Select 2 courses) 8

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

See page 44 for General Education Course Selections.

**Major and Core Courses**

**Lower Division**
- E242 Career Development 2
- MH100 Precalculus 3
- MH200 Calculus I 4
- MH210 Calculus II 4
- N137 Programming I 4
- N142 Foundations of Software Design 3
- N207 Programming II 4
- N210 Introduction to Computer Systems 3
- 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
- N210 Java I 3

**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

**Total Degree Credit Hours**
- Total lower division general education credits 45
- Total upper division general education credits 24
- Total lower division major/core credits 46
- Total upper division major/core credits 61
- Unrestricted upper division elective credits 4

**TOTAL BS DEGREE CREDITS** 180

**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 each program. Also required are two letters of reference and a 750-word essay. Please speak with a Program Manager for 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 senior seminar the quarter in which they finish the Bachelor’s Degree requirements to graduate from a Bachelor’s Degree program.

**Career Opportunities:**
- Software Engineer
- Application Integration Engineer
- Software Architect
- Software Developer
- Applications Developer
- Web Programmer

**Objective:**

Graduates of this program understand and can apply theoretical concepts in the development of course projects 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 programming 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 testing, develop program documentation and flow charts, and apply best practices in the software development process.

The program will enhance critical thinking and reasoning faculties, problem solving skills, information literacy, and communication competence, enabling students to excel in the software application development industry. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, collaborative team strategies for project completion, standard industry ethical practices, and lifelong learning.
### SOFTWARE APPLICATION DEVELOPMENT AS Degree

**AS Degree**

**Career Opportunities:**
- Programmer Analyst
- Applications Developer
- Business Systems Analyst
- Software Developer

**Objective:**
Graduates of this program understand basic computer software and hardware concepts. They can design and implement computer programs, plan digital and software architecture, and evaluate programs to improve performance. They are also able to manage software design projects. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and business and professional skills.

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required courses)</td>
<td>8</td>
</tr>
<tr>
<td>G124 English Composition</td>
<td></td>
</tr>
<tr>
<td>G126A English Composition 2</td>
<td></td>
</tr>
<tr>
<td>Communication (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Humanities (&quot;Required course, Select 2 additional courses)</td>
<td>12</td>
</tr>
<tr>
<td>G224 Introduction to Critical Thinking</td>
<td></td>
</tr>
<tr>
<td>Math (Required courses)</td>
<td>9</td>
</tr>
<tr>
<td>G246 Advanced Algebra</td>
<td></td>
</tr>
<tr>
<td>G247 Introduction to Discrete Mathematics</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics</td>
<td></td>
</tr>
</tbody>
</table>

**Total general education credits**

See page 44 for General Education Course Selections.

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>E242 Career Development</td>
<td>2</td>
</tr>
<tr>
<td>MH100 Precalculus</td>
<td>3</td>
</tr>
<tr>
<td>MH200 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MH210 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>N137 Programming I</td>
<td>4</td>
</tr>
<tr>
<td>N142 Foundations of Software Design</td>
<td>3</td>
</tr>
<tr>
<td>N207 Programming II</td>
<td>4</td>
</tr>
<tr>
<td>N210 Introduction to Computer Systems</td>
<td></td>
</tr>
<tr>
<td>SD110 Discrete Structures for Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>SD140 Mobile Application Development</td>
<td>3</td>
</tr>
<tr>
<td>SD225 Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>W109 Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>W114 Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>W210 Java I</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL AS DEGREE CREDITS**

91

**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 each program. Also required are two letters of reference and a 750-word essay. Please speak with a Program Manager for 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 junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.
# DIGITAL DESIGN AND ANIMATION BS Degree

## 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)**
  - G147  Art Appreciation*  4
- **Humanities (Select 1 additional course)**
  - G124  English Composition  4
- **Math (Required course)**
  - G223  College Algebra  4
- **Natural Sciences (Select 1 course)**
  - NM111  Introduction to Computer Graphics  3
- **Social Sciences (Select 2 courses)**
  - NM113  Introduction to Multimedia Design  3
  - NM121  Typography  3

*Note: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

## Upper Division
- **Communication (Select 1 course)**
  - N301  The Business of Digital Media  4
- **Humanities (Select 2 courses)**
  - N305  Figure Drawing  4
- **Math/ Natural Sciences (Select 1 course)**
  - N310  The Study of Animation  4
- **Social Sciences (Select 2 courses)**
  - N315  Flash Animation  4

See page 44 for General Education Course Selections.

## Major and Core Courses

### Lower Division
- B136  Introduction to Business  4
- B220  Project Planning and Documentation  4
- B271  Professional Communication  4
- B273  Internet Business Models and E-Commerce  4
- E242  Career Development  2
- N150  Technology’s Role in the 21st Century  2
- NM111  Introduction to Computer Graphics  3
- NM113  Introduction to Multimedia Design  3
- NM121  Typography  3
- NM122  Digital Publishing  3
- NM124  Color Theory and Techniques  3
- NM130  Audio/Video Editing  3
- NM141  Digital Media Production  3
- NM252  Fundamentals of Web Authoring and Design  3
- NM262  Digital Media Assembly  3
- NM272  Multimedia Technologies  3
- NM280  Multimedia Portfolio Development  2

### 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
- N325  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

## Elective Courses
(Select one of the following elective groups)

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

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

## Total Degree Credit Hours
- Total lower division general education credits  32
- Total upper division general education credits  24
- Total lower division major/core credits  52
- Total upper division major/core credits  64
- Total elective credits  9

| TOTAL BS DEGREE CREDITS | 181 * |

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

## Objective:
Graduates of this program know basic theories of visual design, object modeling, project management, and portfolio development. They understand business and can apply this understanding to multimedia projects. Graduates can develop and guide visual designs and digital projects from concept to product using techniques from both traditional art and multimedia design, and industry-standard software tools and applications. They have skills in critical thinking, communication, and project management, and can apply these skills to serve their businesses. They can apply, analyze, and evaluate theories and techniques of digital design and animation. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, lifelong learning, collaborative project development, and honesty and integrity in applying their multimedia design and animation skills to supporting users and businesses.
## GAME AND SIMULATION PROGRAMMING BS Degree

### 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 product. They understand games and simulations in terms of storyline, plot, visual elements, interface design, hardware requirements, and the necessary coding to complete projects. They can develop stories and characters for games and simulations, and employ programming techniques, applied math and physics, and networking skills for multi-player games. They can perform software testing, product documentation, audience analysis, and implementation efficacy research while delivering products to consumers. The program will enhance critical thinking and reasoning faculties, information literacy, and communication competence, enabling students to excel in the game and simulation production industry. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, collaborative team strategies for project completion, standard industry ethical practices, and lifelong learning.

### 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>

### General Education Courses

**Lower Division**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>E170</td>
<td>Introduction to Undergraduate Research</td>
<td>2</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td></td>
</tr>
<tr>
<td>N137</td>
<td>Programming I</td>
<td>4</td>
</tr>
<tr>
<td>N138</td>
<td>Game Preproduction</td>
<td>4</td>
</tr>
<tr>
<td>N139</td>
<td>Game Design Theory I</td>
<td>4</td>
</tr>
<tr>
<td>N150</td>
<td>Technology’s Role in the 21st Century</td>
<td>2</td>
</tr>
<tr>
<td>N180</td>
<td>Math for Game and Simulation Production I</td>
<td>4</td>
</tr>
</tbody>
</table>

**Upper Division**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>N205</td>
<td>Platform Design and Human-Computer Interaction</td>
<td>4</td>
</tr>
<tr>
<td>N206</td>
<td>Data Structures</td>
<td>4</td>
</tr>
<tr>
<td>N207</td>
<td>Programming II</td>
<td>4</td>
</tr>
<tr>
<td>N225</td>
<td>Interactive Storytelling</td>
<td>3</td>
</tr>
<tr>
<td>N256</td>
<td>Console Development</td>
<td>4</td>
</tr>
<tr>
<td>N276</td>
<td>Applied Game and Simulation Theory</td>
<td>4</td>
</tr>
<tr>
<td>N286</td>
<td>Math for Game and Simulation Production II</td>
<td>4</td>
</tr>
<tr>
<td>N140</td>
<td>Mobile Application Development</td>
<td>3</td>
</tr>
<tr>
<td>N225</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

**Social Sciences (Select 2 courses)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>N302</td>
<td>Graphics Development with OpenGL</td>
<td>4</td>
</tr>
<tr>
<td>N311</td>
<td>Game and Simulation Lighting Techniques</td>
<td>4</td>
</tr>
<tr>
<td>N424</td>
<td>Portfolio, Package and Publish</td>
<td>4</td>
</tr>
<tr>
<td>N456</td>
<td>Practical Game Development</td>
<td>4</td>
</tr>
<tr>
<td>N555</td>
<td>Game Planning and Development Strategies</td>
<td>4</td>
</tr>
<tr>
<td>N600</td>
<td>Mobile Platform Development</td>
<td>4</td>
</tr>
<tr>
<td>N401</td>
<td>Artificial Intelligence</td>
<td>4</td>
</tr>
<tr>
<td>N421</td>
<td>Software Engineering for Game and Simulation</td>
<td>4</td>
</tr>
<tr>
<td>N431</td>
<td>Multiplayer Game Programming</td>
<td>4</td>
</tr>
<tr>
<td>N450</td>
<td>Game Assets</td>
<td>4</td>
</tr>
<tr>
<td>N455</td>
<td>Game Audio Assets</td>
<td>4</td>
</tr>
<tr>
<td>N460</td>
<td>Applications of Physics for Game and Simulation</td>
<td>4</td>
</tr>
<tr>
<td>N465</td>
<td>Industrial Simulation Project</td>
<td>4</td>
</tr>
<tr>
<td>N470</td>
<td>Video Game Production Project</td>
<td>4</td>
</tr>
<tr>
<td>N471</td>
<td>Engineering Virtual Worlds</td>
<td>4</td>
</tr>
</tbody>
</table>

### Total Degree Credit Hours

Total lower division general education credits: 32
Total upper division general education credits: 24
Total lower division major/core credits: 64
Total upper division major/core credits: 60

**TOTAL BS DEGREE CREDITS: 180**

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 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 STEP placement exam or by successful completion of Foundation Courses.
INFORMATION SYSTEMS MANAGEMENT AAS Degree

• Computer Information Technology • Computer Information Technology with Multimedia
• Database Administration • IP Telephony • Network Administration • Network Security • Web Programming

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

General Education Courses
English Composition (Required course) 4
G124 English Composition
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math (Required course) 4
G233 College Algebra
Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total general education credits 32

See page 44 for General Education Course Selections.

Major and Core Courses
B119 Customer Service 4
B136 Introduction to Business 4
B271 Professional Communication 4
B293 Business Ethics 4
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
N140 Logic and Troubleshooting 4

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. Graduates know how businesses utilize information systems, how technology adds value to business processes, and how to engage in IT support. Graduates value critical thinking, communication, and business and professional skills.

B273 Internet Business Models and E-Commerce 4
D181 Excel 3
D187 Professional Presentations 3
D283 Access 3
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N145 Fundamentals of PC Hardware and Software 4
N228 Microsoft Windows Server 3
N290 Information Technology Capstone 2
S120 Word for Windows 3
W108 Introduction to Website Design 3

TOTAL AAS DEGREE CREDITS 91*

Database Administration

Career Opportunities:
• Database Administrator

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know how to store, organize, and manage data for an organization, as well as create databases, test their effectiveness, test the data integrity, and ensure the security of sensitive information within a database. Graduates value critical thinking, communication, and business and professional skills.

B220 Project Planning and Documentation 4
N136 Operating Systems Fundamentals 4
N209 PHP/MySQL Administration 4
N236 Database Security 4
N273 Business Intelligence Reporting 3
N274 SQL Server Administration 3
N290 Information Technology Capstone 2
W109 Relational Databases 3
W114 Fundamentals of Programming 3
W125 Introduction to Visual Basic 2

TOTAL AAS DEGREE CREDITS 90*

IP Telephony

Career Opportunities:
• Network Administrator with VoIP

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know how to support and coordinate technology and communication hardware. This includes creating voice, video, and other communication systems, as well as installing and maintaining these programs. Graduates value critical thinking, communication, and business and professional skills.

B220 Project Planning and Documentation 4
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N145 Fundamentals of PC Hardware and Software 4
N150 Technology’s Role in the 21st Century 2
N164 Voice Over IP Fundamentals 3
N228 Microsoft Windows Server 3
N235 Cisco Networking Fundamentals and Routing 3
N264 IP Telephony 3
N265 Quality of Service (QoS) 3
N290 Information Technology Capstone 2

TOTAL AAS DEGREE CREDITS 90*

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

- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

* Credit totals do not include Foundation Courses. Students must other demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.
## Network Administration

**Career Opportunities:**
- Network System Administrator

**Objective:**
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates understand how businesses utilize information systems, how technology adds value to business processes, and how network administrators are accountable for a business’s network running uninterrupted. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N145</td>
<td>Fundamentals of PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td>N150</td>
<td>Technology’s Role in the 21st Century</td>
<td>2</td>
</tr>
<tr>
<td>N208</td>
<td>Linux Administration</td>
<td>3</td>
</tr>
<tr>
<td>N226</td>
<td>Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N235</td>
<td>Cisco Networking Fundamentals and Routing</td>
<td>3</td>
</tr>
<tr>
<td>N253</td>
<td>Managing Information Security</td>
<td>3</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL AAS DEGREE CREDITS** 90*

## 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 used by industry-leading professionals to keep a network safe. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N141</td>
<td>Networking Security</td>
<td>3</td>
</tr>
<tr>
<td>N145</td>
<td>Fundamentals of PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td>N150</td>
<td>Technology’s Role in the 21st Century</td>
<td>2</td>
</tr>
<tr>
<td>N226</td>
<td>Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N235</td>
<td>Cisco Networking Fundamentals and Routing</td>
<td>3</td>
</tr>
<tr>
<td>N253</td>
<td>Managing Information Security</td>
<td>3</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL AAS DEGREE CREDITS** 90*

## 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 know a variety of interactive tools and technologies to build robust web applications and user-friendly web interfaces, and they possess a comprehensive skill set in web programming, project management, and website creation. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SD225</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>W109</td>
<td>Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>W110</td>
<td>JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>W114</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>W116</td>
<td>Introduction to Web Design Software</td>
<td>3</td>
</tr>
<tr>
<td>W118</td>
<td>Introduction to HTML</td>
<td>3</td>
</tr>
<tr>
<td>W125</td>
<td>Introduction to Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>W201</td>
<td>Advanced Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>W210</td>
<td>Java I</td>
<td>3</td>
</tr>
<tr>
<td>W215</td>
<td>PERL/CGI</td>
<td>3</td>
</tr>
<tr>
<td>W216</td>
<td>PHP/MySQL</td>
<td>3</td>
</tr>
<tr>
<td>W290</td>
<td>Web Programming Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL AAS DEGREE CREDITS** 92*

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

- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.
SCHOOL OF TECHNOLOGY AND DESIGN

MULTIMEDIA TECHNOLOGIES • Diploma • AAS Degree
• Digital Design and Animation • Web Design

Diploma

Career Opportunities:
• Graphic Designer
• Print and Digital Designer
• Website Designer

Foundation Courses
B080  Reading and Writing Strategies  4
B099  Foundations of Math  4

Digital Design and Animation Specialization
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 critical thinking and communication.

Diploma Courses
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
G104  English Composition  4
G141  Introduction to Communication  4
G233  College Algebra  4
N150  Technology’s Role in the 21st Century  2
NM110  Drawing Design and Art Theory  3
NM111  Introduction to Computer Graphics  3
NM113  Introduction to Multimedia Design  3
NM121  Typography  3
NM122  Digital Publishing  3
NM124  Color Theory and Techniques  3
NM130  Audio/Video Editing  3
NM131  Introduction to 3D Arts and Animation  3
NM141  Digital Media Production  3
NM240  3-Dimensional Animation  3
NM252  Fundamentals of Web Authoring and Design  3
NM262  Digital Media Assembly  3
NM272  Multimedia Technologies  3

TOTAL DIPLOMA CREDITS 71*

Web Design Specialization
Objective:
Graduates of this program know basic theories of visual and interactive media design and portfolio development. They can create multimedia projects involving video and audio assets. Graduates value critical thinking and communication.

Diploma Courses
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
G124  English Composition  4
G141  Introduction to Communication  4
G233  College Algebra  4
N150  Technology’s Role in the 21st Century  2
NM111  Introduction to Computer Graphics  3
NM113  Introduction to Multimedia Design  3
NM115  Networking and Internet Technologies  3
NM121  Typography  3
NM122  Digital Publishing  3
NM124  Color Theory and Techniques  3
NM130  Audio/Video Editing  3
NM141  Digital Media Production  3
NM250  Dynamic Content Management  3
NM252  Fundamentals of Web Authoring and Design  3
NM260  Server Side Scripting  3
NM262  Digital Media Assembly  3
NM272  Multimedia Technologies  3

TOTAL DIPLOMA CREDITS 71*

AAS Degree

Career Opportunities:
• Graphic Designer
• Graphic Artist & Interactive Media Developer
• 3D Character Modeler
• Interactive Multimedia Specialist
• Website Designer

Objective:
Graduates of this program know basic theories of visual and interactive media design, project management, and portfolio development. They understand business and can apply this understanding to multimedia projects. They can create multimedia projects involving traditional art techniques, video, and audio assets. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

In addition to all Diploma Courses

General Education Courses
Humanities (*Required, Select 1 additional course)  8
G147  Art Appreciation*  4
Natural Sciences (Select 1 course)  8
Social Sciences (Select 2 courses)  10
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total additional general education credits 20

See page 44 for General Education Course Selections.

Additional Major and Core Course

Digital Design and Animation Specialization
NM280  Multimedia Portfolio Development  2

TOTAL AAS DEGREE CREDITS 93*

Web Design Specialization
NM280  Multimedia Portfolio Development  2

TOTAL AAS DEGREE CREDITS 93*

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.
ACCOUNTING • Certificate • Diploma

Certificate

Career Opportunities:
• Accounting Clerk
• Bookkeeper

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

Foundation Courses
B080  Reading and Writing Strategies 4
B099  Foundations of Math 4

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

TOTAL CERTIFICATE CREDITS 39*

Diploma

Career Opportunities:
• Accounting Clerk
• Bookkeeper
• Bank Teller
• Accounts Management Trainee

Objective:
Graduates of this program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. Graduates value critical thinking, communication, and the ability to relate accounting concepts to the world around them.

In addition to all Certificate Courses

Diploma Courses
A276  Financial Investigation 4
A280  Accounting Capstone 2
B232  Principles of Marketing 4
B234  Business Law 4
B293  Business Ethics 4
F108  Financial Markets and Institutions 4
G124  English Composition 4
G141  Introduction to Communication 4
G233  College Algebra 4

TOTAL DIPLOMA CREDITS 73*

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 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 STEP placement exam or by successful completion of Foundation Courses.

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

- Business Administration • Call Center Management • Child Development
- Entrepreneurship • Human Resources • Internet Marketing • Marketing and Sales

Certificate

Career Opportunities:
- Entry-level Business Assistant

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

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

Certificate Courses
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*

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 critical thinking, communication, and lifelong learning.

In addition to all Certificate Courses

Diploma Courses
B165 Introduction to Human Resource Management 4
B230 Principles of Finance 4
B280 Business Capstone 2
G124 English Composition 4
G141 Introduction to Communication 4
G233 College Algebra 4

Business Administration Specialization
(students will complete these additional courses)
A177 Payroll Accounting 4
B119 Customer Service 4
D181 Excel 3
D279 Computer Focused Principles 3

TOTAL DIPLOMA CREDITS 73*

Call Center Management Specialization
(students will complete these additional courses)
B272 Call Center Strategic Leadership 4
B275 Call Center Customer Service Representative Skills 4
B276 Call Center Labor Force Management 4
B278 Call Center Operations Management 4

TOTAL DIPLOMA CREDITS 75*

School of Business Mission Statement
The Rasmussen 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 College is regionally accredited by the North Central Association, The Higher Learning Commission. This program is approved by the State Board of Regents. Approval by the State Board of Regents is a prerequisite for students to receive any online education degree or certificate in the state of Minnesota. 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 STEP placement exam or by successful completion of Foundation Courses.

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TOTAL DIPLOMA CREDITS 75*

Entrepreneurship Specialization
(students will complete these additional courses)
B146 Introduction to Entrepreneurship 4
B240 Entrepreneurial Product and Service Planning 4
B244 Entrepreneurial Finance: Capitalization for the Entrepreneur 4

TOTAL DIPLOMA CREDITS 71*

Human Resources Specialization
(students will complete these additional courses)
B249 Risk Management and Insurance 4
B250 Training and Development 4
B267 Employment Law 4
B268 Compensation and Benefits Management 4

TOTAL DIPLOMA CREDITS 75*

Internet Marketing Specialization
(students will complete these additional courses)
B228 Search Engine Marketing 4
B245 Online Multimedia Marketing 4
B273 Internet Business Models and E-Commerce 4

TOTAL DIPLOMA CREDITS 71*

Marketing and Sales Specialization
(students will complete these additional courses)
B140 Sales Techniques 4
B261 Principles of Advertising 4
B273 Internet Business Models and E-Commerce 4
B270 Principles of Retailing 4

TOTAL DIPLOMA CREDITS 75*
MEDICAL BILLING AND CODING • Certificate • Diploma

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 principals, 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 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

Certificate Courses
- D132 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2
- G150 Structure and Function of the Human Body 4
- M120 Medical Terminology 4
- M140 Basic ICD-9-CM Coding 4
- M140A Intermediate ICD-9-CM Coding 3
- M141 Ambulatory Care Coding 3
- M208 Introduction to Health Information Management 4
- M209 Medical Insurance and Billing 3
- M232 Pathophysiology 5
- M243 Health Information Law and Ethics 4
- M251 Medical Coding Practicum 1

TOTAL CERTIFICATE CREDITS 40*

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 principals, 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 critical thinking, communication, ethical and professional behavior in the workplace and the confidentiality of patient information.

In addition to all Certificate Courses

Diploma Courses
- G124 English Composition 4
- G141 Introduction to Communication 4
- G233 College Algebra 4
- MA135 Pharmacology for the Allied Health Professional 4

TOTAL DIPLOMA CREDITS 56*

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

• Students must complete the sophomore seminar 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 STEP placement exam or by successful completion of Foundation Courses.

TOTAL CERTIFICATE CREDITS 40*
Certificate

Career Opportunities:
- Security Professional

Objective:
Graduates of this program know the history and development of the criminal justice system and its affect 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 critical thinking, communication, and integrity in the criminal justice system.

In addition to all Certificate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J105</td>
<td>Criminal Law and Procedure: Crime and the Courtroom</td>
<td>4</td>
</tr>
<tr>
<td>J115</td>
<td>Introduction to Corrections</td>
<td>4</td>
</tr>
<tr>
<td>J120</td>
<td>Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J131</td>
<td>Criminal Law and Procedures: Crime and the Courtroom</td>
<td>4</td>
</tr>
<tr>
<td>J200</td>
<td>Domestic Violence</td>
<td>4</td>
</tr>
<tr>
<td>J255</td>
<td>Ethics in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J280</td>
<td>Contemporary Issues in Criminal Justice Capstone</td>
<td>4</td>
</tr>
<tr>
<td>J250</td>
<td>Drugs and Crime</td>
<td>4</td>
</tr>
<tr>
<td>J211</td>
<td>Counseling Clients</td>
<td>4</td>
</tr>
<tr>
<td>J212</td>
<td>Legal Principles in Corrections</td>
<td>4</td>
</tr>
<tr>
<td>J213</td>
<td>Juvenile Justice: Delinquency, Dependency, and Diversion</td>
<td>4</td>
</tr>
<tr>
<td>J230</td>
<td>Terrorism</td>
<td>4</td>
</tr>
<tr>
<td>J245</td>
<td>Security Challenges</td>
<td>4</td>
</tr>
</tbody>
</table>

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

Diploma

Career Opportunities:
- Security Professional
- Corrections Specialist

Objective:
Graduates of 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.

Foundation Courses
- B080 Reading and Writing Strategies 4
- B099 Foundations of Math 4

Certificate Courses
- D132 Computer Applications and Business Systems Concepts 3
- E170 Introduction to Undergraduate Research 2
- E242 Career Development 2
- G124 English Composition 4
- J100 Introduction to Criminal Justice 4
- J106 Criminology: Motives for Criminal Deviance 4
- J115 Introduction to Corrections 4
- J120 Policing in America 4
- J131 Criminal Law and Procedures: Crime and the Courtroom 4
- J200 Domestic Violence 4
- J255 Ethics in Criminal Justice 4

TOTAL DIPLOMA CREDITS 71*

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 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 STEP placement exam or by successful completion of Foundation Courses.

Criminal Justice Professional Peace Officer Education (PPOE)
Students seeking licensing as professional peace officers must take the Law Enforcement specialization. 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 “AWB” coursework meeting POST objectives. Students must provide the Rasmussen College Law Enforcement PPOE Coordinator with a copy of their recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
SOFTWARE APPLICATION DEVELOPMENT Certificate

Certificate

Career Opportunities:
- Programmer Analyst
- Applications Developer
- Business Systems Analyst
- Software Developer

Objective:
Graduates of this program understand basic computer software and hardware concepts. They can design and implement computer programs, plan digital and software architecture, and evaluate programs to improve performance. They are also able to manage software design projects. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and business and professional skills.

Major and Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G246</td>
<td>Advanced Algebra</td>
<td>5</td>
</tr>
<tr>
<td>N137</td>
<td>Programming I</td>
<td>4</td>
</tr>
<tr>
<td>N142</td>
<td>Foundations of Software Design</td>
<td>3</td>
</tr>
<tr>
<td>N207</td>
<td>Programming II</td>
<td>4</td>
</tr>
<tr>
<td>N210</td>
<td>Introduction to Computer Systems</td>
<td>4</td>
</tr>
<tr>
<td>SD110</td>
<td>Discrete Structures for Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>SD140</td>
<td>Mobile Application Development</td>
<td>3</td>
</tr>
<tr>
<td>SD225</td>
<td>Object-Oriented Programming</td>
<td>3</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>W210</td>
<td>Java I</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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 each program. Also required are two letters of reference and a 750-word essay. Please speak with a Program Manager for details.
### INFORMATION SYSTEMS MANAGEMENT

#### Certificate • Diploma

- Computer Information Technology • Computer Information Technology with Multimedia
- Database Administration • Network Administration • Network Security • Web Programming

#### Computer Information Technology

- **Certificate**
  - **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. Graduates know how businesses utilize information systems, how technology adds value to business processes, and how to engage in IT support.

#### 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

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

**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 STEP placement exam or by successful completion of Foundation Courses.

#### Diploma Courses

<table>
<thead>
<tr>
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<tbody>
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<td>Customer Service</td>
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<td>B293</td>
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<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
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<td>E242</td>
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<td>English Composition</td>
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<td>N127</td>
<td>Microsoft Windows Workstations</td>
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<td>N133</td>
<td>Networking Fundamentals</td>
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</tr>
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<td>Logic and Troubleshooting</td>
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</tr>
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<td>N145</td>
<td>Fundamentals of PC Hardware and Software</td>
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<td>N208</td>
<td>Microsoft Windows Server</td>
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<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
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<tr>
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<td>Word for Windows</td>
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</tr>
<tr>
<td>W108</td>
<td>Introduction to Website Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 STEP placement exam or by successful completion of Foundation Courses.

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#### Computer Information Technology with Multimedia

- **Diploma**
  - **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. Graduates know how businesses utilize information systems, how technology adds value to business processes, and how to engage in IT support. Graduates value critical thinking, communication, and business and professional skills.

#### Foundation Courses

<table>
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<tr>
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<td>Introduction to Business</td>
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<td>B271</td>
<td>Professional Communication</td>
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<td>B273</td>
<td>Internet Business Models and E-Commerce</td>
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<tr>
<td>B293</td>
<td>Business Ethics</td>
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<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
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<td>Introduction to Communication</td>
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<tr>
<td>G233</td>
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<td>Microsoft Windows Workstations</td>
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<td>W108</td>
<td>Introduction to Website Design</td>
<td>3</td>
</tr>
<tr>
<td>W208</td>
<td>Advanced Website Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL DIPLOMA CREDITS 70***

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.
Database Administration • Diploma

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 know how to store, organize, and manage data for an organization, as well as create data backups, test their effectiveness, test the data integrity, and ensure the security of sensitive information within a database. Graduates value critical thinking, communication, and business and professional skills.

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

Diploma Courses
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
G124 English Composition 4
G233 College Algebra 4
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N140 Logic and Troubleshooting 4
N145 Fundamentals of PC Hardware and Software 4
N150 Technology’s Role in the 21st Century 2
N208 Linux Administration 3
N226 Windows Active Directory 3
N228 Microsoft Windows Server 3
N234 Microsoft Exchange Server 3
N235 Cisco Networking Fundamentals and Routing 3
N290 Information Technology Capstone 2

TOTAL DIPLOMA CREDITS 66*

Network Administration • Diploma

Career Opportunities:
• Network System Administrator

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates understand how businesses utilize information systems, how technology adds value to business processes, and how network administrators are accountable for a business's network running uninterrupted. Graduates value critical thinking, communication, and business and professional skills.

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

Diploma Courses
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
G124 English Composition 4
G233 College Algebra 4
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N140 Logic and Troubleshooting 4
N145 Fundamentals of PC Hardware and Software 4
N150 Technology’s Role in the 21st Century 2
N208 Linux Administration 3
N226 Windows Active Directory 3
N228 Microsoft Windows Server 3
N234 Microsoft Exchange Server 3
N235 Cisco Networking Fundamentals and Routing 3
N290 Information Technology Capstone 2

TOTAL DIPLOMA CREDITS 66*

Network Security • Diploma

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 used by industry-leading professionals to keep a network safe. Graduates value critical thinking, communication, and business and professional skills.

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

Diploma Courses
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
G124 English Composition 4
G233 College Algebra 4
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 66*

Web Programming • Diploma

Career Opportunities:
• Web Developer

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know a variety of interactive tools and technologies to build robust web applications and user-friendly web interfaces, and they possess a comprehensive skill set in web programming, project management, and website creation. Graduates value critical thinking, communication, and business and professional skills.

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

Diploma Courses
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
G124 English Composition 4
G233 College Algebra 4
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N140 Logic and Troubleshooting 4
N143 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 68*
# General Education Course Selections

### All BS and AAS Degree Programs (Except Computer Science BS, Software Application AS and all Nursing Programs)

#### Lower Division
- **English Composition**
  - G124 English Composition 4
- **Communication**
  - G141 Introduction to Communication 4
  - G227 Oral Communication 4
- **Humanities**
  - G125 Humanities 4
  - G145 Film Appreciation 4
  - G147 Art Appreciation 4
  - G151 Music Appreciation 4
  - G155 Introduction to Philosophy 4
  - G201 Creative Writing 4
  - G220 Writing About Literature 4
  - G224 Introduction to Critical Thinking 4
  - G225 Ethics 4
  - G230 Introduction to Literature 4
  - G238 Conversational Spanish 4
- **Mathematics**
  - G233 College Algebra 4
- **Natural Sciences**
  - G130 Structure and Function of the Human Body 4
  - G170 Introduction to Zoology 4
  - G215 Introduction to Human Biology 4
  - G239 Introduction to Astronomy 4
  - G245 Introduction to Geology 4
- **Social Sciences**
  - G123 Principles of Economics 4
  - G142 Introduction to Sociology 4
  - G146 Human Geography 4
  - G148 General Psychology 4
  - G203 Macroeconomics 4
  - G204 Microeconomics 4
  - G242 American/U.S. National Government 4
  - G270 United States History: 1900 to the Present 4

#### Upper Division
- **Communication**
  - G324 Advanced Composition 4
  - G332 Visual Communication in the Media 4
- **Humanities**
  - G330 American Literature 4
  - G335 Contemporary World Literature: 1900 to the Present 4
  - G420 Studies in American Literature and Culture 4
  - G435 Literature of American Minorities 4
  - G440 Political Thought 4
- **Math/Natural Sciences**
  - G328 Human Uses of the Environment 4
  - G346 Physical Geography 4
  - G434 Gender in Math and Science 4
- **Social Sciences**
  - G333 American Religious History 4
  - G355 Geography of the United States and Canada 4
  - G360 Contemporary World Religions 4
  - G365 Social Problems 4
  - G380 Vision of America Since 1945 4
  - G401 Comparative Politics 4
  - G425 Work and Family 4
  - G427 Introduction to Discrete Mathematics* 4
- **Mathematics**
  - G46 Advanced Algebra* 5
- **Natural Sciences**
  - G150 Structure and Function of the Human Body 4
  - G170 Introduction to Zoology 4
  - G215 Introduction to Human Biology 4
  - G239 Introduction to Astronomy 4
  - G245 Introduction to Geology 4
- **Social Sciences**
  - G123 Principles of Economics 4
  - G142 Introduction to Sociology 4
  - G146 Human Geography 4
  - G148 General Psychology 4
  - G203 Macroeconomics 4
  - G204 Microeconomics 4
  - G242 American/U.S. National Government 4
  - G270 United States History: 1900 to the Present 4

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# General Education Course Selections

### Nursing Degree Programs

- **English Composition**
  - G124 English Composition 4
- **Communication**
  - G141 Introduction to Communication 4
- **Humanities**
  - G125 Humanities 4
  - G145 Film Appreciation 4
  - G147 Art Appreciation 4
  - G151 Music Appreciation 4
  - G155 Introduction to Philosophy 4
  - G201 Creative Writing 4
  - G220 Writing About Literature 4
  - G224 Introduction to Critical Thinking 4
  - G225 Ethics 4
  - G230 Introduction to Literature 4
  - G238 Conversational Spanish 4
- **Mathematics**
  - G233 College Algebra 4
- **Natural Sciences**
  - G215 Introduction to Human Biology 4
- **Social Sciences**
  - G123 Principles of Economics 4
  - G142 Introduction to Sociology 4
  - G146 Human Geography 4
  - G148 General Psychology 4

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*Required courses

See specific course requirements on program pages.

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*Courses marked with an asterisk are required for certain programs.*
Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in the theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional change to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates, tests, or practices for reinforcement skills previously acquired through lecture or outside reading. An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory have the credit equivalency of one hour of lecture. Internship (also externship or practicum) is program-related work experience with indirect instructor supervision and employer assessment, usually coupled with lecture sessions in which the workplace experience is discussed. Three hours of internship have the credit equivalency of one hour of lecture. The individual student’s ability to attain the necessary competencies may influence the number of clock hours necessary to complete an individual course. Prerequisites may be waived in unusual circumstances, but only with the consent of the instructor and approval of the Academic Dean or Campus Director.

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

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

Credit Definition
Credit Hour - The unit by which Rasmussen College measures its coursework. The number of credit hours assigned to a course usually reflects the combination of class, laboratory, and internships reported in the course. Rasmussen College follows the quarter system, and awards one credit for each 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of internship, externship, practicum contained in a quarter, or the equivalent in directed study.

Clock Hour - Equal to 50 minutes of instruction. A Rasmussen College student is considered full-time when he or she is taking 12 or more credits per term. While a student is considered part-time when the student is taking less than 12 credits per term, part-time student typically take an average of 8 credits per term.
B165 Introduction to Human Resource Management
40 hours, 4 credits
This course is an introduction to the management and leadership of an organization's human resources. It explores the importance of establishing or administering the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines.
Prerequisite: none

B216 Network Fundamentals for Business Professionals
40 hours, 3 credits
This course teaches the foundations of networks in a business context. The course covers Local Area Networks and Wide Area Networks and includes how communication is accomplished in those environments and how they are used to support business processes.
Prerequisite: Computer Applications and Business Systems Concepts

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

B228 Search Engine Marketing
40 hours, 4 credits
This course combines a unique mix of business, writing, and technical skills as students develop an understanding of the basics of search marketing, a search marketing program, and the steps 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, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.
Prerequisite: Financial Accounting I

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

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

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

B240 Entrepreneurial Product and Service Planning
40 hours, 4 credits
Students will explore the ways in which products and services are developed. They will review the various methods used to identify market opportunities, to engage in market sizing, and to develop an understanding of the competition. Students will develop a business plan, which will include a detailed description of how the product or service will be designed, sourced or manufactured, and delivered to the client. Students will also examine the lifecycle of products and services once they are launched.
Prerequisite: Introduction to Entrepreneurship

B242 Multicultural Communications for Business
40 hours, 4 credits
This course provides an introduction to the challenges a diverse workforce presents in today’s global economy. Specific areas of study will be coping with diverse communication styles, allowing for diverse approaches to task completion, mitigating different attitudes toward conflict, and resolution management and protocols for ensuring multicultural collaboration.
Prerequisite: none

B244 Entrepreneurial Finance: Capitalization for the Entrepreneur
40 hours, 4 credits
Students will examine the ways in which entrepreneurial ventures are financed. 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/risk analysis, 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

B249 Risk Management and Insurance
40 hours, 4 credits
This course covers the general principles of risk management and insurance. It discusses some of the legal issues facing businesses, risk transfer, risk avoidance, risk retention, insurance and loss control methods as used for decision making in human resources and finance. Emphasis is placed on the risk management process which includes the identification of risks, evaluation of risks, and selection of an appropriate management response, implementation, and evaluation.
Prerequisite: Introduction to Human Resource Management

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

B253 Principles of Advertising
40 hours, 4 credits
This course is a study of theory, principles and functions of advertising, its role and its social and economic structure. Newspapers, magazines, radio and television are reviewed as advertising media.
Prerequisite: Principles of Marketing

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

B268 Compensation and Benefits Management
40 hours, 4 credits
This course content addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various compensation programs and benefits is explored. This course will help students understand the role that an integrated total compensation program can play in contributing to organizational success. You will learn about effective compensation strategies and how various emerging issues impact program design.
Prerequisite: Introduction to Human Resource Management

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

B272 Call Center Strategic Leadership
40 hours, 4 credits
This course will focus on strategic leadership specific to assembling and preparing a strong team, defining quality assurance methodologies, determining appropriate performance metrics, executing motivation and retention strategies and understanding legal and personnel issues in correlation with strategic leadership as seen through project, financial and risk management.
Prerequisite: none

B273 Internet Business Models and E-Commerce
40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems 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 (buying, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of E-Business.
Prerequisite: none
B275 Call Center Customer Service Representative Skills 40 hours, 4 credits
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 this 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

B276 Call Center Labor Force Management 40 hours, 4 credits
This course provides an introduction to technologies and tools available for call centers and their applications. Starting with the importance of site selection, facility design and management, this course will progress systematically through the process of developing a call center from inception to execution.
Prerequisite: none

B280 Business Capstone 20 hours, 2 credits
This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate’s Degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via completion of a Capstone project. Students have the opportunity to participate in an optional internship/ externship program.
Prerequisite: Students must be enrolled in the Business Associate’s Degree program and in their last or second- to-last quarter.
Co-requisite: Sophomore Seminar

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

B323 Principles of Management II 40 hours, 4 credits
Through theory, self-analysis, and analysis of others, this course provides students with the knowledge, skills, and attitudes needed to become an effective manager. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating others; team-building; and leading change. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Principles of Management

B343 Business Law II 40 hours, 4 credits
This course is a continuation of the study of fundamentals of law. This includes study of the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, securities regulation contracts, and other areas of business law.
Prerequisite: Business Law

B351 Management of Information Systems 40 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems.
Prerequisite: 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 will develop a basic understanding and appreciation of the myriad factors involved in managing people within a global workforce.
Prerequisite: Principles of Management

B360 Operations Management 40 hours, 4 credits
In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations; purchasing raw materials; controlling and maintaining inventories; and producing goods or services that meet customers' expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: Introduction to Business

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

B370 Organizational Behavior Analysis 40 hours, 4 credits
This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.
Prerequisite: Introduction to Business
**Course Descriptions**

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

**B461 Labor Relations Management** 40 hours, 4 credits
This course deals with the relationship of labor unions and management, the fundamentals of collective bargaining and labor legislation. The structure and growth of unions as well as the relationships and problems that exist among private and public sector organizations, the labor force, and government are surveyed. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Principles of Management

**B474 Small Business Management I** 40 hours, 4 credits
This course is a study of the factors involved in starting and managing a small- to medium-sized business. Emphasis is on the conduct of a pre-business feasibility study, and start-up of the business, successful management and options for succession or termination. Students will prepare a sample business plan.
Prerequisite: Principles of Management

**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.
Prerequisite: 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 material. 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 Bachelors 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 modifying Word documents, designing databases, spreadsheet creation and analysis, using the Internet and E-Commerce tools, and creating presentations with enhanced features and web tools.
Prerequisite: none

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

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

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

**D283 Access** 40 hours, 2 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

**E170 Introduction to Undergraduate Research** 20 hours, 2 credits
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. The course is required for graduation from a Bachelor’s Degree program.

**E210 Foundations of Child Development** 40 hours, 4 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.

**E211 Early Childhood Education Curriculum and Instruction** 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

**E212 Emerging Literacy Through Children’s Literature** 40 hours, 4 credits
This course will focus on the history, selection, and integration of literature and language in the early childhood education curriculum. Topics include developmentally appropriate children’s literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emergent literacy through techniques such as selecting appropriate books for storytelling, reading aloud, puppetry, and flannel-board use will be emphasized.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

**E225 Parent Education and Support** 40 hours, 4 credits
Students will investigate how resources are assessed, allocated, and utilized within families. They will explore strategies for helping families manage resources through various problem-solving methods.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

**E230 Guiding Children’s Behavior** 40 hours, 4 credits
Students will explore how to use guidance in the early childhood setting, with an emphasis on understanding why young children exhibit certain behaviors and how we can meet the child’s needs effectively and with support. Students will learn how to provide positive guidance to young children with challenging behavior.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition
EC22 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

EC240 Introduction to English Language Learners 40 hours, 4 credits
Students will explore effective ways to adapt English language instruction to teach learners in our increasingly diverse population of young children and families. They will examine a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

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

EC242 Involving Parents of English Language Learners 40 hours, 4 credits
Students will explore how to engage and support family involvement for English Language Learners. They will examine methods for maintaining effective communication and developing strong relationships with the families of English Language Learners.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

EC243 Curriculum and Instruction for English Language Learners 40 hours, 4 credits
Students will explore practical strategies in curriculum and instruction for English Language Learners. They will apply principles of developmentally appropriate practice in the context of educating dual language learners.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

EC250 Advocating for Children with Special Needs 40 hours, 4 credits
Students will explore current trends, resources and advocacy on behalf of young children with special needs. They will examine their role in supporting and advocating for young children with special needs and their families.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

EC251 The Inclusive Classroom 40 hours, 4 credits
Students will learn strategies for promoting and supporting an inclusive classroom. They will analyze environmental restrictions and explore how to support young children with special needs in the early childhood setting.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

EC252 The Exceptional Child 40 hours, 4 credits
This course is designed to explore the benefits of inclusion in the early childhood setting. Students will develop an understanding of exceptional development. Students will identify the parties relevant to exceptional development and their roles as resources in support of the child and their families.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

ES200 Exercise Physiology 40 hours, 3 credits
This course covers the theory and practice of fitness assessment, exercise prescription, and program design. Students will learn the professional standards necessary to design and implement a client’s fitness and exercise program. Program design will be covered in the context of educational, health, and fitness programs.
Prerequisite: Introduction to Exercise Science

ES205 Nutrition for Exercise Science 40 hours, 4 credits
This course provides an advanced study of nutrition’s relationship to exercise and physical health. Students will explore nutritional requirements for people with specific health concerns or dietary requirements. Students will learn to assess nutrition for developing participants and food preparation recommendations for clients interested in maintaining or losing weight.
Prerequisites: Nutrition and Diet Therapy

ES210 Biomechanics 40 hours, 4 credits
Introduction to the functional aspects of exercise science for various populations will be addressed.

ES220 Resistance Training Techniques 40 hours, 3 credits
This course is designed to provide theoretical knowledge and practical skills in the area of resistance training. Topics include guidelines for instructing, effective, and purposeful exercise, essential of the instructor-patient relationship, the principles of motivation to encourage adherence in the group fitness setting, and the group fitness instructor’s professional role.

ES240 Exercise for Special Populations 40 hours, 3 credits
A continuation of Fitness Theory and Assessment, this course introduces students to the considerations involved in developing exercise programs for special populations. The benefits and risks of physical activity for various populations will be addressed.

ES250 Exercise Science Capstone 20 hours, 2 credits
Students will explore how to develop appropriately curriculum to support the development of children with special needs. They will learn strategies for effective communication and development strong relationships with the families of English Language Learners.

ES285 Exercise Science Capstone 60 hours, 4 credits
This course is designed to help students integrate the information and skills learned in the Exercise Science program. Students will complete a capstone project at a fitness center that incorporates fitness assessment, exercise prescription, nutrition recommendation, and training techniques.

F108 Financial Markets and Institutions 40 hours, 3 credits
This course examines mortgage lending, not only from the aspect of lending to individuals for the purchase of a residence, but also that of providing loans for apartment buildings and loans for real estate developers and builders. It covers construction and permanent financing for residential property; real estate law; documentation; mortgage loan servicing; the secondary mortgage market; the role of government in mortgage lending; and residential real estate as an investment.
Prerequisite: Introduction to Banking

G125 Humanities 40 hours, 4 credits
This course is intended to help students develop their ability to write and express ideas in an organized, unified, coherent manner that reflects an appropriate awareness of purpose and audience. Through writing, reading, and discussion, students will learn to synthesize their thoughts as they communicate more effectively. Course concepts are applied to essays, research projects, and specialized writing. Regular writing assignments will develop students’ grammar, punctuation and usage skills.

G125A English Composition 40 hours, 4 credits
This course examines mortgage lending, not only from the aspect of lending to individuals for the purchase of a residence, but also that of providing loans for apartment buildings and loans for real estate developers and builders. It covers construction and permanent financing for residential property; real estate law; documentation; mortgage loan servicing; the secondary mortgage market; the role of government in mortgage lending; and residential real estate as an investment.
Prerequisite: Introduction to Banking

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

Prerequisite: English Composition

F111 Introduction to Banking 40 hours, 4 credits
This course is a standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.

Prerequisite: none

F212 Fundamentals of Consumer Lending 40 hours, 4 credits
This course is designed to provide basic knowledge about consumer credit. It will cover terminology, basic categories of consumer credit, determining credit worthiness, and the application process. It includes the origin of regulatory protecting consumer at transactions, and reviews specific regulations that apply to consumer credit.
Prerequisite: Introduction to Banking
COURSE DESCRIPTIONS

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

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

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

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

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

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

G150 Structure and Function of the Human Body 40 hours, 4 credits
This course provides an understanding 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

G151 Music Appreciation 40 hours, 4 credits
Students will study the development of representative musical styles and techniques in this course. Students will learn about the formal structure of music and the significant figures that have shaped the various periods in music history.
Prerequisite: none

G155 Introduction to Philosophy 40 hours, 4 credits
This course provides students with an introductory understanding of the fundamental questions of philosophy. The student will have the opportunity to develop their own attitudes and beliefs as they seek greater knowledge. Some of the topics students will explore include what it means to be human, the nature of reality, what is truth, morality, free will, and the nature of the self. Significant figures that have played a vital role in developing various fields of philosophy will also be introduced.
Prerequisite: none

G170 Introduction to Zoology 40 hours, 4 credits
In this course, students will explore introductory topics in the biology of animals. Students will learn about the structure, function, and physiology of animals, and their role in the Earth’s ecosystems. Students will also have an opportunity to study animal genetics, growth, and behavioral and reproductive patterns in this course.
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 editorial skills so that each writer may revise and improve his/her work. Students will compose a minimum of 6000 words over the course of the program.
Prerequisites: Passing grade in Reading and Writing Strategies or placement determined by STEP assessment 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. A broad 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
In this course, students will be introduced to the field of microeconomics in this course, including theories of production, determination of prices, and distribution of income in regulated and unregulated industries. Other topics may include industrial relations, monopolies, and comparative economic systems.
Prerequisite: none

G215 Introduction to Human Biology 50 hours, 4 credits
Students will explore fundamental concepts of human biology. They will examine cell structure and function, body systems, and biochemistry. They will also learn basic concepts of genetics and evolution. Students will explore the relationship of human populations and the ecosystem.
Prerequisites: none

G220 Writing About Literature 40 hours, 4 credits
This course is designed to expose the student to both a variety of literary forms and important writing topics such as symbolism, myth, and character. Utilizing writing as a major mode of thinking, continued emphasis is placed on construction and composition, including word usage, grammar and sentence analysis. A documented research paper is required.
Prerequisite: English Composition

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

G225 Ethics 40 hours, 4 credits
This course is designed as a study of ethical practices and principles and its relationship to personal and social morality. Emphasis is placed on the application of ethical theories to problems faced in business and society.
Prerequisite: none

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, 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 Comp. recommended)

G233 College Algebra 40 hours, 4 credits
This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.
Prerequisites: Passing grade in Foundations of Math or placement determined by STEP assessment score.
G238 Conversational Spanish 40 hours, 4 credits
This course focuses on common words and phrases students need to develop a working vocabulary which will enable them to communicate with Spanish-speaking individuals in their personal and professional lives. Although oral communication is stressed, included is an overview of Spanish grammar, phonetic pronunciation and Spanish culture.
Prerequisite: none

G239 Introduction to Astronomy 40 hours, 4 credits
Examines astronomical phenomena and concepts, including the solar system, stars and galaxies, planetary motions, atoms and radiation, and the origin and evolution of the universe.
Prerequisite: none

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

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

G246 Advanced Algebra 50 hours, 5 credits
Students will learn about topics including functions and functional notation, domains and ranges in relation to functions, graphing functions and relations, and various function operations. Students will be able to solve linear equations and inequalities as well as quadratic equations and higher-order polynomial equations. This course will review algebraic techniques as well as polynomials, factoring, exponents, roots, and radicals.
Prerequisite: Passing grade in Foundations of Math or placement determined by STEP assessment 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.
Prerequisite: Calculus I; Discrete Structures for Computer Science

G270 United States History: 1790 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

G274 Advanced Composition 40 hours, 4 credits
This advanced writing course is intended to help students further develop and refine their writing, researching, and analytical skills, through the application of these skills to various rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their views in an organized, unified, and coherent manner to diverse audiences.
Prerequisite: English Composition

G288 Human Uses of the Environment 40 hours, 4 credits
This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include principles of ecology as seen in the structure and function of the ecosystem; pollution of air, soil and water resources; population explosion and the relationship of people, disease, and food production; and environmental controls necessary for survival.
Prerequisite: none
G330 American Literature
40 hours, 4 credits
This course surveys authors, genres, and movements in American literature from 1865 to the present, including representative works of Realism, Naturalism, Modernism, and Post-Modernism/Post-Structuralism. Students will engage in critical readings of exemplary literary texts from a diverse group of authors that have influenced American literature since the Civil War. Students will analyze how these works of literature exemplify particular historical moments in U.S. history, as well as how they communicate pertinent cultural issues such as gender, race, ethnicity, class, religion, sexual identity, community, region, and nation. In their study of the broad range of American fiction, poetry, and drama since 1865, students will analyze literary, aesthetic, and critical developments.
Prerequisite: English Composition, Introduction to Literature

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

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

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

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

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

G355 Geography of the United States and Canada
40 hours, 4 credits
This course presents a comprehensive study of the physical, economic, and social character of the geographic regions of the US and Canada and their significance in the economic and political affairs of the world.
Prerequisite: none

G360 Contemporary World Religions
40 hours, 4 credits
This course explores the unity and diversity of religious traditions in a global context in order to understand the mutual interactions between religions and cultures. Emphasis is placed on the role of religions in shaping human values which can either create or resolve social conflicts, and the impact these values can have on issues of race, ethnicity and religious diversity in a multicultural world.
Prerequisite: none

G365 Social Problems
40 hours, 4 credits
This course is designed to acquaint students with the causes, consequences and solutions surrounding current social problems in the US. Issues such as crime, poverty, prejudice and discrimination, pollution and environmental degradation, drug abuse, mental illness and others will be explored.
Prerequisite: Introduction to Sociology

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

G401 Comparative Politics
40 hours, 4 credits
This course introduces students to the field of comparative politics by examining classification of political systems according to institutional and developmental characteristics. Causes and costs of political stability and instability will be explored. Comparison will be made between contemporary political institutions and processes in various countries.
Prerequisite: American/U.S. National Government

G420 Studies in American Literature and Culture
40 hours, 4 credits
A variable topics course examining issues, movements, forms or themes that cross traditional period boundaries. Topics may include the city and the country in American Fiction, Southern masculinity, reading and literacy in America, representations of class and religion in American literature, the body and technology, American regionalism, the Flapper Generation, and the nature and eco-criticism in American letters.
Prerequisite: Introduction to Literature

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

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

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

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

G470 Introduction to Microbiology
70 hours, 5 credits
This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacterial, viruses, algae, fungi, protozoa and helminthes; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.
Prerequisite: none

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

H210 Marketing and Communication in Healthcare
40 hours, 4 credits
This course is an introduction to marketing concepts and how they are applied in the healthcare industry. Topics include consumer buying behavior, business-to-business markets, market research techniques, pricing concepts, marketing channels, and promotional strategies and techniques.
Prerequisite: none

H300 Introduction to Healthcare Administration
40 hours, 4 credits
This course provides an exploration of the many entities that regulate healthcare delivery, from local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of healthcare as a business is explored.
This course includes educational resources from Harvard Business Publishing.
Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management

H310 Foundations of Managed Care
40 hours, 4 credits
This course provides an exploration of the administrative functions of healthcare organizations, emphasizing the role of covering and accrediting bodies in healthcare organizations. Common methods and trends in quality improvement will be explored.
Prerequisite: Introduction to Healthcare Administration; Health Information Management

H320 Financial Management of Healthcare Organizations
40 hours, 4 credits
This course covers the planning, financing, assets, cost concepts, capital budgeting, and general principles of accounting applied in the healthcare environment. Students will discuss the development and management of department budgets, and the common sources of healthcare revenues and expenses.
Prerequisites: Introduction to Healthcare Administration; Health Information Management

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

H340 Regulation and Compliance in Healthcare
40 hours, 4 credits
This course is an exploration of the many entities that regulate healthcare delivery, from local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of healthcare as a business is explored. This course includes educational resources from Harvard Business Publishing.

H345 Contemporary World Religions
40 hours, 4 credits
The purpose of this course is to understand and appreciate 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

H370 Healthcare Planning and Policy Management
40 hours, 4 credits
Students will discuss and apply the common terms, formule, and computations used in healthcare statistics through effective data collection, interpretation of information, and the display of data.
Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management; College Math Course

H400 Healthcare Information Systems
40 hours, 4 credits
The Healthcare Information Systems course focuses on how healthcare institutions can use technology and information processes and solutions to assist in the diagnosis of diseases and the documentation of patient records and other data. It also addresses the strategies and techniques healthcare business professionals can use to help increase the quality of healthcare services and the efficiency with which the services are delivered.
Prerequisite: Computer Applications and Business Systems Concepts; Introduction to Healthcare Administration

H410 Healthcare Operations Management
40 hours, 4 credits
This course examines the functions of managing people, information technology, materials, and facilities in the healthcare industry.
Prerequisites: Principles of Management, Introduction to Healthcare Administration
H420 Advanced Healthcare Law and Ethics
40 hours, 4 credits
This course examines ethical theories and the principles of biomedical ethics. Students will analyze these theories and principles and apply them to ethical problems in the health-care field. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Medical Law and Ethics or Health Information Law and Ethics; Employment Law

H340 Epidemiology
40 hours, 4 credits
This course examines the patterns and causes of disease in populations, how diseases are documented, and how to analyze the data to understand disease causes.
Prerequisite: none

H440 International Healthcare
40 credits, 4 hours
In this course, students will compare and contrast for-profit health care services and systems, focusing on cultural, geographic, environmental, economic, and political factors.
Prerequisite: Introduction to Healthcare Administration

H490 Healthcare Management Capstone
30 hours, 3 credits
This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare management concepts via completion of a Capstone project approved by the instructor. Students have the opportunity to participate in an optional internship/mentoring project.
Prerequisites: Students must be enrolled in the Healthcare Management Bachelor’s Degree program and in their last or second-to-last quarter

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

H305 Health Information Management Systems
40 hours, 4 credits
A study of the various clinical, administrative, and specialty service applications used in healthcare organization are emphasized. This course applies information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored.
Prerequisites: Healthcare Information Technologies; Health Information Practicum

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

H330 Financial Management of Health Information Services
40 hours, 4 credits
An explanation of the principles of developing strategic and operational plans for facility-wide systems and how to assess organization-wide information needs. Students will demonstrate and apply principles of organizing behavior to facilitate team building, negotiation and change management. Strategic leadership, entrepreneurship, and benchmarking will be explored.
Prerequisites: Management of Health Information Services, U.S. Healthcare Systems

H440 Health Information Management Capstone
20 hours, 2 Credits
A student-centered experience in the final quarter of the program. Students discuss practicum experiences and present administrative projects. It will include employment readiness and career preparation and study and preparation for the RHIA exam.
Prerequisites: This course must be completed in the final quarter.

H450 Health Information Management
Alternative Facility Professional Practice Experience
30 hours, 1 Credit
A 30 hour practical experience that will focus on a non-hospital environment of the students choice. The student must find and secure the site by networking early in their program. The experience will include health information-related shadowing, observation, and/or performance of tasks and must be approved by the instructor.
Prerequisite: Must be completed in the final quarter.

H510 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 current socioeconomic changes, health service interventions strategies utilized in day practice are examined along with stresses faced in the workplace. Components of human service systems from a variety of countries will also be examined.
Prerequisite: none

H510 Cultural Diversity in Human Services
40 hours, 4 credits
This course will examine diversity in many communities and the cross-cultural service delivery available in those communities. Specific client populations will be explored, with an understanding of what cultural, physical, and mental diversity means in terms of practicing, which considerations are significant to professionals, especially those 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

H515 Introductory Strategies to Crisis Intervention
40 hours, 4 credits
This course sets the foundation for students to develop the morals, ethics, and attitude necessary to strategically help those in crisis situations. The values and ethics intrinsic to the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function as change agents and must therefore attain and develop a core of intervention knowledge, theory, and skills to effectively deal with people in crisis. The ability to create genuine and empathetic relationships with others is central to those entering the human services field. Intervention strategies are also explored.
Prerequisite: Introduction to Human Services

HS250 Organization and Leadership in Human Services
40 hours, 4 credits
Working within a human services organization takes high morals, standards, and ethics. Through this course, students will consider the complexity of moral and ethical dilemmas in navigating and managing in the human service industry. Students will learn decision-making techniques to include the necessary components for an ethical reasoning process. In order to have a strong foundation of practice, students will learn to how to build a strong ethical organization through culture, climate, and structure.
Prerequisites: Case Management: Strategies for Rehabilitation; Counseling Clients

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

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

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

HS294 Internship for Human Services
250 hours, 9 credits
Field experience is a key learning experience in a human services delivery organization. It is a process of experiential learning that integrates the knowledge, theory, skills, and professional behaviors that are concurrently being taught within the classroom. It is an integral part of the total educational process.
Prerequisite: Students must be in their last or second to last quarter before graduation.
Co-require: Sophomore Seminar
H5295 Human Services Capstone
40 hours, 4 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

J100 Introduction to Criminal Justice
40 hours, 4 credits
An introductory course designed to provide students with a general foundation of knowledge in the criminal justice field. Course participants will explore the different parts of the criminal justice system, their interrelationships, and the role of each in the criminal justice process. Students will examine the historical basis for the contemporary American legal system, policing styles and the evolution of crime prevention, the structure of the judicial system and its professional participants from pre-sentencing through post-conviction, corrections strategies for criminal offenders, and special considerations for juveniles in the criminal justice system.
Prerequisite: none

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

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

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

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

J122 Crime Scene to Conviction: Critical Skills in Documentation
40 hours, 4 credits
Students will master the skills of both oral and written communication. They will examine grammar and 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 translating written work into courtroom testimony.
Prerequisite: Policing in America

J130 Introduction to Homeland Security
40 hours, 4 credits
This course provides an introduction to the philosophical, historical, and multidisciplinary challenges of Homeland Security in combating terrorism. This course includes a review of the driving forces that resulted in the creation of the current Department of Homeland Security. This will be accomplished through a review of the field of homeland security, its evolution and critical issues, and an examination of current threats and vulnerabilities. The course also looks at the complexities of defining the roles of federal, state, local government, and the private sector.
Prerequisite: Introduction to Criminal Justice

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

J200 Domestic Violence
40 hours, 4 credits
This course examines violence in the family; social and legal relations with victim families; theories and solutions on family violence; survivors and the consequences of victimization; legal responses; the role of the police; when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide.
Prerequisite: Introduction to Criminal Justice

J211 Counseling Clients
40 hours, 4 credits
Students will examine the process and effects of counseling. Assessment tools, methods of evaluation, and case plans are explored. They will consider a variety of counseling settings, including prisons, jails, group homes, in-patient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse clients including juveniles and adults, men and women, and 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. Correctional settings will be examined for their review principles as applied to special populations and offenders.
Prerequisite: Introduction to Corrections

J213 Juvenile Justice: Delinquency, Dependency, and Diversion
40 hours, 4 credits
An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

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

J226 Legal Code for Law Enforcement
40 hours, 4 credits
Students will use state’s criminal and traffic codes to become familiar with law and statutes. They will review penal statutes covering issues from homicide to misconduct, and will examine legislation and statutes that govern law-enforcement duties and responsibilities. Students will also examine laws and procedures that apply to specific populations like juveniles and domestic-violence victims.
Prerequisite: Policing in America

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

J245 Security Challenges
40 hours, 4 credits
This course will familiarize students with the fundamentals of criminal evidence as it pertains to the legal presentation of evidence in criminal trials, and with the role of legal counsel. Constitutional issues involving evidence are examined. Different values of evidence, from hearsay to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.

J250 Drugs and Crime
40 hours, 4 credits
This course provides an introduction to the role of drugs in society. The course will focus on the complexities of defining drug use, the mechanics of drug use, and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug enforcement will be explored. Such recent developments as “club drugs,” inhalants, herbal stimulants, and designer drugs will also be discussed.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

J255 Ethics in Criminal Justice
40 hours, 4 credits
This course provides a strong theoretical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in criminal justice, but also of how sound moral decisions are made in response to them.
Prerequisites: Policing in America; Criminal Law and Procedures: Crime in the Courtroom

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

J305 Examination of Forensic Science
40 hours, 4 credits
Students will critically examine the role of forensic science in the criminal justice process and the court of law. They will review historical events in criminalistics, and analyze problems in forensic science in order to formulate recommendations for change. They will also explore best practices and the future of forensic science.
Prerequisite: Constitutional Law

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

J325 Criminal Evidence
40 hours, 4 credits
This course will provide a comprehensive overview of criminal evidence including both physical and documentary evidence. A strong emphasis is placed on the role of evidence in jury verdicts. Specific emphasis is placed on the role of scientific evidence, from controversial material to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.

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

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

J355 Organized Criminal Syndicates
40 hours, 4 credits
This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the cause of organized crime, in addition to the investigation, prosecution, and sentencing of syndicates.
J313 Risk Analysis  40 hours, 4 credits  Students will examine the importance of risk management through analysis and evaluation as a means of ensuring the protection of communities, facilities, and personnel. They will gain an understanding of the identification and assessment of hazards, vulnerabilities, and risks, which is critical to comprehensive management of security operations. They will learn skills to aid in planning for natural or man-made disaster recovery, and for crisis management.  Prerequisites: Introduction to Homeland Security; Security Challenges

J340 Women and Criminal Justice  40 hours, 4 credits  This course examines the roles of women as offenders, victims, and professionals in criminal justice. Theories and research that have differentiated women in the criminal-justice system will be examined.  Prerequisites: Domestic Violence

J345 Diversion and Rehabilitation  40 hours, 4 credits  Students will examine counseling and intervention methods used for adult and juvenile, and male and female offenders. They will explore theories proven by research and applied to treatment. Research on sex offenders, including recidivism, treatment, and re-entry into the community, will be examined.  Prerequisites: Juvenile Justice: Delinquency, Dependency, and Diversion; Domestic Violence

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

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

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

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

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

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

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

J415 Crime Prevention  40 hours, 4 credits  This course will explore the goals and types of various crime prevention strategies. Physical environments and crime, neighborhood crime prevention, the media, and crime displacement will be explored. The course will examine persons and conditions associated with high rates of deviance.  Prerequisite: 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 international crime, and the investigation and prosecution of global crimes, are examined. Current issues in global crime will be examined via rotating articles, books, and other materials.  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.  Prerequisite: Criminal Behavior: Profiling Violent Offenders; Introduction to Corrections

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

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

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

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 crime control.  Prerequisites: Criminology: Motives for Criminal Deviance; Criminal Behavior: Profiling Violent Offenders

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

J465 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  210 hours, 9 credits  This course provides students with an opportunity to apply their learning through an internship experience involving participant observation in a professional criminal justice setting. During the internship experience, students will concurrently participate in discussions, journaling, and related coursework to integrate their academic and internship experiences.  Prerequisite: Contemporary Issues in Criminal Justice; Capstone; Student in last or second-to-last quarter.

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

LE210 Traffic Enforcement: Managing Traffic Violators  40 hours, 3 credits  Students will learn the skills for legal, effective, and safe traffic enforcement on city streets and major thoroughfares. They will examine implications of traffic codes and relevant court decisions through practical application. They will explore criminal and drug interdiction strategies through effective traffic enforcement, and special considerations in impaired driver enforcement. They will learn to operate enforcement tools such as speed detection devices and alcohol sensory equipment. Students will examine the writing and articulation of enforcement decisions, and potential court outcomes of enforcement actions.  Prerequisites: Ethics in Criminal Justice, Practical Psychology for Law Enforcement

LE219 Firearms I: Fundamentals of Armed Police Response  40 hours, 2 credits  Students will learn the fundamental principles of marksmanship to gain skills unique to law enforcement and officer survival. They will examine considerations used to select and deadly force, focusing on decision-making in force levels and articulation of force decisions. They will implement tactical considerations throughout training, including combat firearms skills and mental preparation for use of deadly force. Students will experience scenario-based and simulation training to help them synthesize shooting skills with proper use-of-force decisions in real-time situations.  Prerequisites: Firearms I: Fundamentals of Armed Police Response

LE220 Firearms II: Tactics for Combat Gunfighting  40 hours, 2 credits  Students will build upon fundamental principles of marksmanship to gain skills unique to law enforcement and officer survival. They will examine considerations used to select and use-of-force decisions, focusing on decision-making in force levels and articulation of force decisions. They will implement tactical considerations throughout training, including combat firearms skills and mental preparation for use of deadly force. Students will experience scenario-based and simulation training to help them synthesize shooting skills with proper use-of-force decisions in real-time situations.  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, and how to use tactics, training, 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, chemics, 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

LE228 Use of Force II: Winning Violent Confrontations  40 hours, 2 credits  Students will build upon 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 or enrolled in certificate

LE290 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
LE233 Crime Scene Response: The Real CSI 60 hours, 3 credits
Students will examine the investigation processes for crime scenes and crashes. They will explore issues of scene security, evidence collection, handling, and processing, and documentation. They will discuss legal issues of crime scene processing, and review basic investigation 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: none
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, implements of husbandry, boats, and all-terrain vehicles. Students will also review alcohol and drugs impairments to driving, and enforcement of related laws.
Prerequisite: Introduction to Criminal Justice or enrolled in certificate LE284 Patrol 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 decision-making, use of force, and effective call 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, liability, 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 LE290 Law Enforcement Capstone 20 hours, 2 credits
Students will examine the future of law enforcement by reviewing the topical areas of law enforcement required for success in the field. They will discuss current employment opportunities, certification requirements, and application and hiring processes. They will review specialty areas for successful certification and licensing, and discuss the potential ethical, legal, social, and political ramifications for the future.
Prerequisites: Students must be enrolled in the Law Enforcement program and in their last or second to last quarter.
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 anatomical 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 lead to accurate and appropriate medical documents being transcribed or edited. Common English language needs in medical transcription are explored, as well as correct use of number formatting, capitalize and abbreviations. Alike words will be studied and practiced and a medical terminology review will be mandatory.
Prerequisite: none
M140 Basic ICD-9-CM Coding 40 hours, 4 credits
This course will provide 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: Pathophysiology (prerequisite or concurrent)
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 study official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. Use of coding and grouper software will be introduced as well as the use of registries and indices.
Prerequisite: Basic ICD-9-CM Coding
M141 Ambulatory Care Coding 40 hours, 3 credits
The emphasis in this course is medical coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT.
Prerequisite: Intermediate 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. Concepts covered include: preparing, filing and maintaining medical records; knowledge of the various types of health insurance coverage, coding and reimbursement; confidentiality and guidelines for releasing health information; and effective oral and written communication skills.
Prerequisite: Medical Terminology
M201 Medical Transcription I 80 hours, 4 credits
The student will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format.
Prerequisites: Medical Writing, Style and Grammar; Introduction to Medical Transcription; Medical Terminology; Keyboarding I
M202 Introduction to Medical Transcription 40 hours, 4 credits
An introduction to the profession of medical transcription and medical editing. Topics covered will be the medical transcription process and the skills needed as well as technology and equipment used, work scenarios and work stations, employer expectations, salary methods, the job search, and professional associations. The student will explore the lifecycle of the patient record and how electronic health record impacts the profession. Speech recognition and other technology will be presented along with resources that a medical transcriptionist will need to use on the job.
Prerequisite: Medical Terminology
Pre- or Co-requisite: Medical Writing, Style and Grammar
M208 Introduction to Health Information Management 40 hours, 4 credits
This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of healthcare facilities, the members of the healthcare team who contribute to and use health information, and trends in the management of healthcare records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.
Prerequisite: none
M209 Medical Insurance and Billing 40 hours, 3 credits
In this course students will receive an introduction to common insurance payers, insurance terminology, and medical billing. They will learn skills including claim forms preparation and processing, and electronic claim submission, and will review introductory medical coding. They will also examine plan options, payer requirements, state and federal regulations, and abstracting of source documents.
Prerequisite: Medical Terminology
M211 Quality Analysis and Management 40 hours, 4 credits
This course covers quality improvement methodologies used in acute and long term care, and the quality issues of health information services. This course includes data collection and compilation of healthcare statistics.
Prerequisite: Introduction to Health Information Management
M218 Management of Health Information Services 40 hours, 4 credits
The study of management, supervision, and human resource principles with application to health information service departments in various healthcare settings. Students will learn how to measure and manage productivity of HIM staff and explore the HIM management role in relation to other hospital departments.
Prerequisite: Introduction to Health Information Management (or co-requisite)
M229 Healthcare Information Technologies 40 hours, 4 credits
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.
Prerequisites: Introduction to Health Information Management, Computer Applications and Business Systems Concepts
M230 Medical Law and Ethics 40 hours, 4 credits
A study of the United States legal system and court process with emphasis on legal and ethical issues within the healthcare environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student’s program of study.
Prerequisite: none
M32 Pathophysiology 50 hours, 4 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.
Prerequisite: Human Anatomy and Physiology I, or Structure and Function of the Human Body
M243 Health Information Law and Ethics 40 hours 4 Credits
A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. Fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored.
Prerequisite: Introduction to Health Information Management
M351 Medical Coding Practicum 30 hours, 1 credit
This course offers supervised practical experience in an online setting, with a minimum of 30 hours of practical experience in medical coding under the direction of a college HIT/Coding instructor. The practicum offers the student experience as a medical coder using actual or simulated medical documentation, encoder software, and practice and guidance for preparing for a credentialing exam.
Prerequisites: Ambulatory Care Coding
M352 Health Information Practicum 60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HIM departments and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.
Prerequisites: Health Information Law and Ethics; Healthcare Information Technologies; Quality Analysis and Management
M390 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.
Co-requisite: Sophomore Seminar
M410 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 including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approach to all skill-development and performance objectives.
Pre or Co-requisites: Human Anatomy and Physiology I, Medical Terminology, Attendance of Programmatic Orientation in first quarter
M415 Pharmacology for the Allied Health Professional 40 hours, 4 credits
Students in this course will learn the pharmacology concepts necessary for a variety of allied-health programs. They will study drugs according to their therapeutic applications. They will examine pertinent physiology and related diseases before discussing the pharmacology of the drug. Students will also learn basic regulations that apply to drugs.
Prerequisites: Medical Terminology; Human Anatomy and Physiology I; or Structure and Function of the Human Body
MA145 Clinical Skills II
60 hours, 4 credits
Students will continue their study of the essential and basic core of on- and off-site medical assisting skills. They will master knowledge and skills including patient examination and assessment, performing electrocardiography, performing venipuncture, performing medical/emergency 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.
Prerequisites: Clinical Skills I; Human Anatomy and Physiology I; Medical Terminology

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 cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology is emphasized. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, dissection activities, and a study of the structure and function of the human body. A body system approach to learning will include the integumentary, skeletal, musculoskeletal, muscular, nervous, sensory, and endocrine systems. Students will complete laboratory exercises coordinated with course content and will include microscopic observation, experimentation, dissection activities and study of anatomical models.
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 include: radiation protection, equipment operation and quality control, image production and evaluation, and patient care and education, along with radiographic procedure modules that will cover each anatomic region. The course is designed to prepare students for the examination for Limited Scope of Practice in Radiography and possible employment as an X-ray operator.
Prerequisite: Anatomy and Physiology I

MA265 Medical Assistant Externship
240 hours, 8 credits
Students will engage in an 11-week-on-the-job Medical Assistant 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 extern receive pay for the externship hours worked. In the lecture portion of the course, students will learn job-search techniques and skills and develop high-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: All Hepatitis B injections are completed; Attendance at Rasmussen Externship Meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development; Approval of Medical Assisting Program Coordinator. Completion of a 2-step Mantoux screening test within 6 months of starting externship.

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

MH 200 Calculus I
40 hours, 4 credits
This course takes students into a deeper exploration of functions within the framework of the Fundamental Theorem of Calculus. Topics include limits, derivatives, and methods of integration will be discussed. Students will cover numeric, graphical, and symbolic approaches to problem-solving for real-world scenarios. Technology including graphing calculators and computer applications will be used to solve problems and properly interpret results.
Prerequisite: Precalculus

MH120 Calculus II
40 hours, 4 credits
In this continuation of the topics investigated in Calculus I, students will further explore the methods of integration and the applications of integration as well as power series and methods of differentiation. This course will cover the topics of convergence and divergence, and students will understand how to whether improper integrals are convergent or divergent.
Prerequisite: Calculus I

MH200 Applied Discrete Mathematics
40 hours, 4 credits
This course builds on the foundation established in Discrete Mathematics with further application in logic and mathematical reasoning. Topics include combinatorics and graph theory, Boolean algebra, digital logic circuits, ordered sets, functional programming, models of computation, and computational complexity. Students will gain experience formulating mathematical proofs.
Prerequisite: Introduction to Discrete Mathematics; Calculus II

MH310 Probability and Statistics
40 hours, 4 credits
This course explores the concepts of conditional probability, random variables, expectations and distributions, sample spaces, moment-generating functions, and the central-limit theorem. Further topics include introduction to estimation, confidence intervals, and hypothesis testing. Students will be able to generate random variables through experimentation, and they will understand how to apply statistical concepts to computational applications.
Prerequisite: Introduction to Discrete Mathematics

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

ML 150 Clinical Chemistry I
40 hours, 3 credits
An introduction to analytical techniques, instrumentation, and basic principles of clinical chemistry methods. Presents the theory and application of biochemical analytes, including clinical significance and normal reference ranges.
Prerequisites: Introduction to Clinical Laboratory Science Co-requisites: Human Anatomy and Physiology I, and College Algebra

ML151 Health I
40 hours, 3 credits
Introduction to the theory and practical application of routine and special hematology procedures. Presents red-cell, blood-cell function, hemostasis, and associated disorders. The student laboratory focuses on identifying normal and abnormal red-cell morphology and the evaluation of stained blood smears.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

ML152 Urinalysis
40 hours, 3 credits
An introduction to urinalysis and body-fluid analysis. Includes anatomy and physiology of the kidney, and physical, chemical, and microscopic analysis of urine, cerebral spinal fluid, and other body fluids.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

ML 153 Clinical Microbiology I
40 hours, 3 credits
This course will include basic concepts of microbiology. Emphasis will be placed on cell structure and function of human, pathogenic microorganisms. Disease, resistance and immune system function will be included. Methods of microbial control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

ML 201 Clinical Chemistry II
60 hours, 4 credits
Expanding upon concepts learned in Clinical Chemistry I, this course further examines the principles and procedures of various tests performed in Clinical Chemistry. Integral to this course is an explanation of the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values.
Prerequisite: Clinical Chemistry I

ML 202 Hematology II
60 hours, 4 credits
Expanding upon concepts learned in Hematology I, this course further examines the theory and practical application of routine and special hematology procedures. Presents white blood cell function, hemostasis and associated diseases. The student laboratory focuses on identifying normal and abnormal white blood cell morphology and the evaluation of stained blood smears. Coagulation principles and techniques will be included.
Prerequisite: Hematology I

ML 203 Immunology
40 hours, 3 credits
Basic immunology and serology concepts will be presented with an emphasis on selected infectious diseases and autoimmune disorders. The theory of immunologic and serologic procedures will also be presented.
Prerequisite: Human Anatomy and Physiology I

ML205 Immunohematology
40 hours, 4 credits
An introduction to the fundamentals of the immune system and the principles of genetics as they apply to blood group inheritance and blood banking procedures. Includes donor selection, blood collection, blood component processing and administration of blood components. Utilizes a student laboratory for experiences in routine blood banking procedures.
Prerequisites: Hematology I, Immunology

ML206 Clinical Microbiology II
60 hours, 4 credits
Expanding on concepts learned in Clinical Microbiology I, this course provides further instruction in basic microbiology with emphasis placed on viruses, fungi and parasites. Epidemiology and infection control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.
Prerequisite: Clinical Microbiology I

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

ML292 Clinical Practicum II
360 hours, 12 credits
Students will continue in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate.
Prerequisite: Clinical Practicum I

MT101 Introduction to Massage Therapy
40 hours, 3 credits
This course introduces basic massage therapy skills and knowledge necessary to becoming a massage therapist. Students will acquire the knowledge to develop a self-care strategy by identifying body awareness and movement challenges.
Prerequisite: None

MT105 Deep Tissue Massage
40 hours, 3 credits
This course will incorporate and expand on the techniques learned from Swedish massage. An emphasis will be on other methods of addressing soft tissue dysfunction. Students will have the knowledge to integrate deep tissue massage into their practice as a massage therapist. An emphasis will be upon developing communication and documentation skills for insurance billing.
Prerequisites: Introduction to Massage Therapy, Kinesiology

MT120 Techniques for Special Clients
40 hours, 3 credits
This is a basic course focusing on clients who have individualized needs. The emphasis in this course is on pregnancy, infant, pediatric, and geriatric massage. Students will also gain an understanding of how to incorporate a massage environment that best serves individuals that have a physical and/or developmental challenge.
Prerequisites: Introduction to Massage Therapy, Kinesiology

MT140 Pathology for Massage Therapy 40 hours, 4 credits
This course, which is intended as a general one-quarter overview of pathology for Massage Therapy and allied health students, will cover the most basic concepts and terminology of health and disease. Students will acquire the knowledge of different disorders. Focus is on the structure, nature, causes, diagnostic procedures, and treatment of the most common diseases of selected human body systems.
Prerequisite: none

MT125 Sports Massage 40 hours, 3 credits
This course provides students with the knowledge of how to apply pre-event, immediate, post-event, and restorative massage. Students will have the knowledge of various injuries and the physiological effects that the body endures in athletic events. Students will have an understanding of different stretching applications to a client.

MT220 Kinesiology II 50 hours, 4 credits
The purpose of this course is to provide an in-depth knowledge of muscular and skeletal systems and the relationship to movement. Students will learn the innervation and arterial supply of the head, neck, trunk, leg, arm, and pelvis. An emphasis on how muscles function with the structure of the body will be taught. During the lab portion of this course, students will be palpating muscles and the movement that partners with them.
Prerequisite: Kinesiology

MT250 Business and Wellness 40 hours, 3 credits
This course prepares the student for the final steps into the world of work, including in-depth preparation and review for the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). The course includes professional preparation for employment in the various venues that massage therapy is offered, and includes nutrition and wellness information that informs persons of the need for personal health care.
Prerequisites: Introduction to Massage Therapy, Kinesiology

MT225 Alternative Modalities 40 hours, 3 credits
This course introduces the basic knowledge of Shiatsu, Reflexology, and Aromatherapy. Students will have an understanding of the five element theory, meridians and chakras. The students will be able to incorporate principles of reflexology and aromatherapy into a massage session.
Prerequisites: Introduction to Massage Therapy, Kinesiology

MT230 Trigger Point Theory 40 hours, 3 credits
This course is an introduction to the Trigger Point Theory. Students will have the facts of scientific data of a Trigger Point. Students will have the knowledge of the physiological symptoms of a Trigger Point. An emphasis will be on the significance of musculoskeletal disorders and how to manage these with Trigger Point Theory.
Prerequisite: Deep Tissue Massage

MT237 Clinic I 40 hours, 2 credits
This course the student will perform a minimum of 40 hours in the Massage Clinic, performing at least 15 full body massage treatments. A supervisor will be present to evaluate and guide the student's performance. Students are evaluated on hands-on skills and SOAP Charting.
Prerequisites: Human Anatomy and Physiology I, Kinesiology I, Deep Tissue Massage

MT238 Clinic II 80 hours, 4 credits
In this course the student will perform a minimum of 80 hours in the Massage Clinic performing at least 30 full body massage treatments. A supervisor will be present to evaluate and guide the student's performance. Students are evaluated on hands-on skills and SOAP Charting.
Prerequisite: Clinic I. This course is recommended for a student's last quarter.

MT245 Kinesiology 40 hours, 4 credits
This course is an introduction to the skeletal and muscular system. An emphasis is on the fascial system and movement of the body. The students will have a basic knowledge of kinesiology.
Prerequisite: Human Anatomy and Physiology I

MT246 Kinesiology II 50 hours, 4 credits
This course is designed to teach the fundamental philosophies of gymnastics and apply them in a hands-on manner using a step-by-step process that develops problem solving strategies. The techniques taught in this course exist to provide the practical resources needed to build a firm understanding of game development from a production standpoint. In addition, the information this course provides is a grounded study for any life application where inspiration must combine with practical knowledge and application to create a marketable product.
Prerequisite: Game Design Theory I

N139 Game Design Theory I 40 hours, 4 credits
This course introduces the non-technical study of games, the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of core concepts including game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games.
Prerequisite: none

N140 Logic and Troubleshooting 40 hours, 4 credits
This course provides students 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, 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 technical 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(s) at hand.

N141 Networking Security 40 hours, 3 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Security+ exam.
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 using handlers, conditionals, and loops, and data types. The course will also provide students with an understanding of software engineering by having them write small but useful computer programs using pseudo-code as well as a high-level programming language.
Prerequisite: None

N145 Fundamentals of PC Hardware and Software 60 hours, 4 credits
In this course, students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the materials in this course, the instructor will assign direct hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exam. Each student will assemble a 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 and application of technology within the context of everyday life.
Prerequisite: none

N164 Voice Over IP Fundamentals 40 hours, 3 credits
The goal of this course is to introduce students to Voice over IP (VoIP) communications and the different features and benefits inherent in deploying communications in this way. Students will learn the differences inherent between Public switched Telephone networks (PSTN) and VoIP systems. They will discover the signaling that is done with VoIP and learn about the configuration issues when switching over a system to VoIP.

N170 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 types of interfaces will be explored to give the student a wide exposure to this important element in creating games.
Prerequisite: Programming II

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

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

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

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

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

N215 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 subject. Students will learn to linear narrative, myths and the hero's journey, character building, VGM, exposition and dialogue trees, spatial narratives and storylines, and a range of interactive storytelling methodologies from campers to LARP's and text adventures. Prerequisite: Game Prepraduption

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

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

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

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

N236 IP Telephony
40 hours, 3 credits
This course will serve as the foundation for learning Cisco Call Manager Express: and Cisco Unity Express in different network configurations and environments. In this first of a two course sequence students will learn how to install and initially configure these two products in typical network environments. Students will also learn about the various phone options and features currently available to organizations implementing IP Telephony.

Prerequisite: Voice Over IP Fundamentals

N263 Quality of Service (QoS)
40 hours, 3 credits
This course will look at how Quality of Service can affect not only IP-based applications running on a network but also general network performance. Various tools and procedures are introduced in this course for dealing with congestion, traffic policing and shaping, and utilizing drop policies where appropriate. In addition, there will be attention paid to the topic of QoS on the LAN and why it is an important topic to consider and review for overall network performance.

Prerequisite: IP Telephony

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

Prerequisite: Programming II

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

Prerequisite: SQL Server Administration

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

Prerequisite: Relational Databases

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

Prerequisite: Platform Design and Human-Computer Interaction

N280 Graphics Development with Direct3D
60 hours, 4 credits
During this course the fundamentals of Direct3D are examined and built upon by a solid foundation in software engineering practices. The student will gain a professional game developer understanding of how Direct3D (the most current version) works. The student will also be able to deliver a programming knowledge of Direct3D and will have a practical, Software Engineering approach to creating software.

Prerequisites: Math for Game and Simulation Production II; Data Structures

N281 Game Design Theory II
40 hours, 4 credits
During this course we will explore the more advanced aspects of gaming and the history and cultural impact of interactive simulations and video games. As an advanced theory course discussions will cover researching the cultural, business, and technical perspectives involved with game and simulation production. Insights into design, production, marketing, and sociocultural impacts of interactive entertainment and communication will also be considered.

Prerequisite: Game Design Theory I

N285 Game and Simulation Production I
40 hours, 4 credits
This course examines the combination of art, science, commerce and culture and its effects on shaping the production, marketing, distribution, and consumption of computer and video games. It combines perspectives on media industries and systems with an awareness of the creative process, the audience, and trends shaping content. The focus of this course is on the rapidly growing segment of entertainment media known as computer gaming.

Prerequisite: none

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

Prerequisite: Math for Game and Simulation Production I

N290 Information Technology Capstone
20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.

Prerequisite: This course is intended to be completed in the second term.

Co-requisite: Freshman Seminar

N300 Introduction to Computer Science Concepts
40 hours, 3 credits
Course covers basic computer organization, computer languages and software, language translation and interpretation, object oriented design, object oriented programming, classes, objects, and inheritance, and file systems.

Prerequisite: Computer Applications and Business Systems Concepts

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

Prerequisite: Introduction to Business

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

Prerequisite: Programming II
N303 Software Systems Principles  
40 hours, 3 credits  
This course provides an historical perspective of programming languages and their development. Students will study techniques of language translation including lexical analysis, grammar, syntax, and parsers. Topics include the structure and functionality of modern operating systems and software with an emphasis on concurrent process execution, process scheduling, communication, and API services. The design and development of programs using dedicated OS features is also considered.  
Prerequisite: Introduction to Computer Systems  
N304 Operating System Design  
50 hours, 4 credits  
In the course, students learn how operating systems such as Windows, Linux, and the Mac OS X are a fundamental component of all computing systems. This course explores how operating systems are responsible for managing the running processes as well as the sharing of system resources such as the printers and storage over network infrastructures. The course provides an in-depth exploration of the design and implementation of modern operating systems. Topics include the evolution of operating systems, 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 in studio and in public settings. The basic structural and anatomical concepts will be covered along with an in-depth study of motion and gesture drawing skills.  
Prerequisite: Color Theory and Techniques  
N310 The Study of Animation  
60 hours, 4 credits  
This course is intended for students with an animation/ multimedia background, who want to understand how animation works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.  
Prerequisite: none  
N311 Game and Simulation Lighting Techniques  
60 hours, 4 credits  
This course provides an introduction to 3D programming, with an emphasis on using real-time shaders with DirectX 9.0. The fundamentals of DirectX 9 is covered along with how to do the shader programming to achieve more realistic “looks” in games. 3D lighting, textureing, alpha blending, and stenciling are covered in depth in this course.  
Prerequisite: Graphics Development with OpenGL  
N315 Flash Animation  
60 hours, 4 credits  
This course is an introduction to Macromedia’s Flash. The course will cover the basics of Flash: importing, creating & editing vector graphics and creating simple animations, creating interactive elements and incorporating sound and video and testing Flash movies. Also, students explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making and output.  
Prerequisite: Multimedia Technologies  
N320 Polygon Modeling  
60 hours, 4 credits  
This course demonstrates the techniques of modeling objects in a three-dimensional environment. Students will manipulate primitive objects such as cubes, spheres, pyramids, and cylinders to build more complex polygons, and students will utilize techniques to approximate curved surfaces with multiple polygons. Industry-standard software such as 3D Studio Max, ZBrush, and Mudbox will be discussed, and students will have the opportunity to within a actual software modeling environment to create a variety of polygon objects.  
Prerequisite: The Study of Animation  
N321 3D Content Creation  
60 hours, 4 credits  
During this course, students will learn about the primary industry software tools used in the creation of 3D objects and character models. Students will work with industry standard 3D applications in order to create and manipulate two-dimensional texture mapping and three-dimensional models for video game production. Through the use of this software and modeling experience students will be able to bridge the gap between the programming and designer cohorts.  
Prerequisite: Game Preproduction  
N322 Web Application Architecture and Design  
50 hours, 4 credits  
This course presents key concepts in distributed designs for network enabled software systems and applications. Distributed designs allow applications to span multiple machines and require deliberately planned design approaches. Students will learn to build systems that are scalable, reliable, and secure when implemented within network infrastructures. Topics include object-oriented programming to networked web services, industry software tools used in the creation of 3D objects and modeling.  
Prerequisite: Java  
N324 Portfolio, Package and Publish  
40 hours, 4 credits  
This course focuses on the process and tasks necessary for game and simulation-specific employment including research and resumes, contacts and connections, and the important demos and elevator pitch. Students will learn how to develop an industry-specific resume, how to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn networking skills for their area of interest in game or simulation production.  
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 beyond the basics of Photoshop. In addition to covering more sophisticated methods of color correction, image manipulation and printing, students will learn scanning, digital camera usage, the mechanics of calibration and color and other more advanced sets of controls in Photoshop, all within a framework of artistically professional sensibility which will allow the student to develop their own professional work.  
Prerequisite: Introduction to Computer Graphics  
N330 MIS Techniques  
40 hours, 3 credits  
This course is an introduction to computer use required of users and developers of management information systems. This course includes educational resources from Harvard Business Publishing.  
Prerequisite: Computer Applications and Business Systems Concepts  
N335 Digital Photography  
60 hours, 4 credits  
This course shows students how to evaluate images for communicative effectiveness and, aesthetic appeal. They will also digitize images, adjust and manipulate them in the computer, and output them for on-screen and printed use. Through the course-students will gain a firm foundation on the fundamental differences between digital photography and traditional manual film including lighting and print.  
Prerequisite: Audio/Video Editing  
N340 Information Technology Project Management  
40 hours, 4 credits  
This course will introduce students to the processes of project planning from the early stages of brainstorming through project planning including creating timetables, resource management, and implementation, along with the necessary skills to write project proposals. Students will learn to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their fields of study.  
Prerequisite: Computer Applications and Business Systems Concepts  
N341 Software Systems Engineering  
50 hours, 4 credits  
This course exposes students to the implementation of software systems at a high level with an emphasis on rigorous algorithm development and test 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  
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 HTML5 coding to include hyperlinks, anchors, tables, forms, CSS, frames, design principles and accessibility issues. Emphasis will be placed on understanding values and creation of CSS for business environments. We will also explore the availability of tools for site management, validation and accessibility checks.  
Prerequisite: Fundamentals of Web Authoring and Design  
N346 Practical Game Development  
60 hours, 4 credits  
This course approaches the study of computer games from different viewpoints. First is an example of media that can be analyzed and critiqued for their thematic elements, formal structure, plot and interactive appreciation. The next step is a study of complex software subjects to technology constraints and the product of a professional design and implementation process. The last is a study of behaviors and associations comparable to other popular art forms. Students will study the principle of game design and use them both to analyze existing games and to develop their own original game ideas.  
Prerequisite: Artificial Intelligence  
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, storytelling, animation, pre-visualization, and transitions are all explored. Sketches, source imagery, and audio are developed to effectively communicate ideas for time-based media. Documentations and presentations are employed to chart progress with character and scene design, as well as cameras and lighting.  
Prerequisite: none  
N355 Game Planning and Development Strategies  
60 hours, 4 credits  
In this course students will cover the planning of the game and simulation development process from high-level design to low-level implementation. The course touches on topics covered in previous courses, including graphics, development of assets and the asset pipeline, interface design, and artificial intelligence to better understand the different game development methodologies. The process of developing a game or simulation will be covered from the essential design and development documents through quality assurance testing, including the risks and benefits of different types of iterative development cycles.  
Prerequisite: Game Audio Assets  
N358 Database Systems Design  
50 hours, 4 credits  
In this course students will learn how to develop and deploy a relational database management system (RDBMS) as a software application. Students will explore database theory as well as how to modify the relational database itself, 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: Database Design and SQL  
N360 Mobile Platform Development  
60 hours, 4 credits  
As more devices become smaller and more mobile, the need to have games to entertain users in downtime increases. This course looks at how to create games for mobile platforms using a systematic approach. The java programming language is utilized in creating these games. How to weave in audio and video is also addressed along with considering factors such as user inputs involved in playing the game.  
Prerequisite: Programming II  
N361 Algorithm Analysis  
40 hours, 4 credits  
This course provides a detailed exploration of algorithm design and analysis, including greedy algorithms, divide and conquer, dynamic programming, and backtracking. Students will gain experience with searching and sorting techniques in practical applications. The course will emphasize the verification and analysis of time space complexity within a software design framework.  
Prerequisite: Programming II; Probability and Statistics  
N365 The Physics of Gaming  
40 hours, 4 credits  
This course has been designed to teach the foundations of physics. In order to accurately depict events in a “game environment”, the game/simulation programmer must understand the underlying physics principles that determine resultant actions in the physical world and have those principles conveyed in the “game world.” Among the topics that will be covered in this course include Newton’s Laws of Motion, kinematics, and the conservation of momentum in physical systems. Where appropriate some hands-on activities will be done to help illustrate important principles for the students.  
Prerequisite: Math for Game and Simulation Production II  
N400 Programming Languages Principles  
40 hours, 3 credits  
An introduction to programming language principles, including the history of programming languages, formal models for specifying languages, design goals, run-time structures, and implementation techniques, along with a survey of the principal programming language paradigms.  
Prerequisites: none
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N401 Artificial Intelligence 60 hours, 4 credits
Students will learn how techniques in Artificial Intelligence (AI) can be utilized to allow software applications to mimic human or intelligent behavior in a variety of contexts ranging from expert systems to computer-controlled game opponents. Students will be exposed to topics such as natural language processing and parsing, problem solving algorithms, and knowledge representations. The implications of the intelligent agent paradigm as it relates to common sense and creativity will also be explored.
Prerequisite: Programming II

N402 Network Systems Design 50 hours, 4 credits
This course 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 transfer protocols, and services of the Internet such as the World Wide Web. Students will develop programs that run concurrently running computers within various network configurations.
Prerequisite: Operating Systems Design

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

N405 Advanced Applications of Digital and Experimental Art 40 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

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 client/server environments.
Prerequisites: MS Techniques, Management of Information Systems

N415 Digital Effects Creation 60 hours, 4 credits
This course focuses on the use and application of effects in film and video at an advanced, post-production level. Learn professional methods of controlling digital and video effects creation and 3D effects through the digital workflow by composting footage, digital imagery and CG. Topics include virtual cinematography, morphing, lighting, rendering, particles, effects, dynamics, camera properties, motion tracking, and filters.
Prerequisite: Polygon Modeling

N420 Network Security and Cryptography 40 hours, 3 credits
This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing an active network defense, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.
Prerequisites: Computer Applications and Business Systems Concepts, Networking Fundamentals for Business Professionals

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 engine, including an in-depth look at object-oriented architecture and design patterns used in game development. UML, risk analysis, constraint management, problem solving, process improvement, and handling crunch times are some of the topics that will be tackled in this class.
Prerequisite: Programming II

N423 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 shut 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 C.I. legal issues regarding seizure and chain of custody, and technical issues in acquiring computer evidence. Popular file systems are examined. Reporting issues in the legal system are discussed.
Prerequisite: Computer Applications and Business Systems Concepts

N431 Multiplayer Game Programming 40 hours, 4 credits
The trend in games is to have many people simultaneously playing a game utilizing the Internet or some other network. Topics involved in this course include scripting, server architecture, data transfer, and how to prevent cheating in MMORPG situations.
Prerequisite: Practical Game Development

N435 Digital Video/Audio Project 60 hours, 4 credits
This advanced course in Audio/Video production is for students to create a final product that exemplifies the aesthetic and technical aspects of digital video for students to create a final product that exemplifies the aesthetic and technical aspects of digital video for student use.
Prerequisites: Audio/Video Editing; Digital Media Assembly

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

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 principles and see how they are applied to the gaming environment. Specifically, these principles and theories are applied to the context of interactive narratives and games. Advanced modeling and animation 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 modeling and blending to create expressive characters.
Prerequisite: Polygon Modeling

N445 Animation Graphics Projects 60 hours, 4 credits
This course combines the accumulated knowledge of students in the design and creation in 3D environments. The culmination of the project is a final 3D Animation project using modeling, texturing and animation techniques. Students are expected to explore various theories and techniques to complete a professional summative 3D animation project.
Prerequisite: 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 between platforms, object oriented practices for game play, asset management and coding best practices. It also covers areas like cross-platform porting and multi-lingual techniques.
Prerequisite: Applied Game and Simulation Theory

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

N460 Application of Physics for Game and Simulation Production 60 hours, 4 credits
An important characteristic of 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 designer to better analyze 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 graphics 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 formulæ 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 traffic management and architectural interactivity.
Prerequisite: Multiplayer Game Programming

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

N471 Engineering Virtual Worlds 40 hours, 4 credits
In this course, students will learn how to create multi-user virtual worlds. Virtual worlds allow network-connected users to interact in real time within shared two-dimensional and three-dimensional environments. Students will gain an understanding of how virtual worlds change the concept of “interface” to one of “location.” The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.
Prerequisite: Programming II

N480 Senior Computer Science Capstone 30 hours, 3 credits
The Senior Computer Science Capstone course provides a culminating and integrative educational experience. While participating in a team environment, students will design and implement a large-scale software project utilizing the skills and techniques they have mastered throughout their program of study. Class and small group meetings will be used for teams to demonstrate the progress of their projects as well as for the teams to meet and work with representatives of regularly scheduled class sessions will be required.
Prerequisite: Must fall in last quarter of study.
NM110 Drawing Design and Art Theory 40 hours, 3 credits
This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.
Prerequisite: Color Theory & Techniques

NM111 Introduction to Computer Graphics 40 hours, 3 credits
This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: none

NM133 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

NM155 Networking and Internet Technologies 40 hours, 3 credits
This course provides students with a practical understanding of the structure and operation of the Internet, including various communications and data-transfer protocols, 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 Typographical 40 hours, 3 credits
This course focuses on the fundamentals of typographical and introduces the students to aspects of type for display and text design. Students become familiar with the categories of type and a variety of font families. They also become proficient at choosing fonts to match a specific message. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics

NM122 Digital Publishing 40 hours, 3 credits
This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploration of illustration, photo retouching and manipulation, and working toward finished results primarily in printed form as well as web. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Typography

NM124 Color Theory and Techniques 40 hours, 3 credits
This course introduces basic compositional principles of harmony and contrast through the practice of color application. 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 will 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 examine 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 thorough creative design. Emphasis will be placed on detailed modeling and texture mapping complementing elementary 3D animation and story development. This course will provide training in a variety of industry-accepted Autodesk 3D design software.
Prerequisite: Introduction to Multimedia Design

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

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

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

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
This course will teach students who are interested in technologically oriented careers in the design industry. The course will cover software, hardware, and user interactivity. 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
This course introduces students to the fundamentals of the 3-dimensional computer modeling and animation process. Students will create photo-realistic products and environments utilizing complex technical techniques and thorough creative design. Emphasis will be placed on detailed modeling and texture mapping complementing elementary 3D animation and story development. This course will provide training in a variety of industry-accepted 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 for 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 health care settings. The student is introduced to the nursing process, therapeutic communication and issues affecting professional nurses.
Co-requisite: Critical Thinking in Nursing

NU115 Comprehensive Pharmacology 40 hours, 2 credits
This online course provides an overview of essential concepts and principles of pharmacology as applied in the nursing management of client care, to include an overview of drug classifications, drug actions/interactions, and therapeutic and adverse reactions to medications. Students demonstrate proficiency with the use of problem solving skills and mathematical calculations necessary to perform the nursing role. This course provides the foundation for subsequent coursework.
Prerequisite: none

NU115L Comprehensive Pharmacology Lab 40 hours, 2 credits
This course provides the student to administer medications. The six "rights" of administration, dosage calculation, routes of administration, proper use and storage of medications, patient observation and documentation are included. Clinical skills are practiced in the nursing lab. This course includes the practice and demonstration of medication administration.
Prerequisite: none

NU135 Comprehensive Pharmacology Lab 40 hours, 2 credits
This course provides the student to administer medications. The six “rights” of administration, dosage calculation, routes of administration, proper use and storage of medications, patient observation and documentation are included. Clinical skills are practiced in the nursing lab. This course includes the practice and demonstration of medication administration.
Prerequisite: none

NU120 Adult Medical Surgical Nursing I 100 hours, 6 credits
This course utilizes the nursing process to examine areas of medical-surgical nursing in adult populations. Students review infections and states of altered immunity, the integumentary, gastrointestinal, and renal body systems. Additionally students learn about fluid and electrolyte, acid and base balance.
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.
Prerequisite: none

NU210 Medical Surgical Nursing Review for LPNs 100 hours, 6 credits
This course reviews medical-surgical content for practicing LPNs for adults with complex health problems. This course is comprised of theory and clinical content. Content covered includes issues in hematology, oncology, hemostasis, fluid and electrolyte and the endocrine systems. 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 Clinical Nursing Skills II 50 hours, 3 credits
This course is a continuation of Clinical Nursing Skills I and is comprised of theory and laboratory components. Students develop advanced psychomotor skills used by the professional nurse: IV therapy modalities, working with clients with compromised respiratory systems, cardiac monitoring, and complex wound issues.
Prerequisite: LPN licensure; or Adult Medical Surgical Nursing I, Clinical Nursing Skills I
PL100 Introduction to Law and the Legal System
40 hours, 4 credits
This course introduces students to the American legal system from a variety of perspectives. They will survey topics including essential history, the working structure of government, issues of court procedure, and specific legal concepts. In addition, they will investigate the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. Paralegal students will gain a foundation for further paralegal study, and students from other disciplines will gain an appreciation of the legal system’s impact on their disciplines. Students will prepare a resume as part of this course.

Prerequisite: none

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

Prerequisite: Introduction to Law and the Legal System

PL122 Civil Litigation and Procedure II
40 hours, 4 credits
This course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and appellate documents.

Prerequisite: Civil Litigation and Procedure I

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

Prerequisite: Introduction to Law and the Legal System

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

PL155 Real Estate Law
40 hours, 4 credits
This course will cover the basics of the legal real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the students will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with concessions 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 or enrolled in Certificate

PL219 Law Office Technology
40 hours, 4 credits
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law oriented computer software applications. Students will be exposed to some software 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

PL220 Tort Law and the Legal System
40 hours, 4 credits
This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussion, legal research, and supervised library research, students will develop an overview of causes of actions in torts and their relevancy to the paralegal.

Prerequisite: Introduction to Law and the Legal System

PL230 Family Law
40 hours, 4 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to research relative to the practice of family law and domestic relations. Students 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 ante nuptial and property settlement agreements.

Prerequisite: Introduction to Law and the Legal System

PL235 Legal Research
40 hours, 4 credits
This course will provide students with a practical approach to the legal research process for paralegals. An overview of legal source materials and how and when they are incorporated in the legal research process will be examined. Students will develop information literacy skills specific to the Paralegal field by working with primary sources, like state and federal enacted law and secondary sources, like legal encyclopedias, treatises, and state specific practice books. Students will develop skills such as legal analysis, application, 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, rule based, formatting and structural content. This content includes items such as table 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 “electronic office” and “paperless office” methods will be practiced.

Prerequisite or co-requisite: Law Office Technology; Students must be in the last or second-to-last quarter.

PL290 Paralegal Internship
120 hours, 5 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.

Prerequisite: Final-quarter status and consent of program coordinator

PN100 Nursing Foundations
120 hours, 6 credits
This introductory course is comprised of both a theory and a clinical component. Students are introduced to the concepts and nursing abilities required to meet basic human needs. Emphasis is placed on safety, psychomotor skills, therapeutic communication, and adult growth and development. The student must achieve a variety of nursing competencies to successfully complete this course.

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 is designed to develop knowledge of 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, Introduction to Pharmacology, Human Anatomy and Physiology I

Co-requisite: Psychosocial Nursing

PN120 Psychosocial Nursing
80 hours, 4 credits
This course presents an overview of the underlying principles of psychiatric/mental-health nursing and how those concepts transcend practice settings; it is comprised of both a theory and clinical component. Content includes therapeutic interventions, pathophysiology, psychopharmacology, current therapies, and rehabilitation for the patient experiencing psychiatric/mental-health alterations. Emphasis is on therapeutic communication, patient-nurse boundaries, and ethical systems.

Prerequisites: 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.

Prerequisites: Nursing I, Psychosocial Nursing

Co-requisites: Maternal-Child Nursing, Nutrition and Diet Therapy
This course introduces maternal-child nursing and is comprised of both a theory and clinical component. Students explore concepts relevant to care of the obstetrical, newborn, and pediatric patient as well as sexuality and fertility issues. Emphasis is placed on patient-family-centered care. Obstetric content includes progression through pregnancy, childbirth, and postpartum care including newborn and high-risk infant care. Pediatric content includes concepts of growth and development and fundamentals of health maintenance, health promotion, and disease prevention.

Prerequisite: Nursing I
Requisites: Nursing II; Human Nutrition

PT120 Geriatric Nursing
80 hours, 4 credits
This online course explores care for the older adult and is comprised of both theory and clinical components. 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 III, Maternal-Child Nursing, Human Nutrition
Requisites: Nursing Seminar, Geriatric Nursing

PT125 Pharmacy Math and Dosages
40 hours, 3 credits
This course provides students with an understanding of the basic concepts of object-oriented programming including encapsulation, inheritance, and polymorphism. Students will explore the uses of class templates as well as the concepts of OOP behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing the Java programming language.

Prerequisite: Fundamentals of Programming

ST102 Microbiology for Surgical Technologists
30 hours, 3 credits
This course is designed to provide the student in the treatment of the disease-causing organisms that may present with a surgical patient or develop postoperatively or 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.

Prerequisite: Medical Terminology, Human Anatomy and Physiology

ST105 Introduction to Surgical Technology
70 hours, 3 credits
This course will introduce the student to the field of surgical technology and prepare them to become a part of the operating room team. Areas explored in this course are medical terminology for the operating room, introduction to microbiology, medical and surgical asepsis, operating room design, and surgical equipment, patient care, procedures, and instrumentation.

Prerequisites: Medical Terminology

ST112 Surgical Procedures I
70 hours, 4 credits
This course will orient the student to surgical technology and prepare them for scrub and circulating duties as well as Surgical Practice I. Topics include standards of conduct, special populations, safety standards, biomedical medicine, asepsis and sterile technique, anesthesia, and instrumentation.

Prerequisite: Introduction to Surgical Technology

ST203 Surgical Procedures II
60 hours, 4 credits
This course will expand on the duties and responsibilities of the role of scrub or SSTR and circulator in the field of surgical technology. Areas explored and applied in this course include wound healing, surgical case management, instrumentation, diagnostic procedures, and an introduction to general surgery and the scrub role. This course is a preparatory class for Surgical Practicum II.

Prerequisite: Surgical Procedures I

ST207 Surgical Procedures III
60 hours, 4 credits
This course will expand on the duties and responsibilities in the role of scrub in the field of surgical technology. Students will continue and apply knowledge gained in Surgical Procedures I and II as well as explore specialty surgery areas. This course is a preparatory class for Surgical Practicum I and II.

Prerequisite: Surgical Procedures II

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

Prerequisite: Surgical Tech Practicum I

W108 Introduction to Website Design
40 hours, 3 credits
This course will introduce beginners to the tools and concepts needed to create web pages using the JavaScript programming language. This course builds upon HTML principles and introduces the basics of Dynamic HTML, including client-side scripting and Document Object Model (DOM).

Prerequisite: none

W110 Javascript
40 hours, 3 credits
This course will expand on the duties and responsibilities of the role of scrub or SSTR and circulator in the field of surgical technology. Areas explored and applied in this course include wound healing, surgical case management, instrumentation, diagnostic procedures, and an introduction to general surgery and the scrub role. This course is a preparatory class for Surgical Practicum II.

Prerequisite: Surgical Procedures I
Rasmussen College Admissions
Nondiscrimination Policy
Rasmussen College is committed to the principle of equal opportunity in education. Rasmussen College admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status, in the administration of its educational policies, admissions policies, scholarship and loan programs, and other Rasmussen College administered programs and activities. Students who are identified as otherwise qualified persons are not subject to discrimination on the basis of disability.

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

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

Class Standing
Rasmussen College determines class standing by the number of credit hours a student has completed.

College Acceptance or Rejection
The College assigns class standings according to the following criteria:

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

Entrance Assessment
The STEP (Student Testing for Educational Placement) exam is used for entrance assessment. Based on the outcomes in the areas of English and math, students are placed in the following courses:

- Writing
  - 0–16 items correct
  - 17–24 items correct
  - 25–35 items correct
  - 36–48 items correct
- Math
  - 0–16 items correct
  - 17–35 items correct

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

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

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

At designated points in their programs of study students are required to complete with a passing grade a seminar course.

- Pharmacy Technician
- Surgical Technologist
- School of Nursing programs
- Medical laboratory technician
- Medical Assisting
- Medical Administration
- Massage Therapy
- Law Enforcement Academic
- Healthcare Management
- Human Services
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills
- Massage Therapy
- Medical Administration
- Medical Imaging
- Medical Laboratory Technician
- Nursing
- Paralegal
- Pharmacy Technician

Most common method by which students complete the various seminar courses, but there may be some variations depending on course sequencing or other scheduled courses that are required for a student’s program completion.

- Students must complete the freshman seminar as part of course requirement the quarter they are scheduled for the E422 Career Development course.
- Students must complete the sophomore seminar the quarter in which they finish the Associate’s Degree program.
- Students must complete the senior seminar the quarter in which they finish their Bachelor’s Degree requirements to graduate from a Bachelor’s Degree program.

The purpose of the non-credit, pass/fail graduation requirement seminar course is to challenge students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum.

Summative assessments included in the seminar course focus on general education skills that provide the basis for lifelong learning. Among the required assessments in the seminar course is a Graduate Achievement Portfolio (GAP), which may include communication, critical thinking, information literacy, and diversity awareness components. Other external assessment tests may also be included in the seminar course.
A student enrolling in any of the designated programs must complete a Background Release Form, as well as a Background Check Attestation. Campuses will be notified directly of applicants whose background check results are clear. If the background check reveals a potential problem, Rasmussen College will notify the student’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 not also eligible for financial aid while attending school for that program, and any financial aid 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 aid and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course materials.
- If the student is taking transferrable 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 not have his/her aid administrated until the student is determined to be eligible either through a clear or possible letter or successfully going through the appeals process. This process may delay a 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 applications whose background check results reveal a potential problem. A possible issue letter informs the applicant that their background check may prevent the student from completing practicum activities, field trip experiences and/or finding employment in-field after graduation. Applicants who receive a possible issue letter may acknowledge the issue and make 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 is about to take adverse action by either allowing the applicant to enroll in a certain program, or removing a student from a certain program, based on the background check. After receiving a pre-adverse action letter the student may contact the background check firm directly to dispute the information contained in the background check. Within seven days of sending the pre-adverse action letter the College will send the student an adverse action letter indicating the action to be taken. 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 request 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 supplementary or additional information to support such a request for reconsideration.

Applying For Admission into the School of Nursing
Applicants pursuing admittance into a Practical Nursing, Mobility Nursing or Professional Nursing Program must complete the following steps in order to be deemed eligible for admission.

1. STEP Entrance/Placement Exam: An applicant must achieve an acceptable score on the STEP entrance/placement exam above that requiring a Foundation course as detailed in the current Rasmussen College Catalog. Applicants must be able to qualify for Math, coursework and English Composition courses as applicable. Individuals who score below the minimum score for these courses must enroll in an additional course at the College to complete the entrance requirements. Students with STEP scores above that requiring a Foundation course are not required to retake the STEP test.

2. School of Nursing Entrance Exam: Applicants who have successfully completed STEP 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 exam.

3. Complete Application Requirements: Applicants successful in completing the STEP 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
   - Rasmussen College Application
   - 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 to the student. Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation prior to being deemed eligible for enrollment into the program.

Applying to Law Enforcement Programs
Applicants must achieve an acceptable score on the STEP entrance/placement exam above that requiring a Foundation course as detailed in the current Rasmussen College Catalog. Applicants must be able to qualify for Math coursework and English Composition courses as applicable. Individuals who score below the minimum score for these courses must enroll in an additional course at the College to complete the entrance requirements. Students with STEP scores above that requiring a Foundation course are not required to retake the STEP test.

Applicants who achieve the required minimum scores will be contacted by their Program Manager to complete the following:

- Rasmussen College background check
- STEP test
- Interview with Program Manager

Upon completing the application process, the completed files will be reviewed by the acceptance committee. A letter of acceptance will be sent via certified mail to the applicant. Applicants must also attend programmatic orientation as well as general orientation or risk being dismissed as an applicant.
Academic Information and College Policies

Immunization Requirements
Minnesota law (M.S. 135A.14) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Non-exempt students must submit the required vaccination information within 45 days after their first enrollment or within the first month at the College, whichever occurs later. Please see the campus for a list of possible exceptions.

In addition to other enrollment requirements, Health Sciences and Nursing programs may require specific immunizations upon enrollment. Please see your campus for details.

Developmental Education and Step Retest Policy
The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students and to providing educational opportunities to those who enroll. All new students who enroll in a degree, diploma, or certificate program are required to take the STEP reading, writing, and math placement tests. Rasmussen College, which does not use the STEP or COMPASS test but which has successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the STEP test. Rasmussen College strives to maintain its role as an educational leader by incorporating current technology.

Foundation Courses Timeframe
To help ensure student success, students requiring a Foundation Course must complete one such course at a mid-quarter start. In some cases in the residential classroom, certain courses may be completed at a later date due to space and enrollment uncertainty.

Foundation Course Grading
All Foundation courses are satisfactory/unsatisfactory. Satisfactory performance in the clinical area is required to earn a passing grade in the course. Failure to pass the clinical component will result in failure of the Nursing course. It should be noted that space may not be available for a student needing to repeat a course. Priority will not be given to those needing to repeat a course due to failure. Students who fail a course twice will be terminated from the Nursing program.

Incomplete Policy
Students who place below the level of B080 Reading and Writing Strategies are not eligible for admission to the STEP or COMPASS test but who have successfully completed the assessment test for purposes of determining if students have passed the courses: 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), and d. the grade to be entered should the student not complete the work by the deadline (the calculated grade). Instructors will have one week for grading, recalculation of grades and processing of all documents required.

Incomplete Grade Policy
An ‘I/N’ indicates an incomplete grade, and is a temporary grade for a course in which a student is unable to complete the course in the time the student took the course. The student's GPA should be recalculated to reflect the new letter grade when the student has completed the work as required.

Zf NA Failure to complete audit course requirement
Zp NA Successful completion of audit course

Health Sciences Programs Grade Scale
The following grade scale applies to all ES, HI, MA, ML, MT, PB, PT, ST and M coursework.

Letter Grade
A 100 to 93%
A+ 93 to 90%
A- 90 to 87%
B+ 87 to 83%
B 82 to 80%
B- 79 to 77%
C+ 76 to 73%
C 73 to 67%
C- Below 67%

Incomplete Policy
Students who fail a required course, and who have successfully completed the course as a required part of the program curriculum, must complete the work as required per the above incomplete policy.

Late Assignment Submission Policy
Students may submit assignment 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 in the residential classroom, certain assignments may be completed at a later date due to space and enrollment uncertainty.

Incomplete Grade Policy
An ‘I/N’ indicates an incomplete grade, and is a temporary grade for a course in which a student is unable to complete the course in the time the student took the course. The student's GPA should be recalculated to reflect the new letter grade when the student has completed the work as required.

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C- Below 67%

Incomplete Grade Policy
An ‘I/N’ indicates an incomplete grade, and is a temporary grade for a course in which a student is unable to complete the course in the time the student took the course. The student's GPA should be recalculated to reflect the new letter grade when the student has completed the work as required.

Zf NA Failure to complete audit course requirement
Zp NA Successful completion of audit course
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 so long as the student has been accepted for admission to that quarter. A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog will not be allowed to change to another catalog unless the student is meeting the Standards of Satisfactory Academic Progress guidelines in that catalog. A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog will not be allowed to change to another catalog unless the student is meeting the Standards of Satisfactory Academic Progress guidelines in that catalog.

If the original instructor is no longer available to submit grades, or if administrative errors regarding grades will be corrected, students should be directed to the Registrar. A clear background check is required for all security and school positions. Transfer credit is evaluated based on the program in which the student is enrolled.

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

Circumstances that may warrant a change of grade include:
- Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
- Miscalculation of the final grade by the instructor.
- Situations involving communications, misplaced assignments, or technical difficulties beyond the control of the student.
- Accommodation for special circumstances such as short-term disability or family leave.

Grade changes must be consistent with course policies as outlined in the syllabus. In particular, stated policies regarding the acceptance of late work and how points are apportioned must be followed.

Students must contact their instructors within one week of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the end of the second week of the subsequent quarter. Grade disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean.

Circumstances where a grade change may be authorized later by one or another by the original instructor include:
- Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified.
- If the original instructor is no longer available to submit a grade change (for example, an instructor no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.
- The Dean may authorize grade changes in order to settle academic appeals.

Course By Course Transfer
Rasmussen College reserves the right to accept or deny transfer credit for coursework based on the guidelines below:

- Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
- Rasmussen College will receive notification regarding the number of transfer credits that will be accepted for transfer and the equivalent Rasmussen College courses.
- Students who send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.
- College-level courses completed at regionally or nationally accredited institutions of higher education 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.

Transfers of Previously Earned College Credit and Prior Learning Assessments
General Transfer Credit Policy
Rasmussen College reserves the right to accept or deny transfer credit for coursework based on the guidelines below:

- Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
- Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.
- As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.
- A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded 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 education 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, 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.

- Students eligible and approved for the Surgical Technologist AAS Complete Block Transfer must complete 81% of the program requirements at Rasmussen College, and no more than 19% may be completed via transfer credits, course waivers, credit by examination, or other means.

Rasmussen College awards transfer credits in the following manner:

- 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 included as credits attempted and earned for determining Satisfactory Academic Progress. All credits considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are also credits attempted.

- Courses which have been accepted for transfer will be listed on the student’s transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending the receipt of an official transcript will be listed with a Pending Transfer (PT) designation. Any pending transfer credits still remaining at the end of the student’s program will be removed and the student will be required to complete the program requirements in order to graduate.
- Courses for which a student has received credit by examination will be listed on the student’s transcript with a Test Out (TO) designation.
- Courses for which a student has received credit through waiver will be listed on the student’s transcript with a Course Waiver (CW) designation.

- When courses are not accepted for transfer, a student may file an appeal through the following process:
  1. The student completes an appeal form.
  2. Supplemental information such as a syllabus, course description, or text may be required.
  3. The information will be reviewed by the College Registrar.
  4. The student will receive written notice of the decision.

- Students who enter Rasmussen College are required to take the STEP placement exam. If a student tests at a level of remediation in English or Math, the College will not accept transfer of credit for prerequisites that require completion of the Foundations course or passing the STEP 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 extension courses cannot be transferred into the program from another institution:
  - EC 181 Application: Externship I, EC 182 Reflection: Externship II.

Course By Course Transfer
Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on course content. Most courses that are comparable in content will be accepted.
A C A D E M I C I N F O R M A T I O N A N D C O L L E G E P O L I C I E S

Course must have the minimum number of credits to that of the Rasmussen College course. Only courses completed with a grade of C or higher will be eligible for transfer credit.

Grade point from previous institutions other than Rasmussen College will not be computed in the Rasmussen College grade-point average. Grade-point averages and grades from courses taken at any of the Rasmussen College campuses, which are part of the current program, will be computed in the student’s final grade-point average.

General education credits may be considered for transfer regardless of completion date.

Credits in information technology or computer science/computer applications must have been earned within the previous three (3) years of the assessment date.

Associate Nursing Program (preference of PN/NU and NR/PRN in Florida) will not accept any core course transfers. For Associate Nursing program only, there is a five (5) year limit on Anatomy & Physiology, Microbiology, Human Biology, and Nutrition courses. All grades must be C or higher.

Health Sciences core courses as designated by course prefix, have a three (3) year limit transfer.

The following courses in the Medical Office Assistant Program are not transferable, MA 110 Clinical Skills I, MA 125 Clinical Skills II, MA225 Laboratory Skills, and MA262A, MA265A Medical Assisting Extremity.

Transfer of credit for Medical Laboratory Technician and Surgical Technology core courses (ML and ST prefixes) is subject to successful completion of skills validation and program availability.

Seminar Courses cannot be transferred in from another institution of higher learning.

For students in MN who enroll in the Law Enforcement Associate’s, Law Enforcement Academic Certificate, or Law Enforcement Skills Certification Program, transfer credits for law enforcement specific courses can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved.

Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test(s) if available.

2+2 Matriculation for Baccalaureate Candidates
For students who have completed an associate’s degree, who enroll in a Rasmussen College baccalaureate degree in a similar program area (i.e., business degrees are required for business, accounting for accounting, criminal justice/law enforcement for criminal justice), they will receive immediate junior status standing.

Rasmussen College AAS/AS graduates will receive actual credits earned up to 95 credits (97 in Illinois).

A block of 90 quarter credits for graduates from outside institutions will be awarded.

If a student has more AAS/AS credits than the enrolling program requires, then the student may have fewer upper-division courses to take. The School Director will provide a list of courses for reduction when needed.

If the student has taken all of the required upper division courses and is still short credits, the remaining credits will be based on passing unrestricted electives.

Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.

For the Bachelor in Computer Science, the 2-year degree must be in an equivalent computer science field and have a programming course comparable to Programming II and a math course comparable to Calculus II in order to qualify. If those conditions are not met, the 2+2 policy cannot be applied.

For the Bachelor in Health Information Management, qualifying associate degrees have to be from a CAHIIM accredited program and earned within the past 5 years. 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 be approved by the Program Coordinator. The student may also enroll if she has an RHIA credential and an earned Associate degree in any field. If so, the student needs to submit his/her AHIMA membership card, showing it as current.

For Bachelor of Science Healthcare Management program students, credits will be transferred based on the guideline below.

1) Health Sciences Programs (Medical Assisting AAS, Health Information Technician AAS, Medical Administration AAS, Pharmacy Technician AAS) – Transfer of 45 lower level credits in a block transfer and 32 lower level General Education credits for a total of 77 credits. In addition, these students will need to take Financial Accounting I, Financial Accounting II, Introduction to Business and Introduction to Human Resource Management in the core.

2) Business Programs:
   a) Business Management AAS – Transfer 49 lower level credits in a block transfer and 32 lower level General Education credits for a total of 81 credits. In addition, these students will need to take Financial Management, Medical Office Procedures, and Medical Law and Ethics in the core.
   b) Accounting AAS – Transfer 44 lower level credits in a block transfer and 32 lower level General Education credits for a total of 76 of credits. In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Medical Office Procedures and Medical Law and Ethics in the core.

The remaining core content necessary for the Healthcare Management degree will be provided in the 300 and 400 level core courses.

For students transferring credits in from the medical field with Medical Assisting or Health Information Technician AAS/AS degrees the degree must have been earned from an institution with programmatic accreditation.

General Education Block Transfer for Baccalaureate Candidates
For students with a conferred degree, general education coursework will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College.

- Confirmed associates degrees may be posted as a 32 credit general education block.
- Confirmed bachelor’s degrees may be posted as a 56 credit block (32 lower-level, 24 upper-level).

All required general education courses must be met due to accreditation requirements.

- For those students without an earned degree, successfully completed general education credits will be applied.

Bachelor Completion Block Policy
For students who have successfully earned credits at one or more accredited institutions and do not have a conferred degree OR for students who have a conferred associate’s degree, but not in a similar field as the bachelor’s degree they are enrolled in.

- Students may transfer up to 121 credits (67% maximum of a Rasmussen College program).
- Course by course transfer guidelines apply to required classes.
- Required general education courses must still be met.
- Transfer for upper division courses will be done on a course by course basis.
- Students must meet pre-requisite requirements for upper division coursework.
- Students may transfer up to 41 unrestricted lower division core credits.
- Unless a course has been transferred, a student must take all courses required in the program.
- Illinois students must meet the current general education category breakdown requirements.

This policy is not applicable to the Health Information Management BS degree.

Medical Assisting Associate Degree Complete Block Transfer Policy
A total block transfer of 54 core credits may be allowed into the Medical Assisting AAS program if one of the following criteria is met:

1. Graduated from a CAHEP or ARHES accredited MA diploma or certificate program within the past 3 years and holds a current CMA/RMA certification,
2. Graduated over 3 years ago from a CAHEP or ARHES 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 credits or course waiver for MA250 (Radiography Skills) only if they have a limited scope x-ray operators certificate.

Students will need to complete 32 general education credits and E242 (Career Development).

RN to Bachelor of Science Nursing (RN to BSN) Policy
For students who have an unencumbered Registered Nurse license and have successfully completed an associate’s degree in any field, they will receive a block transfer of 113 or 109 credits, depending on state.

- Florida students will receive a block of 32 lower division general education courses plus a block of 81 lower division core classes.
- Minnesota residents will receive 77 lower division Core Hours and need to complete 4 credits of unrestricteded electives.
- Students who have the RN license alone will receive a block transfer of 81 (FL) or 77 (MN) lower division core credits. The 32 credits of lower division general education will need to be completed, unless transferred in from a college transcript.
- Upper division coursework, both core and general education, is transferrable and follows the standard Course by Course Transfer Policy. All grades must be C or higher.

- There are no time limit restrictions on transfer of upper division coursework.
- There is no restriction on the total number of credits that may be transferred.
- RN-to-BSN is not available to Wisconsin residents.

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:

- MA 140 Comprehensive Pharmacology
- MA225 Laboratory Skills
- MA125 Critical Thinking in Nursing
- MA265 Human Nutrition

Surgical Technologist AAS Complete Block Policy
Students who have graduated from a CAHEP or ARHES 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 4 natural sciences general education credits plus a block of 56 core credits. Students will need to complete 28 general education credits and E242 Career Development.

Credit by Examination
- Enrolled students may request credit by examination for lower division courses if an exam has been developed. Credit by examination is not offered for upper division courses.
- An examination score of 65% or higher is required to earn credit by examination.
- The examination grade will be posted as Test-Out (TO) on the student transcript.
- Credits earned count in the 67% 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/DF or F/A grade, no test-out attempt will be allowed.
- The following are not available for credit by examination: Program-specific Massage Therapy, Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses, and 200-level Pharmacy Technician courses. In addition, the Healthcare Informatics Technology and Phlebotomy, Software/Automation/Insurance Billing, and Success Strategies, Career Development, practicum, or designated capstone courses are not available for credit by examination.

Medical Conducting Practicum Waiver
- Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for the Medical Conducting practicum course. Students must identify 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, documentation will be required from the student’s employer. The Program Coordinator/Director will confirm the Institute of the evaluation.
- If the waiver is granted, the grade will be posted on the student transcript as a Course Waiver (CW).

Foundations of Child Development; Early Childhood Curriculum and Instruction; and, Health, Safety and Nutrition Waivers
- Students who have earned a CDA credential within the past five 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 Child Development, Early Childhood Education Curriculum and Instruction; and, Health, Safety and Nutrition.
- 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); Microcomputing Certification Specialist (MCSC); Cisco Certified Entry Networking Technician (CCENT); or CWI JavaScript certification.
- Course waivers will be considered for specific courses within the School of Technology and Design related to the certification.
- Certifications must have been earned within the last three years.
- The student’s credential will be reviewed, and if the criteria are met, 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 credential 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
Credits earned through college-equivalency programs will be posted on the student transcript 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:
in the area of Social Sciences, students will demonstrate understanding of the major concepts; issues, ideas and models in social science; methods of scientific inquiry as they affect social science; methods of qualitative and quantitative research; and/or how social, cultural, and political factors influence social and historical change.

General Education Requirements for Rasmussen College Credit Credentialed students 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 selected from the following categories: Communication, Humanities, Math/Natural Sciences, and Social Sciences. AAS degree candidates must successfully complete forty-five (45) credits of general education coursework distributed across the following categories:

- English Composition
- Communication
- Humanities
- Mathematics, Natural Sciences, and Social Sciences.

AAS degree candidates must successfully complete thirty-two (32) credits of general education coursework distributed across the following categories:

- English Composition
- Communication
- Social Science
- Mathematics
- Natural Science

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

General Education Requirements for Rasmussen College Credit Credentialed students 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 selected from the following categories: Communication, Humanities, Math/Natural Sciences, and Social Sciences. AAS degree candidates must successfully complete forty-five (45) credits of general education coursework distributed across the same categories.

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

Health Sciences Externships, Practicums, and Clinicals

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

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 this 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.

School of Business Mission Statement

The Business School 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.

School of Education Mission Statement

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

Early Childhood Education Program Conceptual Framework

The Early Childhood Education Program at Rasmussen College prepares skilled teachers with a strong theoretical foundation and an understanding of the relationship between theory, teaching, learning, and professional development. We believe educators deserve rich opportunities for practical application in early childhood education experiences. We are committed to teaching and using positive interpersonal communication skills in a diverse environment.

Graduation Requirements

Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assistant, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each area. Completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length.

Certificates or transcripts of credits may be given to those students taking individual subjects or individual progress courses of study.

Transcripts

Transcripts for graduates and students who have completed their course of study are provided without charge; however a fee of $5.00 is charged for all other transcripts.

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

Transfer to Other Colleges

Graduates or students who would like to transfer credits earned at Rasmussen College to another school should understand that the decision to accept transfer credits is always at the discretion of the receiving institution. Please see the Dean with questions about transfer to other colleges.

Attendance

A basic requirement for employment in any business is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all class sessions. Business etiquette also requires a call be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent or tardy. It is the responsibility of the student to contact the instructor and to get the assignments and information missed.

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards), and attendance is not used as a method of evaluation for course grades. Faculty are required to keep accurate attendance records which are submitted to the Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid. 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 withdrawn from the course. If the student has not been in attendance in any courses within 14 days of their last day of attendance, he or she may be withdrawn from the College. Upon withdrawal a student’s financial aid eligibility will be adjusted according to the Institution’s refund policy as described in the Catalog and will be assigned grades according to Rasmussen College Drop Class Policy. Practicums/Externships in Health Sciences programs have attendance expectations that differ from the attendance policy above. These attendance policies can be found in the program-specific manuals/handbooks.

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, 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 dispersed from the home campus. The home campus monitors satisfactory progress.
In an institution of higher learning, Rasmussen College is committed to preparing students to be active, productive, and successful contributors to a global community. In pursuit of this commitment, students, faculty and staff of Rasmussen College are expected to uphold the very highest business and personal standards. Students and members of the College are expected to hold themselves and their peers to the foremost level of academic integrity, and accept responsibility for 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 other than those expressly permitted by an instructor for any academic exercise. Examples include:

i. Copying answers, data, or information for any academic exercise from another student in which the student is not expressly permitted to work point by point 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, texts, devices, notes, information or study aids in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, labs).

c) 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.

d) Destruction, Theft, Obstruction, Interference: Seeking to gain unfair academic advantage by destroying, stealing, or altering equipment or products of any academic exercise; or obstructing or interfering with an instructor’s materials or another student’s academic work.

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

f) 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 ghostwriter or paper/essay mill.

iv. Copyright infringement or piracy, including the use, alteration, or duplication of media, software, code, or information where 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 courses within the same term without prior approval by all course instructors.

II. Violations

A student who violates the Academic Integrity policy faces severe penalty from the College. Violations may occur in more courses in more quarters and accumulate 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 will be applied:

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

b) Second Offense: The student will be expelled from the course, and the final grade assigned for the class will be an “F/FA.” The student may re-take the course, but the “F/FA” will remain on the transcript even if the student retakes the course and earns a passing grade.

The College reserves the right to dismiss a student from the College if the College determines that the student is incapable of meeting responsibilities.

Students who commit Academic Misconduct also run the risk of harming future educational and employment opportunities. Reference forms sent by prospective employers and other educational institutions often ask for judgment and comment on a student’s ethical behavior. As the form is sent at the behest of the student, the student waives any rights he or she may have under the Family Educational Rights and Privacy Act to keep Academic Integrity violations confidential.

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 multiple 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 penalties 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 or her Dean. All appeals are reviewed by the Academic Integrity Committee, which has one week from the time that they receive the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student may submit a written statement of appeal to the Assistant Vice President of 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 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 determine or terminate any student whose conduct is detrimental to the educational environment. Conduct/dismissal guidelines for School of Health Sciences students enrolled in the Medical Assistant, 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:

a) By students, faculty, or staff that is detrimental within the classroom environment.

b) That interferes with the well-being of the fellow students and/or faculty and staff members.

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

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

By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated. Students, employees and guests using Rasmussen networks have access to the internet and are expected from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright, the intellectual property protections or other suspicious/illegal activity. Prohibited material could include pornographic images, illegal file sharing programs (such as the illegal downloading and sharing of music), or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of network 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 under the auspices of the College. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspending or expelling the person 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 they were going to work and would wear a serviceable outfit suitable for employment after graduation.

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

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 Friday of the quarter in which the course is 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 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 sixth week of the quarter, students will receive an F/FA for any classes dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class, the last date of attendance will be used to determine the tuition charged. 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 class, the student can request a second class for the second quarter. 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 “WV”, “PRY” or “NUR” are not available to Early Honors students.

• Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The college will provide specific information on each course including textbook prices and technology requirements.

• Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue an 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 may apply to a full program of study by completing an Application for Admission and submitting an application fee.

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 due to under-enrollment or non-availability of selected faculty and to add, delete, or combine certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices. Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams or to secure employment in one’s chosen career field.

Prospective Technical 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 drug-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 credits as outlined in the Minnesota State Transfer Agreement.

In addition, these students must complete an officially recognized first aid course in First Responder, Emergency Medical Technician, or Emergency Response to be eligible to sit for the Peace Officer Licensing Board (POLB) licensing exam. Students must provide Rasmussen College with a copy of their required first aid certification (such as a copy of a first responder’s card) for inclusion in their application.

Rasmussen College reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by the 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 policies regarding its meaning.

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.

Minimum Technical Requirements

In order to be successful in online courses, you must use a computer system that meets or exceeds the minimum technical requirements specified in the course. If you do not meet those requirements, you may need to attend a campus to complete some assignments. Some courses require the use of software that is not Mac compatible. If you use a Mac, you may need to attend a campus to purchase a PC, or run the software in Windows simulation 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 by organizing campus events. The Student Senate meets on a regular basis. Students are encouraged to participate in the open forum discussions or may petition to be one of the board representatives.

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

Student Senate is open to all students; however student groups vary from campus to campus. Therefore, students should see their Campus Director for information regarding student groups.

Exit Interviews

Students contemplating the termination of their education at Rasmussen College should contact the Student Affairs Director, and then the Student Financial Services Office. Academic and financial aid files are not complete until both exit interviews have been completed.

All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding their loan(s) including address and telephone numbers of lenders, deferment requests, a list of qualifications, a sample repayment guide, loan consolidation information, and review of loan terms. The Student Financial Services Office is available for your assistance for the duration of your student loan.

Rasmussen College reserves the right to withhold the release of the student’s academic information, and other records, regarding student groups.

The State of Minnesota Cancellation, Termination, Refund Policy

If a student is cancelled or terminated, for whatever reason, 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 of their decision to the College. Date of withdrawal is the last day of recorded attendance.

The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of notice of cancellation in the manner of a written letter addressed to the student at the student’s last known address. Written notice of cancellation shall take place on the date the letter is mailed, postmarked, or in the cases where the notice is hand delivered, on the day 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 in new condition and in a condition such that they can be returned to the supplier, the student will be assessed a fee of $100 per course for these books and supplies. All prepaid tuition is refundable.

If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the Period of Instruction for which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not be pro rata portion of the total charges for tuition, fees, and all other charges for the completed portion of the Period of Instruction bears to the total length. After the completion of 60% of the Period of Instruction, no refund will be made.

In compliance with Iowa Code 714.23, $100.00 course fee will be refunded for students who are registered in one of the states 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 will be 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 charge 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:

d. A full refund is due students whose contracted educational services are denied by the school as a result of economic or academic fraud as defined in the Code of Alabama §16-46-1(7) and (8) (1975).

Alabama Residents: School of Education

Alabama Residents: Contact the Teacher Education and Counseling Psychologist Program at (334) 242-0035 or www.alsde.edu to verify that these programs qualify for teacher certification, endorsement, and/or salary benefits.

Re-Enrollment

Students may re-enroll in certificate or diploma programs one time, Associate’s degree programs two times, and Bachelor’s degree programs two times, unless the Dean, Campus Director, or Director of Campus Operations 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-enterer. Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For re-entering students, regardless of time away from the College, must successfully complete the College Experience Course or have a record of successfully completing the College Experience Course as part of the acceptance process for returning to the College. All re-entering students must complete all college acceptance criteria as outlined in the current catalog before being accepted into the College as a Re-Enterer.

Determination of whether a student is eligible to re-enroll is based on the criteria below:

1. If a student meets the following criteria, the student will be allowed to commence the enrollment process and re-enter as long as all other enrollment qualifications are met at the time of re-entry: a student in good standing, met the standards of Satisfactory Academic Progress guidelines in this catalog at the time of the most recent withdrawal; as a student has no outstanding balance owed to the College and the student has successfully completed any required Foundation Writing courses (ENGL 101 and/or ENGL 101i); Reading and Writing Strategies previously or through retest, and has a previous clear background check.

2. 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 re-entry 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 re-entry application process is available through the Campus Registrar.

Students in Health Sciences programs and Nursing programs who wish to re-enter into the School of Health Sciences must successfully complete a programmatic assessment in order to determine an appropriate level of re-entry. These students will be allowed to re-enter at the appropriate level if a space in the re-entry class is available.

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 that must be returned to the federal government by the school and the student. The federal formula requires a Return of Title IV if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew or 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 refunds are released to a student before a quarter’s end, and the student’s account, the student must be required to repay some of the federal grants if they withdraw.

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 earned more aid than had been disbursed prior to the withdrawal. Post-withdrawal disbursements must be made from unearned 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 made within 45 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 remaining post-withdrawal disbursement made to the student, an offer is made to the withdrawn student in writing (letter sent to student) within 30 days of the school’s determination that the student withdrew.

The letter explains the form and amount of fund 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 cancelled.
Federal regulations dictate the specific order in which funds must be reapplied to the Title IV programs by both the student and the institution. Rasmussen College follows this mandate by refunding monies in the following sequence: Unsubsidized Stafford Loans, Subsidized Stafford Loans, and PLUS Loans, Pell Grant, FSEOG, and then other Title IV programs.

Rasmussen College uses the same and printed worksheets provided by the U.S. Department of Education to document the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

Applying for a leave or withdrawal:

To return from Medical Leave, the student must contact the Campus Accommodations Officer prior to the first day of the term in which the student wishes to return. The student must have their medical clearance from their primary care doctor or therapist and must provide documentation of their ability to return to the College.

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

To return from Medical Leave, the student must contact their campus facilities, campus law enforcement and criminal justice official, supervisor or any other person doing business with or for Rasmussen College.

To return from Medical Leave, the student must contact the Campus Accommodations Officer prior to the first day of the term in which the student wishes to return. The student must have their medical clearance from their primary care doctor or therapist and must provide documentation of their ability to return to the College.

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

To return from Medical Leave, the student must contact the Campus Accommodations Officer prior to the first day of the term in which the student wishes to return. The student must have their medical clearance from their primary care doctor or therapist and must provide documentation of their ability to return to the College.

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

To return from Medical Leave, the student must contact the Campus Accommodations Officer prior to the first day of the term in which the student wishes to return. The student must have their medical clearance from their primary care doctor or therapist and must provide documentation of their ability to return to the College.

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

To return from Medical Leave, the student must contact the Campus Accommodations Officer prior to the first day of the term in which the student wishes to return. The student must have their medical clearance from their primary care doctor or therapist and must provide documentation of their ability to return to the College.

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

To return from Medical Leave, the student must contact the Campus Accommodations Officer prior to the first day of the term in which the student wishes to return. The student must have their medical clearance from their primary care doctor or therapist and must provide documentation of their ability to return to the College.

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

To return from Medical Leave, the student must contact the Campus Accommodations Officer prior to the first day of the term in which the student wishes to return. The student must have their medical clearance from their primary care doctor or therapist and must provide documentation of their ability to return to the College.

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

To return from Medical Leave, the student must contact the Campus Accommodations Officer prior to the first day of the term in which the student wishes to return. The student must have their medical clearance from their primary care doctor or therapist and must provide documentation of their ability to return to the College.

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

To return from Medical Leave, the student must contact the Campus Accommodations Officer prior to the first day of the term in which the student wishes to return. The student must have their medical clearance from their primary care doctor or therapist and must provide documentation of their ability to return to the College.

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

To return from Medical Leave, the student must contact the Campus Accommodations Officer prior to the first day of the term in which the student wishes to return. The student must have their medical clearance from their primary care doctor or therapist and must provide documentation of their ability to return to the College.
1. Unwanted sexual advances; academic environment.

Creating an intimidating, hostile, or offensive working or academic environment.

3) Such conduct has the purpose or effect of unreasonably altering, restricting, or implicitly a term or condition of an individual's education or employment.

Sexual harassment: Unwelcome sexual advances, solicitation for sexual favors, and other sexual conduct that is unwanted and is so severe, pervasive, or persistent that it creates an intimidating, hostile, or offensive working or academic environment.

1. Quid pro quo harassment, where submission to harassment is used as the basis for employment decisions.

Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment.

Example: Supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

2. Hostile work environment,” where the harassment creates an offensive and unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether she is supervisor, employee, or customer. Hostile environment harassment consists of verbal abuse or threats of a sexual nature, unwanted sexual advances, or unwelcome physical contact as a regular part of the work environment.

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

For further information please refer to the EEOC’s website at www.eeoc.gov or call the EEOC Publications Distribution Center at 800-669-1362 (voice), 800-800-3302 (TDD).

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

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

The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, opportunities for further study, or other forms of advancement may greatly diminish the student’s actual freedom of choice concerning the relationship. Similarity, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee’s ability to choose freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perceptions that a power differential exists between the involved parties which limits the student or employee’s ability to make informed choices about the relationship.

Clumsy consentual romantic/sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor, or staff who will bear the burden of accountability in view of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/ sexual relationship where there is a superior/subordinate relationship.

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out under the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the victim/survivor is mentally or physically disabled or helpless because of age, retardation, or other factors.

Having a previous relationship of any nature, including prior sexual contact with the victim/survivor is not an accepted defense for sexual assault. The victim/survivor does not have to prove that, and more importantly, the victim/survivor is not needed to prosecute the case. The relative age of the persons involved, the victim/survivor’s fear of bodily harm to self or another, the use of threat to use a weapon by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by state laws on Criminal Sexual Conduct and under the Crime Victims Bill of Rights.

Formal Complaints by Students and Employees:

1. A formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the Rasmussen College at the address provided in the complaint.

2. The assistance of campus administration or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault complaint.

3. The assistance of campus administration or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes, and

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

Minnesota Department of Human Rights
190 5th Street, Suite 700
St. Paul, MN 55101
1-800-657-3704 • (651) 296-5663
TTY (651) 296-1283
http://www.humanrights.state.mn.us/
Office of Victims' Rights
(651) 201-7310 • (800) 247-0390
Website: www.ojp.state.mn.us

The campus administration will inform victims of their rights under the Crime Victims Bill of Rights, including the right of assistance from the Office of the Crime Victim Ombudsmen and the Crime Victims Reformation Board. For further information refer to the Office of the Crime Victim Ombudsmen website at
http://www.ojp.state.mn.us/CVR/DV/Pages/default.aspx

Website: www.ojp.state.mn.us

Nothing in this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state of federal agencies or the courts.

Drug Abuse Policy

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees and to protecting its business from unnecessary financial loss due to drug or other intoxicant use among its employees. This policy is based in substantial part on Rasmussen College’s concern for the safety, health and welfare of its employees and their families, its students and the community.

Consistent with this commitment, Rasmussen College strictly prohibits:

1. The presence of employees or students on campus or in corporate offices while under the influence of intoxicants, drugs or any other controlled substances.
judgment, loss of physical coordination and appetite, responsibilities, become restless, irritable, paranoid, who use drugs and alcohol may lose their sense of from entering certain career fields.

The Federal Government has taken a number of legal Department. Rasmussen College considers these fact distribution of illicit drugs and alcohol may be obtained and alcohol-free awareness program.

We recommend that any person observing any of the above changes in any student or employee of Rasmussen College immediately notify their Campus Director or the Human Resources Department.

Rasmussen College prohibits the possession of weapons or while participating in College-related activities. Rasmussen College prohibits the possession of weapons or while participating in College-related activities. Prohibited items include but are not limited to firearms, BB/pellet guns, slingshots, air guns, any knives, swords, and other than cooking utensils and utility/ pocket knives with a blade length of 3 inches or less. This policy applies to all staff, faculty, students and visitors with the exception of licensed peace officers and law enforcement/security agents as allowed by applicable statute. The approved storage and use of weapons for training purposes as part of a School of Justice Studies program is also permitted. This policy includes both campus buildings and offsite events sponsored and controlled by the college including graduation ceremonies, internships, and clinical sites. This policy does not include Rasmussen College parking lots, where weapons are allowed to be stored in private vehicles unless prohibited by a separate parking ramp owner/operator. Rasmussen college policy is required by/ site-specific rules regarding School of Justice Studies training facilities. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include: a. The right to inspect and review the student’s educational records within 45 days of the day the institution receives a request for access. Students should submit to the Rasmussen College Business Office. Once filed this becomes a permanent information except to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an off-campus selection agent); or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student’s education records to the Attorney General of the United States or to his designee in response to an ex parte order in a case, where the federalĳ tATUS CRIMINAL JUSTICE. The Federal Government has taken a number of legal

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.

3. Requiring such employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or another appropriate agency.

In compliance with the law, this institution will make a good faith effort to maintain a drug- and alcohol-free campus and workplace through implementation of the preceding policy and will establish and maintain a drug- and alcohol-free awareness program.

Fact sheets associated with unlawful use, possession or distribution of illicit drugs and alcohol may be obtained from the Campus Director or the Human Resources Department. Rasmussen College considers these fact sheets an integral part of the Drug-Free Campus and Workplace Policy. The Federal Government has taken a number of legal

status (full-time, part-time) and dates of attendance (the period of time a student attends or attended Rasmussen College not to include specific daily records of attendance for the student). 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. The College will keep a permanent copy of the student’s record until the student instructs the institution, in writing, to have the request removed.

Grievance Policy

It is the policy of Rasmussen College that students should have an opportunity to present school related complaints 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 considered appropriate for handling under this policy. As used in this policy the terms “timely fashion,” “reasonable time,” and “promptly” will mean ten days. Students are assured that no adverse action will be taken by the College or any of its representatives for reporting a grievances.

Grievance Procedure

In the event an applicant, student, graduate, former student, other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed: 1. The individual must first try to resolve the issue with the other member involved.

2. If the matter is not resolved to the person’s satisfaction he/she has the option to follow the appropriate steps: a. Requests for further action on educational issues should be made to the Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.

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

c. Students who feel the grievance is still unresolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempted to resolve the grievance, and issue a decision to the student.

Students or other interested parties may also contact: • Minnesota Office of Higher Education 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108-5265 (651) 642-0533

• State of Wisconsin Education Approval Board 30 West Midflint Street Madison, WI 53708-8965 (608) 266-1996

• The Higher Learning Commission (www.ncahlc.org), a commission of North Central Association of Colleges and Schools 230 South LaSalle Street, Suite 700 Chicago, IL 60604-1411 (800) 621-7440 or (312) 263-0456

Appeal Procedure

Rasmussen College recognizes the rights of applicants, graduates, students, former students, and other parties who have dealings with the College as they relate to decisions concerning the violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to have the appeal attempted to resolve the grievance, and issue a decision to the student.
Academic Information and College Policies

Accreditation, Licensing & Approvals

Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 (800) 621-7440 or (312) 263-0456; The Health Information Technician Associate Degree Program offered at the Brooklyn Park, Eagan, Bloomington, Lake Elmo/Woodbury, Mankato, Online, and St. Cloud campuses in Minnesota is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The Health Information Technician Associate Degree offered at the Aurora campus in Colorado is Candidate Status for accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM). • Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Medical Assisting Program at the Brooklyn Park, Eagan, Bloomington, Green Bay, Mankato, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caapep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

• Commission on Accreditation of Allied Health Education Programs (CAAEHP) 1361 Park Street Clearwater, FL (727) 210-2530 www.caaehp.org The Medical Laboratory Technician Program at the Bismarck, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud Campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

• National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The Medical Assisting Program at the Brooklyn Park, Eagan, Bloomington, and Green Bay campuses in Wisconsin is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Statement of Ownership

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

State Contact Information for Student Complaints *

ALABAMA


ALASKA

Alaska Commission on Postsecondary Education PO Box 110505 Juneau, AK 99811-0505 customer.service@alaska.gov

Alaska Office of Attorney General Consumer Protection Unit 1011 W. Fourth Avenue, Suite 200 Anchorage, AK 99501 attorney.general@alaska.gov http://www.law.state.ak.us/pdf/consumer/FORM_complaint.pdf

ARIZONA

Arizona State Board for Private Postsecondary Education 1400 W. Washington Street, Room 206 Phoenix, AZ 85007 http://azpps.state.az.us/student_info/compliance.asp

ARKANSAS

Arkansas Department of Higher Education 114 East Capitol Ave Little Rock, AR 72201

Arkansas Higher Education Coordinating Board 1450 Energy Park Drive, Suite 350 Little Rock, AR 72201 dbp@arkansas.gov http://www.dbp.arkansas.gov/complaint_process.html

CALIFORNIA

California Bureau of Financial Institutions 401 State Office Building, 3rd Floor P.O. Box 948180 Sacramento, CA 95818-0181 bbp@icda.ca.gov http://www.bpp.ca.gov/forms_sub/complaint.pdf

COLORADO


CONNECTICUT

Connecticut Department of Higher Education 61 Woodland Street Hartford, CT 06105-2236 info@ct.doe.gov


Consumer Complaint Hotline: (800) 842-2649

Registration Rasmussen College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 135A.61 to 135A.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) 642-0533

Rasmussen College is registered with the Iowa College Student Aid Commission.

Iowa College Student Aid Commission 600 E. 12th Street, 5th Floor Des Moines, IA 50319 (515) 271-4456

Licensing Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The education programs may not meet the needs of every student or employer.

• Wisconsin Department of Regulation & Licensing P.O. Box 8935 Madison, WI 53708-8935 (608) 266-2112

• State of Wisconsin Educational Approval Board 30 West Mifflin Street Madison, WI 53706-8969 (608) 266-1996

The State of Wisconsin Educational Approval Board has approved all of Rasmussen College’s programs except as noted in the Law Enforcement AA degree and certificates. Approved For:

• Veterans’ Benefits by the Minnesota State Approving Agency

• Minnesota Board of Nursing

DELAWARE

Delaware Higher Education Office Carvel State Office Building, 5th Floor 820 N. French Street Wilmington, DE 19801-3509 dhees@index.k12.de.us

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

DISTRICT OF COLUMBIA


Consumer Protection/State.de.us

2011—2012 CATALOG & STUDENT HANDBOOK
## Rasmussen College Standards of Satisfactory Academic Progress (SAP)

### Introduction:
Satisfactory Academic Progress, or SAP, is determined through a success-driven progression through an academic program within a prescribed timeframe. A lack of satisfactory progress will likely jeopardize a student’s ability to complete their chosen program.

In order to be eligible for financial aid at Rasmussen College, a student must maintain and maintain Satisfactory Academic Progress. When an individual becomes a student at Rasmussen College, the student accepts the responsibility to meet the standards of Satisfactory Academic Progress. Students are evaluated for SAP on a quarterly basis, and Rasmussen College expects students to progress through programs based on the standards listed in this catalog.

### Methodology:
Mid-quarter and final grade reports are compiled and prepared by Rasmussen College academic services staff and available to all students. Cumulative grade point averages and successful course completion of credits attempted are monitored quarterly and students not meeting the standards are notified.

At this time an academic plan will be created describing the steps a student needs to take to meet SAP standards during the upcoming term. Rasmussen 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 dean or campus director by the first Friday of next quarter in order to remain an enrolled student.

All grades relate to credits successfully completed with the exception of the “W” (“W/OW”) and “U/P/U” which are counted as attempted courses for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress.

Courses that have been transferred from other institutions will be listed on the student’s transcript with a “TR” designation. Courses for which a student has received credit by examination will be listed as “TO” (Test-Out) on the student’s transcript. Grade points from institutions other than Rasmussen College and credit by examination will not be computed in the Rasmussen College grade point average, but they will be counted as credits attempted and earned for determining Satisfactory Progress. All credits that are considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are therefore also treated as credits attempted.

**SAP Components:** All students must comply with the following three components that are used to measure a student’s Satisfactory Progress (SAP) towards the completion of a degree or certificate.

1. **GPA:** Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) as defined in the chart below. CGPA is determined by grades earned in courses that have been completed. The minimum CGPA requirement is applied based on where the student is in their program as shown in the chart.

2. **Pace/Cumulative Completion Rate (CCR):** This is the pace at which a student progresses through a program. CCR is calculated by cumulative credits earned divided by cumulative credits attempted within a program. All credits that are considered to be credits successfully completed or earned for purposes of determining the maximum time frame and duration of eligibility. A student cannot exceed 150 percent of the maximum time frame.

The following grades will not be considered as credits successfully completed or earned: F/A, U/U/IL/IN, I/N. In addition, Foundations courses are not included in the maximum number of credits attempted or successfully completed toward completion of the degree when assessing satisfactory progress.

Students who fail a class are allowed to repeat the class and may have an effect on achieving satisfactory progress.

In order to be eligible for financial aid at Rasmussen College, a student must maintain and maintain Satisfactory Academic Progress. Students are evaluated for SAP on a quarterly basis, and Rasmussen College expects students to progress through programs based on the standards listed in this catalog.

### Minimum Cumulative Required GPA

<table>
<thead>
<tr>
<th>Percentage of credits attempted</th>
<th>Minimum Cumulative Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 25%</td>
<td>1.50</td>
</tr>
<tr>
<td>Greater than 25%, up to 50%</td>
<td>1.75</td>
</tr>
<tr>
<td>Greater than 50%</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>67%</td>
</tr>
</tbody>
</table>

### Minimum Successful Completion of Cumulative Credit Hours Attempted

- A CGPA equal to or greater than 2.00 is required for graduation. In addition, at the end of the second academic year (6 quarters), students must have a CGPA equal to or greater than 2.00 to be making satisfactory academic progress.
- 2. Pace/Cumulative Completion Rate (CCR), This is the pace at which a student progresses through a program. CCR is calculated by cumulative credits earned divided by cumulative credits attempted within a program. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted and earned for CCR calculation. Minimum standards are listed in the chart below.
- 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. Total credits are indicated for each program listing in the catalog. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted and earned for purposes of determining the maximum time frame and duration of eligibility. A student cannot exceed 150 percent of the maximum time frame.
- 4. Total credits are indicated for each program listing in the catalog. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted and earned for purposes of determining the maximum time frame and duration of eligibility. A student cannot exceed 150 percent of the maximum time frame.
- 5. All credits that are considered to be credits successfully completed or earned for purposes of determining the maximum time frame and duration of eligibility. A student cannot exceed 150 percent of the maximum time frame.
- 6. All credits that are considered to be credits successfully completed or earned for purposes of determining the maximum time frame and duration of eligibility. A student cannot exceed 150 percent of the maximum time frame.

### Financial Aid Warning:
A student who fails to meet the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Warning period will not be eligible for financial aid.

### Appeals:
The assigned status of Financial Aid Warning and the ruling of ineligibility for financial aid may be appealed to the Academic Review Committee. This committee is composed of the Academic Dean and two instructors who will determine if mitigating circumstances apply. All appeals must be made in writing and must address the nature of the circumstances that warrant exception to the policy stated above. All appeals are reviewed and ruled on within ten business days. Students will be notified in writing regarding the outcome of the appeal. The ruling of the committee is final and cannot be appealed.

Should a student choose to transfer from one program to another, only the grades and credits that apply to the new program will be calculated in the student’s CGPA and CCR.

### Financial Aid Probation:
A student who fails to make satisfactory academic progress, but submits a satisfactory appeal and has their eligibility for aid reinstated, or she will be assigned the status of Financial Aid Probation. A student is eligible for Title IV financial aid during the Financial Aid Probation period.

At the end of the Financial Aid Probation period the student must meet minimum SAP requirements at the end of the Financial Aid Probation period. A student who fails to meet the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period will not be eligible for financial aid.

### Not Eligible for Title IV Financial Aid:
A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the warning or probation period and does not successfully appeal will not be eligible for further Title IV financial aid.

Students are not allowed to be on Financial Aid Warning for more than one quarter at their own expense. Students who withdraw from the institution and later re-enter the College in the same program are treated as continuing students and must meet program requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Progress calculations for re-entering students who change 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, they will be included in SAP calculations as described elsewhere in this section. A student may not re-enter the College unless they have completed coursework elsewhere that would be acceptable for transfer into the College and would bring the student back into good standing.
## Central Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristi A. Waite</td>
<td>President, Rasmussen College</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Dwyanne Bertotto</td>
<td>Regional Admissions Vice President</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Patrick Brunham</td>
<td>Chief Financial Officer</td>
<td>Chicago</td>
</tr>
<tr>
<td>Tawnie L. Cortez</td>
<td>Vice President of Student Affairs</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Donato J. DeVito</td>
<td>Regional Vice President</td>
<td>Orlando</td>
</tr>
<tr>
<td>Greta Ferkel</td>
<td>Vice President, Academic Services</td>
<td>Orlando</td>
</tr>
<tr>
<td>George Fogel</td>
<td>B.A., Ithaca College</td>
<td>St. Cloud</td>
</tr>
<tr>
<td>Douglas Gardner</td>
<td>President</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Susan M. Hammestrom</td>
<td>B.A., St. Cloud State University</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Bob King, Jr.</td>
<td>Vice President of Marketing</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Gregory E. King</td>
<td>Vice President Business Development</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Carie Ann Potenza</td>
<td>Vice President of Academic Affairs</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Eric Rasmussen</td>
<td>Regional Vice President</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Tom Sjogren</td>
<td>Chief Executive Officer</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Larry A. Waite</td>
<td>Vice President of Real Estate</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Claire Walker</td>
<td>Campus President</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Greg Witte</td>
<td>Regional Vice President</td>
<td>Chicago</td>
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</tbody>
</table>

## Campus Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
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<tbody>
<tr>
<td>Patty Segert</td>
<td>Campus Director</td>
<td>Blaine</td>
</tr>
<tr>
<td>Matthew McIntosh</td>
<td>Director of Admissions</td>
<td>Blaine</td>
</tr>
<tr>
<td>Jeff Brosz</td>
<td>Campus Director</td>
<td>Bloomington</td>
</tr>
<tr>
<td>Cindy Booker</td>
<td>Director of Campus Operations</td>
<td>Bloomington</td>
</tr>
<tr>
<td>Robert Gray</td>
<td>Director of Admissions</td>
<td>Bloomington</td>
</tr>
<tr>
<td>Naomi Mogard</td>
<td>Campus Director</td>
<td>Brooklyn Park</td>
</tr>
<tr>
<td>Bruce Horby</td>
<td>Director of Campus Operations</td>
<td>Brooklyn Park</td>
</tr>
<tr>
<td>Jessica Gesellchen</td>
<td>Director of Admissions</td>
<td>Brooklyn Park</td>
</tr>
<tr>
<td>Randy Rodin</td>
<td>Director of Admissions</td>
<td>Brooklyn Park</td>
</tr>
<tr>
<td>Tammy Jackson</td>
<td>Campus Director</td>
<td>Eagan</td>
</tr>
<tr>
<td>Ulanov Martinez</td>
<td>Director of Campus Operations</td>
<td>Eagan</td>
</tr>
<tr>
<td>Mollie Bower</td>
<td>Director of Admissions</td>
<td>Eagan</td>
</tr>
<tr>
<td>Adam Farm</td>
<td>Director of Admissions</td>
<td>Eagan</td>
</tr>
<tr>
<td>Phillip Kagal</td>
<td>Campus Director</td>
<td>Lake Elmo/Woodbury</td>
</tr>
<tr>
<td>Jodi Jalowitz</td>
<td>Director of Campus Operations</td>
<td>Lake Elmo/Woodbury</td>
</tr>
<tr>
<td>Patrick Green</td>
<td>Director of Admissions</td>
<td>Lake Elmo/Woodbury</td>
</tr>
<tr>
<td>Kathy Sanger</td>
<td>Campus Director</td>
<td>Lake Elmo/Woodbury</td>
</tr>
<tr>
<td>Jay Buchholz</td>
<td>Director of Admissions</td>
<td>Mankato</td>
</tr>
<tr>
<td>John Smith Coppes</td>
<td>Campus Director</td>
<td>Mankato</td>
</tr>
<tr>
<td>Robert Ruprecht</td>
<td>Director of Admissions</td>
<td>St. Cloud</td>
</tr>
<tr>
<td>Lynne Croteau</td>
<td>Campus Director</td>
<td>St. Cloud</td>
</tr>
</tbody>
</table>

## Academic Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Phillips</td>
<td>Campus Director</td>
<td>Twin Cities</td>
</tr>
<tr>
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Lake Elmo, MN 55042
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St. Cloud, MN 56301
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