MISSION

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

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

PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

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

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

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

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

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

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

• Winter Quarter
  January 7 – March 24

• Early Spring Quarter
  February 11 – March 24

• Spring Quarter
  April 8 – June 23

• Early Summer Quarter
  May 13 – June 23

• Summer Quarter
  July 8 – September 22

• Early Fall Quarter
  August 12 – September 22

• Fall Quarter
  October 7 – December 22

• Early Winter Quarter
  November 12 – December 22

COLLEGE HOLIDAYS

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

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

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

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

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

Sincerely,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ACCOUNTING • CERTIFICATE • DIPLOMA • AAS DEGREE • BS DEGREE

CERTIFICATE

CAREER OPPORTUNITIES:
• Accounting Clerk
• Bookkeeper

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

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

CERTIFICATE COURSES
LOWER DIVISION
A140  Financial Accounting I  4
A141  Financial Accounting II  4
A177  Payroll Accounting  4
A269  Income Tax  4
B136  Introduction to Business  4
B233  Principles of Management  4
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*

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
E242  Career Development  2

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

Total Diploma Credits
General Education Credits  12
Major and Core Credits  61

TOTAL DIPLOMA CREDITS  73*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. Students have the opportunity to participate in an optional internship/externship project. * Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

SCHOOL OF BUSINESS

MISSION STATEMENT

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

DIPLOMA

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
G124  English Composition  (Required course)  4
G126  Human Behavior in Organizations  4
G203  Macroeconomics  4
G204  Microeconomics  4

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

Total Diploma Credits
General Education Credits  12
Major and Core Credits  61

TOTAL DIPLOMA CREDITS  73*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. * Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

ASSOCIATE’S DEGREE

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

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

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

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

TOTAL AAS DEGREE CREDITS  93*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. * Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

BACHELOR’S DEGREE

ASSOCIATE’S DEGREE

DIPLOMA

CERTIFICATE

EARN AS YOU LEARN

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

Total Bachelor's Degree Credits  231*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

PUBLIC ACCOUNTING BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ACCOUNTING BS DEGREE COURSES

CPA COURSES

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

Total Public Accounting Degree Credits  231*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

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

CAREER OPPORTUNITIES:
- Entry-level Business Assistant

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

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

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

TOTAL CERTIFICATE CREDITS 37*

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

BUSINESS DIPLOMA

CAREER OPPORTUNITIES:
- Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
- LOWER DIVISION
  - English Composition (Required course) 4
  - G124 English Composition 4
  - Communication (Select 1 course) 4
  - Math/Natural Sciences (Select 1 course) 4
- MAJOR AND CORE COURSES
  - LOWER DIVISION
    - B165 Introduction to Human Resource Management 4
    - B230 Principles of Finance 4
    - B280 Business Capstone 2
  - Total Diploma Credits 59*

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

Students have the opportunity to participate in an optional internship/externship project.
BUSINESS MANAGEMENT ASSOCIATE’S DEGREE

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

OBJECTIVE:
Graduates of this degree program know major concepts in accounting, business, business ethics, business law, and finance. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 1 Math course; College Algebra recommended) 4
- Social Sciences (Required courses) 8
- G203 Macroeconomics
- G204 Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION
- Business Administration Specialization
  - A177 Payroll Accounting 4
  - B119 Customer Service 4
  - D279 Computer Focused Principles 3
- Call Center Management Specialization
  - B275 Call Center Customer Service Representative Skills 4
  - B276 Call Center Labor Force Management 4
  - B278 Call Center Operations Management 4
- Child Development Specialization
  - In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a background check.
  - EC100 Foundations of Child Development 4
  - EC110 Early Childhood Education Curriculum and Instruction 4
  - EC121 Health, Safety, and Nutrition/CDA Application 4
- Entrepreneurship Specialization
  - B146 Introduction to Entrepreneurship 4
  - B240 Entrepreneurial Product and Service Planning 4
  - B244 Entrepreneurial Finance: Capitalization for the Entrepreneur 4
- Human Resources Specialization
  - B250 Training and Development 4
  - B267 Employment Law 4
  - B268 Compensation and Benefits Management 4
- Internet Marketing Specialization
  - B228 Search Engine Marketing 4
  - B245 Online Multimedia Marketing 4
  - B273 Internet Business Models and E-Commerce 4
- Marketing and Sales Specialization
  - B140 Sales Techniques 4
  - B273 Internet Business Models and E-Commerce 4
  - B281 Public Relations and Advertising 4

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

BUSINESS MANAGEMENT BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

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

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

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

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

Total Bachelor’s Degree Credits
Lower Division General Education Credits  32
Upper Division General Education Credits  24
Lower Division Major and Core Credits  47
Lower Division Specialization Credits  47
or Unrestricted Electives  11-12
Upper Division Major and Core Credits  51
Upper Division Specialization Credits  16-17
TOTAL BS DEGREE CREDITS  181-183*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

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

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

CAREER OPPORTUNITIES:
• Health and Human Services Manager
• Compliance Analyst
• Home Care Manager
• Physician Office Manager

OBJECTIVE:
Graduates of this degree program understand the planning and coordination of health services in a variety of settings, and know the information and processes used to diagnose and treat human injuries and diseases. They acquire critical thinking skills through a program of general education and are able to apply them to the healthcare setting. Graduates can apply, analyze, synthesize, and evaluate facts and theories pertaining to healthcare management; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; recognize and address complex ethical situations; and operate effectively within a continually changing environment. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 2 courses, including at least 1 Math course; College Algebra recommended) 8
Social Sciences (Required courses) 8
G203 Macroeconomics 4
G204 Microeconomics 4

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

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

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

Total Bachelor's Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 63

TOTAL BS DEGREE CREDITS 180 *

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

CERTIFICATE COURSES

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

TOTAL CERTIFICATE CREDITS 37*

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

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

MAJOR AND CORE COURSES
LOWER DIVISION
B165 Introduction to Human Resource Management 4
B235 Introduction to Organizational Leadership 4
B250 Training and Development 4
B267 Employment Law 4
Total Diploma Credits 53
Major and Core Credits 53

TOTAL DIPLOMA CREDITS 61*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

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

MAJOR AND CORE COURSES
LOWER DIVISION
B230 Principles of Finance 4
B280 Business Capstone 2
Total Associate’s Degree Credits 59

TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

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

SCHOOL OF BUSINESS
MISSION STATEMENT

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

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
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<tr>
<td>B087</td>
<td>Practical Math</td>
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CERTIFICATE COURSES

LOWER DIVISION

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<td>Financial Accounting II</td>
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<td>B136</td>
<td>Introduction to Business</td>
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<td>B232</td>
<td>Principles of Marketing</td>
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<td>B234</td>
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<td>Professional Communication</td>
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<td>B273</td>
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<td>4</td>
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<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE CREDITS 37*

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

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<td>Online Multimedia Marketing</td>
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<td>Internet Business Models and E-Commerce</td>
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<td>Business Capstone</td>
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<td>B281</td>
<td>Public Relations and Advertising</td>
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Total Diploma Credits

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

MARKETING DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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Major and Core Credits 49
TOTAL DIPLOMA CREDITS 57*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

MARKETING ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL AAS DEGREE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

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Total Associate’s Degree Credits

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

SCHOOL OF BUSINESS

MISSION STATEMENT

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

DIGITAL DESIGN AND ANIMATION

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

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

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

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

SPECIALIZATION COURSES
NM110 Drawing Design and Art Theory 3
NM131 Introduction to 3D Arts and Animation 3
NM240 3-Dimensional Animation 3

Total Diploma Credits
General Education Credits 12
Major and Core Credits 59
TOTAL DIPLOMA CREDITS 71*

WEB DESIGN

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

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

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

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

SPECIALIZATION COURSES
NM115 Networking and Internet Technologies 3
NM250 Dynamic Content Management 3
NM260 Server Side Scripting 3

Total Diploma Credits
General Education Credits 12
Major and Core Credits 59
TOTAL DIPLOMA CREDITS 71*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (*Required course, select 1 additional course) 8
G147 Art Appreciation*
Math/Natural Sciences (Select 1 course) ** 4
Social Sciences (Select 2 courses) 8
MAJOR AND CORE COURSES
LOWER DIVISION
Digital Design and Animation Specialization
NM280 Multimedia Portfolio Development 2
Web Design Specialization
NM280 Multimedia Portfolio Development 2
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 61
TOTAL AAS DEGREE CREDITS 93*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS
In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.
* Credit totals do not include Foundation courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
** To earn an AAS degree in Multimedia Technologies, student must successfully complete at least one Math course.

DIGITAL DESIGN AND ANIMATION BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES
GENERAL EDUCATION COURSES
UPPER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8
MAJOR AND CORE COURSES
UPPER DIVISION
N301 The Business of Digital Media 4
N305 Figure Drawing 4
N310 The Study of Animation 4
N315 Flash Animation 4
N320 Polygon Modeling 4
N325 Advanced Methods of Computer Graphics 4
N335 Digital Photography 4
N345 Advanced HTML Coding with CSS 4
N350 Concept Development for Digital Media 4
N405 Advanced Applications of Digital and Experimental Art 4
N415 Digital Effects Creation 4
N425 Storyboard Development for Digital Media 4
N435 Digital Video/Audio Project 4
N440 Web Design Project 4
N441 3D Game Character Creation 4
N445 Animation Graphics Project 4
Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 64
TOTAL BS DEGREE CREDITS 181*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS
In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Senior seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.
* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
School of Education

Early Childhood Education • Certificate • Diploma • AAS Degree

Child and Family Studies • Child Development • English Language Learner • Child with Special Needs

Certificate

Career Opportunities:
• Early Childhood Teacher’s Aide

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

Foundation Courses
B080 Reading and Writing Strategies 4
B087 Practical Math 4

Certificate Courses

Lower Division
E242 Career Development 2
EC100 Foundations of Child Development 4
EC110 Early Childhood Education Curriculum and Instruction 4
EC121 Health, Safety, and Nutrition/CDA Application 4
EC180 Knowledge: Externship I 6
EC181 Application: Externship II 6
EC182 Reflection: Externship III 6
EC200 Observation and Assessment in Early Childhood Education 4

Total Certificate Credits 36*

Students enrolling in the Early Childhood Education Certificate program must currently be working in the Early Childhood Education field and have an externship site approved by the College by the end of the first week of the quarter. Please see a Program Manager for more details.

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

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

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

Early Childhood Certificate is offered at Bismarck, Fargo, and Moorhead campuses; Early Childhood Education Diploma and AAS offered at Moorhead only.

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

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

School of Education

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

Earn as you learn

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

CAREER OPPORTUNITIES:

• Early Childhood Teacher’s Aide

OBJECTIVE:

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

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

MAJOR AND CORE COURSES

LOWER DIVISION

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

Child and Family Studies Specialization

EC225 Parent Education and Support 4
EC230 Guiding Children's Behavior 4
EC232 Child and Family Advocacy 4
G142 Introduction to Sociology 4

Child Development Specialization

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

English Language Learner Specialization

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

Child with Special Needs Specialization

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

Total Diploma Credits

General Education Credits 12
Major and Core Credits 57

TOTAL DIPLOMA CREDITS 69*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

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

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:

• Early Childhood Teacher
• Teacher’s Assistant
• Early Childhood Special Education Assistant
• Preschool Teacher

OBJECTIVE:

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

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

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

MAJOR AND CORE COURSES

LOWER DIVISION

Child and Family Studies Specialization

EC295 Summative Project for Early Childhood Education 2

Child Development Specialization

EC295 Summative Project for Early Childhood Education 2

English Language Learner Specialization

EC295 Summative Project for Early Childhood Education 2

Child with Special Needs Specialization

Total Associate's Degree Credits

General Education Credits 32
Major and Core Credits 59

TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

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

Early Childhood Certificate is offered at Bismarck, Fargo, and Moorhead campuses; Early Childhood Education Diploma and AAS offered at Moorhead only.

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

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

CAREER OPPORTUNITIES:
• Medical Coder
• Medical Coder/Biller

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

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

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

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

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

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

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

MEDICAL BILLING AND CODING DIPLOMA

CAREER OPPORTUNITIES:
• Medical Coder
• Medical Coder/Biller

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)  4
G124  English Composition  4
Communication (Select 1 course)  4
Math/Natural Sciences (Select 1 course other than G150)  4

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

Total Diploma Credits
General Education Credits  16
Major and Core Credits 36
TOTAL DIPLOMA CREDITS  56*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
- H200 US Healthcare Systems 4
- MZ11 Quality Analysis and Management 4
- MZ18 Management of Health Information Services 4
- MZ29 Healthcare Information Technologies 4
- MZ252 Health Information Practiceum 2
- Total Associate’s Degree Credits General Education Credits 32
- Major and Core Credits 58
- TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

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

HEALTH INFORMATION MANAGEMENT BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
- B375 Advanced Human Resource Management 4
- H330 Quality Improvement in Healthcare 4
- H340 Regulation and Compliance in Healthcare 4
- H350 Healthcare Statistics 4
- H420 Advanced Healthcare Law and Ethics 4
- H300 Information and Communication Technologies 4
- H305 Health Information Management Systems 4
- H320 Data, Information, and File Structures 4
- H330 Financial Management of Health Information Services 4
- H340 Project Management 4
- H350 Electronic Health Record Application 4
- H360 Reimbursement Methodologies 4
- HI400 Electronic Data Security 3
- HI410 Applied Research in Health Information Management 4
- HI420 Health Information Management Professional Practice Experience 4
- HI430 Strategic Planning and Development 4
- HI435 Health Data Management 2
- HI450 Health Information Management Alternative Facility Professional Practice Experience 1
- Total Bachelor’s Degree Credits Lower Division General Education Credits 32
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 58
- Upper Division Major and Core Credits 66
- TOTAL BS DEGREE CREDITS 180*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

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

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

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

**CAREER OPPORTUNITIES:**
- Medical Administrative Assistant/Secretary
- Medical Coder/Biller
- Medical Receptionist

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

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

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- Communication (Select 1 course) 4
- Math/Natural Sciences (Required course) 4
- G150 Structure and Function of the Human Body

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- D132 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2
- M100 Customer Service in Healthcare 1
- M120 Medical Terminology 4
- M130 Medical Writing, Style, and Grammar 3
- M133 ICD Coding 3
- M141 Ambulatory Care Coding 3
- M202 Introduction to Medical Transcription 4
- M209 Medical Insurance and Billing 3
- M214 Medical Transcription 3
- M230 Medical Law and Ethics 4
- M232 Pathophysiology 5
- M270 Electronic Health Records and Medical Office Procedures 4
- M290 Medical Administration Capstone 1
- MA135 Pharmacology for the Allied Health Professional 4
- S115 Keyboarding I 3

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

**TOTAL DIPLOMA CREDITS** 58*

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

**ASSOCIATE’S DEGREE**

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

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

**IN ADDITION TO ALL DIPLOMA COURSES**

**GENERAL EDUCATION COURSES**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- A140 Financial Accounting I 4
- H200 US Healthcare Systems 4

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

**TOTAL AAS DEGREE CREDITS** 90*

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

See page 37 for general education course selections.

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

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### Diploma

**Career Opportunities:**
- Medical Assistant
- Medical Office Administrative Assistant

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

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

**General Education Courses**
- **Lower Division**
  - English Composition (Required course) 4
- G124 English Composition 4

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

**Additional Required Course in either Track I or Track II**
- Track I (required for students enrolled at Moorhead campus)
  - MA250 Radiography Skills 3
- Track II (required for students enrolled at Fargo or Bismarck)
  - M130 Medical Writing, Style and Grammar 3

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

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

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

This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma program at the Bloomington, Brooklyn Park/Maple Grove, Eagan, Green Bay, Mankato and St. Cloud Campuses, and the Medical Assisting AAS Degree program at the Lake Elmo/Woodbury and Moorhead Campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (caaehp.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Rockford, and Romeoville campuses in Illinois, the Fort Myers, Ocala and New Port Richey/ West Pasco campuses in Florida, and the Appleton and Wausau campuses in Wisconsin are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

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

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

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

### Associate's Degree

**Career Opportunities:**
- Medical Assistant
- Medical Office Administrative Assistant

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

**In addition to all Diploma Courses**

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

**Major and Core Courses**
- D132 Computer Applications and Business Systems Concepts 3

**Total Associate's Degree Credits**
- General Education Credits 32
- Major and Core Credits 59
- **Total AAS Degree Credits 91**

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma program at the Bloomington, Brooklyn Park/Maple Grove, Eagan, Green Bay, Mankato and St. Cloud Campuses, and the Medical Assisting AAS Degree program at the Lake Elmo/Woodbury and Moorhead Campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (caaehp.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Rockford, and Romeoville campuses in Illinois, the Fort Myers, Ocala and New Port Richey/ West Pasco campuses in Florida, and the Appleton and Wausau campuses in Wisconsin are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

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

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888-5-RASMUSSEN
Surgical Technology 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
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Required courses) 8
G215 Introduction to Human Biology 8
G233 College Algebra 8

Major and Core Courses
Lower Division
D132 Computer Applications and Business Systems Concepts 3
E142 Career Development 2
M120 Medical Terminology 4
M232 Pathophysiology 5
MA241 Human Anatomy and Physiology I 5
MA242 Human Anatomy and Physiology II 5
ML100 Introduction to Clinical Laboratory Science 3
ML150 Clinical Chemistry I 3
ML151 Hematology I 3
ML152 Urinalysis 3
ML153 Clinical Microbiology I 3
ML201 Clinical Chemistry II 4
ML202 Hematology II 4
ML203 Immunology 3
ML205 Immunohematology 3
ML206 Clinical Microbiology II 4
ML291 Clinical Practicum I 12
ML292 Clinical Practicum II 12
PB102 Phlebotomy 3

Total Associate's Degree Credits 79

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 during the quarter prior to beginning their first Practicum course as a requirement to graduate from an Associate's degree program.

This program requires specific immunizations prior to professional practice experience.

The Surgical Technologist AAS Program at the Brooklyn Park Maple Grove, Moorhead, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 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. Please see the application procedures for this program under Academic Information and College Policies. In addition to meeting all other admissions requirements, North Dakota campus applicants to this program must successfully complete and pass a criminal background check. Moorhead applicants must only successfully complete and pass a Minnesota Department of Human Services background check.

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS
CRIMINAL JUSTICE AAS DEGREE
CORRECTIONS • HOMELAND SECURITY • LAW ENFORCEMENT • PSYCHOLOGY

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

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

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

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

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

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

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

Law Enforcement Specialization
J122 Crime Scene to Conviction: Critical Skills in Documentation 4
J222 Practical Psychology for Law Enforcement 4
J226 Legal Code for Law Enforcement 4

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

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

** Additional training may be required.

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
CAREER OPPORTUNITIES: **
- Detective Investigator
- Probation/Parole Officer
- Crime Victims Advocate
- Juvenile Justice Specialist
- Homeland Security Supervisor
- Homeland Security Agent
- Police Officer

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

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

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

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

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

UPPER DIVISION
J325 Criminal Behavior: Profiling Violent Offenders 4
J331 Constitutional Law 4
J350 Cultural Diversity and Justice 4
J352 Victims in Criminal Justice 4
J355 Realities of Crime and Justice 4
J360 Statistics in Criminal Justice 4
J365 Research Methods in Criminal Justice 4
J410 Criminal Justice Leadership and Management 4
J415 Crime Prevention 4
J490 Critical Issues in Criminal Justice 4

Choose either Track I or Track II
Track I
J480 Criminal Justice Internship 9
Track II
J453 Criminal Justice Seminar 5
J457 Criminal Justice Senior Thesis 4

UNRESTRICTED ELECTIVE CREDITS *** 12

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 during the quarter in which they finish the Bachelor's degree requirements to graduate from a Bachelor's degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. The Bachelor's degree credits require an additional training may be required.

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

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

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

CAREER OPPORTUNITIES:
• Program Assistant Specialist

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
E242 Career Development 2
HS100 Introduction to Human Services 4
HS110 Cultural Diversity in Human Services 4
HS115 Introductory Strategies to Crisis Intervention 4
HS250 Organization and Leadership in Human Services 4
HS250 Community Psychology 4
HS280 Abnormal Psychology 4
J121 Case Management: Strategies for Rehabilitation 4
J211 Counseling Clients 4
Total Certificate Credits 38

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

IN ADDITION TO ALL CERTIFICATE COURSES
MAJOR AND CORE COURSES
LOWER DIVISION
B119 Customer Service 4
D132 Computer Applications and Business Systems Concepts 3
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J240 Drugs and Crime 4

Choose either Track I or Track II

Track I
HS294 Internship for Human Services 9

Track II
B271 Professional Communication 4
HS295 Human Services Capstone 5

Total Diploma Credits
General Education Credits 16
Major and Core Credits 58
TOTAL DIPLOMA CREDITS 74

ASSOCIATE’S DEGREE

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Required course) 4
G142 Introduction to Sociology 4
Total Associate’s Degree Credits 32
General Education Credits 58
Major and Core Credits 90

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DEGREE
 ASSOCIATE’S
DIPLOMA
CERTIFICATE

2013 CATALOG AND STUDENT HANDBOOK
SCHOOL OF JUSTICE STUDIES

You learn...
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
J31 Criminal Law and Procedures: Crime and the Courtroom 4
J200 Domestic Violence 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J222 Practical Psychology for Law Enforcement 4
J255 Ethics in Criminal Justice 4
LE240 Minnesota Criminal Code 2
LE245 Minnesota Traffic Code 2
TOTAL CERTIFICATE CREDITS 36

This program is only available at the Moorhead campus.

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.

Critical Thinking. Criminal Justice Professional Peace Officer Education (PPOE) This program meets peace officer training standards established by the Minnesota Peace Officer Standards and Training (MNP 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 (MNP POST) Board licensing exam, students are also required to successfully complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical "skills" coursework meeting POST objectives. Students must provide the Rasmussen College Law Enforcement POST Coordinator with a copy of their required first-aid certification (e.g., a photocopy of their first-responder card) for inclusion in each student’s POST file maintained at Rasmussen College. Some skills training providers may require additional academic coursework. Skills training cannot be completed online.

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

PARALEGAL AAS DEGREE

MAJOR AND CORE COURSES

LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
J31 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
PL195 Real Estate Law 4
PL216 Corporate Law 4
PL226 Law Office Technology: Cyberspace and the Paralegal Profession 4
PL228 Torts: Auto Accidents and Other Legal Injuries 4
PL230 Family Law 4
PL235 Legal Research 4
PL240 Legal Writing 4
Chose either Track I or Track II
Track I
PL290 Paralegal Internship 5
Track II
PL280 Paralegal Capstone 5
Total Associate’s Degree Credits 32
General Education Credits
Major and Core Credits 62
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 during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

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

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS
**Paralegal Certificate**

**Career Opportunities:**
- Paralegal
- Legal Assistant
- Legal Secretary
- Compliance Officer

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

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

**General Education Courses**

**Lower Division**
- English Composition (Required course)
- G124 English Composition
- Math/Natural Sciences (Select 1 course)
- General Education Elective**

**Major and Core Courses**

**Lower Division**
- 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
- PL226 Law Office Technology: Cyberspace and the Paralegal Profession 4
- PL228 Torts: Auto Accidents and Other Legal Injuries 4
- PL230 Family Law 4
- PL235 Legal Research 4
- PL240 Legal Writing 4
- Electives (choose 1 course, for 4 credits)
  - PL215 Real Estate Law 4
  - PL216 Corporate Law 4

Chose either Track I or Track II

**Track I**
- PL290 Paralegal Internship 5

**Track II**
- PL280 Paralegal Capstone 5

**Total Certificate Credits**
- General Education Credits 12
- Major and Core Credits 49
- **Total Certificate Credits** 61*

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

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
CAREER OPPORTUNITIES IN:
• Hospitals
• Assisted Living Centers
• Clinics
• Dental Offices
• Long-Term Care Facilities
• Physician’s Offices

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

They value critical thinking, communication, diverse perspectives, technology and information literacy, and post-licensure continuing education as a way to build on previous knowledge and skills and increase competency. Upon completion of this program, the graduate will receive an Associate of Applied Science degree in Practical Nursing and will be eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN) to obtain licensure as a practical nurse.

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)  4
G124  English Composition
Communication (Required course)  4
G141  Introduction to Communication
Humanities (Select 2 courses)  8
Math/Natural Sciences (Required courses)  8
G215  Introduction to Human Biology
G233  College Algebra
Social Sciences (Required courses)  8
G142  Introduction to Sociology
G148  General Psychology

MAJOR AND CORE COURSES
LOWER DIVISION
D132  Computer Applications and Business Systems Concepts  3
M120  Medical Terminology  4
MA241  Human Anatomy and Physiology I  5
MA242  Human Anatomy and Physiology II  5
NU115  Comprehensive Pharmacology  4
NU115L  Comprehensive Pharmacology Lab  2
NU205  Human Nutrition  4
PN100  Nursing Foundations  6
PN115  Nursing I  5
PN120  Psychosocial Nursing  4
PN125  Nursing II  6
PN130  Maternal – Child Nursing  4
PN135  Nursing III  6
PN140  Geriatric Nursing  4
PN145  Nursing Seminar  2

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS
In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program. Students must complete those general education courses listed as required to graduate in this program (G124, G141, G142, G148, G215, and G233) or transfer in the equivalent. In addition, the student must complete two courses from the listed Humanities electives or transfer in the equivalent. Credits accepted in transfer must meet the institution’s guidelines for transfer.

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

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

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

In addition to meeting all other admissions requirements, Minnesota campus applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.
**GAME AND SIMULATION PROGRAMMING BS DEGREE**

**CAREER OPPORTUNITIES:**
- Game Programmer
- Simulations Programmer
- Video Game Asset Manager
- Interactive Media Technical Director
- Video Game Level Designer

**OBJECTIVE:**
Graduates of this program understand and can apply the technical concepts and knowledge needed to develop games and simulation projects from concept to final production. They understand games and simulations in terms of storyline, plot, visual elements, interface design, hardware requirements, and the necessary programming languages to complete projects. They can develop stories and characters for games and simulations, and employ development techniques, applied math and physics, and networking skills for multi-player games. They can perform software quality assurance testing, product documentation, audience analysis, and implementation efficacy research while delivering products to consumers. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways, and understand how these practices can enhance the overall game and simulation development experience.

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

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- English Composition (Required course) 4
- English Composition 4
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences 8
- (Select 2 courses, including at least one Math course) 8
- Social Sciences (Select 2 courses) 8

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

**MAJOR AND CORE COURSES**

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

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

**Total Bachelor’s Degree Credits**
- Lower Division General Education Credits 32
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 64
- Upper Division Major and Core Credits 60

**TOTAL BS DEGREE CREDITS** 180*

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

SOFTWARE APPLICATION DEVELOPMENT
CERTIFICATE

CAREER OPPORTUNITIES:
• Programmer Analyst
• Applications Developer
• Software Developer

OBJECTIVE:
Graduates of this program understand basic computer software and hardware concepts. They can develop and deploy computer applications and understand how development techniques affect software performance. Graduates are also able to conceptualize and manage software design projects. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities.

GENERAL EDUCATION COURSES
LOWER DIVISION
Math/Natural Sciences (Required course) 5
G246 Advanced Algebra

MAJOR AND CORE COURSES
LOWER DIVISION
E242 Career Development 2
N137 Programming I 4
N142 Foundations of Software Design 3
N207 Programming II 4
N210 Introduction to Computer Systems 4
SD110 Discrete Structures for Computer Science 3
SD140 Mobile Application Development 3
SD225 Object-Oriented Programming 3
W109 Relational Databases 3
W114 Fundamentals of Programming 3
W210 Java I 3

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

SOFTWARE APPLICATION DEVELOPMENT
ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Programmer Analyst
• Applications Developer
• Computer Systems Analyst
• Software Developer

OBJECTIVE:
Graduates of this program understand intermediate computer software and hardware concepts. They can develop and deploy computer applications, design digital and software architecture, and utilize quality assurance techniques to improve software performance. Graduates are also able to conceptualize and manage software design projects. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL CERTIFICATE COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition
Communication (*Required course, select 1 additional course) 8
G126A English Composition 2
Humanities (*Required course, select 2 additional courses) 12
G224 Introduction to Critical Thinking
Math/Natural Sciences (*Required, select 1 additional course) 8
G247 Introduction to Discrete Mathematics
Social Sciences (Select 2 courses) 8

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

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

UPPER DIVISION

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

MAJOR AND CORE COURSES

UPPER DIVISION

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

UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS  4

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

TOTAL BS DEGREE CREDITS  180

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
CAREER OPPORTUNITIES:
- Network System Administrator

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

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

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

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

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 58
TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

INFORMATION SYSTEMS MANAGEMENT
ASSOCIATE’S DEGREE – NETWORK ADMINISTRATION

CAREER OPPORTUNITIES:
- Network System Administrator

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology and network engineering add value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. Graduates have proficiency in management of data networking, server administration, and industry standard server operating system environments. They understand that network administrators are accountable for a business’s network and are proficient in performance software that is used to ensure server and network uptime. Graduates value the importance of effective written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 58
TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

CAREER OPPORTUNITIES:
• Network and Computer Systems Administrator
• Network Analyst
• Information Technology Manager

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

INFORMATION SYSTEMS MANAGEMENT DIPLOMA – NETWORK SECURITY

CAREER OPPORTUNITIES:
• Network Security Specialist

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

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

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

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

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

IN ADDITION TO ALL DIPLOMA COURSES

INFORMATION SYSTEMS MANAGEMENT ASSOCIATE’S DEGREE – NETWORK SECURITY

CAREER OPPORTUNITIES:
• Network Security Specialist

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology and secure network infrastructures add value to the business process. Graduates can apply learned techniques used by industry leading professionals to keep a network secure. They understand the configuration and setup of a network and server environment and how to utilize software to monitor and evaluate network security. Graduates value the importance of effective written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES

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

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

## Career Opportunities:
- Network Security Analyst
- Security Consultant
- Information Security Analyst
- Computer Forensic Analyst

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

## In Addition to All Associate’s Degree Courses

### General Education Courses

#### Upper Division

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

### Major and Core Courses

#### Upper Division

- J320 Criminal Investigations 4
- J325 Criminal Evidence 4
- J326 Criminal Behavior: Profiling Violent Offenders 4
- J331 Constitutional Law 4
- J440 Special Offenders: Sex Offenders 4
- N313 Introduction to Information Systems Security 3
- N326 Legal and Security Issues 4
- N332 Managing Risk for Information Systems 4
- N343 Security Policies and Implementation 4
- N363 Security Strategies for Web Apps and Social Networking 3
- N409 Auditing Information Technology Infrastructure 4
- N416 Access Controls, Authentication, and PKI 4
- N420 Network Security and Cryptography 3
- N423 Windows Security Strategies 4
- N430 Computer Forensics 3
- N437 Linux Security Strategies 4
- N442 Hacker Techniques, Tools, and Applications 4
- N459 ISS Capstone 3

**Total Bachelor’s Degree Credits**

- Lower Division General Education Credits 32
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 58
- Upper Division Major and Core Credits 67

**Total BS Degree Credits**: 181*

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

**See Page 37 for General Education Course Selections**

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

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

INFORMATION SYSTEMS MANAGEMENT CERTIFICATE
– COMPUTER INFORMATION TECHNOLOGY

CAREER OPPORTUNITIES:
• Computer Support Specialist

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities, and how to engage in IT support practices.

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

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

TOTAL CERTIFICATE CREDITS 36*

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

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

INFORMATION SYSTEMS MANAGEMENT DIPLOMA
– COMPUTER INFORMATION TECHNOLOGY

CAREER OPPORTUNITIES:
• Computer Support Specialist
• Computer Application Support Specialist

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They know how efficiencies gained from appropriate application of technology can directly affect business performance. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in IT support practices.

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

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

Total Diploma Credits 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 during the quarter in which they finish the Diploma course requirements.

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

INFORMATION SYSTEMS MANAGEMENT ASSOCIATE’S DEGREE
– COMPUTER INFORMATION TECHNOLOGY

CAREER OPPORTUNITIES:
• Computer Support Specialist
• Computer Application Support Specialist

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. Graduates are proficient in support and usage of computer hardware and software applications used in business environments. Graduates value the importance of effective written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

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

Total Associate’s Degree Credits 91*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
INFORMATION SYSTEMS MANAGEMENT
DATABASE ADMINISTRATION

DIPLOMA • AAS DEGREE

CAREER OPPORTUNITIES:
• Database Administrator

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates understand how to store, organize, and manage data utilizing industry standard database server applications, as well as create backups, test data integrity, and what needs to be done to secure sensitive information within a database. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in IT support practices.

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

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

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

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

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

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

INFORMATION SYSTEMS MANAGEMENT
ASSOCIATE’S DEGREE – DATABASE ADMINISTRATION

CAREER OPPORTUNITIES:
• Database Administrator
• Database Architect

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology and data organization add value to the business process. Graduates know how to store, organize, and manage data utilizing industry standard database server applications, as well as create backups, test data integrity, and ensure the security of sensitive information within a database. They also understand how programming languages can be utilized to gain efficiencies within database management. Graduates value the importance of effective written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES

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

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

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

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
INFORMATION SYSTEMS MANAGEMENT – WEB PROGRAMMING

DIPLOMA • AAS DEGREE

CAREER OPPORTUNITIES:

• Web Developer

OBJECTIVE:

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

FOUNDATION COURSES

B080 Reading and Writing Strategies 4
B087 Practical Math 4

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
B119 Customer Service 4
B136 Introduction to Business 4
B271 Professional Communication 4
B293 Business Ethics 4
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
N140 Logic and Troubleshooting 4
S0225 Object-Oriented Programming 3
W109 Relational Databases 3
W110 JavaScript 3
W114 Fundamentals of Programming 3
W116 Introduction to Web Design Software 3
W118 Introduction to HTML 3
W125 Introduction to Visual Basic 3
W201 Advanced Visual Basic 3
W210 Java I 3
W215 PERL/CGI 3
W216 PHP/MySQL 3
W290 Web Programming Capstone 2

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS

IN ADDITION TO ALL DIPLOMA COURSES

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

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

EARN AS YOU LEARN

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
## General Education Course Selections

### All BS and AAS Degree Programs

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

#### LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>G124 English Composition</td>
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<tr>
<td>Communication</td>
<td>G126A English Composition</td>
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<td>G141 Introduction to Communication</td>
<td>4</td>
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<tr>
<td>G227 Oral Communication</td>
<td>4</td>
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<tr>
<td>Humanities</td>
<td>G125 Humanities</td>
<td>4</td>
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<tr>
<td>G147 Film Appreciation</td>
<td>4</td>
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<tr>
<td>G149 Technology and Society</td>
<td>4</td>
<td></td>
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<tr>
<td>G223 College Algebra</td>
<td>4</td>
<td></td>
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<tr>
<td>G233 Introduction to Astronomy</td>
<td>4</td>
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<tr>
<td>Math/Natural Sciences</td>
<td>G150 Structure and Function of the Human Body</td>
<td>4</td>
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<tr>
<td>G152 Scientific Literacy</td>
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<tr>
<td>G180 General Education Mathematics</td>
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<tr>
<td>G215 G223 Introduction to Human Biology</td>
<td>4</td>
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<tr>
<td>G233 College Algebra</td>
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<tr>
<td>G239 Introduction to Astronomy</td>
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<tr>
<td>G245 Introduction to Geology</td>
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<tr>
<td>Social Sciences</td>
<td>G142 Introduction to Sociology</td>
<td>4</td>
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<tr>
<td>G146 Human Geography</td>
<td>4</td>
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<tr>
<td>G148 General Psychology</td>
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<tr>
<td>G149 Technology and Society</td>
<td>4</td>
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<tr>
<td>G200 Understanding Cultures</td>
<td>4</td>
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<tr>
<td>G203 Macroeconomics</td>
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<tr>
<td>G204 Microeconomics</td>
<td>4</td>
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<tr>
<td>G242 American/U.S. National Government</td>
<td>4</td>
<td></td>
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<tr>
<td>G270 United States History: 1900 to the Present</td>
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</table>

#### UPPER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>Communication</td>
<td>G324 Advanced Composition</td>
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<td>G332 Visual Communication in the Media</td>
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<tr>
<td>Humanities</td>
<td>G330 American Literature</td>
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<tr>
<td>G335 Contemporary World Literature: 1900 to the Present</td>
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<tr>
<td>G435 Literature of American Minorities</td>
<td>4</td>
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<tr>
<td>G440 Political Thought</td>
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<tr>
<td>Math/Natural Sciences</td>
<td>G328 Human Uses of the Environment</td>
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<td>G346 Physical Geography</td>
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<tr>
<td>G350 Conservation of Resources</td>
<td>4</td>
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<tr>
<td>G434 Gender in Math and Science</td>
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<tr>
<td>Social Sciences</td>
<td>G333 American Religious History</td>
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<tr>
<td>G380 Visions of America Since 1945</td>
<td>4</td>
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<tr>
<td>G401 Comparative Politics</td>
<td>4</td>
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<td>G425 Work and Family</td>
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<tr>
<td><strong>Upper Division</strong></td>
<td><strong>4</strong></td>
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</tr>
</tbody>
</table>

#### General Education Course Selections

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

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

### Practical Nursing AAS Degree Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>G124 English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td>G141 Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>Humanities</td>
<td>G125 Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G145 Film Appreciation</td>
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<tr>
<td>G147 Art Appreciation</td>
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<td></td>
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<tr>
<td>G201 Creative Writing</td>
<td>4</td>
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<tr>
<td>G224 Introduction to Critical Thinking</td>
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<tr>
<td>G230 Introduction to Literature</td>
<td>4</td>
<td></td>
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<tr>
<td>G238 Conversational Spanish</td>
<td>4</td>
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</tr>
<tr>
<td>Math/Natural Sciences</td>
<td>G215 Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G233 College Algebra</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td>G142 Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G148 General Psychology</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

See specific course requirements on program pages.

### General Education Philosophy

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

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

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

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

In the areas of English Composition and Communication, students will demonstrate understanding of basic rhetorical strategies including audience, purpose, thesis statements, effective organization, and/or the use of adequate and relevant evidence. In the area of Humanities, students will demonstrate understanding of different forms of art, the difference between creative and critical thinking; the elements associated with various art forms; and/or the function of creative production and expression in society.

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

In the area of Social Sciences, students will demonstrate understanding of the major concepts, issues, ideas and models 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.
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. It is expected that students will expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information, performs demonstrations, 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 or practicum is program-related work experience with indirect instructor supervision and employer assessment, usually coupled with lecture sessions in which the work experience is discussed. Three hours of internship have the credit equivalency of one hour of lecture. The individual student's ability to acquire 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 on 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 or by 8 for part-time students.

Credit Definition
Credit Hour – The unit by which Rasmussen College measures its coursework. A credit hour or number of credit hours assigned to a course usually reflects the combination of class, laboratory, and/or internship hours required in the course. Rasmussen College follows the quarter system, and awards one credit for each 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of internship, externship, or practicum contained in a quarter, or the equivalent in directed study. Students are expected to spend at least two hours in out-of-class preparation and completion of assignments for each hour they spend in class. Clock Hour – Equal to 50 minutes of instruction.

How To Read Course Descriptions
Course descriptions that fall below 100 are considered development courses. Course description numbers that range from 100-199 are generally considered to be freshman-level courses. Course description numbers that range from 200-299 are considered upper division courses that may function as sophomore-level or capstone courses. Course description numbers that range from 300-399 are considered upper division courses that may function as junior-level courses. Course description numbers that range from 400-499 are considered to be major level courses. Courses that may function as senior-level student requirements for a Bachelor's degree.

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

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

Prerequisite: none

A140 Financial Accounting I
40 hours, 4 credits
This course defines accounting objectives and their relationship to business. The student will learn the fundamentals of bookkeeping. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced. The course will emphasize valuing and recording property, plant and equipment, inventory, and accounts receivable, and will address the proper recording of revenues, payables, liabilities, and monthly adjustments.

Prerequisite: none

A141 Financial Accounting II
40 hours, 4 credits
This course is a further continuation of Financial Accounting I and will stress financial statement analysis for partnerships and corporations. It will also emphasize corporate accounting, corporate securities, investment in debt and equity securities, financial and cash-flow analysis, and decision-making. The course will include manufacturing accounting methods used for budgeting and forecasting.

Prerequisite: Financial Accounting I

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

Prerequisite: Financial Accounting I

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

Prerequisite: Financial Accounting I

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

Prerequisite: Financial Accounting I

A280 Accounting Capstone
20 hours, 2 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting/Associate's degree program. A study of emerging issues in financial accounting, professional ethics, and transferable skills necessary for the success of an entering graduate. Professional practice and career Date careers will be discussed. This course focuses on research, case analysis, and interpersonal communication and class presentations. Students have the opportunity to participate in an optional internship/externship project.

Prerequisite: Offered last or second-to-last quarter for Associate's degree students.

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

Prerequisite: Financial Accounting II

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

Prerequisites: Advanced Auditing

A340 Advanced Auditing Concepts and Standards
40 hours, 4 credits
This course provides a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: Financial Accounting II

A345 Advanced Auditing Practice
40 hours, 4 credits
This course provides a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: Financial Accounting II

A360 Taxation of Individuals
40 hours, 4 credits
This course includes a study of auditing standards and procedures and an introduction of professional ethics within the accounting discipline. Emphasis is placed on analytical thinking, evaluation of business risks, and internal control practices and a thorough study of Sarbanes Oxley and other relevant laws and regulations as they relate to publicly traded companies.

Prerequisite: Financial Accounting II

A402 Advanced Federal Tax Theory
40 hours, 4 credits
This course provides advanced instruction in the tax laws as implemented by the Internal Revenue Service, addressing individuals, corporations, and partnerships.

Prerequisite: Taxation of Individuals

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

Prerequisites: Financial Accounting II

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

Prerequisite: Intermediate Financial Reporting II

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

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

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

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

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

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

B087 Practical Math
40 hours, 4 credits
Mathematics is learned through communication. In this course, students will learn to communicate how problems are solved and how solving problems can be applied in real-world settings. Students will have opportunities to learn multiple problem solving strategies. This course also provides practice and skill problems. This course is taught in six-week sessions.
Prerequisite: Placement determined by Rasmussen College entrance exam score.

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

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

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

B146 Introduction to Entrepreneurship
40 hours, 4 credits
Students will learn the basic concepts of entrepreneurship. Through real-life case studies, students will examine entrepreneurship as a means to executing against market opportunities. They will explore entrepreneurship for products and services across industries, sectors, markets, and regions. Students will also review the lifecycle of entrepreneurial business development.
Prerequisite: Introduction to Business

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. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

B216 Network Fundamentals for Business Professionals
40 hours, 3 credits
This course teaches the foundations of 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 planning and execution of project roles and phases. The students work through related issues and produce a realistic, document written format.
Prerequisite: none

B220 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 buying, 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 situations. The course relates areas of legal environment of business and sales contracts. Principles of law that apply to governmental regulations, commercial paper, property, bailments, agency and business organizations are addressed.
Prerequisite: none

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

B240 Entrepreneurial Product and Service Planning
40 hours, 4 credits
Students will explore the ways in which products and services are developed. They will review the various methods used to identify market opportunities, to engage in market sizing, and to develop an understanding of the competition. Students will develop a basic 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. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Introduction to Entrepreneurship

B244 Entrepreneurial Finance: Capitalization for the Entrepreneur
40 hours, 4 credits
Students will examine the ways in which 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 and loss statements, balance sheets, income and cash flow statements.
Prerequisite: Principles of Finance

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

B250 Training and Development
40 hours, 4 credits
This course is a study of training and development fundamentals including how training relates to Human Resource Management. Students will study how to develop training needs and determine best practices in developing and implementing training programs and how to evaluate training efforts.
Prerequisite: Introduction to Human Resource Management

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

B268 Compensation and Benefits Management
40 hours, 4 credits
This course addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. The course will enable students to understand the role that an integrated total compensation program can play in contributing to organizational success. You will learn about effective compensation strategies and how various emerging issues impact program design.
Prerequisite: Introduction to Human Resource Management
B271 Professional Communication 40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments. Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score.

B273 Internet Business Models and E-Commerce 40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of E-Commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping currency with changes in the practice of E-Business. Prerequisite: none

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

B276 Call Center Labor Force Management 40 hours, 4 credits
This course provides an introduction to determining the staffing requirements which balance customer requests and satisfaction while meeting budgetary margin requirements for overall success of the business. As such, 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

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

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

B281 Public Relations and Advertising Strategies 40 hours, 4 credits
Students examine the similarities and differences between public relations, advertising and promotional marketing and how to differentiate between a target audience and a target market. Marketing interactions with associated stakeholders, including current and new customers; shareholders; the media; financial and industry analysts will be explored. Other parts of the enterprise, such as senior management and marketing, finance, and human resources departments are studied. Prerequisite: Principles of Marketing

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

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

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

B333 Principles of Management II 40 hours, 4 credits
Through theory, self-analysis, and analysis of others, this course provides students with the knowledge, skills, and attitudes needed to be 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 towards a fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems. Prerequisites: none

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

B360 Operations Management 40 hours, 4 credits
In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered 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: none

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

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

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

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

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

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

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

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

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

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

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

B434 Web Analytics 40 hours, 4 credits
This course teaches the fundamentals of how to use web analytics concepts, tools, and techniques to harness the power of an organization’s website to create measurable business impact. Students will focus on customer retention, and build customer loyalty. Prerequisites: Advanced Search Engine Marketing Strategies; Internet Business Models and E-Commerce
B442 Advanced Search Engine Marketing Strategies
40 hours, 4 credits
This course is designed to give students an in-depth understanding of search engine optimization and search engine marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives. Prerequisite: Search Engine Marketing - B444 Statistics for Managers
40 hours, 4 credits
In this course students will utilize a statistical computer package, and examine applied statistics methods and applications in business situations. Prerequisite: College-level Math course
B453 Compensation Administration
40 hours, 4 credits
This course addresses tangible and intangible compensation and the use of compensation to motivate and reward employee performance. The course also covers job analysis, job description, and job evaluation on the basis of compensable factors as well as designing an equitable pay structure. In addition, students analyze the influence of unions and government in determining the compensation of the labor force, including compensation of both hourly workers and managerial employees. This course includes educational resources from Harvard Business Publishing. Prerequisites: none
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: none
B491 Legal and Ethical Environment of Business
40 hours, 4 credits
This course provides an overview of the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course. This course includes educational resources from Harvard Business Publishing. Prerequisites: none
B492 Contemporary Leadership Challenges
40 hours, 4 credits
This seminar course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in researching, presenting, and discussing course materials. In addition to gaining in-depth exposure to a current key topic in the field, students learn to become active and effective members of a professional learning community. Prerequisite: none
B498 Management Capstone
30 hours, 3 credits
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contrasting, and applying theoretical concepts studied throughout their degree in creating a solution for an actual management need. This course is designed to be taken during the student's last quarter. Students have the opportunity to participate in an optional internship/externship project. Prerequisite: Business Bachelor's student in last or second-to-last quarter
D132 Computer Applications and Business Systems Concepts
40 hours, 3 credits
This course teaches students basic to advanced computer concepts and skills, including creating and 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, 4 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 prepare and process journal and accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers. Prerequisite: Financial Accounting I
D283 Access
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam. Prerequisite: Computer Applications and Business Systems Concepts
E170 Introduction to Undergraduate Research
20 hours, 2 credits
This course provides a broad overview of information literacy concepts and the skills for locating, evaluating, and ethically using a variety of resources for a specific purpose. The course begins with the information cycle and the production of information, followed by the identification of a topic & research question, and the selection, evaluation and integration of sources in an annotated bibliography. Prerequisite: none
E185 Freshman Seminar
0 credits
This seminar course challenges students at the end of their freshman year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the freshmen seminar as part of Certificate course requirements the quarter they are scheduled for the E242 Career Development course. Prerequisite: none
E242 Career Development
20 hours, 2 credits
This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resumes and references, letters of appreciation and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview. Prerequisite: none
E270 Sophomore Seminar
0 credits
This seminar course challenges students at the end of their sophomore year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the sophomore seminar the quarter in which they finish the Diploma course requirements. Prerequisite: none
E320 Junior Seminar
0 credits
This seminar course challenges students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. The course is required for graduation from an Associate's degree program. Prerequisite: none
E410 Senior Seminar
0 credits
This seminar course challenges students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. The course is required for graduation from a Bachelor's degree program. Prerequisite: none
E5100 Foundations of Child Development
40 hours, 4 credits
This course will explore characteristics of children at different ages, children's developmental needs, and the foundation of early childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family, and the cultural, social, class, and ethnic variations in the family as a social system. Prerequisite: none
EC110 Early Childhood Education Curriculum and Instruction
40 hours, 4 credits
This course promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized. Prerequisite: Foundations of Child Development
**COURSE DESCRIPTIONS**

**EC212 Early Literacy Through Children’s Literature**

*40 hours, 4 credits*

This course covers the history, selection, and integration of literature and language in the early childhood education curricula. Topics include developmentally appropriate children’s literature and the use of books and other media to enhance early childhood literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, puppetry, and flannel-board use will be emphasized.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

**EC225 Parent Education and Support**

*40 hours, 4 credits*

Students will investigate how resources are assessed, allocated, and utilized within families. They will explore strategies for helping families manage resources through various problem-solving methods.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

**EC230 Guiding Children’s Behavior**

*40 hours, 4 credits*

Students will explore how to use guidance in the early childhood setting, with an emphasis on understanding why young children exhibit certain behaviors and how we can meet the child’s needs effectively and with support. Students will learn how to provide positive guidance to young children with challenging behavior.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

**EC232 Child and Family Advocacy**

*40 hours, 4 credits*

Students will explore and develop skills to advocate for children and families. They will review legislation, social policy, and advocacy techniques. Students will also investigate several current and controversial issues within the early childhood profession, and explore current research on early childhood education issues.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

**EC240 Introduction to English Language Learners**

*40 hours, 4 credits*

Students will explore effective ways to adapt English language instruction to teach learners in our increasingly diverse population of young children and families. They will examine a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

**EC241 Language and Literacy Acquisition**

*40 hours, 4 credits*

Students will 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 language development and explore how to create an environment that sustains English Language Learners.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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**EC295 Summative Project for Early Childhood Education**

*20 hours, 2 credits*

This course will introduce students to the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.

Prerequisite: none

**EC142 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 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 Generations and Psychology**

*40 hours, 4 credits*

This course will provide students with a general understanding of basic methodologies, concepts, theories, and processes 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 perception, and the current practices pertaining to psychological disorders, therapies, and treatments.

Prerequisite: none

**G149 Technology and Society**

*40 hours, 4 credits*

Students will examine the relationships, benefits, historical significance, and effects technology has on society. This course will investigate the local, national and global impact of technology on both individual and global cultures. This course introduces students to basic diversity and technology terms and concepts. Students will examine the influences that emerging technologies have on diversity awareness, the digital divide, and intercultural knowledge.

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

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

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

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

G201 Creative Writing 40 hours, 4 credits
This course will develop the student’s talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays and non-fiction. Works by students and others will be critiqued. Students will also develop 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.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score.

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

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

G215 Introduction to Human Biology 50 hours, 4 credits
Students will explore fundamental concepts of human biology. They will examine 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

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 concentration dealing with our knowledge of reality.
Prerequisite: English Composition

G227 Oral Communication 40 hours, 4 credits
This course will present students with a broad understanding of communication in a variety of contexts. Students will learn the processes and strategies of oral communication by exploring speech anxiety, audience analysis, and organizational speech patterns. Students will research, use supporting materials, and use effective language to develop and present a narrative, informative and persuasive speech.
Prerequisite: none

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

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

G238 Conversational Spanish 40 hours, 4 credits
This course focuses on common words and phrases students need to develop 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 Hispanic culture.
Prerequisite: none

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

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

G245 Introduction to Geology 40 hours, 4 credits
Examines the major 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 the evolution of the earth’s surface, forms and oceans. Earth space.
Prerequisite: none

G246 Advanced Algebra 50 hours, 5 credits
Students will learn about topics including functions and functional notation, domains and ranges in relation to functions, graphing functions and relations, and various function operations. Students will be able to solve linear equations and inequalities as well as quadratic equations and higher-order polynomial equations. This course will review algebraic technique as well as polynomials, factoring, exponents, roots, and radicals.
Prerequisite: Precalculus or factory score on placement exam.

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

G270 United States History: 1900 to the Present
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

G286 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 natural environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include principles of ecology as seen in the structure and function of the ecosystem; pollution of air, soil and water resources; population explosion and the relationship of people, disease, and food production; and environmental controls necessary for survival.
Prerequisite: none

G330 American Literature 40 hours, 4 credits
This course surveys authors, genres, and movements in American literature from 1865 to the present, including representative works of Realism, Naturalism, Modernism, and Post-Modernism/Post-Structuralism. Students will engage in critical readings of exemplary literary texts from a diverse group of authors that have influenced American literature since the Civil War. Students will analyze how these works of literature exemplify particular historical moments in U.S. history, as well as how they communicate pertinent cultural issues such as gender, race, ethnicity, class, religion, sexual identity, community, region, and nation. In their study of the broad range of American fiction, poetry, and drama since 1865, students will analyze literary, aesthetic, and critical developments.
Prerequisites: English Composition; Literary Criticism; 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 religious and secular influences, the development of religious freedom and the rise of a “secular religion.” Examines the emergence of new forms of belief and practice and the variety of religious institutions in American society today.
Prerequisite: none

G335 Contemporary World Literature: 1900 to the Present
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

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

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G350 Literature of American minorities
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 environmental problems and possible solutions to these problems. Prerequisite: none

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

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

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

G434 Gender in Math and Science
Prerequisite: none
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.

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

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

H202 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. This course includes educational resources from Harvard Business Publishing. Prerequisite: none

H300 Introduction to Healthcare Administration
40 hours, 4 credits
This course provides an exploration of the administrative principles and practices within healthcare organizations. Emphasis is placed on organization, structure, and operation of healthcare facilities. Management principles will be applied to case studies of healthcare industry scenarios. Prerequisites: US Healthcare Systems; Principles of Management; Introduction to Human Resource Management; Electronic Health Records; and Medical Office Procedures

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

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

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

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

H350 Healthcare Statistics
40 hours, 4 credits
Students will discuss and apply the common terms, formulae, and computations used in healthcare statistics through effective data collection, interpretation of information, and the display of data. Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management; College Level Math course

H360 Healthcare Planning and Policy Management
40 hours, 4 credits
This course provides a study of current healthcare-policy issues affecting the U.S. healthcare system and the policies that drive policy and planning of healthcare delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic theory, trends, and the future of healthcare will be explored. Prerequisite: Introduction to Healthcare Administration

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

H410 Healthcare Operations Management
40 hours, 4 credits
In this course students examine the operations 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 bioethics. Students will analyze these theories and principles and apply them to ethical problems in the healthcare field. This course includes educational resources from Harvard Business Publishing. Prerequisites: Medical Law and Ethics or Health Information Law and Ethics

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

H440 International Healthcare
40 credits, 4 hours
In this course, students will compare and contrast foreign healthcare service systems and practices, 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 their instructor. Students have the opportunity to participate in an optional internship/externship project. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Students must be enrolled in the Healthcare Management Bachelors Degree program and in their last or second-to-last quarter

H500 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 communications, 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. Prerequisite: Program Admission

H505 Health Information Management Systems
40 hours, 4 credits
A study of the various clinical, administrative, and specialty healthcare applications used in healthcare organizations is emphasized. This course applies information systems development concepts and integrates the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored. Prerequisite: Program Admission

H520 Data, Information, and File Structures
60 hours, 4 credits
A lab-based environment to apply knowledge of database architecture and design such as data dictionary, data modeling, and data warehousing to meet organizational needs. Database management systems, data administration, and data definitions will be explored. Students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines. Prerequisite: Program Admission

H530 Financial Management of Health Information Services
40 hours, 4 credits
An exploration of healthcare finance principles required to manage a health information management department or project. Accounting, cost accounting, budgeting, financial reports, financial management, cost benefit analysis, capitalization, and cost containment techniques are introduced. Prerequisite: Program Admission
HI350 Electronic Health Record Application
70 hours, 4 credits
A lab-based course focusing on the use and application of electronic health records. Projects will be completed to simulate real-world activities that occur in the health information department and healthcare facility that will require critical thinking and problem solving.
Prerequisite: Program Admission

HI360 Reimbursement Methodologies
40 hours, 4 credits
A study on managing the use of clinical data required in prospective payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, chargemaster management, case mix management, the audit process, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBRVS, and BUGS.
Prerequisite: Program Admission

HI400 Electronic Data Security
40 hours, 3 credits
A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control programs, contingency planning, and data recovery is included. Internet, web-based, and e-Health security is explored. Students will learn to enforce confidentiality and security measures to protect electronic health information and protect data integrity and validity.
Prerequisite: Program Admission

HI410 Applied Research in Health Information Management
40 hours, 4 credits
Students will complete a research project specific to HIM and will present their research to classmates and instructors using a webinar environment. Data analysis and presentation techniques will be used. Topics covered will be in adherence to Institutional Review Board processes and policies, research design and methods, knowledge-based research techniques, research protocols, data management, and national guidelines regarding human subject’s research.
Prerequisite: Healthcare Statistics

HI420 Health Information Management Professional Practice Experience
120 hours, 4 credits
A 120-hour practical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by an HIM Director or Supervisor. The experience will include operational and managerial experience and an administrative project that will benefit the clinical site. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist. Must be completed in the student’s final quarter

HI430 Strategic Planning and Development
40 hours, 4 credits
An exploration of the principles of developing strategic and operational plans for facility-wide systems and how to assess organization needs. Students will demonstrate and apply principles of organization behavior to facilitate team building, negotiation, and change management. Strategic leadership, entrepreneurialism, and benchmarking will be explored.
Prerequisite: Program Admission

HI435 Health Data Management
20 hours, 2 credits
This course addresses the fundamental concepts of managing health records both manually and electronically in today’s healthcare facilities. This course will focus on the principles of health information management, focusing on the content and structure of patient-identifiable data and information. This course covers management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, storage and retrieval systems, and chart tracking. Secondary records such as indexes, registers, and registries are covered in this course, along with an exploration of data sources, data capture, healthcare information infrastructure and documentation requirements. In this course, students analyze healthcare data sets such as the HEDIS, UMIS, OASIS including the history, purpose, and uses of each.
Prerequisite: Program Admission

HI450 Health Information Management Alternative Facility Professional Practice Experience
30 hours, 1 Credit
This course is a self-paced practical experience that will focus on a non-hospital environment of the student’s choice. This experience is designed to assist students in exploring the diversity of the health information profession. The experience will include health information-related shadowing, observations, and/or performance of tasks and must be approved by the instructor. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist. Must be completed in the student’s final quarter.

HS100 Introduction to Human Services
40 hours, 4 credits
Introduction to Human Services exposes the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how current economics shape programs. Human service intervention strategies utilized in daily practice are examined along with stresses faced in the workplace. Comparisons of human services systems from a variety of countries will also be examined.
Prerequisite: none

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

HS115 Introductory Strategies to 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 and managing within a human services organization takes high morals, standards, and ethics. Through this course, students will consider the complexity of moral and ethical dilemmas in navigating and managing in the human service industry. Students will learn decision-making techniques to include the necessary components for an ethical reasoning process. In order to have a strong foundation, students will explore 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 family, the educational system, the criminal justice system, and the social service system. As human services professionals, students will analyze problems in these communities and will evaluate individuals functioning in these systems, offering both answers and proactive models of prevention. Community psychology works toward the empowerment of members within a community, while appreciating diversity and understanding human behavior. Social change will be examined as well as understanding that setting or environment is as important as the individual in it.
Prerequisite: General Psychology

HS270 Social Psychology
40 hours, 4 credits
This course is designed to introduce students to 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 humans in their communities, thoughts and behavior will be examined. Students will explore what is abnormal behavior and what is not in current society and cultures. Numerous applications 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. Students must be in their last or second-to-last quarter before graduation.

HS295 Human Services Capstone
50 hours, 5 credits
This course will provide students with an opportunity to integrate learning, skills, and knowledge from the Human Services program in the form of a Capstone Project. Contemporary issues and future trends will also be analyzed. Prerequisite: Students must be in their last or second-to-last quarter before graduation.

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 concepts of retribution and rehabilitation are examined. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice

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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 discuss contemporary practices such as Community Oriented Policing, Problem Oriented Policing, and Directed Patrol. In investigating these topics, students will develop skills in critical thinking and problem solving. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice

J121 Case Management: Strategies for Rehabilitation 40 hours, 4 credits
Students will learn how to manage caseloads of clients, document casework, and use strategies for clients’ rehabilitation. They will learn how to write effective court reports, case entries, recommendations and violation summaries. Students will explore client-interview skills and motivation techniques. Examination of special populations of diverse clients, such as substance abusers and individuals with mentally ill conditions.
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 an examination 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 that may excuse criminal responsibility, and common law principles are examined. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice or Introduction to Law and the Legal System

J200 Domestic Violence 40 hours, 4 credits
This course examines violence in the family; social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responses; the role of the police; when law enforcement responds; recognizing child abuse; understanding elder abuse; domestic 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 Law and Procedures in Corrections 40 hours, 4 credits
Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders’ rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to the specific populations of offenders.
Prerequisite: Introduction to Corrections

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

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

J226 Legal Code for Law Enforcement 40 hours, 4 credits
Students will use states’ 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 community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.
Prerequisite: Introduction to Criminal Justice

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

J250 Drugs and Crime 40 hours, 4 credits
This course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be addressed. An overview of the international drug trade, drug business, and drug law enforcement will be explored. Such recent developments as “club drugs,” inhalants, herbal stimulants, and designer drugs will also be discussed.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

J255 Ethics in Criminal Justice 40 hours, 4 credits
This course provides a strong theoretical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions are involved in the 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 Capstone 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.

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

J326 Criminal Behavior: Profiling Violent Offenders 40 hours, 4 credits
This course will examine serial behavior by crime type and criminal profile. Crimes such as 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 (except for students enrolled in the Cyber Security Program)

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

J331 Constitutional Law 40 hours, 4 credits
This course challenges students to examine the complexities of the Bill of Rights and the application of those rights to the criminal justice system. The analysis of case studies will allow students to apply criminal law and procedure to fieldwork examination of criminal–justice issues.
Prerequisite: Criminal Law and Procedures: Crime and the Courtroom (except for students enrolled in the Cyber Security Program)
J332 Homeland Security Policy
40 hours, 4 credits
Students will receive an overview of homeland security policy at the federal, state, and local levels. They will examine four key security components: risk education, preparedness, public warning, and protective actions. They will also explore the coordination of structure and policy across national and homeland security disciplines, including law enforcement, public education, medical, public health, emergency management (including FEMA), information operations, defense, diplomacy, commerce, transportation, and intelligence.
Prerequisite: Terrorism

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

J340 Women and Criminal Justice
40 hours, 4 credits
This course examines the role of women as offenders, victims, and professionals in criminal justice. The course will explore the role of women in society, focusing on gender and diversity. The course will also examine the role of women in criminal justice, including the impact of gender on criminal justice policies and practices.

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 will be discussed. 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-level Math course

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

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

J410 Criminal Justice Leadership and Management
40 hours, 4 credits
This course will familiarize students with common management theory and practice in criminal-justice organizations. The application of management techniques to all areas of criminal justice will be explored, along with leadership and administration techniques and issues specific 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. The course will examine persons and conditions associated with high rates of deviance.
Prerequisites: Introduction to Corrections, Policing in Africa; Research Methods in Criminal Justice

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

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

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

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

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 (except for students enrolled in the Cyber Security Program)

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

J453 Criminal Justice Seminar
50 hours, 5 credits
This course provides students with the opportunity to explore an area of criminal justice that is of specific interest for their career or an area of relevant interest in the field. Topics may include any area of justice studies, with the approval of the instructor. Students will conduct a thorough review of their topic and present their work in the form of a final project.
Prerequisites: Statistics in Criminal Justice; Research Methods in Criminal Justice

J457 Criminal Justice Senior Thesis
250 hours, 9 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 conduct a research study, collect and analyze resulting data, and integrate their research and findings into a formal thesis.
Prerequisite: Criminal Justice Seminar. Students should be in their last or second-to-last quarter

J480 Criminal Justice Internship
250 hours, 9 credits
This course provides students with an opportunity to apply their learning through an internship experience involving participant observation in a professional criminal justice setting. During the internship experience, students will concurrently participate in discussions, journaling, and related coursework to integrate their experiences and knowledge.
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.

Prerequisites: Criminal Justice: Capstone; Student enrolled in Certificate Program

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.
Prerequisites: Introduction to Criminal Justice or enrolled in Certificate Program

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

M100 Customer Service in Healthcare
10 hours, 1 credit
This course will prepare students to deliver outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence the perceptions of external and internal customers. Topics covered in this course include: the psychology of patients, customer service in a diverse world, listening skills and effective communication techniques.
Prerequisite: none

J457 Criminal Justice Senior Thesis
250 hours, 9 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 conduct 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

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Prerequisite: Contemporary Issues in Criminal Justice;Capstone; Student in last or second-to-last quarter

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Prerequisites: Criminal Justice: Capstone; Student enrolled in Certificate Program

LE240 Minnesota Criminal Code
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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.
Prerequisites: Introduction to Criminal Justice or enrolled in Certificate Program

LE245 Minnesota Traffic Code
20 hours, 2 credits
Students will examine motor vehicle laws and statutes related to traffic enforcement in Minnesota. They will examine rules pertaining to driving, equipment, motor vehicle insurance, and licensing. They will identify unique circumstances and vehicles in traffic law, including commercial motor vehicles, implements of husbandry, boats, and all-terrain vehicles. Students will also review alcohol and drugs impairments to driving, and enforcement of related laws.
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Prerequisite: none
Course Descriptions

M120 Medical Terminology 40 hours, 3 credits
This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation. Prerequisite: none

M121 Anatomy and Pharmacology for Coders 30 hours, 3 credits
This course provides an in-depth exploration of human anatomy and physiology as well as pharmacology to prepare students for coding. This course also provides a systematic approach to hospital inpatient and ambulatory care coding, emphasizing specific and correct coding procedures and techniques. Topics covered include: study of human cells and tissues; the integumentary, musculoskeletal, nervous, respiratory, gastrointestinal, circulatory, digestive, reproductive, sensory, cardiovascular, lymphatic, immune, and endocrine systems of the body; most commonly prescribed drugs; and laboratory tests. The student will learn how to abstract key information from the health record to assist in improving physician documentation and to ensure all valid and accurate coding. Students will complete laboratory exercises coordinated with course content.
Prerequisites: Structure and Function of the Human Body; Medical Terminology

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

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

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

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

M140 Basic ICD-9-CM Coding 40 hours, 4 credits
This course provides an 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: Basic ICD-CM Coding

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

M201 Medical Terminology I 60 hours, 4 credits
This course introduces the definition and medical 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, reimbursement; confidentiality and guidelines will be explored.
Prerequisite: none

M251 Medical Coding Practicum 30 hours, 1 credit
This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a Coding Instructor.
Prerequisite: Medical Terminology

M252 Health Information Practicum 60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinic and the electronic health records, and practical simulation assignments to experience real-world situations within the HIM department and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.
Prerequisites: Health Information Law and Ethics; Healthcare Information Technologies; Quality Analysis and Management

M270 Electronic Health Records and Medical Office Procedures 40 hours, 4 credits
This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concepts covered include: preparing, filing and maintaining medical records; knowledge of the various types of health insurance coverage, coding and reimbursement; confidentiality and guidelines for releasing health information; and effective oral and written communication skills.
Prerequisite: Medical Terminology

M290 Medical Administration Practicum 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.

M102 Introduction to Medical Assisting 40 hours, 3 credits
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and the workplace. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid.
Prerequisite: none
MA110 Clinical Skills I 60 hours, 4 credits
In this course students will begin their study of the essential and basic core of front-office medical assisting skills. They will learn the basic principles of medical assisting profession, and will master knowledge and skills including communication and technology, patient centered care, and emergency and safety. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Introduction to Human Biology (except for students enrolled in the Medical Assisting program)

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

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

MA265 Medical Assistant Externship 20 hours, 2 credits
In conjunction with a Medical Assisting Capstone, students will complete 240 hours of a Medical Assisting training experience in a physician’s office, acute care, or medical center. On the clinical site, the extern will perform medical-assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student extern send patient names or values to the instructor for the externship hours worked.
Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-Step Mantoux screen testing within 6 months of starting externship; Completion of all immunizations or verifications of immunity required by program and site; Successful completion of background check (clear background check obtained); Attendance at Rasmussen College Externship meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator

ML100 Medical Assistant I 20 hours, 2 credits
In conjunction with the Medical Assisting Externship (MA265), students will complete an online Medical Assisting Capstone course. In this course, students will learn job-search techniques and skills for entry-level medical assistants as well as share and learn from their externship experiences with the class. Students will also prepare to sit for the Medical Assistant credential examination during this course (either the CMA or RMA depending on campus accreditation status).
Prerequisite: none
Co-requisite: Medical Assisting Externship

ML101 Medical Assistant II 40 hours, 3 credits
This course covers the concepts of conditional probability, random variables, expectations and distributions, sample spaces, moment-generating functions, and the central-limit theorem. Further topics include an introduction to estimation, confidence intervals, and hypothesis testing. Students will be able to generate random variables through experimentation, and they will understand how to apply statistical concepts to computational applications.
Prerequisite: Introduction to Discrete Mathematics; Calculus II

ML110 Probability and Statistics 40 hours, 4 hours, 4 credits
ML120 Calculus II 40 hours, 4 credits
This course covers the concepts of conditional probability, random variables, expectations and distributions, sample spaces, moment-generating functions, and the central-limit theorem. Further topics include an introduction to estimation, confidence intervals, and hypothesis testing. Students will be able to generate random variables through experimentation, and they will understand how to apply statistical concepts to computational applications.
Prerequisite: Introduction to Discrete Mathematics; Calculus II

ML205 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

ML206 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

ML207 Clinical Microbiology II 60 hours, 4 credits
This course provides further instruction in basic microbiology with emphasis on viruses, fungi and parasites. Epidemiology and laboratory procedures will be introduced. A student laboratory will be utilized for experiences in routine microbiology testing.
Prerequisite: Microbiology I

ML210 Clinical Chemistry I 60 hours, 4 credits
This course covers the concepts of chemical analysis, random variables, hypotheses, and statistical confidence. The course will provide students with an understanding of the applied techniques and importance of chemical analysis.
Prerequisites: Human Anatomy and Physiology I; And Calculus II

ML211 Clinical Chemistry II 60 hours, 4 credits
In this course, students will further explore the principles and procedures of various tests performed in Clinical Chemistry. Integral to this course is the continued explanation of the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values.
Prerequisite: Clinical Chemistry I

ML212 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 properties of urine, cerebrospinal fluid, and other body fluids.
Prerequisites: Introduction to Clinical Laboratory Science; Human Anatomy and Physiology I

ML213 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 microbiology 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

ML214 Microbiology II 60 hours, 4 credits
Expanding upon concepts learned in Clinical Microbiology I, this course further examines the principles and procedures of various tests performed in Clinical Chemistry. Integral to this course is the continued explanation of the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values.
Prerequisite: Clinical Chemistry I

ML215 Microbiology III 60 hours, 4 credits
Expanding upon concepts learned in Hematology I, this course further examines the theory and practical application of routine and special hematologic procedures. Presents white blood cell function, hemopoietic 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: Immunology I

ML220 Hematology 40 hours, 3 credits
In this course, students will understand the theory and practical application of routine and special hematologic procedures. Presents red blood cell function, hemopoietic and associated diseases. The student laboratory focuses on identifying normal and abnormal red blood cell morphology and the evaluation of stained blood smears.
Prerequisites: Introduction to Clinical Laboratory Science; Human Anatomy and Physiology I
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 the 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

N127 Microsoft Windows Workstations 40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows workstation. The course gives the student the ability to provide technical support to a Windows workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist Exam. Prerequisite: Fundamentals of PC Hardware and Software

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

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

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

N138 Game Preproduction 40 hours, 4 credits
This course has been designed to teach you the fundamental philosophies of game design and apply them in a hands-on manner using a step-by-step process that develops problem solving strategies. The techniques taught in this course exist to provide the practical resources needed to build a firm understanding of game development from a production standpoint. In addition, the information this course provides is a grounded study for any area of inspiration 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 conquer puzzle-solving basics and activities that illustrate effective reasoning processes. Students will be exposed to multiple real-world scenarios in which they will troubleshoot technological problems, and apply lessons learned in order to anticipate potential failure concerns. By the end of the course, students will be prepared to evaluate actual issues, use logic to identify the variables contributing to failure, and finally determine the proper course of action to correct the failure issue(s) at hand. Prerequisite: none

N141 Networking Security 40 hours, 3 credits
This course introduces students to general security concepts including authentication mechanisms, cryptography, and cryptographic 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 Network+ certification exam. Prerequisite: Networking Fundamentals

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

N143 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 personal 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 in science, industry, education, 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

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

N205 Platform Design and Human-Computer Interaction 60 hours, 4 credits
This course offers an introduction to game design, including the fundamentals of creating stories to the storytelling and interactivity. From the fundamentals of creating stories to the integration of game technology, students will write and build worlds where story interacts with game mechanics. Students will study linear narrative, myths and the hero’s journey, character arcs, and the structure of the plot, from campfire lore toaverstarch, and from games to interactive storytelling. Prerequisite: Foundations of Software Design

N225 Interactive Storytelling 40 hours, 3 credits
This course explores the integration of storytelling and interactivity. From the fundamentals of creating stories to the integration of game technology, students will study and build worlds where story interacts with game mechanics. Students will study linear narrative, myths and the hero’s journey, character arcs, and the structure of the plot, from campfire lore to interactive storytelling.
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 more. The course 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.
Prerequisite: Windows Active Directory

N235 Cisco Networking Fundamentals and Routing
40 hours, 3 credits
In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. This 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.
Prerequisite: Networking Fundamentals; Microsoft Windows Server

N236 Database Security
60 hours, 4 credits
This course covers the basic principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities.
Prerequisite: SQL Server Administration

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

N265 Console Development
60 hours, 4 credits
One aspect of creating games is determining how they will work with different consoles from various manufacturers. This allows 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 programmer to determine what modifications and changes need to be made as games become part of the game libraries for different vendors.
Prerequisite: Programming IV

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

N274 SQL Server Administration
40 hours, 3 credits
The goal of this course is to prepare individuals to work with and administer SQL Server 2008 and SQL Server 2012. Students will learn 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 point-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

N286 Math for Game and Simulation Production II
40 hours, 4 credits
This course uses ideas 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 a shape of a graph.
Prerequisite: Math for Game and Simulation Production I

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

N301 The Business of Digital Media
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 work in the form of individual and group assessments, success within creative teams, management of timelines and deadlines, and effective problem solving are explored as they pertain to the multimedia development pipeline.
Prerequisite: Introduction to Business

N302 Graphics Development with OpenGL
60 hours, 4 credits
This course is an introduction to the fundamental principles of computer graphics algorithms in relation to video game and simulations. The focus is on graphics methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves solutions to problems such as how we represent 3D models, 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, the way objects reflect light, and the path that light takes as it refracts through the scene.
Prerequisite: Programming II

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

N304 Operating Systems Design
50 hours, 3 credits
In the course, students learn how operating systems such as Windows, Linux, and the Mac OS X are a fundamental component of all computing systems. The course explores how operating systems are responsible for managing the running processes as well as the sharing of system resources as the processes interact 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. There will be an emphasis on gesture, proportions and form development using the human figure in studio and in public settings. The basic structural and anatomical concepts will be covered along with an in-depth study of motion and gesture drawing skills.
Prerequisite: Color Theory and Techniques

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

N307 Principles of Network Security
40 hours, 3 credits
This course brings to light the concepts needed for network defense techniques. Students will examine the tools, techniques, and technologies used in the securing of information assets. This course is designed to provide in-depth focus on the software and hardware components of Information Security. Topics covered include: intruder detection, virtual private networks (VPN), and incident response strategies and planning, network wireless security.
Prerequisite: Networking Fundamentals

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 to theory 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, 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. The fundamentals of game and simulation lighting are covered along with how to do the shader programming to achieve more realistic “looks” in games. 3D lighting, texturing, alpha blending, and shading will be covered in detail in this course.
Prerequisite: Graphics Development with OpenGL

N312 Advanced Networking
50 hours, 3 credits
This course offers an in-depth study of current networking technologies. Topics include OSI model, communication protocols, WAN architecture (ATM, VPN, MPLS, and hybrid networks), Wireless and QoS.
Prerequisite: Virtualization

N313 Introduction to Information Systems Security
40 hours, 3 credits
This course provides an overview of security challenges and strategies of countermeasures as they pertain to information systems. Topics include definition of terms, concepts, elements, and goals involving industry standards and practices with a focus on availability, vulnerability, integrity, and confidentiality aspects of information systems.
Prerequisite: none

N315 Flash Animation
60 hours, 4 credits
This course is an introduction to Macromedia’s Flash. The course will cover the basics of Flash: importing, creating & 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 importing, adding 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 Studio Max, ZBrush, and MudBox will be discussed, and students will have the opportunity within an actual software modeling environment to create a variety of polygon objects.
Prerequisite: The Study of Animation

N322 Web Application Architecture and Design
50 hours, 4 credits
This course presents key concepts in distributed resource systems for network enabled software systems and applications. Distributed designs allow applications to span multiple machines and require the use of new 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, including database applications deployed on very large-scale websites.
Prerequisite: Java I

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

N324 Portfolio, Package and Publish
40 hours, 4 credits
This course focuses on the process and tasks necessary for game and simulation-specific employment including research on resumes and contacts, portfolio 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 and present themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn to market their skills and areas of interest in game or simulation production.
Prerequisite: Multiplayer Game Programming
N325 Advanced Methods of Computer Graphics 60 hours, 4 credits
This course is for photographers and artists, who wish to go well beyond the basics of Photoshop. In addition to covering more sophisticated methods of color correction, manipulation and printing, students will learn scanning, digital camera usage, the mechanics of calibration and other more advanced capabilities in Photoshop, all within a framework of artistically professional sensibility which will allow the student to develop their own professional work.
Prerequisite: Introduction to Computer Graphics

N326 Legal and Security Issues 40 hours, 4 credits
This course offers an overview of the legal processes involved in implementing and maintaining an E-commerce website. In addition, this course examines the security issues involved in maintaining a web or intranet/ internet site and potential issues for misuse.
Prerequisite: none

N330 MIS Techniques 40 hours, 3 credits
This course is an introduction to computer use required of users and developers of management information systems. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Computer Applications and Business Systems Concepts

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

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

N335 Digital Photography 60 hours, 4 credits
This course shows students how to evaluate images for communicative effectiveness and aesthetic appeal. They will also digitize images, adjust and manipulate them in the computer, and output them for on-screen and printed use. Through the course students will gain a firm foundation of 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 basics of web design project planning. 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 and emphasizes simulation modeling for algorithm development and test suites. The course introduces the systems aspect of development and tradeoffs related to resource management, system performance, reliability, security, and code re-use. Students will also be exposed to requirements analysis and the techniques to develop a functional system from specified requirements.
Prerequisite: Algorithm Analysis

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

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

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

N346 Practical Game Development 60 hours, 4 credits
This course approaches the study of computer games from different viewpoints. First is an example of media that can be analyzed and critiqued 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, storyboarding, animals, pre-visualization, and transitions are all explored. Sketches, source imagery, and audio are developed to effectively communicate ideas for time-based media. Documentation techniques are used to guide chart progress with characters 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 projects from an ideal to a 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
This course, in this course, students will learn how to develop and deploy a relational database management system (RDBMS) as a software application. Students will explore relations and tables as well as how to modify the relations with commands such as insert, update, and delete. Students will also understand the role and importance of primary and foreign keys in creating relational database structures.
Prerequisite: Relational Databases

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

N360 Mobile Platform Development 60 hours, 4 credits
As more devices become smaller and more mobile, the need to have games to entertain users in downtime increases. This course looks at how to create games for mobile platforms using a systematic approach. The Java programming language is utilized in creating these games. How to weave in audio and video is also explored 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.
Prerequisites: Programming II; Probability and Statistics

N362 Technical Writing 40 hours, 4 credits
This course is designed to teach students best practices in authoring technical documents. Technical topics include technical writing, organization, glossaries, appropriate use of graphics, tables, lists, wikis, and cross referencing. Students will be able to determine when and how to write a white paper, and will understand the pros and cons of wikis and other documentation portals.
Prerequisite: English Composition

N363 Security Strategies for Web Apps and Social Networking 40 hours, 3 credits
This course covers how the internet and web-based applications have affected the way business, organizations, and people communicate. With this information came new risks, threats, and vulnerabilities for web-based applications and the people who use them. This course presents security strategies to mitigate the risk associated with web applications and social networking.
Prerequisite: Networking Fundamentals

N370 Virtualization 50 hours, 4 credits
This course offers an in-depth study of current virtualization technologies and discusses strategies and approaches for virtualization of servers, clients and applications. Topics include virtual switches, distributed virtual switching (DVS), server-side vs. client-side desktop virtualization (SBC & VDI) and virtual appliances. Students will gain hands-on experience with deploying and managing virtual systems and applications.
Prerequisite: Networking Fundamentals

N401 Artificial Intelligence 60 hours, 4 credits
Students will learn how technical and 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 development. Students will be exposed to topics such as natural language processing and parsers, problem solving algorithms, and knowledge representations. The implications of the intelligent agent paradigm as it relates to common sense and creativity will also be explored.
Prerequisite: Programming II

N402 Network Systems Design 50 hours, 4 credits
This course offers the study of the technology, network architecture and topologies, and software used by systems of network-connected computers. Topics include data transmission, local area network architectures, network protocols, distributed systems, security, and network applications such as email, various transmission services of the Internet such as the World Wide Web. Students will develop programs that run concurrently running computers within various network configurations.
Prerequisite: N360 Mobile Platform Development

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

N404 Cloud Computing 40 hours, 4 credits
This course offers an in-depth study of current cloud computing technologies and services. Topics include cloud networking, cloud bridging, virtualization of application delivery controllers (ADC’s) and WAN optimization controllers (WOC’s), data center network design considerations, and emerging technologies like Edge Virtual Bridging (EVB). Students will be required to conduct research, read case studies, and develop and propose a strategy for implementing cloud computing to address specific business needs.
Prerequisite: Virtualization
N405 Advanced Applications of Digital and Experimental Art
60 hours, 4 credits

In this course, students will combine their knowledge of digital technologies and principles of art and design. They will develop projects that use digital tools and techniques to create new forms of digital art. The course will cover basic principles of digital art and design, and students will work on projects that explore these principles. Prerequisite: none

N408 2D Design and Animation
40 hours, 4 credits

This course will introduce students to the design and animation of digital objects and environments. Students will learn about the basics of digital animation, including keyframing, timing, and composition. Prerequisite: none

N410 Database Management and Administration
40 hours, 3 credits

This course will cover the design, implementation, and administration of database systems. Students will learn about database concepts, such as normalization, and how to use database management systems. The course will also cover database security and data integrity. Prerequisite: MIS Techniques, Management of Information Systems

N411 Disaster Recovery
50 hours, 4 credits

This course will provide students with knowledge and skills in disaster recovery planning and implementation. Students will learn about the processes for preparing for disasters, and how to implement recovery plans. Prerequisite: Service Management

N415 Digital Effects Creation
60 hours, 4 hours

This course will introduce the principles and techniques of digital effects design and implementation. Students will learn about the use of digital effects in film and television. Prerequisite: none

N416 Access Controls, Authentication, and PKI
40 hours, 4 credits

This course will cover the principles and practices of access control, authentication, and public key infrastructure (PKI). Students will learn about the design and implementation of access control systems. Prerequisite: none

N420 Network Security and Cryptography
40 hours, 3 credits

This course will cover the principles and practices of network security and cryptography. Students will learn about the design and implementation of security systems and protocols. Prerequisite: none

N421 Software Engineering for Game and Simulation Production
60 hours, 4 credits

This course will cover the principles and practices of software engineering for game and simulation production. Students will learn about the process of software development for games and simulations. Prerequisite: Programming II

N422 Enterprise Application Support
40 hours, 4 credits

This course will cover the principles and practices of enterprise application support. Students will learn about the processes for supporting complex enterprise applications. Prerequisite: none

N423 Windows Security Strategies
40 hours, 4 credits

This course will cover the principles and practices of security strategies for Windows platforms. Students will learn about the design and implementation of security systems for Windows. Prerequisite: none

N425 Storyboard Development for Digital Media
40 hours, 4 credits

This course will cover the principles and practices of storyboard development for digital media. Students will learn about the processes for creating storyboards for digital media projects. Prerequisite: none

N430 Computer Forensics
40 hours, 3 credits

This course will cover the principles and practices of computer forensics. Students will learn about the process of collecting and analyzing digital evidence. Prerequisite: Computer Applications and Business Systems Concepts

N431 Multiplayer Game Programming
60 hours, 4 credits

This course will cover the principles and practices of multi-player game programming. Students will learn about the design and implementation of multi-player games. Prerequisite: Polygon Modeling

N432 Information Technology Management Capstone
20 hours, 2 credits

This course will be a project that integrates the knowledge and skills learned in the Information Technology Management program. Students will work on a project that applies the knowledge and skills learned in the program. Prerequisite: Advanced Networking

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 and audio production. Students will work on a project that applies the knowledge and skills learned in the program. Prerequisite: Audio/Video Editing

N436 Simulation Analysis and Design
50 hours, 4 credits

This course will cover the principles and practices of simulation analysis and design. Students will learn about the design and implementation of simulation models. Prerequisite: Algorithm Analysis

N437 Linux Security Strategies
40 hours, 4 credits

This course will cover the principles and practices of security strategies for Linux platforms. Students will learn about the design and implementation of security systems for Linux. Prerequisite: none

N440 Web Design Project
60 hours, 4 credits

This course will be a project that integrates the knowledge and skills learned in the Web Design program. Students will work on a project that applies the knowledge and skills learned in the program. Prerequisite: none

N455 Game Audio Assets
40 hours, 4 credits

This course will cover the principles and practices of game audio design. Students will learn about the design and implementation of audio for games. Prerequisite: Algorithm Analysis

N458 Systems Monitoring
50 hours, 4 credits

This course will cover the principles and practices of systems monitoring. Students will learn about the design and implementation of monitoring systems. Prerequisite: Advanced Networking

N459 ISS Capstone
40 hours, 4 credits

This course will be a project that integrates the knowledge and skills learned in the Information Security program. Students will work on a project that applies the knowledge and skills learned in the program. Prerequisite: none

N461 Insider Threats, Tools, and Applications
40 hours, 4 credits

This course will cover the principles and practices of insider threats, tools, and applications. Students will learn about the design and implementation of insider threat systems. Prerequisite: none

N462 Information Security Infrastructure
40 hours, 4 credits

This course will cover the principles and practices of information security infrastructure. Students will learn about the design and implementation of security infrastructure. Prerequisite: none

N463 Insider Threats, Tools, and Applications
40 hours, 4 credits

This course will cover the principles and practices of insider threats, tools, and applications. Students will learn about the design and implementation of insider threat systems. Prerequisite: none

N464 Information Security Infrastructure
40 hours, 4 credits

This course will cover the principles and practices of information security infrastructure. Students will learn about the design and implementation of security infrastructure. Prerequisite: none

N465 Information Security Infrastructure
40 hours, 4 credits

This course will cover the principles and practices of information security infrastructure. Students will learn about the design and implementation of security infrastructure. Prerequisite: none

N466 Information Security Infrastructure
40 hours, 4 credits

This course will cover the principles and practices of information security infrastructure. Students will learn about the design and implementation of security infrastructure. Prerequisite: none

N467 Information Security Infrastructure
40 hours, 4 credits

This course will cover the principles and practices of information security infrastructure. Students will learn about the design and implementation of security infrastructure. Prerequisite: none

N468 Information Security Infrastructure
40 hours, 4 credits

This course will cover the principles and practices of information security infrastructure. Students will learn about the design and implementation of security infrastructure. Prerequisite: none

N469 Information Security Infrastructure
40 hours, 4 credits

This course will cover the principles and practices of information security infrastructure. Students will learn about the design and implementation of security infrastructure. Prerequisite: none

N470 Information Security Infrastructure
40 hours, 4 credits

This course will cover the principles and practices of information security infrastructure. Students will learn about the design and implementation of security infrastructure. Prerequisite: none

N471 Information Security Infrastructure
40 hours, 4 credits

This course will cover the principles and practices of information security infrastructure. Students will learn about the design and implementation of security infrastructure. Prerequisite: none

N472 Information Security Infrastructure
40 hours, 4 credits

This course will cover the principles and practices of information security infrastructure. Students will learn about the design and implementation of security infrastructure. Prerequisite: none
N460 Application of Physics for Game and Simulation Production
60 hours, 4 credits
An important aspect in a game or simulation is to be able to render what is happening in the game in reality terms representing real physics principles. This course is designed to allow the game or simulation programmer to be able to transform the ideas and sequences of a game into realistic actions. Key components in this class will be the opportunity for students to develop tools, demos, and working games that utilize and follow real physics.
Prerequisite: Programming II

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

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 concepts in many domains and investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity.
Prerequisite: Multiplayer Game Programming

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

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

N471 Engineering Virtual Worlds
50 hours, 4 credits
In this course, students will learn how to create multi-user virtual environments. 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 representations of the concept of “interface” to one of “location.” The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.
Prerequisite: Programming II

N480 Senior Computer Science Capstone
30 hours, 3 credits
The Senior Computer Science Capstone course provides a culminating and integrative educational experience. While participating in a team environment, students will design and implement a large-scale software project utilizing the skills and techniques they have mastered throughout their program of study. Class and small group meetings will be used for teams to demonstrate the progress of their projects as well as for the teams to meet and work. Team meetings outside of regularly scheduled class sessions will be required.
Prerequisite: Must fail in last quarter of study

NM110 Drawing Design and Art Theory
40 hours, 3 credits
This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, light, perspective, figure drawing and historical studies.
Prerequisite: Color Theory and Techniques

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

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

NM115 Networking and Internet Technologies
40 hours, 3 credits
This course provides students with a practical understanding of the structure and operation of the Internet, including various communications and transfer protocols, and IP addressing. The course will prepare the student for interactivity through client-side scripting, HTML and supplemental client-side scripting. The course will provide training in a variety of industry-accepted Autodesk 3D design software.

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 producing short DVD’s will be applied for various delivery media. Students produce and edit a series of short videos that include audio, video, disk and Internet applications. This course will provide training in a variety of industry-accepted Adobe design software.

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

NM141 Digital Media Production
40 hours, 3 credits
This course is a study of the integration of components used in multimedia applications using authoring software. Students use industry-standard software as tools for producing interactive projects. Topics include basic animation techniques, special effects, transitions, and user interactivity. This course will provide training in a variety of industry-accepted Adobe design software.

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

NM260 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 integration 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.

NM272 Multimedia Technologies
40 hours, 3 credits
This course will provide training in a variety of industry-accepted Adobe design software.

NM280 Multimedia Portfolio Development
20 hours, 2 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.

NM281 Digital Media Assembly
40 hours, 3 credits
In this course, students will learn aspects of advanced programming languages that allow for scripting of interactive applications for Internet delivery. Students will also explore the newest technologies and their impact on multimedia and visual design. This course will provide training in a variety of industry-accepted Adobe design software.

NM305 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

NM283 Fundamentals of Web Authoring and Design
40 hours, 3 credits
This course focuses on dynamic interactive websites from a multimedia perspective. Emphasis is on designing and implementing 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

NM285 Seven Side Scripting
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: Fundamentals of Web Authoring and Design

NM293 Digital Media Production
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: Digital Media Production

NM294 Multimedia Portfolio Development
20 hours, 2 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: Digital Media Production

NM295 Comprehensive Pharmacology
40 hours, 3 credits
This course provides an overview of essential concepts and principles of pharmacology as applied in the nursing management of client care. Emphasis includes side effects, 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

NM296 Introduction to multimedia Design
40 hours, 3 credits
This course offers a survey of computer industry-standard graphic hardware, foundation graphic operations and implementations, two-dimensional and three-dimensional transformations utilizing matrix calculations, hidden lines and surface removal, illumination and shading models, curves and surface textures, object modeling, and three-dimensional animation. Students will learn how to convert complex mathematical formulae into operational program code.

Prerequisite: Programming II

N221 Digital Publishing
20 hours, 2 credits
This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Digital Media Production

NU115 Comprehensive Pharmacology
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

N412 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 integration 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

N413 Color Theory and Techniques
40 hours, 3 credits
This course introduces basic compositional principles of harmony and contrast through the practice of color applications, digital input devices and graphic software packages. Basic exercises are introduced and practiced to learn how to achieve different visual effects and create visual effectiveness. The use of color in printing is also explored. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Introduction to Computer Graphics

N414 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 producing short DVDs will be applied for various delivery media. Students produce and edit a series of short videos, disk and Internet applications. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Digital Media Production

N415 Introduction to 3D Arts and Animation
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

N416 Application of Physics for Game and Simulation Production
60 hours, 4 credits
An important aspect in a game or simulation is to be able to render what is happening in the game in reality terms representing real physics principles. This course is designed to allow the game or simulation programmer to be able to transform 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
NU15G Comprehensive Pharmacology Lab
40 hours, 2 credits
This course prepares the student to administer medications. The six "rights" of administration, dosage calculation, routes of administration, proper use and storage of medications, patient observation and documentation are included. Clinical skills are practiced in the nursing lab. This course includes the practice and demonstration of medication administration. Co-requisite: Comprehensive Pharmacology

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

PB105 Phlebotomy
40 hours, 3 credits
Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin punctures, butterfly needles, blood cultures and specimen collection on adults, children, and infants. Emphasis on infection control, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Utilizes a student laboratory for exercises in basic phlebotomy procedures. Prerequisite: none

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

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

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

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

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

PL215 Real Estate Law
40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with pertorations and other real estate related documents. The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations. Prerequisite: Introduction to Law and the Legal System

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

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

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

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

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

PL240 Legal Writing
40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to a research project involving the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written case law. 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 composition skills will be developed. Students will 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 the appellate brief which requires specific, rule based, formatting and structural content. This content includes items such as tables of cases and other authorities, a table of contents, statutes, and 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 into 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: Cyberspace and the Paralegal Profession; Students must be in their last or second-to-last quarter.

PL290 Paralegal Internship
130 hours, 5 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student will periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship. Prerequisite: Students must be enrolled in their last or second-to-last quarter.

PN100 Nursing Foundation
100 hours, 6 credits
This introductory course is comprised of both a theory and clinical component. Content includes nursing documentation, medication administration, the nursing process, and transcultural considerations. Emphasis is placed on basic pathophysiology, anatomy and physiology, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the cardiovascular and respiratory systems. Prerequisites: Nursing Foundations; Comprehensive Pharmacology; Comprehensive Pharmacology Lab; Human Anatomy and Physiology I

PN115 Nursing I
2013 CATALOG AND STUDENT HANDBOOK
40 hours, 4 credits
This course is an introduction to medical/surgical nursing and is comprised of both a theory and clinical component. Content includes nursing documentation, medication administration, the nursing process, and transcultural considerations. Emphasis is placed on basic pathophysiology, anatomy and physiology, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the cardiovascular and respiratory systems. Prerequisites: Nursing Foundations; Comprehensive Pharmacology; Comprehensive Pharmacology Lab; Human Anatomy and Physiology I

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 therapeutically interventions, pathophysiology, psychopharmacology, current therapies, and rehabilitation for the patient experiencing psychiatric/mental-health alterations. Emphasis is on therapeutic communication, patient-nurse boundaries, and holistic care. 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 treatments, 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

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

PN135 Nursing III
120 hours, 6 credits
This is a continuation of Nursing II and is comprised of both a theory and clinical component. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the digestive, blood, lymph, integument, immune, and neurological systems. Modalities of care are directed 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
**Course Descriptions**

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

**PN145 Nursing Seminar**  
20 hours, 2 credits  
This course examines the role of the practical nurse. Content includes the history of nursing, practical nursing scope of practice, legal and ethical considerations, and NCLEX-PN review. Content is designed to facilitate transition from the role of student to the role of graduate practical nurse. Emphasis is placed on assuming personal accountability for nursing actions. The importance of participation in continuing educational activities is emphasized.  
Prerequisites: Nursing II; Maternal - Child Nursing; Nutrition and Diet Therapy  
Co-requisites: Nursing III; Geriatric Nursing  

**SI115 Keyboard I**  
40 hours, 3 credits  
This course introduces students to the keyboard and basic formatting for business documents. An objective test will be used to test mastery in five-five timed writings or fewer errors is the course goal.  
Prerequisite: none  

**SI20 Word for Windows**  
40 hours, 3 credits  
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam.  
Prerequisite: Computer Applications and Business Systems Concepts  

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

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

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

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

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

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

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

**ST203 Surgical Procedures II**  
60 hours, 4 credits  
This course will expand on the duties and responsibilities as the role of scrub or  
STSR and circulator in the field of surgical technology. Areas explored and applied in this course will 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 Practicum I**  
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 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 Technology Practicum I  

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

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

**W110 JavaScript**  
40 hours, 3 credits  
This course introduces students to the tools, language and the MySQ l database to create dynamic webpages. Topics include PHP scripting fundamentals; creating, accessing, and manipulating data with the MySQ l database within a PHP program; creating HTML forms; and writing secure PHP programs.  
Prerequisite: Java I  

**W129 Web Programming Capstone**  
20 hours, 2 credits  
This course summarizes key learning throughout the student’s program. Students apply what they have learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.  
Prerequisites: Java I; PERL/CGI  
This course is intended to be completed in the student’s last quarter.
## STANDARD OCCUPATIONAL CLASSIFICATION

The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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

### SHUCS UL DOM MCB I

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<td>Business Management–Human Resources</td>
<td>Bachelor's</td>
<td>11-2021</td>
<td>88% 91%</td>
<td>$36,902</td>
<td>$0</td>
<td>$0</td>
<td>$54,418</td>
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<tr>
<td>Business Management–Information Technology</td>
<td>Bachelor's</td>
<td>11-2021</td>
<td>88% 91%</td>
<td>$36,902</td>
<td>$0</td>
<td>$0</td>
<td>$54,418</td>
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</tr>
<tr>
<td>Business Management–Internet Marketing</td>
<td>Bachelor's</td>
<td>11-2021</td>
<td>88% 91%</td>
<td>$36,902</td>
<td>$0</td>
<td>$0</td>
<td>$54,418</td>
<td>$7,050</td>
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<tr>
<td>Business Management–Internet Marketing</td>
<td>Associate's</td>
<td>43-6011</td>
<td>NA* 100%</td>
<td>NA* NA* NA*</td>
<td>$11,063</td>
<td>$1,650</td>
<td>$0</td>
<td>$0</td>
<td>$18,720 $3,600</td>
<td>$0</td>
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<tr>
<td>Business Management–Information Technology</td>
<td>Associate's</td>
<td>43-6011</td>
<td>NA* 100%</td>
<td>NA* NA* NA*</td>
<td>$11,063</td>
<td>$1,650</td>
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<td>$18,720 $3,600</td>
<td>$0</td>
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<tr>
<td>Business Management–Information Technology</td>
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<td>43-6011</td>
<td>NA* 100%</td>
<td>NA* NA* NA*</td>
<td>$11,063</td>
<td>$1,650</td>
<td>$0</td>
<td>$0</td>
<td>$18,720 $3,600</td>
<td>$0</td>
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<td>NA* NA* NA*</td>
<td>$11,063</td>
<td>$1,650</td>
<td>$0</td>
<td>$0</td>
<td>$18,720 $3,600</td>
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<td>Business Management–Information Technology</td>
<td>Associate's</td>
<td>43-6011</td>
<td>NA* 100%</td>
<td>NA* NA* NA*</td>
<td>$11,063</td>
<td>$1,650</td>
<td>$0</td>
<td>$0</td>
<td>$18,720 $3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management–Information Technology</td>
<td>Associate's</td>
<td>43-6011</td>
<td>NA* 100%</td>
<td>NA* NA* NA*</td>
<td>$11,063</td>
<td>$1,650</td>
<td>$0</td>
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<td>Business Management–Information Technology</td>
<td>Associate's</td>
<td>43-6011</td>
<td>NA* 100%</td>
<td>NA* NA* NA*</td>
<td>$11,063</td>
<td>$1,650</td>
<td>$0</td>
<td>$0</td>
<td>$18,720 $3,600</td>
<td>$0</td>
</tr>
</tbody>
</table>

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

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

### TUITION AND FEES

The tuition shown is the full tuition cost and does not reflect scholarships, grants, loans, or any credit transfers—all of which can lower your tuition cost. Contact a program manager to discuss your unique situation and tuition costs for your degree.
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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SCHOOL OF DESIGN

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)1</th>
<th>Rasmussen Placement Rate (%)2</th>
<th>Federal Stafford Loans3</th>
<th>Private Loans4</th>
<th>Institutional Loans5</th>
<th>North Dakota Tuition and Fee6</th>
<th>North Dakota Books and Supplies7</th>
<th>Room and Board8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Design and Animation</td>
<td>Bachelor's</td>
<td>27-1014</td>
<td>92%</td>
<td>100%</td>
<td>$31,033</td>
<td>NA*</td>
<td>NA*</td>
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<td>$7,500</td>
</tr>
<tr>
<td>Multimedia Technologies–Digital Design and Animation</td>
<td>Associate's</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>26%</td>
<td>72%</td>
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<td>$4,200</td>
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<td>Diploma</td>
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<td>$0</td>
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<tr>
<td>Multimedia Technologies–Web Design</td>
<td>Associate's</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>26%</td>
<td>72%</td>
<td>$27,165</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$4,200</td>
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SCHOOL OF EDUCATION

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)1</th>
<th>Rasmussen Placement Rate (%)2</th>
<th>Federal Stafford Loans3</th>
<th>Private Loans4</th>
<th>Institutional Loans5</th>
<th>North Dakota Tuition and Fee6</th>
<th>North Dakota Books and Supplies7</th>
<th>Room and Board8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education–Child and Family Studies</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
</tr>
<tr>
<td>Early Childhood Education–Child Development</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
</tr>
<tr>
<td>Early Childhood Education–Child with Special Needs</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
</tr>
<tr>
<td>Early Childhood Education–English Language Learner</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$8,671</td>
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<td>$0</td>
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<td>$3,450</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Certificate</td>
<td>25-2011, 25-9041</td>
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<td>80°</td>
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<td>NA*</td>
<td>NA*</td>
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<td>$1,200</td>
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<tr>
<td>Early Childhood Education–Child and Family Studies</td>
<td>Diploma</td>
<td>25-2011, 25-9041</td>
<td>NA*</td>
<td>100°</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
<td>$2,550</td>
</tr>
<tr>
<td>Early Childhood Education–Child Development</td>
<td>Diploma</td>
<td>25-2011, 25-9041</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
<td>$2,550</td>
</tr>
<tr>
<td>Early Childhood Education–Child with Special Needs</td>
<td>Diploma</td>
<td>25-2011, 25-9041</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
<td>$2,550</td>
</tr>
<tr>
<td>Early Childhood Education–English Language Learner</td>
<td>Diploma</td>
<td>25-2011, 25-9041</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
<td>$2,550</td>
</tr>
</tbody>
</table>

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rasmussen.edu
### 888-5-RASMUSSEN

#### SCHOOL OF HEALTH SCIENCES

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>North Dakota Tuition and Fees</th>
<th>Room and Board*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Information Management Bachelor's</td>
<td>29-2071</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,820</td>
<td>$7,350</td>
</tr>
<tr>
<td>Health Information Technician Associate's</td>
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<td>46%</td>
<td>81%</td>
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<tr>
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<td>Medical Administration Diploma</td>
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<td>NA*</td>
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<td>NA*</td>
<td>$17,342</td>
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<tr>
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<td>83%</td>
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<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
</tr>
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<td>59%</td>
<td>67%</td>
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<td>NA*</td>
<td>$17,940</td>
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<tr>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$11,960</td>
<td>$1,800</td>
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<td>$0</td>
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<td>Medical Laboratory Technician Associate's</td>
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<td>91%</td>
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<td>$0</td>
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<td>Surgical Technologist Associate's</td>
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<td>$10,096</td>
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<td>$27,508</td>
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#### SCHOOL OF JUSTICE STUDIES

<table>
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<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>North Dakota Tuition and Fees</th>
<th>Room and Board*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice–Corrections Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
</tr>
<tr>
<td>Criminal Justice–Homeland Security Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
</tr>
<tr>
<td>Criminal Justice–Law Enforcement Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
</tr>
<tr>
<td>Criminal Justice–Psychology Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
</tr>
<tr>
<td>Criminal Justice–Client Services / Corrections Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,900</td>
</tr>
<tr>
<td>Criminal Justice–Criminal Offenders Bachelor's</td>
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<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,900</td>
</tr>
<tr>
<td>Criminal Justice–Homeland Security Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,900</td>
</tr>
<tr>
<td>Criminal Justice–Investigation / Law Enforcement Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,900</td>
</tr>
<tr>
<td>Human Services Associate's</td>
<td>21-1093</td>
<td>58%</td>
<td>85%</td>
<td>$24,972</td>
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<td>$0</td>
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<td>$3,450</td>
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<td>Human Services Certificate</td>
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<td>NA*</td>
<td>NA*</td>
<td>$18,239</td>
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</tbody>
</table>

#### SCHOOL OF NURSING

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>North Dakota Tuition and Fees</th>
<th>Room and Board*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Nursing Associate's</td>
<td>29-2061</td>
<td>91%</td>
<td>96%</td>
<td>$17,567</td>
<td>$0</td>
<td>$0</td>
<td>$28,704</td>
<td>$3,300</td>
</tr>
</tbody>
</table>
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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### Student Investment Disclosure Information

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#### School of Technology

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code*</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Stafford Loan</th>
<th>Private Loan</th>
<th>Institutional Loan</th>
<th>North Dakota Tuition and Fees</th>
<th>North Dakota Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>Bachelor’s</td>
<td>11-3021, 15-1133, 15-1131</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,820</td>
<td>$7,200</td>
</tr>
<tr>
<td>Cyber Security</td>
<td>Bachelor’s</td>
<td>15-1142</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$54,119</td>
<td>$7,500</td>
</tr>
<tr>
<td>Game and Simulation Programming</td>
<td>Bachelor’s</td>
<td>15-1199</td>
<td>NA*</td>
<td>67%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,820</td>
<td>$7,200</td>
</tr>
<tr>
<td>Information Systems Management–Network Security</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,900</td>
</tr>
<tr>
<td>Information Systems Management–Computer Information Technology</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,900</td>
</tr>
<tr>
<td>Information Systems Management–Database Administration</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
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<td>Diploma</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$19,734</td>
<td>$2,850</td>
</tr>
<tr>
<td>Information Systems Management–Network Administration</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,900</td>
</tr>
<tr>
<td>Information Systems Management–Network Administration</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$19,734</td>
<td>$2,850</td>
</tr>
<tr>
<td>Information Systems Management–Web Programming</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
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<td>$0</td>
<td>$27,508</td>
<td>$4,050</td>
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<tr>
<td>Information Systems Management–Web Programming</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
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<td>NA*</td>
<td>NA*</td>
<td>$20,332</td>
<td>$3,150</td>
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<tr>
<td>Information Systems Management–Computer Information Technology</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,229</td>
<td>$3,150</td>
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<tr>
<td>Information Systems Management–Computer Information Technology</td>
<td>Certificate</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$10,764</td>
<td>$1,650</td>
</tr>
<tr>
<td>Information Systems Management–Network Security</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$19,734</td>
<td>$3,000</td>
</tr>
<tr>
<td>Information Technology Management</td>
<td>Bachelor’s</td>
<td>15-1152, 15-1142, 15-1179</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,820</td>
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</tr>
<tr>
<td>Software Application Development</td>
<td>Associate’s</td>
<td>15-1021, 15-1132</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
<td>$3,750</td>
</tr>
<tr>
<td>Software Application Development</td>
<td>Certificate</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$11,960</td>
<td>$1,800</td>
</tr>
</tbody>
</table>

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

*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.
**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.
ADMISSIONS AND ENROLLMENT PROCEDURES

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

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

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

• Application Form (apply early for best scholarship opportunities)
• Attestation of high school graduation or equivalency
• Enrollment Agreement
• Rasmussen College entrance placement exam(s)
• Rasmussen College Experience Course (if applicable)
• All financial arrangements are complete, submitted, and verified
• Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.
• Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.

International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:

• TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
• Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation.
• 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.
• Letter of acceptance delivered by mail, the postmarked date of the letter of acceptance shall be presumed to be the date of acceptance by the College.

The policies in This Catalog and Student Handbook.
ADMISSIONS REQUIREMENTS

Background Checks
For some programs, Rasmussen College requires applicants to pass a background check before admission. Note that "passing" a criminal background check does not guarantee admission to Rasmussen College, in its sole discretion. The background check is designed to alert students to issues that may impair their ability to complete clinical, externship or practicum activities, obtain employment upon graduation, or accumulate unnecessary student loan debt. The following programs require a general background check for admission in all states except Minnesota. In Minnesota, these programs require a Minnesota Department of Human Services background check for admission:

- Business Management: Child Development Specialization
- Criminal Justice
- Early Childhood Education
- Fire Science
- Health Information Management
- Health Information Technician
- Healthcare Management
- Human Services
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician

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

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

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

- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills
- Medical Assisting
- Medical Laboratory Technician
- Pharmacy Technician
- Professional Nursing: Mobility Degree

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

- Medical Assisting
- Medical Laboratory Technician
- Pharmacy Technician
- Professional Nursing
- Professional Nursing: Mobility Degree

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

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

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

A student who receives a MDHS yellow letter may attend or enroll for courses while the MDHS finalizes its decision. If the MDHS has not finalized its decision by the end of the student’s sixth quarter of enrollment, the student will be withdrawn from the College and not allowed to continue into a second quarter. If the MDHS finalizes its decision with a blue clearance letter or set aside letter, the student will be eligible for re-enrollment for the next subsequent start date.
A student who receives a MDHS disqualification is determined ineligible for admission and must complete the following:

- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course materials.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course materials.

A student who receives a MDHS disqualification may choose to apply for a Commissioner’s Reconsideration with the MDHS. If the Commissioner sets aside the disqualification, Rasmussen College will allow the student to apply for re-entry/re-enrollment for the next subsequent start date.

Immunization Requirements
Minnesota law (M.S. 135A.14) requires proof that all students born after 1965 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Non-exempt students must submit the required vaccination information within 45 days after their first enrollment, or they cannot remain enrolled. Please see the campus for a list of available vaccines. In addition to other entrance requirements, Health Sciences and Nursing programs may require specific immunizations upon enrollment. Please see your campus for details.

Applying for Admission to the Medical Laboratory Technician and Surgical Technologist Programs
Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved an Entrance Placement score above that requiring a passing score or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement test. Once applicants have met the Entrance Placement requirements above, the School of Nursing Entrance Exam will be scheduled for the Evolve A2 entrance exam.

Applicants must pay a $75 non-refundable testing fee (covering the exam and the study guide to be issued to the student at the time of scheduling). Applicants will take the Evolve A2 at a Rasmussen College campus. To be considered for admissions, applicants must achieve a score of 70% in the areas of Math, Vocabulary, Reading, and Grammar. Applicants who achieve the required Evolve A2 score will be contacted by the College to complete the following:

- Application
- Background screening
- Any additional program-specific requirements as specified at the time of enrollment.

A Health Physical may be required and/or a high school attestation within the six months prior to Internship/PRACTICUM as specified by the clinical facility.

Applicants who wish to repeat the Evolve A2 to increase their score must submit a $300 non-refundable re-test fee. Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined within this section must be required to take or retake the Evolve A2.

Once the applicant file is complete, the College will schedule an interview between the applicant and Program Coordinator. Students accepted into their program will receive a letter from the College in the mail.

Applying for Admission into Law, English, and/or Mathematics Programs
Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Students with lower than admissible scores may choose to repeat the application process once an English Composition or Math course has been successfully completed. Applicants should understand that admission to the program is based on several factors with College entrance placement examination scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition and/or Math course will guarantee admission into the program.

Applicants who have taken the STEP and scored above that requiring a Foundation course are not required to repeat the College entrance placement examination. Applicants who achieve the required minimum scores or who have proven a grade of C or higher in college-level English and/or Mathematics will be contacted by the Program Manager to complete the following:

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

Once the applicant file is complete, the Program Manager will schedule a face-to-face interview between the applicant and Program Coordinator/Director.

Following this interview, applicants can continue with the necessary steps to proceed, which include:

- Application
- Provide official high school and college transcripts
- Rasmussen College background check
- Any additional program-specific requirements as specified at the time of enrollment.

Upon completion of the application process, the completed files will be reviewed by the admission committee. Students accepted into their program will receive a letter from the College in the mail. Applicants must also attend program orientation as well as general orientation and risk being dismissed as an applicant.

Entrance Requirements for Software Application Development Associate's and Computer Science Bachelor's Programs
Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into either program. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA). Two letters of recommendation are also required for acceptance. Please speak with a Program Manager for details.

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

Entrance Requirements for Health Information Management Bachelor's Program
Applicants pursuing admittance into the Health Information Management BS degree program must have an AS in Health Information Technology/Management from a CAHIM accredited program earned within the past five years or have an AAS degree and possess a current RHIA or RHET degree. Students who obtained an AAS degree over five years ago, the student needs to have work experience in the health information industry within the last five years and approved by the Program Manager.

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

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

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

- Students must comply with the Early Honors Program Application, which includes a high school attestation indicating expected graduation date.
- Students must provide from the parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Students must submit a signed Early Honors High School Approval Form.
- Students must be high school seniors and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
- Students must score at least a 25 on the minimum portion of the Rasmussen College entrance placement exam to be accepted to the Early Honors Program.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- A maximum of 20 Early Honors students will be accepted per quarter, per campus.
- To continue enrollment in the Early Honors Programs, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
- Juniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the Director of Admissions 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 the course or her first class, the student can request a second class for the second quarter. A maximum of 24 credits per quarter 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 college residence and graduation requirements in the college catalog. Nursing courses designated with a “PN,” “PRN,” “NU” or “NUR” are not available to Early Honors students.
ACADEMIC INFORMATION AND COLLEGE POLICIES

- 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.
- Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses.

The College will provide specific information on each course, including textbook prices and technology requirements.

Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.

- Students will receive high school dual enrollment credit for successfully completed Early Honors course at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.

- Students may apply to a full program of study by completing an Application for Admission.

PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY

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

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

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

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIFT AID</td>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$575 - $5,500</td>
</tr>
<tr>
<td></td>
<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>
</tr>
<tr>
<td></td>
<td>ND State Grant</td>
<td>Gift aid based upon undergraduate student status with ND residency. Student must attend full time to receive and is notified by the state regarding eligibility.</td>
<td>$1200</td>
</tr>
<tr>
<td></td>
<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>
</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>Federal Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td>MN State Work Study*</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
</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</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd Year - $4,500</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3rd Year+ - $5,500</td>
<td></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>

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>

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>

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

*These programs are available only for Moorhead site students.
SCHOLARSHIP AND GRANT PROGRAMS

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

Early Honors Program
Rasmussen College is proud to offer select high school seniors the opportunity to begin their professional career training early. The Early Honors Program is designed to reward those who have a strong academic background and a desire to succeed.

10% Military Discount
All current and retired military personnel, as well as veterans, enrolling in a Degree, Diploma, or Certificate program are eligible for a 10% tuition discount. In order to qualify for the discount, all admission requirements must be completed, and applicants must provide proof of service by submitting an actual or faxed copy of their military ID card, including expiration date. Retired military personnel must provide valid military retiree ID or DD 214 form. In addition, the College will extend the 10% discount to the spouse of 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 military ID card, which includes an expiration date.

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

Restrictions
Students are eligible for only one of the following scholarship and grants programs at a time:

• Early Honors Program
• 10% Military Discount
• Corporate Discount
• Community Business Success Grant
• AcceleratedED Partner Success Grant

Employer Tuition Reimbursement
Many employers today offer tuition reimbursement to their employees earning a degree. Whether it’s for a full degree or an individual course, it is important to make sure the reimbursement plan is seamless as possible so you can reduce the cost of your education, as well as potentially reduce the amount of loans required at your degree.

To take advantage of tuition reimbursement, check with your employer about what tuition reimbursement options may be available to you. Then, contact your program manager or the Student Financial Services Department to discuss your tuition reimbursement options.

High School Professional Program
Rasmussen College waives tuition for High School Teachers and Counselors who meet the required criteria. This program is only available to teachers and counselors who are employed at a high school (grades 9-12) in Minnesota, North Dakota, Florida, Illinois, Kansas and Wisconsin. Current status as a high school professional will be verified by Rasmussen College prior to the initial start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the professional’s first course.

Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in online courses will be made available to high school teachers and counselors each quarter. There is no maximum on cumulative number of classes that may be taken. Tuition free courses for high school professionals are offered on a space-available basis, with priority given to other enrolled Rasmussen students who must complete the remaining portion of their degree program at Rasmussen College. Participants are responsible for purchasing books or supplies needed for the course. Books may be purchased through the online bookstore. Grades will be recorded as audit grades with the student classified as an audit student.

ACADEMIC POLICIES

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

Class Standing
Rasmussen College determines class standing by the number of credit hours a student has completed. The College assigns class standings according to the following criteria:

Freshman 0-36 credits completed
Sophomore 37-72 credits completed
Junior 73-108 credits completed
Senior 109 or more credits completed

These Programs May Also Be Offered Online

Bachelor’s Degrees
• Business Management (all specializations)
• Criminal Justice (all specializations)
• Digital Design and Animation
• Early Childhood Education (all specializations)
• Health Information Management
• Healthcare Management
• Nursing Bachelor of Science (RN to BSN)

Associate’s Degrees
• Accounting
• Business (all specializations)
• Early Childhood Education (all specializations)
• Human Services
• Information Systems Management (all specializations)
• Medical Administration
• Multimedia Technologies (all specializations)
• Paralegal
• Pharmacy Technician

Diplomas
• Accounting
• Business (all specializations)
• Early Childhood Education (all specializations)
• Human Services
• Information Systems Management (all specializations)
• Medical Administration
• Medical Billing and Coding
• Multimedia Technologies (all specializations)
• Pharmacy Technician

Certificates
• Accounting
• Business (all specializations)
• Early Childhood Education
• Human Services
• Information Systems Management (all specializations)
• Law Enforcement Academic
• Medical Billing and Coding
• Multimedia Technologies (all specializations)
• Pharmacy Technician

Individual Progress
Students may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. To be considered for admission, individual progress students must complete the application form and attestation of high school graduation. The Rasmussen College entrance placement exam is not required for IP students.

Individual progress coursework is assessed at the full cost per credit for each course. Individual progress students remain enrolled at Rasmussen College as long as they continue to select coursework and meet all additional requirements. Upon successful completion of their courses, individual progress students will receive a letter grade and be awarded credits. To enroll in a program at Rasmussen College, students must complete all remaining program application requirements (including the entrance placement test). Eligible individual progress courses will be applied to their degree program, and count as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).

Developmental Education and Rasmussen College Entrance Placement Exam Re-test Policy
The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to core or college-level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and creating educational opportunities for those who enroll. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests. Applicants providing a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the reading and writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination.

Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the College entrance placement examination. Returning students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the College entrance placement examination. Coursework in Math or English that is numbered below 100 is considered to be developmental. College entrance placement examination scores for appropriately placed students in English and Math courses according to skill level. See Entrance Assessment Table for placement scores.

These credits are not counted toward graduation, and each must be passed with a grade of ‘SX’ in order for the student to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation course(s). Students who test at remediation level, and who wish to transfer courses that have Foundation courses as prerequisites, must first successfully complete the Foundation courses. Students enrolled in Foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program.

Students who place below the level of B080 Reading and Writing Strategies are not eligible for admission to Rasmussen College. Students who place below the level of B080 and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test.

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

* These include official and unofficial transcripts and grade reports for courses completed at regionally or nationally accredited institutions of higher learning, as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA).

Foundation Courses Timeframes
Students enrolling in a college-level course requiring a Foundation course must complete one such course in their first full quarter of enrollment. Additionally, all required Foundation courses must be taken in the student’s first two full quarters of enrollment. If a student withdraws from or does not pass a Foundation course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the College. Foundation courses are B080 and B087. A “full-time” course excludes the mid-quarter start.

Foundation Course Grading
1. All Foundation courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students pass B080 Reading and Writing Strategies if they achieve a final grade percentage of 73% or higher.
3. Students pass B087 Practical Math if they achieve a final grade percentage of 73% or higher.

The following grading scale is then used to determine if students have passed the courses:

Reading and Writing Strategies

SX 73% or higher
UX Below 73%

Practical Math

SX 73% or higher
UX Below 73%

Common Grading System Percentage Scale

A+ 100 to 95%
A 94 to 90%
A- 92 to 90%
B+ 89 to 87%
B 86 to 83%
B- 82 to 80%
C+ 79 to 77%
C 76 to 73%
C- 72 to 70%
D+ 69 to 67%
D 66 to 63%
D- 62 to 60%
F Below 60%

Point Scale

Alphabetical Grading System

A+ Excellent
A- 3.75
B+ 3.50
B 3.00
B- 2.75
C+ 2.50
C 2.00
C- 1.75
D+ 1.50
D 1.00
D- 0.75
F Below Average

Course Waiver
See “Incomplete Policy”

Pending Transfer In
Credits based on unofficial transcripts

College, Foundation, Seminar courses, or College Experience course

Transfer In Credit based on official transcripts
Withdrawal

Nursing Programs Grade Scale

that course in a financial aid award calculation, thereby making the student responsible for payment of out-of-pocket at regular tuition rates. The credits for all repeated courses along with the credits from prior attempts will be included in credits attempted for the purposes of determining Satisfactory Academic Progress. The highest grade earned from a repeated course will be used in the calculation of the student’s cumulative GPA. The student’s GPA will be recalculated to reflect the highest letter grade. If more than one attempt results in the same letter grade, only the most recent one will be used in the calculation of GPA.

Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be authorized another program that does not include the course as a required part of the program curriculum without going through the program appeal process. Students who fail a course three times, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher and transfer it back in to Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of credit transfer, on “FFA” grade will remain for purposes of GPA calculation. However, all of the course credits, both failed and transferred, count in the student’s Cumulative Completion Rate (CCR).

Foundation courses may only be repeated one time. Students who wish to repeat a course a second time a second term will be terminated from the College. All attempts of repeated courses, including the grades, remains on academic records and transcripts even though they may not be included in the GPA calculation. Students should be aware that graduate schools and other institutions to which they might wish to apply for admission may not be included in the grading GPA for admission.

Late Assignment Submission Policy

Students submit assigned work after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late; an additional 10% is assessed for each additional day the work is late. In some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty. Instructors may decide in the case of legitimately extenuating circumstances to waive the late penalty; if not, though, the penalty must be enforced as described. In some cases in the residential classroom, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities. In no circumstances may students submit work after the last day of the academic term unless an incomplete grade has been requested and granted beforehand.

Incomplete Grade Policy

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

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

2. Incomplete forms will be maintained by the respective campus for approval and resolution. Instructors must request an incomplete prior to the last day of the term otherwise the student will receive a “F”.

3. The Dean must be informed of all incompletes granted. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
   a. The work to be completed must be regularly assigned work, identified in the course syllabus.
   b. The student can reasonably be expected to complete the work.
   c. The student’s grade will be substantially improved.
   d. The student has demonstrated a commitment to completing work in a timely fashion.
   e. Granting the incomplete is truly in the best interest of the student.
   f. By completing the work, one of the following will apply:
      i. The student will learn substantive information by completing the work.
      ii. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
   g. Allowing the student extra time compensates for the lack of opportunity for the student’s control (i.e., illness, emergencies, etc.) as opposed to compromising for poor planning, poor attendance, or failure to take assignments seriously.

5. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up “extra credit” work.

6. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of class. An incomplete grade not completed by the deadline will be changed to an “F” (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average.

The final grade awarded for the course is included in the calculation of the cumulative grade point average.

Policy for Change of Grade

On occasion it is appropriate to change a final grade submitted by an instructor at the end of a quarter. Except for situations outlined below, only the instructor who issued the original grade may change grades. 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.

• Misclassification of the final grade by the instructor.

• Situations involving misunderstandings, 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 defined by the catalog. 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 end of a subsequent quarter 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 or someone other than the original instructor include:

• Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified.

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

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

Program Changes

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

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

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

If a student chooses to change his/her academic program, the student defaults to the current catalog curriculum requirements. On occasion, a student may remain in his/her original catalog, assuming that the original program is still offered. A student who chooses to change programs must be authorized in writing in the form of a completed change of status form and a new enrollment agreement.
**Independent Study Policy**

Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and organized. Because an independent study does not provide the student with the classroom interaction normally expected in higher education, it is to be offered only when there is no alternative and as infrequently as possible. Students may take, and the College may offer, a course through independent study under the following conditions:

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

Independent studies must meet the following guidelines:

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

**Prerequisites**

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

**Equipment**

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

**Graduation Requirements**

Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 100% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer courses, credit waivers, credit by examination, or other means. Students in the Medical Assisting, 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 courses, credit 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 components of the Graduate Achievement Portfolio (GAP), as assigned in the appropriate seminar courses designated for each program, is a graduation requirement. Certificates or transcripts of credits may be given to those students taking individual subjects or individual progress courses of study.

**Academic Overload Policy**

An academic or credit overload occurs when a student registers for more than 20 credits per quarter. Students wishing to schedule an overload must obtain the signature of the Student Advisor, as well as the approval and signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 24 total credits in the approved quarter. The student must apply for approval no later than week six of the quarter prior to which the overload is desired. The Academic Overload Approval Form is available through a Student Advisor.

**Academic Overload Policy for Five and Six Week Courses**

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

**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. When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.
2. Following the first week of the quarter and on or before the sixth Friday of the quarter, students will receive a W/D/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/F/FA on their transcript. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

**Course Withdrawals**

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

**Online Courses**

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

Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within prescribed timelines and with a cumulative total grade point average of at least 2.00. Students must maintain academic standards as defined by Rasmussen College’s Satisfactory Academic Progress (SAP) terms to progress through their program and complete their degree or certificate.

To determine satisfactory academic progress, Rasmussen College uses a combination of Cumulative Grade Point Average (CGPA), Cumulative Credit Hours Attempted (CCH), and credit attempts to assess students. A student who does not meet any of these standards is not eligible for financial aid.

Eligibility requirements at the end of the Financial Aid Probation period is not eligible for financial aid.

Financial Aid Probation: If a student fails to make Satisfactory Academic Progress, financial aid will be placed on Financial Aid Probation. A student is eligible for financial aid during the Financial Aid Probation period. At the end of the Financial Aid Probation period, the student must meet minimum SAP requirements to be eligible for further financial aid funding. A student who fails to meet either the CGPA, Pace/Credit, or Duration of Eligibility requirements at the end of the Financial Aid Probation period is not eligible for financial aid.

Students must remain Satisfactory Academic Progress within two quarters or they will be terminated from the College. The decision to terminate may be appealed through the Academic Review Committee process. Students who withdraw from the College and later re-enter are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Academic Progress calculations for a re-entering student who changes programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program. Standard CGP requirements will be followed from the re-entry point and for each quarter thereafter. If other credits have not been taken at another institution and can be transferred in, the courses will be included in SAP calculations as described elsewhere in this section. A student terminated due to SAP may not re-enter the College unless he/she has completed coursework elsewhere that is acceptable for transfer into the College and will bring the student back into good standing.

TRANSFER OF CREDIT, PRIOR LEARNING AND WAIVERS

Transfer of Previously Earned College Credit and Prior Learning Assessments General Transfer Credit Policy:

- Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.
- Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
- Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.
- As part of the acceptance process, official transcripts will be evaluated for transfer credit. Students who receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.
- A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.
- College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college transfer.
- Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.

- Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technology 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. A student who has received credit for a course must take the student’s final grade-point average, but will be counted as credits attempted 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 Course Waiver (CW) designation.
- When courses are not accepted for transfer, a student may file an appeal through the following process:

1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
2. The information will be reviewed by the College Registrar.
3. The student will receive written notice of the decision.

- For students who enter Rasmussen College and are required to take the Rasmussen College placement exam the following will apply: If a student tests at a level of remediation in English or Math, the student will not accept transfer of credits that have prerequisites that require completion of the Foundations courses or passing the entrance placement exam. Once the student successfully completes the necessary Foundations courses or passes the placement exam, 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 program: EC180 Knowledge: Extentship I, EC181 Application: Extentship II, EC182 Reflection: Extentship III.

Course By Course Transfer:

- Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on course content. Most courses that are comparable in content will be accepted.
- Course must have the minimum number of credits to that of the Rasmussen College course.
- Only courses completed with a grade of C or higher will be eligible for transfer credit.
- Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade-point average. Grade-point averages and grades from courses taken at any of the Rasmussen College campuses, which pertains to the current program, will be computed in the student’s final grade-point average.
- General education credits may be considered for transfer regardless of completion date.

- Credits in information technology or computer science/computer applications must have been earned within the previous three (3) years of the assessment date.
- Associate Nursing Program (prefixes of PN/NU and NUR/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 the College will not accept any core course transfer limit.
- The following courses in the Medical Assisting Program are not transferable: MA110 Clinical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills, and MA265 Medical Assisting Externship.
Transfer of credit for Medical Laboratory Technician and Surgical Technologist programs (CMLT, and ST prefixes) has a one (1) year limit. Students who have completed similar course work that exceeds the one (1) year limit can test-out of the course with a 75% or greater score on course specific test out. All transfers or test-outs into the Medical Laboratory Technician and Surgical Technologist programs are based on program specific criteria.

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 Certificate programs, transfer credits for law enforcement specific classes (J or LE prefixes) can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test out, if available.

2-2 Matriculation for Baccalaureate Candidates
For students who have completed an Associate’s degree, who enroll in a Rasmussen College Bachelor’s degree in a similar field of study (i.e., business degrees are required for business, accounting for accounting, criminal justice/ law enforcement for criminal justice) they will receive immediate junior-level standing.

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

A block of up to 91 quarter credits for graduates from outside institutions will be awarded.

If a student has more AAS/AS credits than the enrollment program requires, then the student may have fewer upper-division courses to take. The School Director will provide the student with courses for reduction when needed. This applies only to the Business Management BS degree.

If the student has taken all of the required upper division courses and still has credits, the remaining credits will be fulfilled by taking unregistered electives.

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

For the Bachelor in Computer Science, the two year degree must be an equivalent computer science field and have a programming course comparable to Programming Principles at Rasmussen College.

For the Bachelor in Computer Science, the two year degree must be an equivalent computer science field and have a programming course comparable to Programming Principles at Rasmussen College.

For the Bachelor in Health Information Management, qualifying Associate’s degrees have to be from a CAHIM accredited program and earned within the past five years. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years and be approved by the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an earned Associate degree in any field. If so, the student needs to submit his/her AHIHA membership card, showing it as current.

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

1) Health Sciences Programs (Including Medical Assisting AAS/AS, Health Information Technician AAS/AS, Medical Administration AAS/AS, Pharmacy Technician AAS/AS):
   - Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 77 credits (79 in Illinois). In addition, these students will need to take Financial Accounting, Financial Accounting II, Introduction to Business and Introduction to Human Resource Management in the core.

2) Business Programs:
   a) Business Management AAS/AS – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 81 credits (83 in Illinois). In addition, these students will need to take Financial Accounting, Managerial Economics, Marketing Management, and Medical Law.
   b) Accounting AAS/AS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Electronic Health Records and Medical Records Office, and Medical Law and Ethics in the core.
   c) The remaining core content necessary for the Healthcare Management degree will be provided in the 300 and 400 level core courses.

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

- Conferred Associate’s degrees may be posted as a 32-credit (34-credit in Illinois) general education block.
- Conferred Baccalaureate degrees may be posted as a 56-credit block (58-credit block in Illinois) comprised of 32 lower-level and 24 upper-level credits (34 lower-level and 24 upper-level credits in Illinois).
- All required general education courses must be met due to accreditation requirements.
- For those students without an earned degree, successfully completed general education credits will be applied.

Bachelor Completor 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 may 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 Completer Block Transfer Policy
A block transfer of 54 core credits may be allowed into the Medical Assisting AAS/AS program if one of the following criteria is met:
   1) Graduated from a CAAHEP or ABHES accredited MA program in the past three years and holds a current CMA/RMA certification, or
   2) Graduated over three years ago from a CAAHEP or ABHES accredited MA program in the past program, but has worked as an MA within the past three years and holds a current CMA/RMA certification. Students will need to complete 32 general education credits and E242 (Career Development). Students may seek a course-by-course transfer of credits or course work within (M250 (Radiography Skills) only if they have a limited scope x-ray operator’s certificate. Students will need to complete or may seek a course-by-course transfer of credits in general education credits and E242. For Medical Assisting students entering the College utilizing the block transfer process, only 67% of the program credits may be transferred into the program.

RN to Bachelor of Science Nursing (RN to BSN) Policy
For students who have unencumbered Registered nurse license and have successfully completed an Associate’s degree in field, they will receive a block transfer of 133 credits.

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

Mobility Practical Nursing Block
Students who have successfully completed a practical nursing program and hold a current RN license will receive credit in the mobility program for the following courses through block transfer:
   - N115 Comprehensive Pharmacology
   - N120 Adult Medical Surgical Nursing I
   - N125 Clinical Nursing Skills I
   - N200 Critical Thinking in Nursing
   - N205 Human Nutrition

Certifications must be current.

Medical Practitioner Degree
Students who have earned the Certified Practitioner GPA of 3.0 in their program major courses may request a waiver for the Medical Practitioner Practicum coursework.

Medical Practitioner students must submit and complete the required paperwork to have the Program Coordinator/Director review prior to the start of the quarter of the practicum.

Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student’s employer. The Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation.

If the request 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/CDCA Application Waivers
Students who have earned a CDCA Credential within the past three years, award 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 Bachelor’s degree may request a waiver from Foundations of Child Development; Early Childhood Curriculum and Instruction; and Health, Safety and Nutrition/CDCA Application.

- The student’s credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Technology Waivers
- Course waivers will be considered for students who have selected professional certifications from the Computer Technology Industry Association (CompTIA); Microsoft Certified Technology Specialist (MCTS); Cisco Certified Entry Networking Technician (CCENT); or CWJAVScript certification.

- Course waivers will be considered for specific courses within the School of Technology related to the certification.

- Certifications must have been earned within the past five years.

- The student’s credit will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Health Sciences Waivers
- Course waivers will be considered for students who have earned the Certified Coder Specialist (CCS) or Coder Specialist (CCS-P) from AHIMA. In addition, an AHIMA certificate 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 student transcripts as Test-out credits (TO) and will not be assigned letter grades or applied to cumulative grade-point average. Rasmussen College recognizes the following college equivalencies:

- Advanced Placement (AP) examinations administered by The College Board.

- A score of 3 or higher required.

- College Level Examination Program (CLEP) examinations administered by The College Board.

- A score of 50 or higher is required.

- DSST, DANTES, Excelsior College Exams.

Passing scores are determined by the individual test requirements.

Career Development Specialization Associate’s degree, Early Childhood Education Certificate, Early Childhood Education Diploma, or Business Management – Child Development Specialization Bachelor’s degree may request a waiver from Foundations of Child Development; Early Childhood Curriculum and Instruction; and Health, Safety and Nutrition/CDCA Application.

- The student’s credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).
POLICIES AND GRIEVANCES

Accommodations Policy

The Rasmussen College Disability Services office is committed to creating an accessible campus community where students with disabilities have an equal opportunity to participate fully in all aspects of general and educational experience. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and ensuring reasonable accommodations to qualified disabled students in all programs and activities.

Students with disabilities do not have to self-disclose or register with the Campus Accommodations Coordinator, although the College encourages them to contact the instructor to request accommodations or adjustments must contact the Campus Accommodations Coordinator to request such services. Students who are unsure who to contact should check with their Academic Dean or Campus Director.

Attendance

A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Workload assessments and/or other requirements may require the absence of an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent or tardy. It is the student’s responsibility to contact the instructor to get missed information, class work, and assignments. Attendance requirements are met by (a) attending a face-to-face course session at the campus or other approved location, or (b) substantive online activity, including commentary in the discussion section of the online classroom, posting of required assignments and course quizes and exams in a timely manner. Discussion posts in the student lounge area of the classroom are encouraged but do not count as attendance activities. Attendance is not equivalent to participation. Students grades will be impacted by the frequency and quality of participation in class, whether face-to-face or online, consistent with the requirements of the particular course as outlined in the course syllabus. Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards). Faculty are required to keep attendance records which are submitted to the Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students are expected to maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

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

Course Attendance: If a student has not been in attendance in a course within 14 days of their last date of attendance in that course, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any courses within 14 days of their last day of attendance, he or she may be administratively withdrawn from the College. Upon withdrawal a student’s financial aid eligibility will be adjusted according to the institution refund policy as described in the College catalog and will be assigned grades according to the Rasmussen College Grade/Aid Class Policy.

Practicums/Externships in Nursing and Health Sciences programs will have attendance requirements that are more stringent than the attendance policy above. Attendance policies for programs with additional requirements can be found in program-specific manuals/handbooks.

Rasmussen College Academic Integrity Policy

Introduction

As an institution of higher learning, Rasmussen College is committed to preparing students to be active, productive and successful contributors to a global society. In pursuit of these goals, students, faculty and staff of Rasmussen College are expected to uphold the very highest business and professional ethics. Students and Rasmussen College commit to holding themselves and their peers to the foremost level of academic integrity, and accept responsibility should behaviors and actions fall short of the College’s expectations.

II. Definitions

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

b) Cheating: Distributing or receiving answers or information by any means other than those expressly permitted by an instructor for any academic exercise. Examples include: i. Copying answers, data, or information from and academic exercise in its entirety or in part, ii. Submission of work that is not original or that has been plagiarized or obtained from other sources, iii. Collaboration on an academic exercise when it is against the rules, iv. attic or handing out unauthorized materials, texts, devices, notes, information, or study aids in an academic exercise (i.e., assignments, discussions, tests, quizzes, papers, labs).

c) Collaboration: 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, damaging, or stealing 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 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 textbook or paper/essay mill.
   iv. Copyright infringement or piracy, including the use, alteration, or duplication of media, software, code, or information in any manner, whether by purchase or by any means.
   v. Submitting work previously submitted in another course without prior approval by the course instructor, or submitting the same work in two or more concurrent courses without prior approval by all course instructors.

III. Violations

A student who violates the Academic Integrity policy faces severe penalty from the College. Violations may occur in one or more courses in one or more quarters and accumulate for all quarters in which the violation was committed. 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 course 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 re-takes the course and earns a passing grade.

The College reserves the right to dismiss a student from the College if there are more than two offenses. A student dismissed from the College because of Academic Misconduct may not re-enroll.

Students who commit Academic Misconduct also run the risk of academic suspension or termination and employment opportunities. Reference forms sent by prospective employers and other educational institutions often ask for judgment and comments on a student’s ethical behavior. If 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 offenses submitted at the same time in the same or different courses), or instances of misconduct that occur prior to the student receiving notice of that severe prior offense. Concurrent offenses will be treated as a single offense, and the appropriate penalty will be applied for all concurrent violations.

V. Appeal: A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling to his/her Dean. All appeals are reviewed by the Academic Integrity Committee, which has 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 Academic Integrity Committee, which shall be reviewed by the Academic Affairs Committee. The Academic Affairs Committee will render a decision. Response will be given within 30 days.

Conduct/Dismissal

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

• By students, faculty, or staff that is detrimental to workplace environment.

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

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

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

• By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.
Students, employees and guests using Rasmussen networks to access the internet are prohibited from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright/intellectual property protection or other applicable laws. 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 or affiliation with any organization operating under the sanction of the College. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The Campus Director of the College shall be responsible for the administration of this policy.

Dress Code
The College encourages students to dress as they were going to work and to start acquiring a wardrobe suitable for employment after graduation. Some Health Sciences programs have uniform requirements. Please see your Program Manager or Program Coordinator for details.

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, use a PC, or run the software in Windows emulation mode in order to complete specified course requirements. For more information, contact the Technology Helpdesk or your Catalog/Enrollment Services representative.

Student Senate
The Student Senate assists the College in providing a successful, pleasant and safe learning 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 three representatives. The representatives include: President, Vice President, Treasurer, and Secretary. Student Senate is open to all students, however student groups vary from campus to campus. Therefore, students should see their Campus Director for information regarding student groups.

Exit Interviews
Students contemplating the termination of their education at Rasmussen College should contact the Dean or Campus Director or the Director of Student Affairs, 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, list of qualifications, a sample repayment plan, loan consolidation information, and review of loan terms. The Student Financial Services Office is available for your assistance for the duration of your student loan.

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

Circulation Policy
Rasmussen College Library System, in accordance with the mission of the College, promotes life-long learning, develops information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse education and information needs of our online and residential communities.

In support of this mission, we:
- Extend our resources and personalized services to all students and employees of the College;
- Empower students to access information independently in the changing world of technology;
- Support faculty by providing professional development and instructional partnerships;
- Engage in responsive collection development and resource sharing; and
- Collaborate with faculty to select resources in a variety of formats.

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

Borrowing Materials: General
The following persons are permitted to check out materials owned by our campus libraries:
- Rasmussen College students and alumni in good financial standing with the College
- Rasmussen College faculty and staff in good standing with the library
- Community, consortia, and interlibrary loan patrons in good standing with the library

A patron in good standing with the library is defined as a person who has no overdue items and owes no fees toward damaged or lost items.

A library user is responsible for any items checked out in his or her name. Rasmussen College retains the right to deny borrowing privileges to any person in violation of this or any other library policy.

Loan Periods
Circulating materials are loaned for 21 calendar days and may be renewed up to two times if there are no outstanding holds on the material.

Special materials are loaned for three hours or three days, depending on the material type. Restricted materials may not be renewed.

Library materials must be returned to the library on or before the end of the loan period. Returned materials are accepted at any campus library and may be checked out in person or mailed to a campus.

Non-circulating materials are not loaned but may be used in the library.

Fees and Restriction of Borrower Privileges
Users will receive a reminder two days in advance of an item due.

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

After 30 days past the end of the grace period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge $5.50, or the cost of replacing the item plus $5.00 processing fee.

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

Rasmussen College cannot override fines incurred for, including fines for Interlibrary Loan items lost or returned late.

Library fees are assessed through the Department of Student Financial Services. Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due to the College.

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

Anti-Harassment and Sexual Violence Policy
It is Rasmussen College’s policy and responsibility to provide our employees and students an environment that is free from harassment. Rasmussen College expressly prohibits harassment of employees or students on the basis of gender. Harassment undermines our College community morale and our commitment to treat each other with dignity and respect. This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College, the Equal Employment Opportunity Act of 1972, Title VII of the Civil Rights Act, and Title IX of the Education Amendments Act of 1972 as amended.

Harassment will be defined as any action that creates an intimidating, hostile, or offensive environment. Rasmussen College will make the college a safe environment free from harassment. Rasmussen College will be responsible for investigating any complaint and will provide guidance about various ways to resolve the problem or avoid future occurrences.

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

No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President, and Human Resources Director and Corporate Counsel, without the written permission of the person making the complaint. However, if the College determines that Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against. Results of an informal complaint can be reported within 30 days.

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

Resolution of Informal Complaints
Anyone in the Rasmussen community may discuss an informal complaint with the Campus Director, Regional Vice President, Executive Vice President or President. The person bringing the complaint is warning to be identified to others but not the person against whom the informal complaint was made. The College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences.

The confidentiality of the information received will vary with the individual involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be treated as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligations to prevent or act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

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

When a number of people report incidents of sexual harassment that have occurred in a particular instance, the College may be required to notify people that an individual has engaged in other forms of sexual harassment, the College may inform the person complained against without revealing the identity of the complaints.

Definitions
Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement;
2. Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting the person’s educational status or employment status;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s educational performance or creating an intimidating, hostile, or offensive working or academic environment, or
4. Such conduct has the purpose or effect of unreasonably interfering with an individual’s educational performance or creating an intimidating, hostile, or offensive working or academic environment.

Rasmussen College is strongly committed to providing its diverse education and information needs on campus. To this end, the College has created a Committee to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or President will be notified of all allegations. This will ensure that prompt, consistent, and appropriate investigation.

It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for any member of the College community to take action against an individual for reporting sexual harassment.

This policy covers actions of all students, employees, who have, or are, involved in sexual harassment, who are associated with or for Rasmussen.

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

No retaliatory actions may be taken against any person because he/she makes such a complaint against any member of the College community who serves as an advisor or advocate for any person in any such complaint. No retaliatory actions may be taken against any member of the College community merely because he/she is or has been the object of such a complaint. Informal Resolution
Early efforts to control a potentially harassing situation are very important.

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.
2. Writing a letter to the person or talking to the person’s supervisor can also be effective.
3. Go to a sexual harassment-violence information center or discuss the matter with a friend.
4. Talk to others who might also be victims of harassment.
5. Any employee, faculty member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Regional Vice President, or College President.
6. A Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem.

If the person who brings the complaint wishes to make a formal complaint of sexual harassment, the person must either:
1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
For further information please refer to the EEOC's "Quid pro quo" harassment, where non-coercive interactions between employees, including men and women, that is acceptable to and welcomed by both parties, are not considered to be harassment, including sexual harassment.

There are basically two types of sexual harassment:

1. "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions, working hours, etc., are directly linked to compliance with sexual advances. For example, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if she does not have sex with her.

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

Rasmussen College's first priority will be to look at the facts and circumstances surrounding the allegations to determine if there is reason to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President.

The Human Resource Director and/or Corporate Counsel, with the assistance of the Campus Director or other manager will formally investigate the complaint and present the findings and recommendations to an Executive Vice President or President.

Rasmussen will inform the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the Campus Director or other manager who will immediately report such complaint to an Executive Vice President or President and Human Resources Director or Corporate Counsel.

8. Further information can be obtained from either of the following sources: Minnesota Department of Human Rights 190 E 5th Street, Suite 700 St. Paul, MN 55101 800-657-3704 or 651-296-5663 TTY 651-296-1283 humanrights.state.mn.us/ Office of Justice Programs 651-201-7210 or 800-247-0390 Website: ojp.state.mn.us

9. The campus administration will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Reimbursement Board.

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

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

5. The College will resolve complaints expeditiously. To the extent possible, the College will notify the person complained against.

6. If a formal complaint has been preceded by a negative response to sexual advances, the College will decide whether there are sufficient grounds to warrant a formal investigation.

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

   a. Look at all the facts and circumstances surrounding the allegations to determine if there is reason to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President; or

   b. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or

   c. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

Victrms' Rights Under Sexual Assault Policy if the College has decided to have been committed by a member of our college community on property owned by the College the following additional policy applies:

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

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

3. A sexual assault victim's participation in and the College's presence as the victim's advocate or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint.

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

5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;

6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding.

7. The assistance of campus and/or 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;

8. The College will resolve complaints expeditiously. To the extent possible, the College will notify the person complained against.

9. The College will give the complainant and the person complained against a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with alcohol would lose their eligibility for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security.

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 employees. This policy is based in substantial part on Rasmussen's concern regarding the health, safety and welfare of its employees and their families, and the community.

Consistent with this commitment, Rasmussen College strictly prohibits:

1. The use, manufacturing, furnishing, possession, transfer, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, on any time on Rasmussen College campuses or in Rasmussen College corporate offices.

2. The College will resolve complaints expeditiously. To the extent possible, the College will notify the person complained against.

3. The College will provide the complainant and the person complained against a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with alcohol would lose their eligibility for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security.
2.	The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend their education records if they believe that the records are inaccurate or misleading. If the institution decides not to amend the record or as requested, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the right to request an amendment to educational records, and the procedures to request such a request, will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is directory information, which the student has not requested that the information not be released. The requested information is:

a. Grand Jury Subpoenas – the institution may disclose education records in response to a grand jury subpoena issued in connection with the investigation or prosecution of terrorism crimes specified in sections 1132b or 1515(c) and section 1514 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

b. Federal Grand Jury Subpoenas – the institution may disclose education records in response to a Federal Grand Jury Subpoena issued in connection with the investigation or prosecution of terrorism crimes specified in sections 1132b or 1515(c) and section 1514 of title 18, U.S. Code.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:


8. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in section 2332b(g) of 18 USC and section 1514 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

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

6. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information contained in the student’s education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 1132b of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

2. Finally, a record of a felony or conviction in a drug-related crime may not prohibit the person from entering certain career fields. Drugs and alcohol are highly addictive and injurious to the person and can cause harmful effects to virtually every aspect of their personal and professional lives. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, or anxious, and experience physical and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, or anxious, and experience physical and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, or anxious, and experience physical and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, or anxious, and experience physical and emotional health.

1. There are danger signals that could indicate when a person is in trouble with drugs or alcohol: by a separate parking facility owner or operator. The policy includes both campus buildings and offsite instruction. The school’s response to a court order or subpoena will be based on the information the student provided in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

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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 of or against more than one Student regardless of whether or how many other similarly situated Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney’s fees. Except as may be required by law, no party to the arbitration nor any arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

Disclosure Policy
Availability of financial information regarding the College may be requested from the Chief Financial Officer of Rasmussen College. Rasmussen College is currently authorized or licensed to operate in: Alabama, Arkansas, Delaware, Florida, Illinois, Iowa, Kansas, Minnesota, North Dakota, Wisconsin, and Wyoming. Rasmussen College will continue to monitor developments in state laws in each state in which it enrolls students and, if necessary, may be required by law, no party to the arbitration nor any arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.
South Dakota Consumer Protection Division (if institution is “exempt” not authorized) Office of Attorney General Parrrell Grossman, Director, Consumer Protection Division 703-328-5570 Gateway Professional Center, 1050 East Interstate Avenue Suite 200 Bismarck, ND 58503 ag.state.nd.us/cpa/PDFFiles/SN7418.pdf

Ohio Office of Boards of Regents 30 East Broad Street, 36th Floor Columbus, OH 43215 Ohio Attorney General, Consumer Protection Section 30 East Second Street, 14th floor Columbus, OH 43215 ohioattorneygeneral.ohio.gov/comsumercomplaint Ohio State Board of Career Colleges and Schools 30 East Broad Street, Suite 250 Columbus, OH 43215 sc.ohio.gov/ConsumerInformation/ FilingAComplaint.aspx

Oklahoma

Oklahoma State Regents for Higher Education 655 Research Parkway, Suite 200 Oklahoma City, OK 73104 Attn: Investigative Analyst 313 NE 21st Street Oklahoma City, OK 73105 oag.state.ok.us/owag. web/rsc/scomp.html

Oregon

Oregon Higher Education Coordinating Commission 1500 Valley River Drive, Suite 100 Eugene, OR 97401 Oregon Attorney General Financial Fraud/Consumer Protection 1162 Court Street NE Salem, OR 97301 oag.state.or.us/frinfraud/pdf/comformpdf.html

Pennsylvania

Pennsylvania Department of Education 333 Market Street Harrisburg, PA 17126 education.state.pa.us/portal/server.pt/community/higher_education/8711/complaints procedure/1004474

Staff Attorney/General Bureau of Consumer Protection 14th Floor, Strawberry Square Harrisburg, PA 17120 attorneygeneral. pa.gov/upload/File/ Complaints/BCP_Complaint_Form.pdf

Puerto Rico

Puerto Rico Corporation for Higher Education P.O. Box 1900 San Juan, PR 00909 Puerto Rico Department of Justice P.O. Box 209120 San Juan, PR 00902

Rhode Island

Rhode Island Department of Education 150 South Main Street Providence, RI 02903

Rhode Island Department of Attorney General, Consumer Protection Unit 330 State Street Providence, RI 02903

South Carolina

South Carolina Commission on Higher Education 1122 Lady Street, Suite 300 Columbia, SC 29203 803-737-3916 che.sc.gov/AcademicAffairs/License/ Complaint_procedures_and_form.pdf

South Dakota

South Dakota Secretary of State Jason M. Gant State Capitol 500 East Capitol Avenue Pierre, SD 57501 stdot@state.sd.us South Dakota Office of Attorney General, Division of Consumer Protection 1302 East Hwy 14 Suite 3 Pierre, SD 57501 atg.sd.gov/Consumers/HandlingComplaints/ ConsumerComplaintForm.aspx

Tennessee

Tennessee Higher Education Commission 404 James Robertson Parkway, Suite 1900 Nashville, TN 37243 tn.gov/hec/Divisions/LRA/PostSecondaryAuth/ Complaint%20Form.rtf

Texas

Texas Higher Education Coordinating Board 1200 East Anderson Lane Austin, TX 78752 Office of the Attorney General/Consumer Protection Division PO Box 12549 Austin, TX 78711 oag.state.tx.us/consumercomplaintform.pdf Texas Workforce Commission Career and Vocational Colleges – Room 326-T 101 East 15th Street Austin, TX 78776 twc.state.tx.us/bac/proposals/acs4014.pdf Additional complaint information is available attwc.state.tx.us/twc/ vocations/propschool/ -problem-school.html

Utah

Utah Division of Consumer Protection 160 East 300 South Salt Lake City, UT 84111 consumerprotection.utah.gov http://consumerprotection.utah.gov/complaints/index.html

Vermont


West Virginia


Wisconsin

Wisconsin Higher Education Approval Board 201 West Washington Avenue, 3rd Floor P.O. Box 8689 Madison, WI 53708 eabmail@eab.wisconsin.gov eab.state.wi.us/resources/complaint.asp

WYoming

Wyoming Department of Education 2300 Capitol Avenue, Hathaway Building, 2nd Floor Cheyenne, WY 82002 Attorney General’s Office 1818 W 14th Street, 200 West 24th Street Cheyenne, WY 82002

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

CONSORTIUM AGREEMENT

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

REFUNDS

The State of North Dakota Cancellation, Termination, Refund Policy (Bismarck Campus and Fargo Site students) Rasmussen College shall refund tuition and other charges when written notice of cancellation is given by the student in accordance with the following schedule:

• When notice is received prior to, or within seven days after completion of the first day of instruction, all tuition and other charges must be refunded to the student.

• When notice is received prior to, or within thirty days after completion of the first day of instruction, or prior to the completion of one-fourth of the educational services, all tuition and other charges except 25% thereof must be refunded to the student.

• When notice is received after completion of one-fourth of the educational services, prior to the completion of one-half of the educational services, all tuition and other charges except 50% thereof must be refunded to the student.

• When notice is received after completion of fifty percent of the educational services, no tuition or other charges may be refunded to the student.

• Students are therefore made within 45 days of the date of determination of withdrawal if the student does not provide the school with notice of withdrawal.

• The refund policy is not linked to compliance with the College’s regulations or rules of conduct.

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

Bismarck, ND 58505

che.net.gov
Refund of Book and Supply Costs (Bismarck and Fargo Site students)

The cost of books and supplies is included in tuition. Students are welcome to return books and supplies within 30 days of the date of withdrawal for consideration of a refund. If books and supplies are not returned unused or in a condition such that they can be returned to the supplier, the student will be assessed $150 per course for those books and supplies.

The State of Minnesota’s Consumer Protection Law, Refund Policy (Moorehead site students)

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

- Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
- The College will acknowledge in writing any notice of cancellation within 30 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the case where the student is handled personally, shall occur on the date the notice is delivered to the College.
- Notwithstanding anything to the contrary, if a student gives written notice of cancellation following the midpoint of the term, the College and prior to the start of the period of instruction for which he/she has been charged (“Period of Instruction”), all tuition and fees paid will be refunded. Refunds for books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of $150 per course for these books and supplies. All prepaid tuition is refundable.
- If a student has been accepted by the College and given written notice of cancellation following the start of the term, the College and prior to the start of the period of instruction for which he/she has been charged (“Period of Instruction”), all tuition and fees paid will be refunded. Refunds for books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of $150 per course for these books and supplies. All prepaid tuition is refundable.

In compliance with Iowa Code 714.23, the $150 tuition fee will be refunded to residents who are students at the state of Iowa.

Student refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw. 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 be cancelled in the event that the student does not successfully complete the term immediately prior to the Stop Out term. The student must commit to returning on the mid-quarter start (week 6) of the subsequent quarter or the student will be withdrawn from Rasmussen College. The student must meet with his or her Student Advisor in order to obtain a Stop Out Request Form. The Student Advisor will provide the student with the necessary information to make an informed decision. Stop Out Request Forms must be signed prior to the first day of quarter for which the Stop Out is being requested. Students will remain continuously enrolled and will not be eligible to receive financial aid at any other institution during this break. Students who are approved to take a Stop Out are eligible to receive aid only on the mid-start courses of the term the student returns. A Stop Out is not permitted in consecutive terms.

In addition, loan post-withdrawal disbursements must be done within 90 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 to be 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 type and amount of fund available and explains to the student the option to accept or decline all or part of the remaining post-withdrawal disbursement. 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 repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this mandate by refunding monies in the following sequence: Unsubsidized Stafford Loans, Subsidized Stafford Loans, PLUS Loans, Pell Grant, FSEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrawn 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 funds are released to a student because of a credit balance on the student’s account, the student may be required to repay some of the federal grants if they withdraw. The federal return of Title IV funds formula calls for a second calculation, similar to the one outlined above, where the school determines the percentage and amount of tuition which was unearned. The school compares the unearned tuition with the unearned Title IV aid, and returns the lesser of these two amounts. A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations.

A post-withdrawal disbursement occurs when a student who withdraws earned more aid than had been disbursed prior to withdrawal. Post-withdrawal disbursements are made first from available refund funds before allowable loan funds and must be done within 45 days of the school’s determination that the student withdrew. Military Leave and Refund

Rasmussen College supports its students who are also members of the armed forces. Military service members who are given official orders to deploy for state or federal needs, as well as their spouses, as long as the spouse is not completed the term immediately prior to the deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the student has already paid tuition in advance. If the student has already paid tuition in advance, any remaining balance will be returned in accordance with the student’s progress to date and enrollment.

TUITION

Full time pricing will be effective for new students as of February 2013:

<table>
<thead>
<tr>
<th>Full Time</th>
<th>Part Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Business</td>
<td>$350 per credit for Foundations courses and all 100-200 level courses</td>
</tr>
<tr>
<td>School of Design</td>
<td>$299 per credit for Foundation courses and all 100-200 level courses</td>
</tr>
<tr>
<td>School of Health Sciences</td>
<td>$310 per credit for all 300-400 level courses</td>
</tr>
<tr>
<td>School of Justice Studies</td>
<td>$299 per credit for all 300-400 level courses</td>
</tr>
<tr>
<td>School of Technology</td>
<td>$395 per credit</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>$395 per credit</td>
</tr>
</tbody>
</table>

• Full time students are defined as taking 12 or more credits per quarter. Students taking less than 12 credits are part time students.
• Currently enrolled students will maintain their current tuition rate and will be eligible for the full time rates October 2013.
• There is a required course materials fee of $150 per course. Course numbers ending with “L” or “LL” will not be charged a course materials fee.
• Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of $150 for every course over four courses.
• Continuously enrolled students in certificate, diploma and associate programs will not be subject to a tuition increase for two years from the time they begin their program of study. Students in baccalaureate programs will not be subject to tuition increases for the same time they begin their program of study.
• Individual Progress students will be charged at the School of Business rate, plus the cost of books and other fees.
• Students not enrolled in an eligible program who elect to take courses without earning college credit are charged $275 per credit hour, plus the cost of books and other fees. This non-credit option is NOT available for courses beginning with a “CC” “N” “NM” “NU” “PN” “PT” “ST” “MC” and “W”. Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide the students appropriate course instruction. The course of study may choose to accept the “ZP” to a letter grade and earn credit for an additional cost of $75 per credit hour.

Military Leave

Rasmussen College provides leave for students who are members of the armed forces. The leave is subject to applicable laws governing federal or state financial aid programs and will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student’s progress to date and enrollment.

Medical Leave of Absence

Rasmussen College welcomes students who are residents of the state of Iowa.

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. Subsidized Stafford Loans, Subsidized Stafford Loans, PLUS Loans, Pell Grant, FSEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrawn 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 funds are released to a student because of a credit balance on the student’s account, the student may be required to repay some of the federal grants if they withdraw. The federal return of Title IV funds formula calls for a second calculation, similar to the one outlined above, where the school determines the percentage and amount of tuition which was unearned. The school compares the unearned tuition with the unearned Title IV aid, and returns the lesser of these two amounts. A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations.

A post-withdrawal disbursement occurs when a student who withdraws earned more aid than had been disbursed prior to withdrawal. Post-withdrawal disbursements are made first from available refund funds before allowable loan funds and must be done within 45 days of the school’s determination that the student withdrew.
The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply to any academic work done by the student while on Medical Leave or while leave will apply to any Medical Leave or while leave will apply to any academic work done by the student on leave, the conditions of his or her probation are continued to the quarter in which he or she returns to the College.

Involuntary Medical Withdrawal Appeal Process
A student who is placed on an Involuntary Medical Withdrawal may appeal the decision to the College President within three (3) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The College President will consider all the facts, evidence, and the records of the Health Education and determine whether or not the student is eligible to return to the College.

Funds Management
Any refund due to the State Aid Programs will be refunded on a prorated basis to the student is no longer in attendance, a full refund will be due to the State Grant while the student is enrolled full-time.

Credits earned at the institution may not transfer to other institutions. The education programs may not meet the needs of every student or employer.

Licensing
Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board. License is not an endorsement of the institution. Credits earned at the institution may not transfer to other institutions. The education programs may not meet the needs of every student or employer.

Non Federal Refund Distribution Policy
For For Minnesota Campuses
The Health Information Technician Associate Degree Program offered at the Brooklyn Park/Maple Grove, Bloomington, Eagan, Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses in Minnesota – the Aurora/Naperville and Rockford Campuses in Illinois – the Green Bay Campus in Wisconsin – and the Rasmussen College Online Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply to any Medical Leave or while leave will apply to any academic work done by the student on leave, the conditions of his or her probation are continued to the quarter in which he or she returns to the College.

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Approved For:
• Veterans’ Benefits by the North Dakota State Approving Agency
• Veterans’ Benefits by the Minnesota State Approving Agency
• Minnesota Board of Nursing

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

Corporate Officers:
– J. Michael Locke, Chairman, President, Chief Executive Officer, Secretary
– Patrick D. Branim, Chief Financial Officer, Treasurer
– Michael J. Malee, Vice President

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

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<td>Ann Morgan</td>
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<td></td>
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<td>Clinical Lab Science Certificate-Wright State University</td>
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<td>Vijay Shunmugasundaram</td>
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<td>Charlene Weatherford</td>
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