MISSION

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

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

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

PURPOSE

To accomplish our mission, Rasmussen College has established these purposes:

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

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

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

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

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

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

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

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

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

- Application Form (Apply early for best scholarship opportunities.)
- $40 application fee for entire program or $20 per course
- Attestation of high school graduation or equivalency
- Enrollment Paperwork
- Rasmussen College Entrance Placement Exam(s)
- Rasmussen College Experience Course (if applicable)
- All financial arrangements are complete, submitted and verified
- Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.

- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - TOEFL test score of 500 paper-based or 173 computer-based.
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20.

Rasmussen College will notify you in writing of your acceptance or rejection. All money paid to the College will be refunded if you are not accepted except any non-refundable test fees required for the Medical Laboratory Technician, Surgical Technologist, or School of Nursing programs. All new students will complete an orientation program prior to beginning classes which includes an experiential course and an informational session covering college policies and services. This required orientation program provides students with valuable tools and knowledge necessary for success at Rasmussen College.

2011 - 2012

ACADEMIC CALENDAR

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

College Holidays

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

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

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

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

<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>$555 - $5,550 Free Application for Federal Student Aid (FAFSA)</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 Free Application for Federal Student Aid (FAFSA)</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>$1,200 Free Application for Federal Student Aid (FAFSA)</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 a 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 Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Employment</td>
<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 Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td></td>
<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 Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td>Federal Loan Programs</td>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500 2nd Year - $4,500 3rd Year+ - $5,500 Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td></td>
<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. Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td></td>
<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. PLUS application and Promissory Note processed through College and Lender</td>
</tr>
</tbody>
</table>

Veterans’ Benefits
Veterans and dependents of veterans, including Guard and Reserve Component. Monthly benefit based on service contributions Veterans Administration or Veterans Service Officer

Minnesota State Loan Programs*
Supplemental, variable interest rate loan, allows deferment of principal while in college, requires credit-worthy co-signer. $7,500 per grade level SELF application processed through College and the Higher Education Services Office

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

**Grade Point Achievement Scholarships**

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

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

- **Eligible students must be current-year graduating high school seniors.**
- **Students must apply for and begin classes during the summer quarter, early fall quarter or fall quarter immediately following their graduation from high school.**
- **Award amounts are determined upon receipt of the student’s official final transcript from high school.**
- **All recipients will be notified of the award in writing and all funds are paid directly to the College. Award amounts for Associate Degree students are divided equally among the student’s first five quarters of attendance. Award amounts for Bachelor Degree students are divided equally among the student’s first 10 quarters of attendance. Award amounts for Certificate Program students are prorated and will then be divided over three quarters. Award amounts for Diploma Program students are prorated and will be divided over four quarters.**

Following is a quick look at the available Grade Point Achievement scholarships.

<table>
<thead>
<tr>
<th>Grade Point Average upon graduation is between:</th>
<th>You will receive the following Scholarship:</th>
<th>If you apply for admission prior to January 30, your award is:</th>
<th>If you apply for admission between January 30, and April 30, your award is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.00 – 2.74</td>
<td>Success Award</td>
<td>Associates $1,000</td>
<td>$600</td>
</tr>
<tr>
<td>2.75 – 2.99</td>
<td>Achievement Award</td>
<td>Associates $1,500</td>
<td>$1,000</td>
</tr>
<tr>
<td>3.00 – 3.24</td>
<td>Silver Circle Award</td>
<td>Associates $2,000</td>
<td>$1,500</td>
</tr>
<tr>
<td>3.25 – 3.49</td>
<td>Gold Circle Award</td>
<td>Associates $2,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>3.50 – 3.74</td>
<td>Platinum Circle Award</td>
<td>Associates $3,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>3.75 – 3.99</td>
<td>Director’s Award</td>
<td>Associates $4,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>4.00</td>
<td>President’s Award</td>
<td>Associates $5,000</td>
<td>$4,000</td>
</tr>
</tbody>
</table>

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**Early Honors Program**

Rasmussen College is proud to offer select high school seniors the opportunity to begin their professional career training early. The Early Honors Program is designed to reward those who have a strong academic background and a desire to succeed.

**10% Military Discount**

All current and retired military personnel, as well as veterans, enrolling in a Degree, Diploma, or Certificate program are eligible for a 10% tuition discount. In order to qualify for the discount, all admission requirements must be completed, and applicants must provide proof of service by submitting an actual or faxed copy of their military ID card, including expiration date. Retired military personnel must provide valid military retiree ID or DD 214 form. In addition, the College will extend the 10% discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above. These individuals must provide an actual or faxed copy of their dependent military ID card, which includes an expiration date.

**Corporate Discount**

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

**Restrictions**

Students are eligible for only one of the following scholarship and grant programs at a time:

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

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

BS Degree

Career Opportunities:
- Auditor
- Cost Accountant
- Financial Analyst
- Managerial Accountant
- Accounts Payable Manager
- Accounts Receivable Manager

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

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

General Education Courses
Lower Division
- English Composition (Required course)  4
- Humanities (Select 2 courses)  8
- Math (Required course)  4
- Natural Sciences (Select 1 course)  4
- Social Sciences (Required courses)  8

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

See page 42 for General Education Course Selections.

UNRESTRICTED ELECTIVE CREDITS  20

Major and Core Courses
Lower Division
- A140  Financial Accounting I  4
- A141  Financial Accounting II  4
- B136  Introduction to Business  4
- B232  Principles of Marketing  4
- B233  Principles of Management  4
- B234  Business Law  4
- B271  Professional Communication  4
- B293  Business Ethics  4
- D132  Computer Applications and Business Systems Concepts  3
- D181  Excel  3
- E242  Career Development  2

Upper Division
- A330  Managerial Accounting Theory and Practice  4
- A340  Advanced Auditing Concepts and Standards  4
- A360  Taxation of Individuals  4
- A370  Intermediate Financial Reporting I  4
- A375  Intermediate Financial Reporting II  4
- A380  Intermediate Financial Reporting III  4
- A406  Cost Accounting Principles and Applications  4
- A416  Advanced Financial Accounting  4
- A420  Accounting Information Systems  4
- A430  International Accounting  4
- A490  Accounting Capstone II  4
- B336  Advanced Principles of Financial Management  4
- B343  Business Law II  4
- B351  Management of Information Systems  4
- B444  Statistics for Managers  4
- B460  Strategic Management  4

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

TOTAL BS DEGREE CREDITS  180 *

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

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

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

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

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

Total general education credits  32

See page 42 for General Education Course Selections.

Major and Core Courses
A140  Financial Accounting I  4
A141  Financial Accounting II  4
A177  Payroll Accounting  4
A269  Income Tax  4
A276  Financial Investigation  4
A280  Accounting Capstone  2
B136  Introduction to Business  4
B232  Principles of Marketing  4
B233  Principles of Management  4
B234  Business Law  4
B271  Professional Communication  4
B293  Business Ethics  4
D132  Computer Applications and Business Systems Concepts  3
D181  Excel  3
D279  Computer Focused Principles  3
E242  Career Development  2
F108  Financial Markets and Institutions  4

TOTAL AAS DEGREE CREDITS  93 *

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

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

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

AAS 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 critical thinking, communication, diverse perspectives, technology and information literacy, and the ability to relate accounting concepts to the world around them.

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

BS Degree

Career Opportunities:
- Sales Worker Supervisor
- Human Resource Manager
- Marketing Manager
- E-Retail Manager
- Computer and Information Systems Manager
- Operations Manager

Objective:
Graduates of this program know concepts in management, human resources, marketing, and business ethics. They understand finance and accounting, and advanced management theories and techniques in a variety of fields. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

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

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

Communication (Select 1 course) 4

Humanities (Select 2 courses) 8
Math (Required course) 4
G233 College Algebra 4

Natural Sciences (Select 1 course) 4

Social Sciences (Required courses) 8
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

See page 42 for General Education Course Selections.

Major and Core Courses
Lower Division
A140 Financial Accounting I 4
A141 Financial Accounting II 4
B136 Introduction to Business 4
B165 Introduction to Human Resource Management 4
B230 Principles of Finance 4
B252 Principles of Marketing 4
B253 Principles of Management 4
B234 Business Law 4
B271 Professional Communication 4
B280 Business Capstone 2
B293 Business Ethics 4
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2

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

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

- Students must complete the senior seminar the quarter in which they finish the Bachelor’s Degree requirements to graduate from a Bachelor’s Degree program.
- Students have the opportunity to participate in an optional internship/externship project.

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

Total Credits 28

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

Total Credits 28

Human Resources Specialization
(students will complete these additional courses)
B242 Multicultural Communications for Business 4
B375 Advanced Human Resource Management 4
B390 Human Resource Information Systems 4
B404 Negotiation and Conflict Management 4
B433 Human Resource Recruitment and Selection 4
B435 Compensation Administration 4
B461 Labor Relations Management 4

Total Credits 28

Information Technology Specialization
(students will complete these additional courses)
B216 Network Fundamentals for Business Professionals 3
B220 Project Planning and Documentation 4
N300 Introduction to Computer Science Concepts 3
N330 MIS Techniques 3
N340 Information Technology Project Management 4
N400 Programmer Languages Principles 3
N410 Database Management and Administration 3
N420 Network Security and Cryptography 3
N430 Computer Forensics 3

Total Credits 29

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

Total Credits 28

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

TOTAL BS DEGREE CREDITS 182-183 *

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

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

AAS Degree

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

Objective:
Graduates of this degree program know major concepts in accounting, business, business ethics, business law, and finance. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

Foundation Courses
B180 Reading and Writing Strategies 4
B099 Foundations of Math 4

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

Total general education credits 32
See page 42 for General Education Course Selections.

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

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

Total AAS Degree Credits 93*

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

Total AAS Degree Credits 95*

Child Development Specialization
This specialization is available only to residents of Florida, Minnesota, North Dakota, and Wisconsin. It is only offered at the Moorhead site. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a background check.

(Students will complete these additional courses)
EC100 Foundations of Child Development 4
EC110 Early Childhood Education Curriculum and Instruction 4
EC120 Health, Safety, and Nutrition 4
EC211 Dynamics of the Family 4

Total AAS Degree Credits 95*

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

Total AAS Degree Credits 95*

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

Total AAS Degree Credits 95*

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

Total AAS Degree Credits 95*

Marketing and Sales Specialization
(Students will complete these additional courses)
B140 Sales Techniques 4
B263 Principles of Advertising 4
B273 Internet Business Models and E-Commerce 4
R200 Principles of Retailing 4

Total AAS Degree Credits 95*

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

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

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

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

**BS Degree**

**Career Opportunities:**  
- Health and Human Services Manager  
- Compliance Analyst  
- Home Care Manager  
- Physician Office Manager

**Objective:**  
Graduates of this degree program understand the planning and coordination of health services in a variety of settings, and know the information and processes used to diagnose and treat human injuries and diseases. They acquire critical-thinking skills through a program of general education and are able to apply them to the healthcare setting. Graduates can apply, analyze, synthesize, and evaluate facts and theories pertaining to healthcare management; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; recognize and address complex ethical situations; and operate effectively within a continually changing environment. They value lifelong learning, honesty, and integrity in applying their management expertise to serve the healthcare community.

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

**General Education Courses**  
**Lower Division**  
- English Composition (Required course)  
- G124 English Composition  
- Communication (Select 1 course)  
- Humanities (Select 2 courses)  
- Math (Required course)  
- G233 College Algebra  
- Natural Sciences (Required courses)  
- G203 Macroeconomics  
- G204 Microeconomics  

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

See page 42 for General Education Course Selections.

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Lower Division</th>
</tr>
</thead>
</table>
| 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  
| M200 Medical Office Procedures | 4  
| M310 Medical Law and Ethics | 4  

<table>
<thead>
<tr>
<th>Upper Division</th>
</tr>
</thead>
</table>
| 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  
| H520 Financial Management of Healthcare Organizations | 4  
| H530 Quality Improvement in Healthcare | 4  
| H540 Regulation and Compliance in Healthcare | 4  
| H550 Healthcare Statistics | 4  
| H560 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 Degree Credit Hours**  
- Total lower division general education credits: 32  
- Total upper division general education credits: 24  
- Total lower division major/core credits: 61  
- Total upper division major/core credits: 63

**TOTAL BS DEGREE CREDITS**: 180

This degree program is only offered at the Moorhead campus.

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

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

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

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

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

**Career Opportunities:**
- Early Childhood Teacher's Aide

**Objective:**
Graduates of this program know child development and apply best practices to their work in the early childhood field. They understand developmentally appropriate practices, positive guidance, partnering with parents, and observation and assessment of young children. They can plan and implement activities, materials and interactions that promote children's healthy development while supporting a safe environment. Graduates value critical thinking, communication, and professionalism in the workplace. Students are prepared for the national Child Development Associate (CDA) credential.

### Diploma Courses

- **D132** Computer Applications and Business Systems Concepts 3
- **E170** Introduction to Undergraduate Research 2
- **G124** English Composition 4
- **G141** Introduction to Communication 4
- **G233** College Algebra 4

### Child and Family Studies Specialization

- **EC225** Parent Education and Support 4
- **EC230** Guiding Children's Behavior 4
- **EC232** Child and Family Advocacy 4
- **G412** Introduction to Sociology 4

### Diploma Credits: **71**

### Child Development Specialization

- **EC110** Early Childhood Education Curriculum and Instruction 4
- **EC120** Health, Safety, and Nutrition 4
- **EC180** Knowledge: Extensibility I 6
- **EC181** Application: Extensibility II 6
- **EC182** Reflection: Extensibility III 6
- **EC200** Observation and Assessment in Early Childhood Education 4
- **EC290** Early Childhood Education Capstone 2

**Total Certificate Credits: **38*
HEALTH INFORMATION MANAGEMENT BS Degree
Moorhead Campus Only

BS Degree

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

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

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

General Education Courses
Lower Division
- English Composition (Required course)
- Mathematics (Required course)
- Social Sciences (Select 2 courses)

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

This program requires specific immunizations prior to professional practice experience.

This program is only available at the Moorhead campus.

Entrance Requirements for Health Information Management Bachelor's Program Applicants pursuing admittance into the Health Information Management BS degree must pass an AAS in Health Information Technology/Management from a CAHIM accredited program earned within the past 5 years or possess a current RHIT credential. If the degree was obtained over 5 years ago, the student needs to have work experience in the health information industry within the last 5 years and approval by the Program Coordinator.

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

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

TOTAL BS DEGREE CREDITS 180 *

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

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

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

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

General Education Courses
- English Composition (Required course) 4
- G124 English Composition 4
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math (Required course) 4
- G233 College Algebra 4

Natural Sciences (Required course) 4
- G150 Structure and Function of the Human Body 4

Social Sciences (Select 2 courses) 8
- NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

TOTAL GENERAL EDUCATION CREDITS 32

See page 42 for General Education Course Selections.

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

TOTAL AAS DEGREE CREDITS 90 *

This program is only available at the Bismarck and Moorhead campuses.

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

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

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

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

This program requires specific immunizations prior to professional practice experience.

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

AAS Degree

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

Objective:
Graduates of this degree program understand the healthcare system and how to communicate with the healthcare team. They know basic human anatomy, medical terminology, and pathology, as well as techniques for health information management and quality improvement. Graduates can perform medical coding and billing, analyze data, use and understand scanning technology, navigate an electronic health record, manage a file room, and release medical information under appropriate circumstances. They value critical thinking, communication, diverse perspectives, technology and information literacy, ethical and professional behavior in the workplace, and the confidentiality of patient information.
MEDICAL ADMINISTRATION • Diploma • AAS Degree

Diploma

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

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

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

Diploma Courses
D132  Computer Applications and Business Systems Concepts  3
E242  Career Development  2
G141  Introduction to Communication  4
G150  Structure and Function of the Human Body  4
M120  Medical Terminology  4
M130  Medical Writing, Style, and Grammar  3
M140  Basic ICD-9-CM Coding  4
M140A  Intermediate ICD-9-CM Coding  3
M141  Ambulatory Care Coding  3
M200  Medical Office Procedures  4
M201  Medical Transcription I  4
M202  Introduction to Medical Transcription  4
M209  Medical Insurance and Billing  3
M230  Medical Law and Ethics  4
M232  Pathophysiology  5
M290  Medical Administration Capstone  1
S115  Keyboarding I  3

TOTAL DIPLOMA CREDITS  58*

AAS Degree

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

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

In addition to all Diploma Courses

General Education Courses
English Composition (Required course)  4
G124  English Composition
Humanities (Select 2 courses)  8
G141  Introduction to Communication
Math (Required course)  4
G233  College Algebra
Social Sciences (Select 2 courses)  8
G150  Structure and Function of the Human Body
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

TOTAL GENERAL EDUCATION CREDITS  24

See page 42 for General Education Course Selections.

Major and Core Courses
M251  Medical Coding Practicum  1
MA135  Pharmacology for the Allied Health Professional  4
S120  Word for Windows  3

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 STEP placement exam or by successful completion of Foundation Courses.

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

MEDICAL OFFICE ASSISTANT • Diploma • AAS Degree
Moorhead Campus Only

Diploma

Career Opportunities:
• Medical Assistant
• Medical Office Administrative Assistant

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

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

Diploma Courses
E282 Career Development 2
G124 English Composition 4
M120 Medical Terminology 4
M200 Medical Office Procedures 4
M230 Medical Law and Ethics 4
M232 Pathophysiology 5
MA110 Clinical Skills I 4
MA330 Pharmacology for the Allied Health Professional 4
MA145 Clinical Skills II 4
MA235 Laboratory Skills for Medical Office Assisting 4
MA265A Medical Office Assistant Externship 8
MA241 Human Anatomy & Physiology I 5
MA242 Human Anatomy & Physiology II 5
MA250 Radiography Skills 3

TOTAL DIPLOMA CREDITS 60*

AAS Degree

Career Opportunities:
• Medical Office Administrative Assistant
• Phlebotomist
• Patient Care Technician

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

In addition to all Diploma Courses

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

Total general education credits 28
See page 42 for General Education Course Selections.

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

TOTAL AAS DEGREE CREDITS 91*

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

*** All Medical Office Assistant students are required to attend the Medical Office Assistant Programmatic Orientation within the first quarter of the program. All Medical Office Assistant 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.

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

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

This program requires specific immunizations prior to professional practice experience.

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

AAS Degree

Career Opportunities:
- Medical Laboratory Technician

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

Foundation Courses

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

General Education Courses

- English Composition (Required course) 4
- G124 English Composition 4
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math (Required course) 4
- G233 College Algebra 4
- Natural Sciences (Required course) 4
- G215 Introduction to Human Biology 4
- Social Sciences (Select 2 courses) 8

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

Total general education credits 32

See page 42 for General Education Course Selections.

Major and Core Courses

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<thead>
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<th>Course</th>
<th>Credits</th>
</tr>
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<tr>
<td>D112</td>
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</table>

TOTAL AAS DEGREE CREDITS 111

This program is only available at the Bismarck and Moorhead campuses.

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

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

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

The Medical Laboratory Technician Program at the Bismarck, Lake Elmo/ Woodbury, Mankato, Moorhead, and St. Cloud Campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N River Road, Rosemount, IL, 60018. (773) 714-8880.

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

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

SURGICAL TECHNOLOGIST AAS Degree
Moorhead Campus Only

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>English Composition (Required course)</td>
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<tr>
<td>Communication (Select 1 course)</td>
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<tr>
<td>Humanities (Select 2 courses)</td>
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<td>Math (Required course)</td>
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<td>Natural Sciences (Required course)</td>
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<tr>
<td>Social Sciences (**Required, Select 1 additional course)</td>
<td>8</td>
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<tr>
<td>Total general education credits</td>
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See page 42 for General Education Course Selections.

Major and Core Courses

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</table>

TOTAL AAS DEGREE CREDITS 94

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.

AAS Degree

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

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

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

BS Degree

Career Opportunities**:
- Detective Investigator
- Probation/Parole Officer
- Crime Victims Advocate
- Juvenile Justice Specialist
- Homeland Security Supervisor
- Homeland Security Agent
- Police Officer

Objective:
Graduates of this program know the theory and practice of criminal-justice law, procedures, research methods, and leadership. They understand concepts of criminal behavior, crime prevention, and diversity in the justice system. Graduates can apply, analyze, synthesize, and evaluate facts and theories pertaining to criminal justice; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; recognize and address complex ethical situations; and operate effectively within a continually changing environment. They value critical thinking, communication, diverse perspectives, technology and information literacy, lifelong learning, honesty, and integrity in the criminal justice system.

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 PEO 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.

<table>
<thead>
<tr>
<th>Foundation Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080 Reading and Writing Strategies 4</td>
</tr>
<tr>
<td>B099 Foundations of Math 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Division</td>
</tr>
<tr>
<td>English Composition (Required course) 4</td>
</tr>
<tr>
<td>G124 English Composition</td>
</tr>
<tr>
<td>Communication (Select 1 course) 4</td>
</tr>
<tr>
<td>Humanities (Select 2 courses) 8</td>
</tr>
<tr>
<td>Math (Required course) 4</td>
</tr>
<tr>
<td>G233 College Algebra</td>
</tr>
<tr>
<td>Natural Sciences (Select 1 course) 4</td>
</tr>
<tr>
<td>Social Sciences (Required courses) 8</td>
</tr>
<tr>
<td>G142 Introduction to Sociology</td>
</tr>
<tr>
<td>G148 General Psychology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Upper Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication (Select 1 course) 4</td>
</tr>
<tr>
<td>Humanities (Select 2 courses) 8</td>
</tr>
<tr>
<td>Math/Natural Sciences (Select 1 course) 4</td>
</tr>
<tr>
<td>Social Sciences (Select 2 courses) 8</td>
</tr>
</tbody>
</table>

See page 42 for General Education Course Selections.

UNRESTRICTED ELECTIVE CREDITS*** 12

<table>
<thead>
<tr>
<th>Major and Core Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Division</td>
</tr>
<tr>
<td>D132 Computer Applications and Business Systems Concepts 3</td>
</tr>
<tr>
<td>E170 Introduction to Undergraduate Research 2</td>
</tr>
<tr>
<td>E242 Career Development 2</td>
</tr>
<tr>
<td>J100 Introduction to Criminal Justice 4</td>
</tr>
<tr>
<td>J106 Criminology: Motives for Criminal Deviance 4</td>
</tr>
<tr>
<td>J115 Introduction to Corrections 4</td>
</tr>
<tr>
<td>J120 Policing in America 4</td>
</tr>
<tr>
<td>J131 Criminal Law and Procedures: Crime and the Courtroom 4</td>
</tr>
<tr>
<td>J200 Domestic Violence 4</td>
</tr>
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<td>J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4</td>
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<td>J250 Drugs and Crime 4</td>
</tr>
<tr>
<td>J255 Ethics in Criminal Justice 4</td>
</tr>
<tr>
<td>J280 Contemporary Issues in Criminal Justice Capstone 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Upper Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>J326 Criminal Behavior: Profiling Violent Offenders 4</td>
</tr>
<tr>
<td>J331 Constitutional Law 4</td>
</tr>
<tr>
<td>J350 Cultural Diversity and Justice 4</td>
</tr>
<tr>
<td>J352 Victims in Criminal Justice 4</td>
</tr>
<tr>
<td>J355 Realities of Crime and Justice 4</td>
</tr>
<tr>
<td>J360 Statistics in Criminal Justice 4</td>
</tr>
<tr>
<td>J365 Research Methods in Criminal Justice 4</td>
</tr>
<tr>
<td>J410 Criminal Justice Leadership and Management 4</td>
</tr>
<tr>
<td>J415 Crime Prevention 4</td>
</tr>
<tr>
<td>J490 Critical Issues in Criminal Justice 4</td>
</tr>
</tbody>
</table>

Choose either Track I or Track II

Track I (not available in Rasmussen College Online)

| J480 Criminal Justice Internship 9 |

Track II

| J457 Criminal Justice Senior Thesis 4 |
| J453 Criminal Justice Seminar 5 |

Client Services/Corrections Specialization
(Students will complete these additional courses)

<table>
<thead>
<tr>
<th>8</th>
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<tbody>
<tr>
<td>J340 Special Populations in Criminal Justice 4</td>
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</table>

Criminal Offenders Specialization
(Students will complete these additional courses)

<table>
<thead>
<tr>
<th>8</th>
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<tbody>
<tr>
<td>J330 Organized Criminal Syndicates 4</td>
</tr>
<tr>
<td>J430 Forensic Psychology 4</td>
</tr>
<tr>
<td>J440 Special Offenders: Sex Offenders 4</td>
</tr>
<tr>
<td>J445 Special Offenders: Serial Killers 4</td>
</tr>
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</table>

Homeland Security Specialization***
(Students will complete these additional courses)

<table>
<thead>
<tr>
<th>8</th>
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<tbody>
<tr>
<td>J332 Homeland Security Policy 4</td>
</tr>
<tr>
<td>J355 Risk Analysis 4</td>
</tr>
<tr>
<td>J405 Emergency Management 4</td>
</tr>
<tr>
<td>J420 Crimes, Across Borders 4</td>
</tr>
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</table>

Investigation/Law Enforcement Specialization
(Students will complete these additional courses)

<table>
<thead>
<tr>
<th>8</th>
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</thead>
<tbody>
<tr>
<td>J305 Examination of Forensic Science 4</td>
</tr>
<tr>
<td>J320 Criminal Investigations 4</td>
</tr>
<tr>
<td>J325 Criminal Evidence 4</td>
</tr>
<tr>
<td>J430 Forensic Psychology 4</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
</tr>
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</table>

| Total BS Degree Credits 180* |

Total Degree Credit Hours

<table>
<thead>
<tr>
<th>Total lower division general education credits 32</th>
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<tbody>
<tr>
<td>Total upper division general education credits 24</td>
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<tr>
<td>Lower division major/core credits 47</td>
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<td>Total upper division general credit hours 99</td>
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<table>
<thead>
<tr>
<th>Total unrestricted elective credits 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits in specialization 16</td>
</tr>
</tbody>
</table>

TOTAL BS DEGREE CREDITS 180*

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

* Students must complete the senior seminar the quarter in which they finish the Bachelor’s Degree requirements to graduate from a Bachelor’s Degree program.

** Additional training may be required.

*** Students taking the Homeland Security specialization must take as their electives J330 Introduction to Homeland Security, J230 Terrorism, and J245 Security Challenges.

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

- Corrections
- Homeland Security
- Law Enforcement
- Psychology

### Major and Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E170</td>
<td>Introduction to Undergraduate Research</td>
<td>2</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J106</td>
<td>Criminology: Motives for Criminal Deviance</td>
<td>4</td>
</tr>
<tr>
<td>J115</td>
<td>Introduction to Corrections</td>
<td>4</td>
</tr>
<tr>
<td>J120</td>
<td>Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J131</td>
<td>Criminal Law and Procedures. Crime and the Courtroom</td>
<td>4</td>
</tr>
<tr>
<td>J255</td>
<td>Ethics in Criminal Justice</td>
<td>4</td>
</tr>
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</table>

### Foundation Courses

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

### General Education Courses

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
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<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Select 1 course**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>E170</td>
<td>Introduction to Undergraduate Research</td>
<td>2</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
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</table>

**Select 2 courses**

<table>
<thead>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G110</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J115</td>
<td>Introduction to Corrections</td>
<td>4</td>
</tr>
<tr>
<td>J120</td>
<td>Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J131</td>
<td>Criminal Law and Procedures. Crime and the Courtroom</td>
<td>4</td>
</tr>
<tr>
<td>J255</td>
<td>Ethics in Criminal Justice</td>
<td>4</td>
</tr>
</tbody>
</table>

### Corrections Specialization

Students will complete these additional courses:

- J121 Case Management: Strategies for Rehabilitation
- J211 Counseling Clients
- J200 Domestic Violence
- J122 Legal Principles in Corrections
- J123 Juvenile Justice: Delinquency, Dependency, and Diversion
- J250 Drugs and Crime
- J280 Contemporary Issues in Criminal Justice Capstone

**TOTAL AAS DEGREE CREDITS:** 91

### Social Sciences

**Select courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>

### Natural Sciences

**Select 1 course**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

### Humanities

**Select 2 courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>

### Total general education credits: 32

See page 42 for General Education Course Selections.

### Psychology Specialization

Students will complete these additional courses:

- HS260 Community Psychology
- HS270 Social Psychology
- HS280 Abnormal Psychology
- J200 Domestic Violence
- J123 Juvenile Justice: Delinquency, Dependency, and Diversion
- J250 Drugs and Crime
- J280 Contemporary Issues in Criminal Justice Capstone

**TOTAL AAS DEGREE CREDITS:** 91

### Law Enforcement Specialization

Students will complete these additional courses:

- J122 Crime Scene to Conviction: Critical Skills in Documentation
- J200 Domestic Violence
- J213 Juvenile Justice: Delinquency, Dependency, and Diversion
- J222 Practical Psychology for Law Enforcement
- J226 Legal Code for Law Enforcement
- J250 Drugs and Crime
- J280 Contemporary Issues in Criminal Justice Capstone

**TOTAL AAS DEGREE CREDITS:** 91

### Criminal Justice Professional Peace Officer Education (PPOE)

This program meets peace officer training standards established by the Minnesota Peace Officer Standards and Training Board (MNPOST). Students seeking peace officer employment in Minnesota must complete a criminal background check and pass a written examination. Students must provide the Rasmussen College Law Enforcement POST Coordinator with a copy of their first-aid certification and a STEP placement exam. Students may also be required to take a police academy course or complete a criminal justice degree program.

**Objective:**

Graduates of this program know the history and development of the criminal justice system and its effect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system. They can apply critical thinking to issues in criminal justice such as law enforcement, corrections, security, juvenile justice, and domestic violence. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system.

**Career Opportunities:**

- Corrections Officer
- Peace Officer
- Probation Support Specialist
- Court Clerk
- Security Professional
- Juvenile Specialist
- Homeland Security Specialist
- Law Enforcement Officer
- Probation Assistant
- Juvenile Justice Assistant

**Course Examples:**

- Criminal Law and Procedures
- Juvenile Justice: Delinquency, Dependency, and Diversion
- Domestic Violence
- Security Challenges
- Drugs and Crime
- Contemporary Issues in Criminal Justice Capstone

**TOTAL AAS DEGREE CREDITS:** 91

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

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

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

**Additional training may be required.**
HUMAN SERVICES • Certificate • Diploma • AAS Degree

Certificate

Career Opportunities:
• Program Assistant Specialist

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

In addition to all Certificate Courses

<table>
<thead>
<tr>
<th>Diploma Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119 Customer Service 4</td>
</tr>
<tr>
<td>D132 Computer Applications and Business Systems Concepts 3</td>
</tr>
<tr>
<td>G124 English Composition 4</td>
</tr>
<tr>
<td>G141 Introduction to Communication 4</td>
</tr>
<tr>
<td>G233 College Algebra 4</td>
</tr>
<tr>
<td>J213 Juvenile Justice: Delinquency, Dependency, and Deviation 4</td>
</tr>
<tr>
<td>J250 Drugs and Crime 4</td>
</tr>
</tbody>
</table>

Choose either Track I or Track II

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

Track II
B271 Professional Communication 4
HS295 Human Services Capstone 5

TOTAL DIPLOMA CREDITS 74*

AAS Degree

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

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

In addition to all Certificate and Diploma Courses

General Education Courses

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

Total additional general education credits 16

See page 42 for General Education Course Selections.

TOTAL AAS DEGREE CREDITS 90*

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

• Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled.
• Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.
• Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and students seeking to be police officers in Minnesota must also submit to a Minnesota Bureau of Criminal Apprehension background check.
SCHOOL OF JUSTICE STUDIES

LAW ENFORCEMENT AAS Degree
Moorhead Campus Only

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

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

Total general education credits 32

See page 42 for General Education Course Selections.

Major and Core Courses
D132 Computer Applications and Business Systems Concepts 3
J100 Introduction to Criminal Justice 4
J120 Policing in America 4
J122 Crime Scene to Conviction: Critical Skills in Documentation 4
J131 Criminal Law and Procedures: Crime and the Courtroom 4
J200 Domestic Violence 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J222 Practical Psychology for Law Enforcement 4
J255 Ethics in Criminal Justice 4
LE210 Traffic Enforcement: Managing Traffic Violators 3
LE219 Firearms I: Fundamentals of Armed Police Response 2
LE220 Firearms II: Tactics for Combat Gunfighting 2
LE227 Use of Force I: From Empty Hands to Taser 2
LE228 Use of Force II: Winning Violent Confrontations 2
LE233 Crime Scene Response: The Real CSI 3
LE240 Minnesota Traffic Code 2
LE245 Minnesota Criminal Code 2
LE284 Patrol Practicals: Handling Calls in Progress 4
LE290 Law Enforcement Capstone 2

TOTAL AAS DEGREE CREDITS 91*

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

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

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

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.

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

AAS Degree

Career Opportunities:
- Police Officer
- Deputy Sheriff
- Law Enforcement Officer
- State Trooper
- Conservation Officer

Objective:
Graduates of this program know the history and development of the criminal justice system and the role of law enforcement in the system. They understand the legal process from arrest, to the courts, and through the corrections system. They understand the policy and practice of traffic enforcement, firearms use, defensive tactics, investigations, and pursuit driving, and can perform skills in each area. They value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system. Graduates will be eligible to take the Minnesota Professional Peace Officer (POST) licensing exam.
LAW ENFORCEMENT ACADEMIC Certificate
Moorhead Campus Only

Certificate

Career Opportunities:
- Police Officer
- Deputy Sheriff
- Law Enforcement Officer
- State Trooper
- Conservation Officer

Objective:
Graduates of this program know the history and development of the criminal justice system, and the role of law enforcement in the system. They understand the legal process from arrest, to the courts, and through the corrections system. They can apply critical thinking to issues including policing, criminal law and procedure, documentation, and legal code for law enforcement. They value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system. Upon completing this program and additional required practical skills coursework, graduates will be eligible to take the Minnesota Professional Peace Officer (POST) licensing exam.

Major and Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J120</td>
<td>Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J122</td>
<td>Crime Scene to Conviction Critical Skills in Documentation</td>
<td>4</td>
</tr>
<tr>
<td>J131</td>
<td>Criminal Law and Procedures: Crime and the Courtroom</td>
<td>4</td>
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<tr>
<td>J200</td>
<td>Domestic Violence</td>
<td>4</td>
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<tr>
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<td>Juvenile Justice: Delinquency, Dependency, and Diversion</td>
<td>4</td>
</tr>
<tr>
<td>J222</td>
<td>Practical Psychology for Law Enforcement</td>
<td>4</td>
</tr>
<tr>
<td>J255</td>
<td>Ethics in Criminal Justice</td>
<td>4</td>
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<tr>
<td>LE240</td>
<td>Minnesota Criminal Code</td>
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<tr>
<td>LE245</td>
<td>Minnesota Traffic Code</td>
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</tbody>
</table>

TOTAL CERTIFICATE CREDITS 36

This program is only available at the Moorhead 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 an admissions representative and complete a Rasmussen College placement test as part of the admissions process. Applicants are also required to interview with a Program Manager and complete a Rasmussen College placement test as part of the admissions process.

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

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.

Program-specific Law Enforcement (LE) coursework is available only at the Eagan, MN campus.
PARALEGAL AAS Degree
Moorhead Campus Only

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

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

Total general education credits  32

See page 42 for General Education Course Selections.

Major and Core Courses
D132  Computer Applications and Business Systems Concepts  3
E242  Career Development  2
J131  Criminal Law and Procedures: Crime and the Courtroom  4
PL100  Introduction to Law and the Legal System  4
PL121  Civil Litigation and Procedure I  4
PL122  Civil Litigation and Procedure II  4
PL142  Contracts: Managing Legal Relationships  4
PL143  Paralegal Ethics  4
PL215  Real Estate Law  4
PL216  Corporate Law  4
PL219  Law Office Technology  4
PL228  Torts: Auto Accidents and Other Legal Injuries  4
PL230  Family Law  4
PL235  Legal Research  4
PL240  Legal Writing  4

Chose either Track I or Track II
Track I (not available in Rasmussen College Online)
PL290  Paralegal Internship  5

Track II
PL280  Paralegal Capstone  5

TOTAL AAS DEGREE CREDITS  94*

This program is only offered at the Moorhead campus.

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

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

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

AAS Degree

Career Opportunities:
• Paralegal
• Legal Assistant
• Legal Secretary
• Compliance Specialist

Objective:
Graduates of this program know the principles of legal research and writing. They understand criminal, family, corporate, and real estate law. They can provide services in all areas of the legal system, such as courts, law firms, and government agencies, under the supervision of an attorney. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity. Paralegals may not provide legal services directly to the public, except as permitted by law.

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

Certificate

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

Objective:
Graduates of this program know the principles of legal research and writing. They understand criminal, family, corporate, and real estate law. They can provide services in all areas of the legal system, such as courts, law firms, and government agencies, under the supervision of an attorney. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity. Paralegals may not provide legal services directly to the public, except as permitted by law.

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

Major and Core Courses
- G124 English Composition 4
- G233 College Algebra 4
- PL110 Introduction to Law and the Legal System 4
- PL111 Civil Litigation and Procedure I 4
- PL112 Civil Litigation and Procedure II 4
- PL113 Contracts: Managing Legal Relationships 4
- PL114 Paralegal Ethics 4
- PL115 Law Office Technology 4
- PL213 Tort: Auto Accidents and Other Legal Injuries 4
- PL214 Family Law 4
- PL215 Legal Research 4
- PL216 Legal Writing 4

Electives (choose 1 course, for 4 credits)
- PL211 Real Estate Law 4
- PL212 Corporate Law 4

Chose either Track I or Track II

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

Track II
- PL280 Paralegal Capstone 5

TOTAL CERTIFICATE CREDITS 61*

This program is only offered at the Moorhead campus.

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

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
PRACTICAL NURSING AAS Degree
Moorhead Campus Only

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

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EN120</td>
<td>English Composition</td>
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<tr>
<td>SP115</td>
<td>Human Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>SP120</td>
<td>Human Anatomy and Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>HPA114</td>
<td>Medical Terminology</td>
<td>4</td>
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<tr>
<td>HPA115</td>
<td>Medical Terminology</td>
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<td>HPA120</td>
<td>Medical Terminology</td>
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<td>HPA130</td>
<td>Medical Terminology</td>
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<td>HPA140</td>
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<td>HPA150</td>
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Total general education credits: 32

Major and Core Courses

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<tr>
<th>Course</th>
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</thead>
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<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
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</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
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<tr>
<td>MA241</td>
<td>Human Anatomy and Physiology I</td>
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</tr>
<tr>
<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
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</tr>
<tr>
<td>NU115</td>
<td>Comprehensive Pharmacology</td>
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<tr>
<td>NU115L</td>
<td>Comprehensive Pharmacology: Lab</td>
<td>2</td>
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<td>NU205</td>
<td>Human Nutrition</td>
<td>4</td>
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<tr>
<td>PN100</td>
<td>Nursing Foundations</td>
<td>6</td>
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<tr>
<td>PN115</td>
<td>Nursing I</td>
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<td>PN120</td>
<td>Psychosocial Nursing</td>
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<td>PN125</td>
<td>Nursing II</td>
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<td>PN130</td>
<td>Maternal – Child Nursing</td>
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<td>PN135</td>
<td>Nursing III</td>
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<td>PN140</td>
<td>Geriatric Nursing</td>
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<tr>
<td>PN145</td>
<td>Nursing Seminar</td>
<td>2</td>
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</table>

TOTAL AAS DEGREE CREDITS: 96

This program is only available at the Moorhead campus.

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

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

* Students must complete those general education courses listed as required to graduate in this program (EN120, SP115, G142, G148, G215, and G233) 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 during the day at the Blaine, Brooklyn Park, Eagan, Mankato, and St. Cloud campuses.

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

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

BS Degree

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

Objective:
Graduates of this program understand and can apply theoretical concepts in the development of course projects and complex software products. They understand the principles of discrete and continuous mathematics and are able to apply logic and mathematical proof techniques. They understand programming fundamentals and are able to apply programming techniques using a variety of modern programming languages. They have knowledge of the concepts and design principles relevant to computer architecture, operating systems, organization, networks, and distributed computing environments. Additionally, graduates have knowledge of fundamental principles in software engineering and algorithm analysis. They can perform software testing, develop program documentation and flow charts, and apply best practices in the software development process. The program will enhance critical thinking and reasoning faculties, problem solving skills, information literacy, and communication competence, enabling students to excel in the software application development industry. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, collaborative team strategies for project completion, standard industry ethical practices, and lifelong learning.

General Education Courses

<table>
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<tr>
<th>Lower Division</th>
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<tbody>
<tr>
<td>English Composition (Required courses)</td>
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<tr>
<td>G124 English Composition</td>
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<td>G126A English Composition 2</td>
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<td>Communication (Select 1 course)</td>
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<td>G224 Introduction to Critical Thinking</td>
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<td>G247 Introduction to Discrete Mathematics</td>
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<td>Math (Required courses)</td>
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<td>G246 Advanced Algebra</td>
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<tr>
<td>Upper Division</td>
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<tr>
<td>Communication (Select 1 course)</td>
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<td>Humanities (Select 2 courses)</td>
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<td>Math/Natural Sciences (Select 1 course)</td>
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<td>Social Sciences (Select 2 courses)</td>
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UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS 4

See page 42 for General Education Course Selections.

Major and Core Courses

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<tr>
<th>Lower Division</th>
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<td>E242 Career Development</td>
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<td>MH200 Calculus</td>
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<td>N137 Programming I</td>
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<td>N142 Foundations of Software Design</td>
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<td>N210 Introduction to Computer Systems</td>
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<td>SD110 Discrete Structures for Computer Science</td>
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<td>SD140 Mobile Application Development</td>
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<td>SD225 Object-Oriented Programming</td>
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<tr>
<td>W109 Relational Databases</td>
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Upper Division

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

Total Degree Credit Hours

<p>| | | | | | | | |</p>
<table>
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<tbody>
<tr>
<td>Total lower division general education credits</td>
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<td>Unrestricted upper division elective credits</td>
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</table>

TOTAL BS DEGREE CREDITS 180

Entrance requirements for Software Application Development Associate’s and Computer Science Bachelor’s Programs

Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into each program. Also required are two letters of reference and a 750-word essay. Please speak with a Program Manager for details.

This program is only available at the Moorhead campus.

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

- Students must complete the senior seminar the quarter in which they finish the Bachelor’s Degree requirements to graduate from a Bachelor’s Degree program.
SOFTWARE APPLICATION DEVELOPMENT AS Degree
Moorhead Campus Only

General Education Courses

English Composition (Required courses) 8
G124 English Composition
G126A English Composition 2

Communication (Select 1 course) 4
G224 Introduction to Critical Thinking*

Humanities **(Required course, Select 2 additional courses) 12
G224 Introduction to Critical Thinking*

Math (Required courses) 9
G246 Advanced Algebra
G247 Introduction to Discrete Mathematics

Natural Sciences (Select 1 course) 4

Social Sciences (Select 2 courses) 8

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

Total general education credits 45

See page 42 for General Education Course Selections.

Major and Core Courses

E242 Career Development 2
MH100 Precalculus 3
MH200 Calculus I 4
MH210 Calculus II 4
N137 Programming I 4
N142 Foundations of Software Design 3
N207 Programming II 4
N210 Introduction to Computer Systems 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 AS DEGREE CREDITS 91

Entrance requirements for Software Application Development Associate’s and Computer Science Bachelor’s Programs

Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into each program. Also required are two letters of reference and a 750-word essay. Please speak with a Program Manager for details.

This program is only available at the Moorhead campus.

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

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

Career Opportunities:

- Programmer Analyst
- Applications Developer
- Business Systems Analyst
- Software Developer

Objective:

Graduates of this program understand basic computer software and hardware concepts. They can design and implement computer programs, plan digital and software architecture, and evaluate programs to improve performance. They are also able to manage software design projects. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and business and professional skills.
DIGITAL DESIGN AND ANIMATION BS Degree
Moorhead Campus Only

BS Degree

Career Opportunities:
• 3D Modeler
• Character Animator
• Graphic Designer
• Web Designer
• Visual Media Producer
• Web Operations Manager

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

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

General Education Courses
Lower Division
English Composition (Required course)  4
G124  English Composition
Communication (Select 1 course)  4
Humanities ("Required course, Select 1 additional course)  8
G147  Art Appreciation*
Math (Required course)  4
G233  College Algebra
Natural Sciences (Select 1 course)  8
Social Sciences (Select 2 courses)  8
NOTE: Students who take Principles of Economics may not take Macroeconomics.

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

See page 42 for General Education Course Selections.

Major and Core Courses
Lower Division
B136  Introduction to Business  4
B220  Project Planning and Documentation  4
B271  Professional Communication  4
B273  Internet Business Models and E-Commerce  4
E242  Career Development  2
N150  Technology’s Role in the 21st Century  2
N1111  Introduction to Computer Graphics  3
N1113  Introduction to Multimedia Design  3
N1121  Typography  3
N1122  Digital Publishing  3
N1124  Color Theory and Techniques  3
N130  Audio/Video Editing  3
N141  Digital Media Production  3
N1252  Fundamentals of Web Authoring and Design  3
N1262  Digital Media Assembly  3
N1272  Multimedia Technologies  3
N1280  Multimedia Portfolio Development  2

Upper Division
N301  The Business of Digital Media  4
N305  Figure Drawing  4
N310  The Study of Animation  4
N315  Flash Animation  4
N320  Polygon Modeling  4
N325  Advanced Methods of Computer Graphics  4
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

Elective Courses (Select one of the following elective groups)
Group I
NM110  Drawing Design and Art Theory  3
NM131  Introduction to 3D Arts and Animation  3
NM240  3-Dimensional Animation  3

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

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

TOTAL BS DEGREE CREDITS 181 *

This program is only available at the Moorhead campus.

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

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.
GAME AND SIMULATION PROGRAMMING BS Degree
Moorhead Campus Only

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

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

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

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

See page 42 for General Education Course Selections.

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 Degree Credit Hours
Total lower division general education credits 32
Total upper division general education credits 24
Total lower division major/core credits 64
Total upper division major/core credits 60

TOTAL BS DEGREE CREDITS 180*

* This program is only available at the Moorhead campus.

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

- Students must complete the senior seminar the quarter in which they finish the Bachelor’s Degree requirements to graduate from a Bachelor’s Degree program.

BS Degree

Career Opportunities:
- Game Programmer
- Simulations Programmer
- Video Game Asset Manager
- Interactive Media Technical Director
- Video Game Level Designer

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
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<tr>
<td>B273</td>
<td>Internet Business Models and E-Commerce</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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<td>G124</td>
<td>English Composition</td>
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<td>G141</td>
<td>Introduction to Communication</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
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<td>N150</td>
<td>Technology's Role in the 21st Century</td>
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<tr>
<td>NM110</td>
<td>Drawing Design and Art Theory</td>
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<tr>
<td>NM111</td>
<td>Introduction to Computer Graphics</td>
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</tr>
<tr>
<td>NM113</td>
<td>Introduction to Multimedia Design</td>
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</tr>
<tr>
<td>NM121</td>
<td>Typography</td>
<td>3</td>
</tr>
<tr>
<td>NM122</td>
<td>Digital Publishing</td>
<td>3</td>
</tr>
<tr>
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<td>3-Dimensional Animation</td>
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<tr>
<td>NM252</td>
<td>Fundamentals of Web Authoring and Design</td>
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<tr>
<td>NM262</td>
<td>Digital Media Assembly</td>
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<tr>
<td>NM272</td>
<td>Multimedia Technologies</td>
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</tbody>
</table>

### Foundation Courses

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

### Web Design Specialization

**Objective:** Graduates of this program know basic theories of visual and interactive media design and portfolio development. They can create multimedia projects involving traditional art techniques, video, and audio assets. Graduates value critical thinking and communication.

<table>
<thead>
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<tr>
<td>NM115</td>
<td>Networking and Internet Technologies</td>
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</tr>
<tr>
<td>NM272</td>
<td>Multimedia Technologies</td>
<td>3</td>
</tr>
</tbody>
</table>

### Digital Design and Animation Specialization

**Objective:** Graduates of this program know basic theories of visual and interactive media design and portfolio development. They can create multimedia projects involving traditional art techniques, video, and audio assets. Graduates value critical thinking and communication.

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<td>G124</td>
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<td>G141</td>
<td>Introduction to Communication</td>
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<td>College Algebra</td>
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<tr>
<td>N150</td>
<td>Technology's Role in the 21st Century</td>
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<tr>
<td>NM111</td>
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<td>NM272</td>
<td>Multimedia Technologies</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Diploma Credits: 71*

### AAS Degree

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

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

### In addition to all Diploma Courses

**General Education Courses**
- Humanities (*Required, Select 1 additional course*)
  - G147 Art Appreciation* 8
- Natural Sciences (Select 1 course) 4
- Social Sciences (Select 2 courses) 8

**Total additional general education credits** 20

See page 42 for General Education Course Selections.

### Additional Major and Core Course

**Digital Design and Animation Specialization**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NM280</td>
<td>Multimedia Portfolio Development</td>
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</tbody>
</table>

**Total AAS Degree Credits:** 93*

**Web Design Specialization**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM280</td>
<td>Multimedia Portfolio Development</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total AAS Degree Credits:** 93*

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

* CredittotalsdonotincludeFoundationCourses.StudentsmusteitherdemonstratemasteryofthesubjectmatterinFoundationCoursesthrough
INFORMATION SYSTEMS MANAGEMENT AAS Degree

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

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

General Education Courses
English Composition (Required course)  4
G124 English Composition
Communication (Select 1 course)  4
G271 Professional Communication
Math (Required course)  4
G233 College Algebra
Natural Sciences (Select 1 course)  4
G236 College Algebra

Social Sciences (Select 2 courses)  8
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total general education credits  32
See page 42 for General Education Course Selections.

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

Computer Information Technology

Career Opportunities:
- Computer Support Specialist
- Computer Application Support Specialist

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know how businesses utilize information systems, how technology adds value to business processes, and how to engage in IT support. Graduates value critical thinking, communication, and business and professional skills.

B273 Internet Business Models and E-Commerce  4
D181 Excel  3
D187 Professional Presentations  3
D283 Access  3
N290 Information Technology Capstone  2
S120 Word for Windows  3
W108 Introduction to Website Design  3

TOTAL AAS DEGREE CREDITS  91*

Database Administration

Career Opportunities:
- Database Administrator

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

B220 Project Planning and Documentation  4
N136 Operating Systems Fundamentals  4
N209 PHP/MySQL Administration  4
N265 Database Security  4
N273 Business Intelligence Reporting  3
N274 SQL Server Administration  3
N276 Information Technology Capstone  2
W109 Relational Databases  3
W114 Fundamentals of Programming  3
W125 Introduction to Visual Basic  3

TOTAL AAS DEGREE CREDITS  90*

IP Telephony

Career Opportunities:
- Network Administrator with VoIP

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

B220 Project Planning and Documentation  4
N127 Microsoft Windows Workstations  3
N133 Networking Fundamentals  3
N145 Fundamentals of PC Hardware and Software  4
N228 Microsoft Windows Server  3
N235 Cisco Networking Fundamentals and Routing  3
N243 Voice Over IP Fundamentals  3
N283 Microsoft Windows Server  3
N286 SQL Telephony  3
N265 Quality of Service (QoS)  3
N290 Information Technology Capstone  2

TOTAL AAS DEGREE CREDITS  90*

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

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

Career Opportunities:
- Network System Administrator

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
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<td>N127</td>
<td>Microsoft Windows Workstations</td>
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<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N145</td>
<td>Fundamentals of PC Hardware and Software</td>
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<tr>
<td>N150</td>
<td>Technology’s Role in the 21st Century</td>
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<tr>
<td>N208</td>
<td>Linux Administration</td>
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<tr>
<td>N226</td>
<td>Windows Active Directory</td>
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<td>N228</td>
<td>Microsoft Exchange Server</td>
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<tr>
<td>N234</td>
<td>Cisco Networking Fundamentals and Routing</td>
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<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL AAS DEGREE CREDITS 90*

Network Security

Career Opportunities:
- Network Security Specialist

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know techniques used by industry-leading professionals to keep a network safe. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>B220</td>
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<td>N226</td>
<td>Windows Active Directory</td>
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<td>N235</td>
<td>Cisco Networking Fundamentals and Routing</td>
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<tr>
<td>N253</td>
<td>Managing Information Security</td>
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<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL AAS DEGREE CREDITS 90*

Web Programming

Career Opportunities:
- Web Developer

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>S225</td>
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<td>W109</td>
<td>Relational Databases</td>
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<td>W110</td>
<td>JavaScript</td>
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<td>W114</td>
<td>Fundamentals of Programming</td>
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<td>W116</td>
<td>Introduction to Web Design Software</td>
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<tr>
<td>W118</td>
<td>Introduction to HTML</td>
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<td>W125</td>
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<td>W201</td>
<td>Advanced Visual Basic</td>
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<td>W210</td>
<td>Java I</td>
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<td>W215</td>
<td>PERL/CGI</td>
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<td>W216</td>
<td>PHP/MySQL</td>
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<tr>
<td>W290</td>
<td>Web Programming Capstone</td>
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</tbody>
</table>

TOTAL AAS DEGREE CREDITS 92*

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

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

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

TOTAL AAS DEGREE CREDITS 92*
SOFTWARE SYSTEMS DESIGN AAS Degree

- Embedded Systems

Foundation Courses

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

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>G124</td>
<td>Communication Select 1 course</td>
<td>4</td>
</tr>
<tr>
<td>G124</td>
<td>Humanities Select 2 courses</td>
<td>8</td>
</tr>
<tr>
<td>G124</td>
<td>Math Required course</td>
<td>4</td>
</tr>
<tr>
<td>G124</td>
<td>Natural Sciences Select 1 course</td>
<td>4</td>
</tr>
<tr>
<td>G124</td>
<td>Social Sciences Select 2 courses</td>
<td>8</td>
</tr>
</tbody>
</table>

Total general education credits 32

See page 42 for General Education Course Selections.

Major and Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>N140</td>
<td>Logic and Troubleshooting</td>
<td>4</td>
</tr>
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</table>

Embedded Systems Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SD100</td>
<td>Fundamentals of Computer-Integrated Electronics</td>
<td>3</td>
</tr>
<tr>
<td>SD110</td>
<td>Discrete Structures for Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>SD120</td>
<td>Software Quality Assurance</td>
<td>3</td>
</tr>
<tr>
<td>SD130</td>
<td>Microcontroller Embedded Systems</td>
<td>3</td>
</tr>
<tr>
<td>SD140</td>
<td>Mobile Application Development</td>
<td>3</td>
</tr>
<tr>
<td>SD200</td>
<td>Assembly Language Programming</td>
<td>3</td>
</tr>
<tr>
<td>SD220</td>
<td>Real-Time Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>SD225</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>SD230</td>
<td>Microcontroller Embedded Systems II</td>
<td>3</td>
</tr>
<tr>
<td>SD290</td>
<td>Software Systems Design Capstone</td>
<td>2</td>
</tr>
<tr>
<td>W114</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL AAS DEGREE CREDITS 92*

This program NOT available at the Bismarck campus.

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

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

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

AAS Degree

Career Opportunities:
- Software Design Engineer
- Computer Programmer
- Embedded Systems Engineer

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

Certificate

Career Opportunities:
- Accounting Clerk
- Bookkeeper

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

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

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

TOTAL CERTIFICATE CREDITS 39*

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

Diploma

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

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

In addition to all Certificate Courses

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

TOTAL DIPLOMA CREDITS 73*

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

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

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

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

Certificate

Career Opportunities:
- Entry-level Business Assistant

Objective:
Graduates of this program know concepts in accounting, business, business ethics, business law, and finance. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value critical thinking, communication, and lifelong learning.

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

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

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

TOTAL CERTIFICATE CREDITS 37*

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 as part of certificate course requirements the quarter they are scheduled for the E242 Career Development course.

Business Administration Specialization

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

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

TOTAL DIPLOMA CREDITS 75*

Call Center Management Specialization

Diploma Courses
B272 Call Center Strategic Leadership 4
B275 Call Center Customer Service Representative Skills 4
B276 Call Center Labor Force Management 4
B278 Call Center Operations Management 4

TOTAL DIPLOMA CREDITS 75*

Entrepreneurship Specialization

(Students will complete these additional courses)
B240 Entrepreneurial Product and Service Planning 4
B244 Entrepreneurial Finance: Capitalization for the Entrepreneur 4

TOTAL DIPLOMA CREDITS 71*

Human Resources Specialization

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

TOTAL DIPLOMA CREDITS 75*

Internet Marketing Specialization

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

TOTAL DIPLOMA CREDITS 71*

Marketing and Sales Specialization

(Students will complete these additional courses)
B140 Sales Techniques 4
B263 Principles of Advertising 4
B273 Internet Business Models and E-Commerce 4
R200 Principles of Retailing 4

TOTAL DIPLOMA CREDITS 75*

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

- Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.

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

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

Certificate

Career Opportunities:
• Medical Coder
• Medical Coder/Biller

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

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

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

TOTAL CERTIFICATE CREDITS 40*

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

• Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for the E242 Career Development course.

Diploma

Career Opportunities:
• Medical Coder
• Medical Coder/Biller

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

In addition to all Certificate Courses

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

TOTAL DIPLOMA CREDITS 56*

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

• Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.

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

- Corrections
- Homeland Security
- Law Enforcement
- Psychology

### Diploma

#### Career Opportunities:
- Security Professional
- Corrections Specialist

#### Objective:
Graduates of this program know the history and development of the criminal justice system and its effect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system. They can apply critical thinking to issues in criminal justice such as law enforcement, corrections, security, juvenile justice, and domestic violence. Graduates value critical thinking, communication, and integrity in the criminal justice system.

#### In addition to all Certificate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J255</td>
<td>Ethics in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J200</td>
<td>Domestic Violence</td>
<td>4</td>
</tr>
<tr>
<td>J131</td>
<td>Criminal Law and Procedures: Crime and the Courtroom</td>
<td>4</td>
</tr>
<tr>
<td>J106</td>
<td>Criminology: Motives for Criminal Deviance</td>
<td>4</td>
</tr>
<tr>
<td>J115</td>
<td>Introduction to Corrections</td>
<td>4</td>
</tr>
<tr>
<td>J120</td>
<td>Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J280</td>
<td>Contemporary Issues in Criminal Justice Capstone</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL DIPLOMA CREDITS 71**

### Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>E242</td>
<td>Career Development</td>
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<tr>
<td>E170</td>
<td>Introduction to Undergraduate Research</td>
<td>2</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>GS233</td>
<td>College Algebra</td>
<td>4</td>
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<tr>
<td>G122</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>J106</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J120</td>
<td>Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J131</td>
<td>Criminal Law and Procedures: Crime and the Courtroom</td>
<td>4</td>
</tr>
<tr>
<td>J200</td>
<td>Domestic Violence</td>
<td>4</td>
</tr>
<tr>
<td>J255</td>
<td>Ethics in Criminal Justice</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL CERTIFICATE CREDITS 39**

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

- Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for the E242 Career Development course.

---

### Law Enforcement Specialization

(Students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>J120</td>
<td>Crime Scene to Conviction: Critical Skills in Documentation</td>
<td>4</td>
</tr>
<tr>
<td>J213</td>
<td>Juvenile Justice: Delinquency, Dependency, and Diversion</td>
<td>4</td>
</tr>
<tr>
<td>J223</td>
<td>Practical Psychology for Law Enforcement</td>
<td>4</td>
</tr>
<tr>
<td>J250</td>
<td>Drugs and Crime</td>
<td>4</td>
</tr>
<tr>
<td>J280</td>
<td>Contemporary Issues in Criminal Justice Capstone</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL DIPLOMA CREDITS 71**

---

### Psychology Specialization

(Students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>HS260</td>
<td>Community Psychology</td>
<td>4</td>
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<tr>
<td>HS270</td>
<td>Social Psychology</td>
<td>4</td>
</tr>
<tr>
<td>HS280</td>
<td>Abnormal Psychology</td>
<td>4</td>
</tr>
<tr>
<td>J213</td>
<td>Juvenile Justice: Delinquency, Dependency, and Diversion</td>
<td>4</td>
</tr>
<tr>
<td>J250</td>
<td>Drugs and Crime</td>
<td>4</td>
</tr>
<tr>
<td>J280</td>
<td>Contemporary Issues in Criminal Justice Capstone</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL DIPLOMA CREDITS 71**

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

- Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.

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

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

### Criminal Justice Professional Peace Officer Education (PPOE)

Students seeking licensing as professional peace officers must take the Law Enforcement specialization, in order to sit for the Minnesota Peace Officer Standards and Training (MN POST) Board licensing exam, students are also required to successfully complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical "WHS" 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 skill training providers may require additional academic coursework.
SOFTWARE APPLICATION DEVELOPMENT Certificate
Moorhead Campus Only

Certificate

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

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

Major and Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>E242</td>
<td>Career Development</td>
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<tr>
<td>G246</td>
<td>Advanced Algebra</td>
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<tr>
<td>N137</td>
<td>Programming I</td>
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<tr>
<td>N142</td>
<td>Foundations of Software Design</td>
<td>3</td>
</tr>
<tr>
<td>N207</td>
<td>Programming II</td>
<td>4</td>
</tr>
<tr>
<td>N210</td>
<td>Introduction to Computer Systems</td>
<td>4</td>
</tr>
<tr>
<td>SD110</td>
<td>Discrete Structures for Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>SD140</td>
<td>Mobile Application Development</td>
<td>3</td>
</tr>
<tr>
<td>SD225</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>W109</td>
<td>Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>W114</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>W210</td>
<td>Java I</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE CREDITS 40

This program is only available at the Moorhead campus.

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

- Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for the E242 Career Development course.

Entrance requirements for Software Application Development Associate’s and Computer Science Bachelor’s Programs
Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into each program. Also required are two letters of reference and a 750-word essay. Please speak with a Program Manager for details.
INFORMATION SYSTEMS MANAGEMENT
Certificate • Diploma

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

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

Certificate Courses
B119 Customer Service 4
B136 Introduction to Business 4
B273 Internet Business Models and E-Commerce 4
D152 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 the certificate course requirements the quarter they are scheduled to finish the diploma course requirements.

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

Diploma Courses
B119 Customer Service 4
B136 Introduction to Business 4
B271 Professional Communication 4
B273 Internet Business Models and E-Commerce 4
B293 Business Ethics 3
D132 Computer Applications and Business Systems Concepts 3
D181 Excel 3
D187 Professional Presentations 3
D283 Access 3
E242 Career Development 2
G124 English Composition 4
G141 Introduction to Communication 4
G233 College Algebra 4
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N140 Logic and Troubleshooting 4
N145 Fundamentals of PC Hardware and Software 3
N228 Microsoft Windows Server 3
N290 Information Technology Capstone 2
S120 Word for Windows 3
W108 Introduction to Website Design 3

TOTAL DIPLOMA CREDITS 70*

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

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

### Network Administration • Diploma

**Career Opportunities:**
- Network System Administrator

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

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

**Total Diploma Credits:** 66*

---

### Network Security • Diploma

**Career Opportunities:**
- Network Security Specialist

**Objective:**
Graduates of this program understand how information systems are used in business and how technology adds value to the business process.
Graduates know techniques used by industry-leading professionals to keep a network safe. Graduates value critical thinking, communication, and business and professional skills.

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

**Total Diploma Credits:** 66*

---

### Web Programming • Diploma

**Career Opportunities:**
- Web Developer

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

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

**Total Diploma Credits:** 66*

---

### Foundation Courses

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

### Diploma Courses

**Diploma Courses**
- B119 Customer Service 4
- B136 Introduction to Business 4
- B220 Project Planning and Documentation 4
- B271 Professional Communication 4
- B293 Business Ethics 4
- D132 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2
- G124 English Composition 4
- G124 English Composition 4
- E242 Career Development 2

**Total Diploma Credits:** 68*

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### Total Diploma Credits

- 66*
- 68*
### General Education Course Selections

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

#### Lower Division
- **English Composition**
  - G124 English Composition 4
- **Communication**
  - G141 Introduction to Communication 4
- **Humanities**
  - G125 Humanities 4
  - G145 Film Appreciation 4
  - G146 General Psychology 4
  - G201 Introduction to Philosophy 4
  - G202 Creative Writing 4
  - G224 Introduction to Critical Thinking 4
  - G230 Introduction to Literature 4
  - G238 Conversational Spanish 4
- **Mathematics**
  - G233 College Algebra 4
- **Natural Sciences**
  - G150 Structure and Function of the Human Body 4
  - G215 Introduction to Human Biology 4
  - G239 Introduction to Astronomy 4
  - G245 Introduction to Geology 4
- **Social Sciences**
  - G123 Principles of Economics 4
  - G142 Introduction to Sociology 4
  - G146 Human Geography 4
  - G203 Macroeconomics 4
  - G204 Microeconomics 4
  - G239 American U.S. National Government 4
  - G270 United States History: 1900 to the Present 4

#### Upper Division
- **Communication**
  - G324 Advanced Composition 4
  - G332 Visual Communication in the Media 4
- **Humanities**
  - G330 American Literature 4
  - G333 Contemporary World Literature: 1900 to the Present 4
  - G420 Studies in American Literature and Culture 4
  - G435 Literature of American Minorities and Culture 4
  - G440 Political Thought 4
- **Math/Natural Sciences**
  - G227 Oral Communication 4
  - G245 Introduction to Geology 4
  - G246 Advanced Algebra* 5
  - G247 Introduction to Discrete Mathematics* 4
  - G324 Advanced Composition 4
  - G425 Work and Family 4
  - G426 Advanced Algebra* 5
  - G427 Introduction to Discrete Mathematics* 4

#### General Education Course Selections

#### Nursing Degree Programs

#### Lower Division
- **English Composition**
  - G124 English Composition 4
- **Communication**
  - G141 Introduction to Communication 4

#### Upper Division
- **Humanities**
  - G125 Humanities 4
  - G145 Film Appreciation 4
  - G146 General Psychology 4

#### Mathematics
- G233 College Algebra 4

#### Natural Sciences
- G150 Structure and Function of the Human Body 4
- G239 Introduction to Astronomy 4
- G270 United States History: 1900 to the Present 4

#### Social Sciences
- G123 Principles of Economics 4
- G142 Introduction to Sociology 4
- G146 Human Geography 4

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

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

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

Credit Definition
Credit Hour - The unit by which Rasmussen College measures its coursework. The number of credit hours assigned to a course usually reflects the combination of class, laboratory, and/or externship 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, practicum contained in a quarter, or the equivalent in directed study.

Clock Hour - Equal to 50 minutes of instruction.

How to read course descriptions
Course description numbers that fall below 100 are considered developmental courses. Course description numbers that range from 100-199 are considered entry level courses. Course description numbers that range from 200-299 are considered to be more advanced courses and may function as second-year courses or capstone courses. Course description numbers that range from 300-399 are considered upper division courses that may function as third-year courses. Course description numbers that range from 400-499 are considered advanced upper division courses that may function as fourth-year requirements for a Bachelor’s Degree.

A - Accounting
B - Business
D - Computers
EC - Early Childhood Education
ES - Exercise Science
F - Banking and Finance
G - General Education
H - Healthcare Management
HI - Health Information Management
HS - Human Services
J - Criminal Justice
LE - Law Enforcement
M - Medical Health Sciences
MA - Medical Assisting
ML, PB - Medical Laboratory Technician
MH - Computer Science
MT - Massage Therapy
N - Network
NM - Multimedia
NU - Nursing
NUR - Nursing
PL - Paediatric
PN - Practical Nursing
PT - Pharmacy Technician
R - Retail/Sales
S - Secondary/Offer Administration
SD - Technology and Design
ST - Surgical Technologies
W - Web Programming

A140 Financial Accounting I
40 hours, 4 credits
This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of bookkeeping. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced. The course will emphasize valuing assets, including property, plant and equipment, inventory, and accounts receivable, and will address the classification of accounts, notes, payroll 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 issuing and investing in debt and equity securities, financial and cash-flow analysis, and decision-making. The course will include manufacturing accounting methods used for budgeting and forecasting.

Prerequisite: Financial Accounting I

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

Prerequisite: Financial Accounting I

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

Prerequisite: Financial Accounting II

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 II

A280 Accounting Capstone
20 hours, 2 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Associate 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, and inter-personal 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 Degree students.

Co-requisite: Sophomore Seminar

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

Prerequisites: Auditing and Control Concepts and Standards, Managerial Accounting Theory and Practice

A330 Managerial Accounting Theory and Practice
40 hours, 4 credits
This course provides a survey of the theory and application of managerial accounting principles. Topics include financial reporting, budgeting, and cost-volume-profit relationships.

Prerequisite: Financial Accounting II

A340 Advanced Auditing Concepts and Standards
40 hours, 4 credits
This course provides a survey of the theory and application of auditing standards and procedures. An integration of the elements of auditing is covered.

Prerequisites: Financial Accounting II

A394 Auditing Standards
40 hours, 4 credits
This course includes a study of auditing standards and procedures and an integration of professional ethics within the auditing 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 pertain to publicly traded companies.

Prerequisite: Financial Accounting II

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

Prerequisite: Financial Accounting II

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

Prerequisite: Financial Accounting II

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

Prerequisite: Intermediate Financial Reporting I

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

Prerequisite: Intermediate Financial Reporting II

A406 Cost Accounting Principles and Applications
40 hours, 4 credits
This course provides a survey of the theory and application of cost accounting principles. Topics include cost behavior, production costing methods, data processing, economic analysis, budgeting, and management and financial control. Topics include how to identify, measure, and accumulate direct and indirect costs, how to apply burdens, introduction to job costing systems, budgeting, cost-volume-profit relationships, and relevant costing.

Prerequisite: Financial Accounting II

A410 Advanced Federal Tax Theory
40 hours, 4 credits
This course provides advanced instruction in the tax laws as implemented by the Internal Revenue Service, addressing individuals, corporations, and partnerships.

Prerequisite: Taxation of Individuals

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 and financial information systems.

Management of Information Systems

A425 Corporate Fraud Examination
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

A430 International Accounting
40 hours, 4 credits
This course includes a study of international standards and controls for 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
COURSE DESCRIPTIONS

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, inter-personal communication and class presentation. Students have the opportunity to participate in an optional internship/externship project.
Prerequisite: Intended for student’s last quarter

B208 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 college-level texts.
Prerequisite: Placement determined by placement test score.

B209 Foundations of English II
40 hours, 4 credits
This course emphasizes mastery of grammar and punctuation usage, paragraph structure, and strategy.
Prerequisite: Placement determined by placement test score.

B209 Foundations of Math
40 hours, 4 credits
This course is a study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages.
Prerequisite: Placement determined by placement test score.

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

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

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

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.
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 common mistakes are occurring in those environments and how they are used to support business processes.
Prerequisite: Computer Applications and Business Systems Concepts

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

B228 Search Engine Marketing
40 hours, 4 credits
This course combines a unique mix of business, writing, and technical skills as students develop an understanding of the basics of search marketing, a search marketing program, and the steps involved in the execution and tracking of success. This course will assist students in understanding the complexities and similarities of online marketing vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating a quality online environment.
Prerequisite: Internet Business Models and E-Commerce

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

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

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

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

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

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

B244 Entrepreneurial Finance: Capitalization for the Entrepreneur
40 hours, 4 credits
Students will examine the ways in which entrepreneurial ventures are financed. They will explore how to raise both start-up and operating capital. Students will participate in a simulation designed to teach them the value of financial management and the practical use of tools such as a profit and loss statement, balance sheets, income and cash flow statements.
Prerequisite: Principles of Finance

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

B249 Risk Management and Insurance
40 hours, 4 credits
This course covers the general principles of risk management and insurance. Emphasis is placed on the risk management process which includes the identification of risks, evaluation of risks, and selection of an appropriate management response, implementation, and follow-up.
Prerequisite: Introduction to Human Resource Management

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

B263 Principles of Advertising
40 hours, 4 credits
This course is a study of theory, principles and functions of advertising, its role in society and economic structure. Newspapers, magazines, radio and television are reviewed as advertising media.
Prerequisite: Principles of Marketing

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

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

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

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

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

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B730 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
B331 Principles of Management II
40 hours, 4 credits
Through theory, self-analysis, and analysis of others, this course provides students with the knowledge, skills, and attitudes needed to become an effective manager. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating others; team-building; and leading change. This course includes educational resources from Harvard Business Publishing. Prerequisite: Principles of Management
B343 Business Law II
40 hours, 4 credits
This course is a continuation of the study of fundamentals of law. It includes study of the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, securities regulation contracts, and other areas of business law. Prerequisite: Business Law
B351 Management of Information Systems
40 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems. Prerequisite: Computer Applications and Business Systems Concepts, Introduction to Business
B352 International Business
40 hours, 4 credits
This course provides management students with an introduction to international economic, political, cultural and business environments. Students will develop a basic understanding and appreciation of the myriad factors involved in managing people within a global workforce. Prerequisite: Principles of Management
B360 Operations Management
40 hours, 4 credits
In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations; purchasing raw materials; controlling and maintaining inventories; and producing goods or services that meet customers' expectations. Quantitative modeling will be used for solving business problems. Prerequisite: Introduction to Business
B364 Internet Marketing, Public Relations and Social Media
40 hours, 4 credits
This course is designed to give students an in-depth understanding of E-Marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives. Key areas of focus include email marketing, social media, and online PR. Prerequisite: Internet Business Models and E-Commerce
B370 Organizational Behavior Analysis
40 hours, 4 credits
This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication. Prerequisite: Introduction to Business
B371 Research and Report Writing
40 hours, 4 credits
Students will learn research and report writing for academic settings. Topics include qualitative and quantitative research methodology, literature reviews, information literacy, and academic report writing. Prerequisite: English Composition or Professional Communication
B375 Advanced Human Resource Management
40 hours, 4 credits
The purpose of this course is to enable the student to develop a broad exposure to new approaches, techniques, and future trends in the management of personnel. This course includes a study of the major functions in personnel management including job analysis, manpower planning, selection of personnel, performance evaluation, training and wage and salary administration. Prerequisites: Principles of Management and Introduction to Human Resource Management; or Management of Health Information Services
B390 Human Resource Information Systems
40 hours, 4 credits
This course examines the role of human resource information systems in today's organizations and human resource departments. Key areas of focus include human resource information systems design, acquisition, and implementation. The role of these systems in talent acquisition and management is also examined. Prerequisites: Computer Applications and Business Systems Concepts, Introduction to Human Resource Management
B404 Negotiation and Conflict Management
40 hours, 4 credits
This course will focus on negotiation and conflict management in business and other organizational settings. The emphasis is on gaining an understanding of the negotiation process and developing effective negotiation and conflict management skills. Prerequisite: Introduction to Business
B415 Risk Management
40 hours, 4 credits
This upper-level business course explores the elements of risk management and insurance essential to the business environment. This course will develop the rationale for risk management systems and examine the environments in which they operate. Students will learn, analyze, and evaluate approaches to measuring and managing risks in various business environments. Prerequisite: Introduction to Human Resource Management
B420 Organizational Development
40 hours, 4 credits
This seminar course builds upon the theories introduced in Organizational Behavior Analysis. In this course, students examine how qualitative approaches, quantitative approaches, and process-based approaches to organizational development through the eyes of professionals involved in organizational change. Students will critically examine the design, management, and control of organizational development programs. This course includes educational resources from Harvard Business Publishing. Prerequisite: Organizational Behavior Analysis
B421 Statistics for Business
40 hours, 4 credits
This course teaches students how to use statistics in each business discipline, including marketing, management, accounting, and finance. Prerequisite: College Math course
B422 Website Development for Business
40 hours, 4 credits
This course teaches students the business strategies and techniques for website design and development. Key areas include usability studies, information architecture design, and working with information technology professionals to develop the website. This course includes educational resources from Harvard Business Publishing. Prerequisites: Advanced Search Engine Marketing Strategies; Web Analytics
B423 Internet Law
40 hours, 4 credits
This course gives students an in-depth understanding of Internet law and how it applies to online commerce and today's business transactions. Prerequisite: Business Law
B433 Human Resource Recruitment and Selection
40 hours, 4 credits
This course introduces students to the basic principles and techniques of staffing the workplace. Students will analyze theories and strategies utilized in staffing, planning, recruiting, and selection and performance assessment. This course includes educational resources from Harvard Business Publishing. Prerequisites: Principles of Management, Introduction to Human Resource Management
B434 Web Analytics
40 hours, 4 credits
This course teaches the fundamentals of how to use web analytics tools, concepts, and techniques to harness the power of an organization's website to create measurable business value, increase customer retention, and build customer loyalty. Prerequisites: Search Engine Marketing; Internet Business Models and E-Commerce
B440 Managing a Diverse Workforce
40 hours, 4 credits
This seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals within organizations, and they will study how these stereotypes affect people in the workplace. Students will also examine issues in conducting business and managing people within a global setting. Prerequisite: Principles of Management
B442 Advanced Search Engine Marketing Strategies
40 hours, 4 credits
This course is designed to give students an in-depth understanding of search engine optimization 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 Math course
 COURSE DESCRIPTIONS

B453 Compensation Administration
40 hours, 4 credits
This course addresses tangible and intangible compensation concepts 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 comparable factors as well as designing an equitable pay structure. In addition, students analyze the influence of unions and government in determining the compensation of the labor force, including compensation of both hourly workers and managerial employees. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Principles of Management, Introduction to Human Resource Management

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

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

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

Prerequisite: Principles of Management

B491 Legal and Ethical Environment of Business
40 hours, 4 credits
This course presents an overview of the law, legal system, and 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.

Prerequisites: Business Ethics; Business Law

B492 Contemporary Leadership Challenges
40 hours, 4 credits
This seminar course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in researching, presenting, and discussing course materials. In addition to gaining in-depth exposure to a current key topic in the field, students learn to become active and effective members of a professional learning community.

Prerequisites: Principles of Management

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

Prerequisite: Business Bachelors student in last or second-to-last quarter.

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

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

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

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

Prerequisite: Financial Accounting

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
In this course, students will use a variety of Rasmussen College library & World Wide Web resources to develop and hone information literacy skills. Students will be expected to use these skills in all other courses at Rasmussen College.
Prerequisite: none

E185 Freshman Seminar
0 credits
This seminar course challenges students at the end of their freshman year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the sophomore seminar the quarter in which they finish the class course requirements.

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 class course requirements.

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

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

EC100 Foundations of Child Development
40 hours, 4 credits
This course will explore characteristics of children at different ages, children's developmental needs, and the foundation of early childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family, and the cultural, social, class, and ethnic variations in the family as a social system.

Prerequisite: none

EC110 Early Childhood Education Curriculum and Instruction
40 hours, 4 credits
This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical, and cognitive development.

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

EC121 Dynamics of the Family
40 hours, 4 credits
This course will focus on the dynamics of the family and the family’s influence on the growth and development of children. The history of family systems, child rearing, and parenting styles will be discussed. The course will explore issues that families of today face.

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

EC122 Emerging Literacy Through Children’s Literature
40 hours, 4 credits
This course covers the history, selection, and integration of literature and language in the early childhood education curriculum. Topics include developmentally appropriate children’s literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emergent literacy through techniques such as selecting appropriate books for storytelling, making aloud, puppetry, and funnel-board use will be emphasized.

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

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 to help children manage resources through various problem-solving methods.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition
EC211 The Inclusive Classroom  
40 hours, 4 credits  
Students will learn strategies for promoting and supporting an inclusive classroom. They will analyze environmental restrictions and explore how to support young children with special needs in the early childhood setting.  
Prerequisites: Foundations of Child Development, Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

EC250 Advocating for Children with Special Needs  
40 hours, 4 credits  
Students will explore effective ways to adapt English language instruction to teach English Language Learners. 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

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

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

F108 Financial Markets and Institutions  
40 hours, 4 credits  
This course is 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

F111 Introduction to Banking  
40 hours, 4 credits  
This course is the standard introduction to the banking profession. It touches on nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.  
Prerequisite: none

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

F213 Introduction to Mortgage Lending  
40 hours, 4 credits  
This course examines mortgage lending, not only from the aspect of lending to individuals for the purchase of a residence, but also that of providing loans for apartment buildings and loans for real estate developers and builders. It covers construction and permanent financing for residential property; real estate law; documentation; mortgage loan servicing; the secondary mortgage market; the role of government in mortgage lending; and residential real estate as an investment.  
Prerequisite: Introduction to Banking

F215 Principles of Banking Law  
40 hours, 4 credits  
This course will guide students through the legal and regulatory issues. Every part of the banking process, from taking deposits and making loans to operating safe deposit boxes and offering trust services, is governed by laws for the purpose of protecting consumers or maintaining the safety and soundness of the banking industry.  
Prerequisite: none

G125 Humanities  
40 hours, 4 credits  
This course examines the development of an inclusive early childhood setting. Students will develop an understanding of exceptional development. Students will identify the parties relevant to exceptional development and their roles as resources in support of the child and their families.  
Prerequisites: Foundations of Child Development, Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

G141 Introduction to Communication  
40 hours, 4 credits  
Students will study the role of communication in the field of human communication. They will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social, and professional contexts. Specific topics will include perception, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings.  
Prerequisite: None

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

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

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

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

G148 General Psychology  
40 hours, 4 credits  
This course will provide students with a general understanding of basic methodologies, concepts, theories, and practices in contemporary psychology. Areas of investigation may include the goals and research methodologies of psychology, the science of the brain, theories of human development and intelligence, concepts of motivation and emotions, the science of sensation and perceptions, and the current practices pertaining to psychological disorders, therapies, and treatments.  
Prerequisite: None
G215 Introduction to Human Biology
40 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 environment.
Prerequisite: none
G239 Introduction to Astronomy
40 hours, 4 credits
Examines astronomical phenomena and concepts, including the solar system, stars, and galaxies. Explores planetary motions, atoms and radiation, and the origin and evolution of the universe.
Prerequisite: none
G330 American Literature
40 hours, 4 credits
Examines the history of American literature. Students will study the development of 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 diverse group of authors that have influenced American literature since the Civil War. Students will analyze how these works of literature exemplify particular historical moments in U.S. history, as well as how they communicate pertinent cultural issues such as gender, race, ethnicity, class, religion, sexual identity, community, region, and nation. In their study of the broad range of American fiction, poetry, and drama since 1865, students will analyze literary, aesthetic, and critical developments.
Prerequisite: English Composition, Introduction to Literature
G332 Visual Communication in the Media
40 hours, 4 credits
This course examines how people understand their world through visual images. Students will examine how people visually gather, process, and interpret information presented through media sources.
Prerequisite: none
G333 American Religious History
40 hours, 4 credits
A survey of the contribution of religion to American culture, including the differences between rural and urban society, the development of religious freedom and the rise of a “secular religion.” Examines the emergence of new forms of belief and practice and the variety of religious issues confronting American society today.
Prerequisite: none
G335 Contemporary World Literature: 1900 to the Present
40 hours, 4 credits
This course explores how authors from around the world have engaged with important themes and historical events throughout the twentieth century. In studying these texts, students will examine the interplay of fiction and history, the varieties of literary style, and the qualities that link or as distinguished works from different cultures. Students will respond to these works critically in discussion and essays, as well as through critical evaluations of literary topics, authors, etc.
Prerequisite: English Composition
G346 Physical Geography
40 hours, 4 credits
This course presents a study of the development and distribution of landforms, climates, minerals, soils and water resources. Interrelationships between the physical environment and regional patterns formed by these elements are analyzed against man’s utilization of them.
Prerequisite: none
G350 Conservation of Resources
40 hours, 4 credits
This course presents the development and distribution of landforms, climates, minerals, soils and water resources. Interrelationships between the physical environment and regional patterns formed by these elements are analyzed against man’s utilization of them.
Prerequisite: none
G351 Conservation of Resources
40 hours, 4 credits
The purpose of this course is to provide students with important principles of ecology and resource management. Emphasis will be on local, national, and global environment problems and possible solutions to these problems.
Prerequisite: none
G353 Geography of the United States and Canada
40 hours, 4 credits
This course presents a comprehensive study of the physical, economic, and social character of the geographic regions of the U.S. and Canada and their significance in the economic and political affairs of the world.
Prerequisite: none
G435 Literature of American Minorities
40 hours, 4 credits
This course introduces students to a variety of texts by American minority authors from the mid-19th century to the present. The central focus of this course will be on literary responses to social marginalization based on race, ethnicity, gender, national origin, sexuality, or 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: None

G460 Political Thought
40 hours, 4 credits
The aim of this course is to understand and appreciate some important authors and traditions of political thought. The course will cover such topics as authority, consent, freedom, and obligation.
Prerequisite: None

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 instability and instability will be explored. Comparison will be made between contemporary political institutions and processes in various countries.
Prerequisite: American/US National Government

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

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

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

G530 Visions of America Since 1945
40 hours, 4 credits
Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in many of our lives. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role Hollywood films played in the popular culture will be examined.
Prerequisite: None

H300 Information and Communication Technologies
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 are explored.
This course is an introduction to health information professionals from the healthcare industry and the various levels of government involved in policy making will be explored. Economic theory, trends, and the future of healthcare will be explored.
Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management, College Math Course

H360 Healthcare Planning and Policy Management
40 hours, 4 credits
This course provides an in-depth introduction to healthcare delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policy making will be explored. Economic theory, trends, and the future of healthcare will be explored.
Prerequisites: 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 health-care business professionals can use to help increase the quality of healthcare services and the efficiency with which the services are delivered.
Prerequisite: 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
HI330 Financial Management of Health Information Services 40 hours, 4 credits
An exploration of health finance principles 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: none

HI340 Project Management 40 hours, 4 credits
An exploration of the application of general principles of project management in the administration of health information services. Students will learn to implement process engineering and project management techniques to ensure efficient workflow and appropriate outcomes.
Prerequisite: none

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.
Prerequisites: Healthcare Information Technologies; Health Information Practicum

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, casemix management, the audit process, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBV, RUGS. 
Prerequisites: Introduction to Health Information Management, Medical Insurance and Billing, Medical Coding Practicum

HI400 Electronic Data Security 40 hours, 4 credits
A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control programs, contingency planning, and data recovery is included. Internet, web-based, and E-Hisecurity is explored. Students will learn to enforce confidentiality and security measures to protect electronic health information and protect data integrity and validity.
Prerequisites: Healthcare Information Technologies; Health Information Practicum

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

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 student must find and secure the site by networking early in their program. The experience will include operational and managerial experience and an administrative project that will benefit the student.
Prerequisites: This course must be completed in the final quarter.

HI430 Strategic Planning and Development 40 hours, 4 credits
An exploration of the principles of developing strategic and operational plans for facility-wide systems and how to assess organization-wide information needs. Students will demonstrate and apply principles of organization behavior to facilitate team building, negotiation and change management. Strategic leadership, entrepreneurship, and benchmarking will be explored.
Prerequisite: Management of Health Information Services, U.S. Healthcare Systems

HI440 Health Information Management Capstone 30 hours, 2 credits
A student-centered experience in the final quarter of the program. Students discuss practicum experiences and present administrative projects. It will include examination readiness and career orientation and study and preparation for the RHIA exam.
Prerequisites: This course must be completed in the final quarter.

HI450 Health Information Management Alternative Facility Professional Practice Experience 30 hours, 1 credit
A 30 hour practical experience that will focus on a non-hospital environment of the students choice. The student must find and secure the site by networking early in their program. The experience will include health information-related shadowing, observation, and/or performance of tasks and must be approved by the instructor.
Prerequisite: Must be completed in the final quarter.

HI500 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 to 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

HS155 Introductory Strategies to Crisis Intervention 40 hours, 4 credits
This course sets the foundation for students to develop the moral, ethics, and attitude necessary to strategically help those in crisis situations. The values and ethics intrinsic to the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function 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

HI520 Social Policy 40 hours, 4 credits
In this course students will understand the applied discipline of social policy. 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

HI294 Internship for Human Services 250 hours, 9 credits
Field experience is a key learning experience in a human services delivery organization. It is a process of experiential learning that integrates the knowledge, theory, skills, and professional behaviors that are concurrently being taught within the classroom. It is an integral part of the total educational process.
Prerequisite: Must be in their last or second to last quarter before graduation. Co-requisite: Sophomore Seminar

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

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-arresting through post-conviction, corrections strategies for criminal offenders, and special considerations for juveniles in the criminal justice system.
Prerequisite: none

J106 Criminology: Motives for Criminal Deviance 40 hours, 4 credits
This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included in an 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

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

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

2121 Juvenile Justice: Delinquency, Dependency, and Diversion
40 hours, 4 credits

This course will cover 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

2222 Practical Psychology for Law Enforcement
40 hours, 4 credits

This course will explore the concepts of psychology related to law enforcement work. The course will cover the field of psychology related to law enforcement, including the roles of police and other criminal justice professionals, and will cover the principles of psychology as they relate to law enforcement work. The course will cover the role of the police officer in law enforcement, including the role of the police officer in the community, and will cover the role of the police officer in the criminal justice system.

Prerequisites: Policing in America

2266 Legal Code for Law Enforcement
40 hours, 4 credits

Students will study the criminal code, the criminal justice process, and the criminal justice system. The course will cover the role of the police officer in the community, including the role of the police officer in the criminal justice system, and will cover the role of the police officer in the criminal justice system.

Prerequisite: Policing in America

2320 Terrorism
40 hours, 4 credits

This course will examine the role of terrorism in the current global political and economic context, focusing on the development of terrorist organizations and their impact on the international political and economic order. The course will cover the history of terrorism, including the rise of terrorist organizations, and will cover the role of terrorism in the current global political and economic context. The course will cover the role of terrorism in the current global political and economic context, focusing on the development of terrorist organizations and their impact on the international political and economic order.

Prerequisite: Policing in America

2355 Ethics in Criminal Justice
40 hours, 4 credits

This course will provide a strong theoretical foundation for understanding ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in criminal justice, but also of how sound moral decisions are made in response to them.

Prerequisites: Policing in America, Criminal Law and Procedures: Crime and the Courtroom

J280 Contemporary Issues in Criminal Justice
Capstone
40 hours, 4 credits

This course examines the future of the criminal justice system. The current cutting edge technologies in different fields within the criminal justice system are discussed, including the roles of technology in the criminal justice system.

Prerequisite: Introduction to Criminal Justice, students must be enrolled in the Criminal Justice program and in their last or second to last quarter

J140 Women and Criminal Justice
40 hours, 4 credits

This course will examine the role of women as offenders, victims, and professionals in criminal justice. The course will cover the role of women as offenders, victims, and professionals in criminal justice.

Prerequisite: Terrorism

J135 Risk Analysis
40 hours, 4 credits

This course will examine the role of risk management through an analysis and evaluation of a means of ensuring the protection of communities, facilities, and personnel. The course will cover the role of risk management through an analysis and evaluation of a means of ensuring the protection of communities, facilities, and personnel.

Prerequisites: Introduction to Homeland Security, Security Challenges

J331 Constitutional Law
40 hours, 4 credits

This course will examine the role of women as offenders, victims, and professionals in criminal justice. The course will cover the role of women as offenders, victims, and professionals in criminal justice.

Prerequisite: Terrorism

J325 Criminal Evidence
40 hours, 4 credits

This course will examine the role of criminal evidence in the criminal justice process. The course will cover the role of criminal evidence in the criminal justice process.

Prerequisites: Domestic Violence

J345 Diversion and Rehabilitation
40 hours, 4 credits

This course will examine the role of criminal evidence in the criminal justice process. The course will cover the role of criminal evidence in the criminal justice process.

Prerequisites: Policing in America; Juvenile Justice: Delinquency, Dependency, and Diversion

J350 Cultural Diversity and Justice
40 hours, 4 credits

This course will examine the role of criminal evidence in the criminal justice process. The course will cover the role of criminal evidence in the criminal justice process.

Prerequisite: Ethics in Criminal Justice

J352 Victims in Criminal Justice
40 hours, 4 credits

This course will examine the role of criminal evidence in the criminal justice process. The course will cover the role of criminal evidence in the criminal justice process.

Prerequisite: none

J130 Introduction to Homeland Security
40 hours, 4 credits

This course will examine the role of risk management through an analysis and evaluation of a means of ensuring the protection of communities, facilities, and personnel. The course will cover the role of risk management through an analysis and evaluation of a means of ensuring the protection of communities, facilities, and personnel.

Prerequisites: Introduction to Criminal Justice, Students in this course will receive an in-depth overview of organized crime, from street gangs to terrorist organizations.

40 hours, 4 credits

J222 Practical Psychology for Law Enforcement
40 hours, 4 credits

This course will examine the role of psychological factors in the criminal justice system. The course will cover the role of psychological factors in the criminal justice system.

Prerequisite: Policing in America

J131 Criminal Law and Procedures: Crime and the Courtroom
40 hours, 4 credits

This course will provide an overview of substantive and procedural criminal law. The course will cover the role of substantive and procedural criminal law in the criminal justice system.

Prerequisite: Introduction to Criminal Justice

J200 Domestic Violence
40 hours, 4 credits

This course will examine the role of psychological factors in the criminal justice system. The course will cover the role of psychological factors in the criminal justice system.

Prerequisite: Policing in America

J225 Security Challenges
40 hours, 4 credits

This course will examine the role of psychological factors in the criminal justice system. The course will cover the role of psychological factors in the criminal justice system.

Prerequisite: Introduction to Criminal Justice

J211 Counseling Clients
40 hours, 4 credits

This course will examine the role of psychological factors in the criminal justice system. The course will cover the role of psychological factors in the criminal justice system.

Prerequisite: None

J212 Legal Principles in Corrections
40 hours, 4 credits

This course will examine the role of psychological factors in the criminal justice system. The course will cover the role of psychological factors in the criminal justice system.

Prerequisite: None
COURSE DESCRIPTIONS

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

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

J365 Research Methods in Criminal Justice
40 hours, 4 credits
This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to the criminal-justice field. Students will become familiar with research terminology and the role of the researcher 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 public and private managers in planning for response to natural or man-made emergencies. Response plans will be detailed and developed with the essential elements and participants. Types of hazards and risks of all involved with managing the response and the public will be explored.
Prerequisites: Introduction to Homeland Security, Security Challenges

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

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

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

J425 Community Corrections
40 hours, 4 credits
This course will examine the role and function of corrections supervision 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

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.
Prerequisites: J445 Special Offenders: Serial Killers

J445 Special Offenders: Serial Killers
40 hours, 4 credits
Students will explore issues and controversies involved in serial killer cases or mass murder investigations. They will cover topics including maintaining justice, victim’s rights, interrogation techniques, media coverage of crimes, and grief.
Prerequisites: J450 Criminal Justice Terminology; Motives for Criminal Behavior; Profiling and Behavioral Profiling: 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 to their career or an area of relevant interest in the field. Topics may include any area of justice studies, with the approval of the instructor. Students will conduct a thorough review of their topic and present their work in the form of a final project.
Prerequisites: Statistics in Criminal Justice; Research Methods in Criminal Justice

J457 Criminal Justice Senior Thesis
40 hours, 4 credits
Students will apply their knowledge of criminal justice issues and social research methodology by completing a research project on an approved thesis proposal. Students will design and carry out a research study, collect and analyze resulting data, and integrate their research and findings into a formal thesis.
Prerequisite: Criminal Justice Seminar; Students should be in their last or second-to-last quarter

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

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

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

LE219 Firearms I: Fundamentals of Armed Police Response
40 hours, 2 credits
Students will learn the fundamental principles of marksmanship for firearms competency, and will progress to police-specific skills needed for proficiency in firearms use. They will practice the care and maintenance of firearms.
Prerequisites: Ethics in Criminal Justice, Practical Psychology for Law Enforcement; or enrolled in certificate

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

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

LE228 Use of Force II: Winning Violent Confrontations
40 hours, 2 credits
Students will build upon research and fundamental police defensive tactics to synthesize physical knowledge with use-of-force decision-making. They will learn decision-making skills in ambiguous use-of-force incidents, demonstrating their ability to assess situations, respond appropriately, apply reasonable force, and articulate their reasoning. They will use practical application exercises and scenario-based training to maximize training effects.
Prerequisite: Use of Force I: From Empty Hands to TASERS

LE233 Crime Scene Response: The Real CSI
60 hours, 3 credits
Students will examine the investigation processes for crime scenes and crimes. They will explore issues of scene security, evidence collection, handling, and processing, and documentation. They will discuss legal issues of crime scene processing, and review basic investigation and reporting forms and the reporting requirements established by statute and policy.
Prerequisites: Ethics in Criminal Justice, Practical Psychology for Law Enforcement; or enrolled in certificate

LE240 Minnesota Criminal Code
20 hours, 2 credits
Students will examine Minnesota criminal code and related statutes to gain a thorough understanding of police officer responsibilities under Minnesota law. They will review specific Minnesota crimes and their elements, levels of offense, and the proper handling of suspects involved in various crimes. Charging, defenses, and sentencing will also be explored.
Prerequisite: none

LE245 Minnesota Traffic Code
20 hours, 2 credits
Students will examine Minnesota criminal code and related statutes to gain a thorough understanding of police officer responsibilities under Minnesota law. They will review specific Minnesota crimes and their elements, levels of offense, and the proper handling of suspects involved in various crimes. Charging, defenses, and sentencing will also be explored.
Prerequisite: none

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

LE286 Law Enforcement Capstone
20 hours, 2 credits
Students will examine the future of law enforcement by reviewing the topical areas of law enforcement required for success in the field. They will discuss current employment opportunities, certification requirements, and application and hiring processes. They will review specialty areas for successful certification and licensing, and discuss the potential effect of legal, social, and political ramifications for the future.
Prerequisites: Students must be enrolled in the Law Enforcement program and in their last or second to last quarter
M120 Medical Terminology
40 hours, 4 credits
This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.

Prerequisite: none

M130 Medical Writing, Style and Grammar
30 hours, 3 credits
A focused look at English grammar, punctuation and sentence structure that will 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. All like words will be studied and practiced and a medical terminology review will be mandatory.

Prerequisite: none

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

Prerequisite: Medical Terminology; Pathophysiology (prerequisite or co-requisite)

M144A Intermediate ICD-9-CM Coding
40 hours, 3 credits
This course is a continuation of Basic ICD-9-CM with development of practice to increase proficiency in coding with ICD-9-CM using patient records. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. A variety of coding and group practice software will be introduced as well as the use of references and indices.

Prerequisite: Basic ICD-9-CM Coding

M141 Ambulatory Care Coding
40 hours, 3 credits
This course will introduce coding methodology and will enable the students to acquire a medical coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT.

Prerequisite: Intermediate ICD-9-CM Coding

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

Prerequisite: Medical Terminology

M201 Medical Transcription
80 hours, 4 credits
This course will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format.

Prerequisites: Medical Writing, Style and Grammar; Introduction to Medical Transcription; Medical Terminology; Keyboarding; 

M202 Introduction to Medical Transcription
40 hours, 4 credits
An introduction to the profession of medical transcription and medical editing. Topics covered will be the medical transcription process and the skills needed as well as technology and equipment used, work scenarios and work stations, employer expectations, salary methods, the job research, and professional associations. The student will explore the life cycle of the patient record and how electronic health records impact the profession. Speech recognition and other technology will be presented along with review on that transcriptionalist will need to use on the job.

Prerequisite: Medical Terminology

M206 Introduction to Health Information Management
40 hours, 4 credits
This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of healthcare facilities, the members of the healthcare team who contribute to and use health information, and trends in the management of healthcare records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.

Prerequisite: none

M209 Medical Insurance and Billing
40 hours, 3 credits
In this course students will receive an introduction to common 3rd party payers, insurance terminology, and medical billing. They will learn skills including claim forms completion, coding for reimbursement, and will review introductory medical coding. They will also examine plan options, payer requirements, state and federal regulations, and abstracting of source documents.

Prerequisite: Medical Terminology

M211 Quality Analysis and Management
40 hours, 4 credits
This course covers quality improvement methodologies used in acute and long term care, and the quality issues of health information services. Students will learn how to measure and manage productivity of HIM staff and the HIM management role in relation to other hospital departments.

Prerequisite: Introduction to Health Information Management

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

Prerequisite: Introduction to Health Information Management (or co-requisite)

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

Prerequisite: Introduction to Health Information Management, Computer Applications and Business Systems Concepts

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

Prerequisite: none

M232 Pathophysiology
50 hours, 5 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.

Prerequisite: Human Anatomy and Physiology I, or Special Permission of the Human Body

M243 Health Information Law and Ethics
40 hours 4 Credits
A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. Fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored.

Prerequisite: Introduction to Health Information Management

M251 Medical Coding Practicum
30 hours, 1 credit
This course offers supervised practical experience in an online setting, with a minimum of 30 hours of practical experience in medical coding under the direction of a college HIT/Coding instructor. The practicum offers the student experience as a medical coder using actual or simulated medical documentation, encoder software, and practice and guidance for preparing for a credentialing exam.

Prerequisite: Ambulatory Care Coding

M252 Health Information Practicum
60 hours, 2 credits
A simulated activity of exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HIM departments and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.

Prerequisites: Health Information Law and Ethics, Healthcare Information Technologies, Quality Analysis and Management

M290 Medical Administration Capstone
10 hours, 1 credit
This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills.

Prerequisite: Medical Administration student in last or second-to-last quarter.

Co-requisite: Sophomore Seminar

M410 Clinical Skills I
60 hours, 4 credits
In this course, the student will begin their study of the essential and basic core of front-office and back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied learning approaches to all skill development and performance objectives.

Pre or Co-requisite: Human Anatomy and Physiology I, Medical Terminology, Attendance of Programmatic Orientation in first quarter

M415 Clinical Skills II
60 hours, 4 credits
Students in this course will continue their study of the essential and basic core of front-office medical assisting skills. They will master knowledge and skills including patient examination and assessment, performing electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will follow applied learning approaches to all skill development and performance objectives.

Prerequisites: Clinical Skills I; Human Anatomy and Physiology I; Medical Terminology

M418 Introduction to Microbiology
70 hours, 4 credits
This course provides an introduction to microbiology that emphasizes the microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.

Prerequisite: none

M423 Laboratory Skills for Medical Office Assisting
60 hours, 4 credits
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants. This course will prepare students to be competent in their care and quality of patient care. They will learn about laboratory equipment and safety and issues of patient confidentiality. They will learn to collect specimen samples, and to perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.

Prerequisite: Clinical Skills II

M424 Human Anatomy and Physiology I
80 hours, 5 credits
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology is emphasized. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, dissection activities, and a study of the structure and function of the human body. A body system approach to learning will include the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology is emphasized. Students will complete laboratory exercises coordinated with course content and will include microscopic observation, experimentation, dissection activities and study of anatomical models.

Prerequisite: Introduction to Human Biology (except for students enrolled in the Medical Office Assisting program.)
MA242 Human Anatomy and Physiology II 40 hours, 3 credits
In this course, students will continue their study of human anatomy and physiology begun in Human Anatomy and Physiology I. They will examine the circulatory, lymphatic and immune, respiratory, urinary, digestive, and reproductive systems, as well as fluid and electrolyte balance, acid-base balance, and nutrition and metabolism. Students will complete laboratory exercises coordinated with course content and include 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: protection radiation, operation equipment and quality control, image production and evaluation, and patient care and education, along with radiographic procedure modules that will cover each anatomic region. The course is designed to prepare students for the examination for Limited Scope of Practice in Radiography and possible employment as an X-ray operator.
Prerequisite: Anatomy and Physiology I

MA265A Medical Assistant Internship 240 hours, 8 credits
Students will engage in an 11-week on-the-job Medical Assisting training experience in a physician’s office/clinic or medical center. The extern will perform medical-assisting job duties in both the front-office administrative area and the back-office clinical area, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked. In the lecture portion of the course, students will learn job-search techniques and skills for entry-level medical assistants. Students will also prepare to sit for the Medical Assisting credential examination during this course (either the CMA or RMA depending upon accreditation status).
Prerequisites: All Hepatitis B injections are completed; successful completion of background check; Attendance at Rasmussen Education Meeting held prior to program admission; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development; Approval of Medical Assisting Program Coordinator. Completion of a 2-Step Mantoux screening test within 6 months of starting externship.

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

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

MH 210 Calculus II 40 hours, 4 credits
In this continuation of the topics investigated in Calculus I, students will further explore the methods of integration and the applications of integrals as well as power series and methods of differentiation. This course will cover the topics of convergence and divergence, and students will understand how to whether improper integrals are convergent or divergent.
Prerequisite: Calculus I

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

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

ML100 Introduction to Clinical Laboratory Science 40 hours, 3 credits
This course introduces the laboratory medicine and the profession of clinical laboratory science. This course will emphasize professionalism, laboratory safety, and routine laboratory procedures including quality control and lab manual. It is recommended that this course be combined with M151 Laboratory Chemistry I and M151 Laboratory Chemistry II.
Prerequisite: Program admission

ML150 Clinical Chemistry I 40 hours, 3 credits
An introduction to analytical techniques, instrumentation, and basic principles of clinical chemistry methods. Presents the theory and application of biochemical analyses, including clinical significance and normal reference ranges.
Prerequisites: Introduction to Clinical Laboratory Science Co-requisites: Human Anatomy and Physiology I and College Algebra

ML151 Hematology I 40 hours, 3 credits
Introduction to the theory and practical application of routine and special hematology procedures. Presents red blood-cell function, hematopoiesis, 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

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

ML309 Clinical Microbiology I 40 hours, 3 credits
This course will cover basic concepts of microbiology. Emphasis will be placed on cell structure and function of human, pathogenic microorganisms. Disease, resistance and immune system function will be included. Methods of microbial control will be introduced. A student laboratory will be utilized for experiments in fundamental microbiology techniques.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

ML310 Clinical Microbiology II 40 hours, 3 credits
This course will cover basic concepts of microbiology. Emphasis will be placed on cell structure and function of human, pathogenic microorganisms. Disease, resistance and immune system function will be included. Methods of microbial control will be introduced. A student laboratory will be utilized for experiments in fundamental microbiology techniques.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

ML201 Clinical Chemistry II 60 hours, 4 credits
Expanding upon concepts learned in Clinical Chemistry I, this course further examines the theories and practical application of routine and special hematology procedures. Presents white blood cell function, hematopoiesis 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: Clinical Chemistry I

ML202 Hematology II 60 hours, 4 credits
Expanding upon concepts learned in Hematology I, this course further examines the theory and practical application of routine and special hematology procedures. Presents white blood cell function, hematopoiesis and associated diseases. The student laboratory focuses on identifying normal and abnormal white blood cell morphology and the evaluation of stained blood smears. Coagulation principles and techniques will be included.
Prerequisite: Hematology I

ML203 Immunology 40 hours, 3 credits
Basic immunology and serology concepts will be presented with an emphasis on selected infectious diseases and autoimmune disorders. The theory of immunologic and serologic procedures will also be presented.
Prerequisite: Human Anatomy and Physiology I

ML205 Immunohematology 40 hours, 3 credits
This course introduces the student to hematology and serologic concepts as the student laboratory focuses on identifying normal and abnormal white blood cell morphology and the evaluation of stained blood smears. Coagulation principles and techniques will be included.
Prerequisite: Hematology I

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

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

ML292 Clinical Practice 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 Practice I

N137 Programming I 40 hours, 4 credits
This course is designed to teach students the fundamentals of 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 students the fundamental philosophies of game design and apply them in a hands-on manner using a step-by-step process that develops problem solving strategies. The techniques taught in this course exist to provide the practical resources needed to build a firm understanding of game development from a production standpoint. In addition, the information this course provides is a grounded study for any real life application where inspiration must combine with practical knowledge and application to create a marketable product.
Prerequisite: Game Design Theory I

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

N140 Logic and Troubleshooting
40 hours, 4 credits
This course provides students with a thorough understanding of the process, tools, and techniques to efficiently diagnose computer hardware and software issues and failures. Through the application of logic, students will complete puzzle-solving exercises and activities that illustrate effective reasoning processes. Students will be exposed to multiple real-world scenarios in which they will troubleshoot technological problems, and apply lessons learned in order to anticipate potential failure concerns. By the end of the course, students will be prepared to evaluate actual issues, use logic to identify the variables contributing to failure, and finally determine the proper course of action to correct the failure issue(s) at hand.

Prerequisite: none

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

Prerequisite: Networking Fundamentals

N142 Foundations of Software Design
40 hours, 3 credits
This course introduces students to fundamental aspects of programming as it is related to proper software design concepts. Students will gain an understanding of how computational techniques are applied in solving a variety of problems. Topics will include variables, procedural abstraction utilizing handlers, conditionals, and loops, and data types. The course will also provide students with an understanding of software engineering by having them write small but useful computer programs using pseudo-code as well as a high-level programming language.

Prerequisite: none

N145 Fundamentals of PC Hardware and Software
60 hours, 4 credits
In this course, students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning.

Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the materials in this course, the instructor will assign direct hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exam. Each student will assemble a 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 technologies in the late 20th and 21st centuries as they affect the natural, economic, and societal impact. Topics include the uses of technology tools in science, industry, education, and the arts. Categories such as communications, commerce, and quality of life will be explored as students review the scope of and application of technology within the context of everyday life.

Prerequisite: none

N164 Voice Over IP Fundamentals
40 hours, 3 credits
This course explores the role of IP networks and related technology in voice communications. Students will discover the signaling that is done with VoIP and learn about the configuration issues when switching over a system to VoIP.

Prerequisite: Networking Fundamentals

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

Prerequisite: College Algebra

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

Prerequisite: Programming I

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

Prerequisite: Programming I

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

Prerequisite: Programming I

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

Prerequisite: Fundamentals of PC Hardware and Software

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

Prerequisite: SQL Server Administration

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

Prerequisite: Foundations of Software Design

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

Prerequisite: Foundations of Software Design

N234 Microsoft Exchange Server
40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure Windows Servers and perform post-installation and day-to-day administrative tasks. The course gives the student the background needed to provide technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the material covered. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.

Prerequisite: Microsoft Windows Server

N235 Cisco Networking Fundamentals and Routing
40 hours, 3 credits
This course provides a comprehensive review of Cisco networking technologies 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.

Prerequisites: Networking Fundamentals and 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 security.

Prerequisite: SQL Server Administration

N239 Portfolio, Package and Publish
40 hours, 4 credits
This course focuses on the process and tasks necessary for game and simulation-specific employment including research and resumes, contacts and connections, and the important demos and elevator pitch. Students will learn how to develop an industry-specific resume, how to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and leverage networking skills for their area of interest in game or simulation production.

Prerequisite: Multiplayer Game Programming

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

N264 IP Telephony
40 hours, 3 credits
This course will serve as the foundation for learning Cisco Call Manager Express and Cisco Unity Express in different network configurations and environments. In this first of a two course sequence students will learn how to install and initially configure these two products in typical network environments. Students will also learn about the various phone options and features currently available to organizations implementing IP Telephony.

Prerequisite: Voice Over IP Fundamentals

N265 Introduction to Computer Systems
40 hours, 4 credits
This course provides students with the knowledge and skills necessary to install and configure Windows Servers and perform post-installation and day-to-day administrative tasks. The course gives the student the background needed to provide technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the material covered. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.

Prerequisite: Windows Active Directory

N275 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

N284 Microsoft Exchange Server
40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure Windows Servers and perform post-installation and day-to-day administrative tasks. The course gives the student the background needed to provide technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the material covered. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.

Prerequisite: Windows Active Directory

N295 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

N296 IP Telephony
40 hours, 3 credits
This course will serve as the foundation for learning Cisco Call Manager Express and Cisco Unity Express in different network configurations and environments. In this first of a two course sequence students will learn how to install and initially configure these two products in typical network environments. Students will also learn about the various phone options and features currently available to organizations implementing IP Telephony.

Prerequisite: Voice Over IP Fundamentals
COURSE DESCRIPTIONS

N265 Quality of Service (QoS) 40 hours, 3 credits
This course will look at how Quality of Service can affect not only IP-based applications running on a network but also general network performance. Various tools and procedures are introduced in this course for tackling congestion, traffic policing and shaping, and utilizing drop policies where appropriate. In addition, there will be an attention paid to the topic of QoS on the LAN, and why it is an important topic to consider and review for overall network performance.
Prerequisite: IP Telephony

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

N272 SQL Server Development 40 hours, 3 credits
This course seeks to prepare the students for programming in the SQL Server environment. Students will learn how to manipulate and work with database objects to create and alter tables as needed. In addition, students taking this class will learn to modify queries, work with constraints, and deal with normalization issues as they learn to program in this environment.
Prerequisite: SQL Server Administration

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

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

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

N280 Graphics Development with DirectX 60 hours, 4 credits
During this course the fundamentals of DirectX are examined and backed up by a solid foundation in software engineering practices. The student will gain a professional game developer understanding of how DirectX (the most current version) works. The student will also be able to deliver a programming knowledge of DirectX and will have a practical, Software Engineering approach to creating software.
Prerequisites: Math for Game and Simulation Production I, Data Structures

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

N285 Game and Simulation Marketing 40 hours, 4 credits
This course examines the combination of art, science, commerce and culture and its effects on shaping the production, marketing, distribution, and consumption of contemporary media. It combines perspectives on media industries and systems with an awareness of the creative process, the audience, and trends shaping content. The focus of this course is on the rapidly growing segment of entertainment media known as computer gaming.
Prerequisite: none

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

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

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

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

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

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

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

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

N310 The Study of Animation 60 hours, 4 credits
This is a problem-solving exercise encompassing timelines, deadlines, team-building, and communication issues. This course examines the combination of art, science, commerce, and culture and its effects on shaping the production, marketing, distribution, and consumption of contemporary media. It combines perspectives on media industries and systems with an awareness of the creative process, the audience, and trends shaping content. The focus of this course is on the rapidly growing segment of entertainment media known as computer gaming.
Prerequisite: none

N311 Game and Simulation Lighting Techniques 60 hours, 4 credits
This course provides an introduction to 3D programming, with an emphasis on using real-time shaders with DirectX 9.5. The fundamental of DirectX 9 is covered along with how to do the shader programming to achieve more realistic “looks” in games. 3D lighting, texturing, alpha blending, and stencil are covered in detail in this course.
Prerequisite: Graphics Development with OpenGL

N313 Flash Animation 60 hours, 4 credits
This is an introduction to Macromedia Flash. The course will cover the basics of Flash: importing, creating & editing vector graphics and creating simple animations; creating interactive elements and incorporating sound and video and testing Flash movies. Also, students explore the steps in creating Flash productions from start to finish, including site map and navigation building, button making and output.
Prerequisite: Multimedia Technologies

N320 Polygon Modeling 60 hours, 4 credits
This course demonstrates the techniques of modeling objects in a three-dimensional environment. Students will manipulate primitive objects such as cubes, spheres, pyramids, and cylinders to build more complex polygons, and students will utilize techniques to approximate curved surfaces with multiple polygons. Industry standard software such as 3D Studio Max, ZBrush, and MudBox will be discussed, and students will have the opportunity to work with an actual software modeling environment to create a variety of polygon objects.

Prerequisite: The Study of Animation

N321 3D Content Creation 60 hours, 4 credits
During this course, students will learn about the primary industry software tools used in the creation of 3D objects and textures. Students will work with industry standard 3D applications in order to create and manipulate two- and three-dimensional texture mapping and three-dimensional models for video game production. Through the use of this software and programming experience a student will be able to bridge the gap between the programming and designer cohorts.
Prerequisite: Game Preproduction

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

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

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

Prerequisite: Computer Applications and Business Systems Concepts

N335 Digital Photography 60 hours, 4 credits
This course shows students how to evaluate images for communicative effectiveness and aesthetic appeal. They will also digitize images, object and manipulate them in the computer, and output them for on-screen and printed use. Through the course students will gain a firm foundation on the fundamental differences between digital photography and traditional manual film including lighting and print.
Prerequisite: Audio/Video Editing
N340 Information Technology Project Management 40 hours, 4 credits
This course will introduce students to the processes of project planning from the early stages of brainstorming through project planning including creating timetables, resource management, and implementation, along with the basics of writing project proposals. Students will learn to develop appropriate planning techniques and software. Students will plan and propose a project appropriate to their fields of study.
Prerequisite: Computer Applications and Business Systems Concepts

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

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

N360 Mobile Platform Development 60 hours, 4 credits
This course will focus on the use and application of effects animation to mimic human or intelligent behavior. The Java programming language is utilized in creating applications to mimic human or intelligent behavior. Appropriate some hands-on activities will be done to help illustrate important principles for the students.
Prerequisite: Programming II

N363 The Physics of Gaming 40 hours, 4 credits
This course has been designed to teach the foundations of physics. In order to accurately depict events in a "game environment," the game/simulation programmer must understand the underlying physics principles that determine resultant actions in the physical world and have those principles conveyed in the "game world.” Among the topics that will be covered may include Newton’s Laws of Motion, kinematics, and the conservation of momentum in physical systems. Where appropriate some hands-on activities will be done to help illustrate important principles for the students.
Prerequisite: Math for Game and Simulation Production II

N400 Programming Languages Principles 40 hours, 3 credits
An introduction to programming language principles, including the history of programming languages, formal models for specifying languages, design goals, runtime structures, and implementation techniques, along with a survey of the principal programming language paradigms.
Prerequisites: none

N401 Artificial Intelligence 60 hours, 4 credits
Students will learn how techniques in Artificial Intelligence (AI) can be utilized to allow software applications to mimic human or intelligent behavior in a variety of contexts ranging from expert systems to computer-controlled game opponents. Students will be exposed to topics such as natural language processing and parsers, problem solving algorithms, and knowledge representations. The implications of the intelligent agent paradigm as it relates to common sense and creativity will also be explored.
Prerequisite: Programming II

N402 Network Systems Design 50 hours, 4 credits
This course provides an overview of the technology, network architecture and topology of networks used by systems of network-connected computers. Topics include data transmission, local area network architectures, network protocols, distributed systems, security, and network administration. Students will understand network management, troubleshooting, protocols, and services of the Internet such as the World Wide Web. Students will develop programs that run concurrently running computers within various network configurations.
Prerequisite: Operating Systems Design

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

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

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

N415 Digital Effects Creation 60 hours, 4 credits
This course focuses on the use and application of effects in film and video at an advanced, post-production level. Students will learn traditional methods of visual and video representation, and 3D effects. Master the digital workflow by composing footage, digital imagery and CG. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters.
Prerequisite: Polygon Modeling

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

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

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

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

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

N435 Digital Video/Audio Production 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 recording, non-linear editing, special effect generation, and production of video (and associated audio) using After Effects, Premiere, Sound Forge and Director. Also considered will be the preparation of digital video for use in interactive media such as CD, DVD and Web casts. Students will produce a final project on DVD. Students may work as a team on this project.
Prerequisites: Audio/Vide Editing: Digital Media Assembly

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

N440 Web Design Project 60 hours, 4 credits
The purpose of this course is the advanced application of knowledge gained by students in the process of developing websites. This course will take a user-centered approach to designing websites and will focus on the entire lifecycle of a website, from the idea of creating a website, through requirements gathering, conceptual design, physical design, testing, and implementation.
Prerequisite: Multimedia Technologies
N441 3D Game Character Creation
60 hours, 4 credits
This course is designed to equip digital media students with skills in 3D character creation and animation. Students will explore advanced 3D modeling and animation principles and techniques. The focus of this course is on the design, creation, and animation processes involved in 3D game development. Students will learn how to use advanced 3D modeling software to create realistic characters and environments. The course emphasizes practical skills and hands-on exercises to help students develop the necessary skills for creating high-quality 3D models.

N465 Industrial Simulation Project
60 hours, 4 credits
This course is designed to provide an in-depth understanding of industrial simulation principles and techniques. Students will learn how to create and evaluate industrial systems using computer models and simulations. The course covers topics such as system modeling, simulation design, and data analysis. Students will work on projects that require the use of simulation software to solve real-world problems.

N445 Animation Graphics Project
60 hours, 4 credits
This course combines the accumulated knowledge of students in the design and creation of 2D and 3D animations. The culmination of this knowledge will be a final 3D Animation project using modeling, texturing, and animation techniques. Students are expected to explore various theories and techniques to complete a professional summative 3D animation project.

Prerequisite: The Study of Animation

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

Prerequisite: Game Assets and Simulation Theory

N445 Game Audio Assets
60 hours, 4 credits
In this course, students will cover the fundamentals of audio programming for games. Topics covered include basics such as audio formats and common hardware configurations and loading sounds in ADPCM format. Students will explore play back “one shot” and looping sounds, and stream audio from an external device. They will then use these building blocks to write a low-level sound engine that will be implemented into a game engine.

Prerequisite: Game Assets

N460 Application of Physics for Game and Simulation Production
60 hours, 4 credits
An important aspect in a game or simulation is to be able to render what is happening in the game in realistic terms based on standard real physics principles. This course is designed to allow the game or simulation programmer to be able to translate the ideas and sequence 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 software, foundation graphic operations and implementations, two-dimensional and three-dimensional transformations in 3D character transformations effects in a 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 use complex mathematical formulas into operational program code.

Prerequisite: Programming II

N113 Introduction to Multimedia Design
40 hours, 3 credits
This course is designed to introduce students to the fundamentals of multimedia design and technology. Students will learn about the principles and practices for multimedia authoring, including the use of multimedia authoring tools and software. The course also covers the production of multimedia content and the delivery of multimedia projects.

Prerequisite: Introduction to Computer Graphics

N113 Audio/Video Editing
40 hours, 3 credits
Students learn the theory and processes of audio/video editing using non-linear editing software on the desktop. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short video clips for video, disk and Internet applications. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Digital Media Production

N131 Introduction to 3D Arts and Animation
40 hours, 3 credits
This course introduces students to the fundamentals of 3-Dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images. This course will provide training in a variety of industry-accepted Autodesk 3D design software.

Prerequisite: Introduction to Multimedia Design

N141 Digital Media Production
40 hours, 3 credits
This course is a study of the integration of components used in multimedia applications using authoring software. Students use industry-standard software as tools for producing interactive projects. Topics include basic animation techniques, special effects, transitions, and user interactivity. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Introduction to Multimedia Design

N240 3-Dimensional Animation
40 hours, 3 credits
Once students have learned the basics of 3D modeling and rendering, they will explore the fundamentals of animation and the more advanced methods of modeling and texturing. Students will create photo-realistic products and environments utilizing complex technical techniques and thorough creative design. Emphasis will be placed on detailed modeling and texture mapping supplementing complementary industry 3D animation and rendering techniques. This course will provide training in a variety of industry-accepted Autodesk 3D design software.

Prerequisite: Introduction to Multimedia Design

N250 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

N252 Fundamentals of Web Authoring and Design
40 hours, 3 credits
This course focuses on the students’ basic authoring skills by focusing on the demands, details, and subtleties of creating web pages. HTML and supplemental client-side scripting are the primary focus of the course. In addition, processes of graphic and multimedia creation – including interactive content, file management and formats, testing, publishing, and addressing are addressed. Students use interactivity and multimedia elements to enhance their site design.

Prerequisite: Introduction to Multimedia Design

N260 Server Side Scripting
40 hours, 3 credits
This course focuses on dynamic interactive websites from a multimedia perspective. Emphasis is on data driven pages, interactivity through client side scripting, dynamic web content and database access through server side scripting.

Prerequisite: Dynamic Content Management, Fundamentals of Web Authoring and Design

N262 Digital Media Assembly
40 hours, 3 credits
In this course, students will develop and apply scripts to control sprites, video, sound, and interactivity for informational and entertainment animations using authoring software. The project produced in this class will be available for use on CD-ROM. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Multimedia Technologies
NM272 Multimedia Technologies  
40 hours, 3 credits  
In this course students will learn aspects of advanced programming languages that allow for scripting of complex interactive applications for Internet delivery. Students will also explore the newest technologies and their impact on multimedia and visual design.

This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Digital Media Production

NM280 Multimedia Portfolio Development  
20 hours, 2 credits  
In this course, students select a primary and secondary track to create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/demo reel using a consistent theme related to their identity package. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Digital Media Assembly

NU100 Critical Thinking in Nursing  
20 hours, 2 credits  
This course introduces the student to critical thinking as a professional nurse. Students have the opportunity to use critical thinking skills as the foundation to future nursing courses.

Prerequisite: Admission into the Nursing Program

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

Co-requisite: Critical Thinking in Nursing

NU115 Comprehensive Pharmacology  
40 hours, 4 credits  
This online course provides an overview of essential concepts and principles of pharmacology as applied in the nursing management of client care, to include an overview of drug classifications, drug actions/interactions, and therapeutic and adverse reactions to medications. Students demonstrate proficiency with the use of problem solving skills and mathematical calculations necessary to perform the nursing role. This course provides the foundation for subsequent coursework.

Prerequisite: none

NU115L Comprehensive Pharmacology Lab  
40 hours, 2 credits  
This course 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.

Prerequisite: none

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

PN105 Phlebotomy  
40 hours, 3 credits  
Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin punctures, butterfly needles, blood cultures and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handing, processing and accessioning. Utilizes a student laboratory for experiences in basic phlebotomy procedures.

Prerequisite: none

PL100 Introduction to Law and the Legal System  
40 hours, 4 credits  
Students become 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

PL111 Civil Litigation and Procedure I  
40 hours, 4 credits  
Students will examine the lawyers and paralegals’ roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.

Prerequisite: Introduction to Law and the Legal System

PL112 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 Contract and Managing Legal Relationships  
40 hours, 4 credits  
This course will provide students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.

Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

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

Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

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

Prerequisite: Introduction to Law and the Legal System

PL216 Corporate Law  
40 hours, 4 credits  
This course will provide students with 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

PL219 Law Office Technology  
40 hours, 4 credits  
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law oriented computer software applications. Students will be exposed to 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 Tort: Auto Accidents and Other Legal Injuries  
40 hours, 4 credits  
This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of causes of actions in torts and their relevancy to the paralegal.

Prerequisite: Introduction to Law and the Legal System

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

Prerequisite: Introduction to Law and the Legal System

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

Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

PL240 Legal Writing  
40 hours, 4 credits  
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written sources. Students will use the results of their research from the Legal Research course in connection with at least three (3) significant writing projects, including memoranda of law. High level communication skills will be developed to effectively communicate in writing to different potential readers, including clients, attorneys in an office, trial court judges, and appellate panel judges. Analysis and preparation of high level legal content as well as formatting, citation rules, and other items needed for writing in this field will be developed. Students will organize workbriefs and other specific, rule based, formatting and structural content. This content includes items such as tables of cases and other authorities, a table of contents, statement of the case, argument, and conclusion.

Prerequisites: Legal Research; English Composition

PL280 Paralegal Capstone  
50 hours, 5 credits  
This course will provide students with an opportunity to integrate learning, skills, and theoretical knowledge from the Paralegal program in the form of real-world paralegal activities simulated in the online environment. Interview videos will be reviewed and analyzed, paralegal files completed, and “electronic office” and “paperless office” methods will be practiced.

Prerequisite or co-requisite: Law Office Technology; 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 must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.

Prerequisite: Final-quarter status and consent of program coordinator.

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

Prerequisite: Program admission

Co-requisites: Human Anatomy and Physiology II, Comprehensive Pharmacology, Comprehensive Pharmacology Lab

PN115 Nursing I  
90 hours, 5 credits  
This course is an introduction to medical/surgical nursing and is comprised of both a theory and clinical component. Content includes nursing documentation, medication administration, the nursing process, and transcultural considerations. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the cardiovascular and respiratory systems.

Prerequisites: Nursing Foundations, Introduction to Pharmacology, Human Anatomy and Physiology I

Co-requisite: Psychosocial Nursing

This course introduces the student to basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the cardiovascular and respiratory systems.

Prerequisites: Nursing Foundations, Introduction to Pharmacology, Human Anatomy and Physiology I

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

Prerequisite: Nursing Foundations Co-requisites: Nursing I, General Psychology

PN125 Nursing II 120 hours, 6 credits
This course is a continuation of Nursing I and is comprised of both a theory and a clinical component. Content includes surgical care, fluid and electrolyte balance, pain management, and care environments. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the reproductive, musculoskeletal, urologic, and endocrine systems.

Prerequisites: Nursing I, Psychosocial Nursing Co-requisites: Maternal-Child Nursing, Nutrition and Diet Therapy

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

Prerequisite: Nursing I Co-requisites: Nursing II, Human Nutrition

PN131 Nursing III 120 hours, 6 credits
This course is a continuation of Nursing II and is comprised of both theory and clinical components. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the digestive, blood, lymph, integument, musculoskeletal, and neurological systems. Modalities of care across the healthcare system are discussed.

Prerequisites: Nursing I, Maternal-Child Nursing, Nutrition and Diet Therapy Co-requisites: Nursing Seminar, Geniatic Nursing

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

Prerequisites: Nursing II, Maternal-Child Nursing, Human Nutrition Co-requisites: Nursing III, 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, Geniatric Nursing

PT105 Introduction to Pharmacy 40 hours, 4 credits
An introduction to the technician’s role in pharmacy practice. The student will gain a basic knowledge of chemistry and become knowledgeable in correct use of CPR. Emphasis will be on patient profiles, receiving and interpreting drug orders, routes of administration, dosage forms, and brand versus generic drugs. The importance of accuracy will be addressed along with methods of avoiding medication errors.

Prerequisite: none

PT120 Pharmacy Math and Dosages 40 hours, 4 credits
This course will provide the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice.

Prerequisite: Introduction to Pharmacy

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

Prerequisite: Pharmacy Math and Dosages

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

Prerequisites: Introduction to Pharmacy, Pharmacy Math and Dosages

PT285 Pharmacy Technician Capstone 30 hours, 3 credits
This course is an overview of all pharmacy technician programs and courses, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification examination.

Prerequisites: Pharmacy Technician student in last or second-to-last quarter.

R200 Principles of Retailing 40 hours, 4 credits
This course is an overview of retail management, including organization, merchandising, retail sales, customer service, personnel management, and operations.

Prerequisite: Principles of Marketing

S115 Keyboarding I 40 hours, 3 credits
This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with 5 or fewer errors is the course goal.

Prerequisite: none

S120 Word for Windows 40 hours, 3 credits
This course is designed to investigate the advanced applications 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

SD100 Fundamentals of Computer-Integrated Electronics 40 hours, 3 credits
This course will present modern computer programming analysis and troubleshooting for real-time applications. Emphasis will be placed in the development of student-assembled programs that use both serial and parallel input/output devices on a microcomputer system. Topics include: numbering systems, microprocessor unit, memory, input/output, instruction sets, addressing modes, assembler techniques, systems configuration, hardware, subroutines and example programs. This course will conclude with a final programming project.

Prerequisite: Fundamentals of Programming

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

Prerequisite: Fundamentals of Programming

SD120 Software Quality Assurance 40 hours, 3 credits
Students will gain an understanding of quality control standards as it applies to software design. They will learn the techniques of unit testing and integration testing as a means to improve the quality of software applications, and will be able to recommend improvements to software testing.

Prerequisite: none

SD130 Microcontroller Embedded Systems I 40 hours, 3 credits
In this class, students will explore the fundamentals of embedded system hardware and firmware design. Issues including embedded processor selection, hardware / firmware partitioning, logic, circuit design, circuit layout, circuit debugging, development tools, firmware architecture, firmware design, and firmware debugging will be discussed.

Prerequisites: Fundamentals of Computer-Integrated Electronics

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 strategies for ease and efficiency of program development.

Prerequisite: Real-time Java Programming or Java I

SO200 Assembly Language Programming 40 hours, 3 credits
Students will gain experience in assembly language programming techniques and an understanding of machine code development. They will explore addressing modes, pseudo operations, stack processing, subroutine linkage, arithmetic and logical operations, and input and output. They will design, code, test, and debug programs in a microprocessor development environment.

Prerequisite: Fundamentals of Programming

SO210 Digital Circuit Design 40 hours, 3 credits
Students will learn the basic concepts of digital systems, including analysis and design. They will explore both combinational and sequential logic. Students will gain experience with several levels of digital systems, from simple logic circuits to hardware description language and interface programming in C

Prerequisite: Fundamentals of Computer-Integrated Electronics

SO220 Real-Time Java Programming 40 hours, 3 credits
Students will learn the skills necessary to build powerful, real-time multithreaded Java-based software. They will examine the Java concurrency model exploring its strengths and weaknesses, and will learn the semantics, extensions, and modifications to the Java programming environment that enable the Java platform (Virtual Machine) to meet the requirements and constraints of real-time development.

Prerequisite: Fundamentals of Programming

SO225 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 use 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

SO230 Microcontroller Embedded Systems II 40 hours, 3 credits
Students will examine the principles of embedded and real-time systems inherent in many hardware platforms and applications. These will include robotics and manufacturing, interactive and multimedia, and immersive and omnipresent applications. Students will learn about real-time operating systems and the resource management issues that arise. They will explore platforms including specialized systems used in application specific contexts, such as autonomous robotics, smart sensors, and others.

Prerequisite: Microcontroller Embedded Systems I

SO290 Software Systems Design Capstone 20 hours, 2 credits
Students will integrate the knowledge and skills learned in the Software Systems Design Program. They will complete a capstone project involving programming, application development, and critical thinking.

Prerequisite: Software Systems Design student in last or second-to-last quarter.

ST 102 Microbiology for Surgical Technologists 30 hours, 3 credits
This course is designed to investigate the advanced concepts of infectious diseases, including etiology, pathogenesis, and surgical implications. Emphasis will be placed on aseptic techniques and caring for surgical patients before, during, and after surgery.

Prerequisites: Medical Terminology, Human Anatomy and Physiology I

C A T A L O G & S T U D E N T H A N D B O O K 2 0 1 1 — 2 0 1 2

R A S M U S S E N C O L L E G E  N O R T H  D A K O T A

C O U R S E  D E S C R I P T I O N S

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

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

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

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

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

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

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

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

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

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

**Rasmussen College Admissions**

Nondiscrimination Policy

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

Student Definition

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

Class Content

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

Class Standing

Rasmussen College determines class standing by the number of credit hours a student has completed. The College assigns class standings according to the following criteria:

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

College Acceptance or Rejection of Application for Admission

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

- Completed application form and enrollment paperwork
- Application fee received by College
- An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College, all credits will be invalid and any financial aid will have to be repaid.
- Completed Entrance Placement Examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College.
- Rasmussen College Experience Course successful completion. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative grade of 80% or higher to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed one additional opportunity to re-take the course three months after the start of the first attempt. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College from the last two years; Early Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course. Exempt students will be required to successfully complete the Edvantage Experience Course.
- All financial arrangements are complete, submitted and verified
- For selected programs, applicants must also pass a criminal background check. See additional information.

Students enrolling in a program that requires a background check will not have his/her aid submitted until the student is determined to be eligible either through a clear or possible letter or successfully going through the appeals process. The process may delay a student's funding until the background check process is complete.

The College will send either a possible issue letter, or a pre-adverse action letter to all applicants whose background check reveals a potential problem. A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing practicum activities, field trip experiences and/or finding employment in-field after graduation. Applicants who receive a possible issue letter may acknowledge the issue and make an informed decision to continue with the program, or they may choose to change programs.

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

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

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

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

- Students must complete the freshman seminar part of certificate course requirements the quarter they are scheduled for the E242 Career Development course.
- Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.
- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.
- Students must complete the senior seminar the quarter in which they finish the Bachelor's Degree requirements to graduate from a Bachelor’s Degree program.

The purpose of the non-credit, pass/fail graduation requirement seminar course is to challenge students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments within the seminar course focus on general education skills that provide the basis for lifelong learning. Among the required assessments in the seminar course is a Graduation Achievement Portfolio (GAP), which may include digital portfolio, critical reflection, research and writing, thinking, information literacy, and diversity awareness components. Other external assessment tests may also be included in the seminar course.

Entrance Assessment

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td>0-16 items correct</td>
<td>Course Placement</td>
</tr>
<tr>
<td>Reading</td>
<td>17-24 items correct</td>
<td>Not eligible for admission</td>
</tr>
<tr>
<td>Reading</td>
<td>25-35 items correct</td>
<td>B800 Reading and Writing Strategies</td>
</tr>
<tr>
<td>Math</td>
<td>0-16 items correct</td>
<td>G124 English Composition</td>
</tr>
<tr>
<td>Math</td>
<td>17-35 items correct</td>
<td>B099 Foundations of Math</td>
</tr>
</tbody>
</table>

Lower-division Math coursework
These Programs May Also Be Offered Online

Bachelor’s Degrees
- Accounting
- Business Management (all specializations)
- Criminal Justice (all specializations)
- Digital Design and Animation
- Game and Simulation Programming
- Health Information Management
- Healthcare Management
- Nursing Bachelor of Science (RN to BSN)

Associate’s Degrees
- Accounting
- Business Management (all specializations)
- Criminal Justice (all specializations)
- Early Childhood Education (all specializations)
- Health Information Technician
- Human Services
- Information Systems Management (all specializations)
- Medical Administration
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician

Diplomas
- Accounting
- Business (all specializations)
- Criminal Justice (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
- Criminal Justice
- Early Childhood Education
- Human Services
- Information Systems Management (all specializations)
- Law Enforcement Academic
- Medical Billing and Coding
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician

Applying to the Medical Laboratory Technician and Surgical Technologist Programs
Applicants must achieve a score on the STEP placement exam above that requiring a Foundation course as detailed in the current Rasmussen College Catalog. Applicants must be able to qualify for Math coursework and English Composition even if plans are to transfer credits from a previously attended program. Former or current students who have achieved a STEP score above that requiring a Foundations course are not required to repeat the STEP test. Once applicants have achieved a sufficient STEP score, they will be scheduled for the Evolve A2 entrance exam. Successful applicants will be contacted by their Program Manager to complete the following:

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

1. STEP Entrance/Placement Exam: An applicant must achieve an acceptable score on the STEP entrance/placement exam above that requiring a Foundation course as detailed in the current Rasmussen College Catalog. Applicants must be able to qualify for Math coursework and English Composition even if plans are to transfer credits from a previously attended program. Former or current students that have taken the STEP and have scored above that requiring a Foundation course are not required to repeat the STEP Test. Once it has been determined that an applicant has scored sufficiently on the STEP, the School of Nursing Entrance Exam may be scheduled.

2. School of Nursing Entrance Exam: Applicants who have successfully completed the STEP will be given access by the test administration tool for the School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a nursing program of study for which they qualify. Applicants not meeting the exam score requirements determined by Rasmussen College at the sole discretion upon first attempt may register for one additional attempt. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing Entrance Exam. The School of Nursing Entrance Exam is a pass/fail exam.

3. Complete Application Requirements: Applicants successful in completing the STEP and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for an interview with the Dean of Nursing:
   - Rasmussen College Application
   - Submit Official College Transcripts
   - Health Physical and proof of vaccinations
   - BLS-CPR with AED
   - Criminal Background Screening
   - Any additional program specific requirements as specified at the time of enrollment.

4. Interview with the Dean of Nursing: Once all requirements for application have been submitted, the applicant will be scheduled for an interview with the Dean of Nursing. Once a candidate is deemed eligible for admission into the School of Nursing, a letter of acceptance will be sent via certified mail to the applicant. Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend will result in removal from the program. Former or current students, in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the School of Nursing Entrance Exam at A2 Exam level before being deemed eligible for re-enrollment into the nursing program.

Applying to Law Enforcement Programs
Applicants must achieve an acceptable score on the STEP entrance/placement exam above that requiring a Foundation course as detailed in the current Rasmussen College Catalog. Applicants must be able to qualify for Math coursework and English Composition even if plans are to transfer credits from a previously attended program. Applicants with lower than admissible scores may choose to repeat the application process once an English Composition or Math course has been successfully completed. Applicants should understand that admission to the program is based on several factors with entrance test scores being the most significant. Therefore, it must not be assumed or implied that successful completion of the English Composition and/or Math course will guarantee admission into the program. Former or current students who have taken the STEP and scored above that requiring a Foundation course are not required to repeat the STEP test.

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

- Rasmussen College background check
- Information session
- Certified driving record documentation
- Criminal history record documentation
- Two-page written autobiography
- Health physical
- Psychological evaluation

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

Entrance requirements for Software Application Development Associate’s and Computer Science Bachelor’s Programs
Minimum score of 42 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into each program. Also required are two letters of recommendation and a 750-word essay. Please speak with a program manager for details.

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

Entrance Requirements for Health Information Management Bachelor’s Program
Applicants pursuing admittance into the Health Information Management BS degree must possess an AAS in Health Information Technology/Management from a CAHIIM accredited program or have an AAS degree and possess a current RHIT credential.

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 STEP test is not required for IP students. Individual progress coursework is assessed at the full cost per credit for each course. Individual progress students remain enrolled at Rasmussen College as long as they continue to select coursework and meet all additional requirements.

Upon successful completion of their courses, individual progress students will receive a letter grade and be awarded credits. To enroll in a program at Rasmussen College, students must complete all remaining programmatic application requirements (including the STEP test). Eligible individual progress courses will be applied to the individual program, and count as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).

Immunization Requirements
Minnesota law (M.S. 135A, 14) requires proof that all students born after 1956 must be vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Non-exempt students at the Moorhead campus must submit the required vaccination information within 45 days after their first enrollment, or they cannot remain enrolled. Please see the campus for a list of possible exceptions. In addition to other entrance requirements, Health Sciences and Nursing programs may require specific immunizations upon enrollment. Please see your campus for details.

Developmental Education and STEP Retest Policy
The goal of developmental education is to provide students with a solid foundation of skills and knowledge as they move on to college level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students and providing educational opportunities to those who enroll. All new students who enroll in a degree, diploma, or certificate program are required to take the STEP reading, writing, and math placement tests. Returning students, who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundations courses are prerequisites or, whose equivalents, do not need to take the STEP test. Returning students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundations courses are prerequisites must take the STEP test. Coursework in Math or English that is numbered below 100 is considered to be developmental. STEP scores are used to appropriately place students in English and math courses according to skill level. See Entrance Assessment Table for placement scores. These credits are not counted toward graduation, and each must be passed with a grade of ‘S’ in order to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation courses. Students who test at remediation level, and who wish to transfer courses that have Foundation course 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 a completed program.

Students who place below the level of B800 Reading and Writing Strategies are not eligible for admission to Rasmussen College. Students who place below the level of B800 Reading and Writing Strategies are not eligible to Rasmussen College until they have successfully completed the courses at Rasmussen College for which Foundations courses are prerequisites or, whose equivalents, do not need to take the STEP test. Returning students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundations courses are prerequisites must take the STEP test. Coursework in Math or English that is numbered below 100 is considered to be developmental. STEP scores are used to appropriately place students in English and math courses according to skill level. See Entrance Assessment Table for placement scores. These credits are not counted toward graduation, and each must be passed with a grade of ‘S’ in order to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation courses. Students who test at remediation level, and who wish to transfer courses that have Foundation course 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 a completed program.

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ACADEMIC INFORMATION AND COLLEGE POLICIES

Accommodations Policy
Rasmussen College recognizes its obligations 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 a disability and requiring reasonable accommodations to the qualified disabled students and faculty members in all programs, activities, and employment.

Students with disabilities do not have to self-disclose or register with the Campus Accommodations Officer, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Officer to request such services. Students who are unsure who to contact should check with their Dean.

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 help desk lab as needed at a Rasmussen College campus.

Educational Records Definition
A student’s educational records are defined as files, materials, or documents that contain information directly related to the student and are maintained by the Institution. Access to a student’s educational records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.

Grading System Percentage Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100%</td>
</tr>
<tr>
<td>B</td>
<td>85-93%</td>
</tr>
<tr>
<td>C+</td>
<td>79-84%</td>
</tr>
<tr>
<td>C</td>
<td>76-73%</td>
</tr>
<tr>
<td>C-</td>
<td>72-70%</td>
</tr>
<tr>
<td>D+</td>
<td>69-67%</td>
</tr>
<tr>
<td>D</td>
<td>66-63%</td>
</tr>
<tr>
<td>D-</td>
<td>62-60%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

Point Scale
Alphabetical Grading System

Grade of SX applies to Foundation and College Experience courses. Grade of UX applies to Foundation and College Experience courses. Grade of WX applies to Foundation, Military Leave, and Medical Leave Withdrawals.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.50</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Very Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.50</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>C-</td>
<td>1.75</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Below Average</td>
</tr>
<tr>
<td>D-</td>
<td>0.75</td>
<td></td>
</tr>
<tr>
<td>F/A</td>
<td>0.00</td>
<td>Failure</td>
</tr>
</tbody>
</table>

WA NA Withdrawal
WX NA Foundations Withdrawal or Medical Leave Withdrawal
ZF NA Failure to complete audit course requirement
ZP NA Successful completion of audit course

Health Sciences Programs Grade Scale

The following grade scale applies to all ES, NL, MA, ML, MT, PB, PT, ST, and M coursework.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92 to 90%</td>
</tr>
<tr>
<td>B+</td>
<td>89 to 87%</td>
</tr>
<tr>
<td>B</td>
<td>86 to 83%</td>
</tr>
<tr>
<td>B-</td>
<td>82 to 80%</td>
</tr>
<tr>
<td>C+</td>
<td>79 to 77%</td>
</tr>
<tr>
<td>C</td>
<td>76 to 73%</td>
</tr>
<tr>
<td>C-</td>
<td>72 to 70%</td>
</tr>
<tr>
<td>D+</td>
<td>69 to 67%</td>
</tr>
<tr>
<td>D</td>
<td>66 to 63%</td>
</tr>
<tr>
<td>D-</td>
<td>62 to 60%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

Nursing Programs Grade Scale
Students are required to earn at least a “C” in their Nursing courses. This applies to all NU, NUR, HUN, PN, and PRN coursework level 000 through 2099.

The grading scale for these courses is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100%</td>
</tr>
<tr>
<td>B</td>
<td>85-93%</td>
</tr>
<tr>
<td>C+</td>
<td>79-84%</td>
</tr>
<tr>
<td>C</td>
<td>76-73%</td>
</tr>
<tr>
<td>C-</td>
<td>72-70%</td>
</tr>
<tr>
<td>D+</td>
<td>69-67%</td>
</tr>
<tr>
<td>D</td>
<td>66-63%</td>
</tr>
<tr>
<td>D-</td>
<td>62-60%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

Students must maintain a 78% average on all quizzes and exams, assignments, etc., before any extra credit will be applied if earned or available provided all work has been submitted in a timely fashion.

Clinical learning performance is graded as satisfactory or unsatisfactory. Satisfactory performance in the clinical area is required to earn a passing grade in the course. Failure to pass the clinical component will result in failure of the Nursing course.

It should be noted that space may not be available for the student needing to repeat a course. Priority will not be given to those needing to repeat a course due to failure. Students who fail a course twice will be terminated from the Nursing program.

All grades are to be credits successfully completed with the exception of the ‘W/WD’ and the ‘U/UN’ which apply 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 and transfer it back to Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of credit transfer, the “TR” replaces or “F/FA” grade for purposes of GPA calculation. However, all of the course credits, both failed and transferred, count in the student’s Cumulative Completion Rate (CCR).

Late Assignment Submission Policy
Students may submit assigned work after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late; an additional 10% is assessed for each additional day the work is late. In some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty.

Instructors may decide in the case of legitimately extenuating circumstances to waive the late penalty, if not, the penalty must be enforced as stated.

Students repeating a course may count the credits attempted but not earned in the quarter of failure to take assignments seriously.

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.

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

1. An incomplete form is completed which identifies:
   a. the work to be completed;
   b. qualifications for acceptable work,
   c. the deadline for completing the work (within two weeks of the last day of class);
   d. the grade to be entered should the student not complete the work by the deadline (the calculated grade);

   e. Instructors will have one week for grading, recalculation of grades and processing of all documents required.

   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 receive higher level thinking skills or gain substantially greater command of the subject matter.

   g. All grades for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment.

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

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 authorize its change.

Instructors may change grades at their discretion, with the following guidelines:

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

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

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

- Administrative error 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 must 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 catalog 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 must be received prior to Friday of the first week of a quarter break.

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

A complete description and requirements of the program change appeal process is available through the Campus Registrar. A clear background check is required for enrollment into 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 is required to complete both the current catalog and all prerequisites to the current catalog curriculum requirements. On occasion, a student may remain in his/her original catalog, assuming the desired program is still offered. A student who chooses to change programs must provide written authorization in the form of a completed change of status form and new enrollment paperwork.

High School Professional Program

Rasmussen College waives tuition for High School Teachers and Counselors who meet the required criteria. This program is only available to teachers and counselors who are employed at a high school (grades 9-12) in Minnesota, North Dakota, Florida, Illinois and Wisconsin. Current status as a high school professional will be verified by Rasmussen College prior to the initial start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the program'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 the cumulative number of classes that may be taken. Tuition free courses for high school professionals are offered on a space-available basis, with priority given to other enrolled Rasmussen students who must complete the course as part of their degree program at Rasmussen College.

Participants are responsible for purchasing books or supplies needed for the course. Books may be purchased through the online bookstore. Grades will be recorded as audit grades with the student classified as an audit student.

Independent Study Policy

Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assigned tasks, 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 not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for the course in the quarter in question does not arise from the student’s decision to withdraw from the course in an earlier quarter, the student’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 work.
6. The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.
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:

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

Transfer of Previously Earned College Credit and Prior Learning Assessments

- 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 of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.
- A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, after which the student will be required to notify the College 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 Commission on Education Accreditation (CHEA) will be considered for college transfer.
- Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Students in the Medical Assisting, Medical Laboratory Technician, and Associate 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.

Rasmussen College and other regionally accredited institutions of higher learning as recognized by the Department of Education and the Commission on Education Accreditation (CHEA) will provide transfer credit for courses that have been received prior to Friday of the first week of a quarter break. A student who chooses to transfer to Rasmussen College will complete an online application for consideration. Students who are transfer ineligible, due to transfer credits exceeding the maximum of 90 quarter credits, are not eligible to complete the application process.

Rasmussen College is an institutionally approved branch campus of Northwest Technical College (NTC). As such, Rasmussen College has the authority to accept credits earned through NTC. Rasmussen College awards quarter credits. In addition, Rasmussen College awards quarter credits. Only credits that are applicable to the student’s current program will be posted or calculated.

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

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

Credits in information technology or computer science/ computer applications must have been earned within the previous three (3) years of the 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 course prefix, have a three (3) year transfer limit.

The following courses in the Medical Office Assistant Program are not transferable: MA 110 Clinical Skills I, MA 145 Clinical Skills II, MA223 Laboratory Skills, and MA226A Basic Medical Office Assistant I.

The following courses in the Medical Office Assistant Program are not transferable: MA 110 Clinical Skills I, MA 145 Clinical Skills II, MA223 Laboratory Skills, and MA226A Basic Medical Office Assistant I.

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

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

For students in MN who enroll in the Law Enforcement Association’s Law Enforcement Academy Credits, or Law Enforcement Certificate programs, transfer credits for law enforcement specific classes 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 in this test out, if available.

2+2 Matriculation for Baccalaureate Candidates

For students who have completed an associate’s degree, who enroll in a Rasmussen College bachelor’s degree in a similar program area (i.e., business degrees are required for business, accounting 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 90 quarter credits for graduates from outside institutions will be awarded.
• If a student has more AAS/AS credits than the enrolling program requires, then the student may have fewer upper-division courses to take. The School Director will provide a list of courses for reduction when needed.
• If the student has taken all of the required upper division courses and is still short credits, the remaining credits will be fulfilled by taking unrestricted electives.
• Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.
• For the Bachelor in Computer Science, the 2 year degree must be in an equivalent computer science field and have a programming course comparable to Programming II and a math course comparable to Calculus II in order to qualify. If these conditions are not met, the 2+2 policy cannot be applied.
• For the Bachelor in Health Information Management, qualifying associate degrees have to be from a CAHIIM accredited program and earned within the past 5 years. If the degree was obtained over 5 years ago, the student needs to have work experience in the health information industry within the last 5 years and be approved by the Program Coordinator. The student may also enroll if they have an RHIT credential and an approved by the Program Coordinator. The student qualifying associate degrees have to be from a CAHIIM approved program.

For the Bachelor in Health Information Management, General Education may be posted as a conferred degree, for students with a conferred degree, general education requirements may be posted as a conferred degree OR for students who have a conferred associate’s degree, but not in a similar field as the bachelor’s degree they are enrolled in.
• Students may transfer up to 121 credits (67% maximum of a Rasmussen College program).
• Course by Course transfer guidelines apply to required classes.
• Required general education courses must still be met.
• Transfer for upper division courses will be done on a course by course basis.
• Students must meet pre-requisite requirements for upper division coursework.
• Students may transfer up to 41 unrestricted lower division core credits.
• Unless a course has been transferred, a student must take all courses required in the program.
• Illinois students must meet the current general education category breakdown requirements.
• This policy is not applicable to the Health Information Management BS degree.

Medical Office Assistant Associate Degree Complete Block Transfer Policy
A total block transfer of 54 core credits may be allowed into the Medical Office Assistant program if one of the following criteria is met:
1) Graduated from a CAHPI or ABHIH accredited Medical Office Assistant program within the past 3 years and holds a current CMA/RMA certification, or
2) Graduated over 3 years ago from a CAHPI or ABHIH accredited Medical Office Assistant program, but has worked as an MA within the past 3 years and holds a current CMA/RMA certification.

Medical Laboratory Technician Associate Degree Complete Block Transfer Policy
A total block transfer of 54 core credits may be allowed into the Medical Laboratory Technician program if one of the following criteria is met:
1) Graduated from a CAAHEP or ABHES accredited MA program or certificate program within the past 3 years and holds a current CMA/RMA certification, or
2) Graduated over 3 years ago from a CAAHEP or ABHES accredited MA program or certificate program, but has worked as an MA within the past 3 years and holds a current CMA/RMA certification.

Medical Office Assistant Associate Degree
• For those students without an earned degree, successfully completed general education credits will be applied.

Bachelor Complete Block Policy
For students who have successfully earned credits at one or more accredited institutions and do not have a conferred degree OR for students who have a conferred associate’s degree, but not in a similar field as the bachelor’s degree they are enrolled in.
• Students may transfer up to 121 credits (67% maximum of a Rasmussen College program).
• Course by Course transfer guidelines apply to required classes.

Surgical Technologist AAS Complete Block Policy
Students who have graduated from a CAAHEP or ABHES accredited surgical technology diploma or certificate program and hold the CST (MSTSA) certification will receive a total block transfer of 60 credits. Students will receive a block of natural sciences general education credits plus a block of 56 core credits. Students will need to complete 26 general education credits and E242 Career Development.

Credit by Examination
• Enrolled students may request credit by examination for lower division courses if an exam has been developed. Credit by examination is not offered for upper division courses.
• An examination score of 83% or higher is required to earn credit by examination.
• The examination grade will be posted as Test-out (TO) on the student transcript.
• Credits earned count in the 67% transfer maximum.
• Credit by Examination will not count as credits for financial-aid eligibility.

• A credit by examination may be taken only once for each course.
• If a student has already attempted the course, as indicated by a posted W/WD or F/FA grade, no test-out attempt will be allowed.

The following are not available for credit by examination:
• Program-specific Massage Therapy, Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses, and 200-level Pharmacy Technician courses. In addition, the Healthcare Informatics Technologies and Pharmacy Software/Automation/Insurance Billing, and Success Strategies, Career Development, practicum, or designated capstone courses are not available for credit by examination.

Medical Coding Practicum Waiver
• Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for the Medical Coding practicum coursework. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.
• Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student’s employer. The Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation.

• If the waiver is granted, the grade will be posted on the student transcript as a Course Waiver (CW).

Foundations of Child Development; Early Childhood Curriculum and Instruction; and Health, Safety and Nutrition Waivers
• Students who have earned a CDA Credential within the past three years, awarded by the National Council of Professional Recognition, and are enrolled in the Early Childhood Education Association’s degree, Early Childhood Education Certificate, Early Childhood Education Diploma, or Business Management – Child Development Specialization Associate’s degree may request a waiver from Foundations of Child Development; Early Childhood Education Curriculum and Instruction; and Health, Safety and Nutrition.

• The student’s credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grade will be posted on the student transcript as a Course Waiver (CW).

School of Technology and Design Waivers
• Course waivers will be considered for students who have select professional certifications from the Construction Industry Association (CompTIA); Microsoft Certified Technology Specialist (MCTS); Cisco Certified Entry-level Networking Technician (CCENT); or CIW JavaScript certification.

• Course waivers will be considered for specific courses within the School of Technology and Design related to the certification.

• Certifications must have been earned within the last three years.

• The student’s credential will be reviewed, and if the criteria are met, will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Health Sciences Waivers
• Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS or CCS-P) from AHIMA. In addition, an X-ray operator license may also be considered.

• Certifications must be current.

• Course waivers will be considered for specific courses related to the certification.

• The student’s credential will be reviewed, and if the criteria are met, will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

College Equivalency Credit
Credits earned through college-equivalency programs will be posted on student transcripts as Test-Out credits (TO) and will not be accepted 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. Applicable to General Education areas only.
• College-Level Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher is required. Applicable to General Education areas only.
• DSST, DANTES, Excelsior College Exams. Passing scores are determined by the individual test requirements. Applicable to General Education areas only.
• College credit for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council of Education (ACE) recommendations on transferring credit. These credits are usually listed on a “recognized college and University Council on Education Registry Transcript (SMART) Defense Activity for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) score, Coast Guard Institute (CGI) transcript, Army American Council on Education Registry Transcript System (AARTS) transcript and/or Community College of the Air Force (CCAF) transcript.

• Prior Learning Assessment (PLA) credits may be earned by going through the PLA process as established by The Council for Adult Experiential Learning (CAEL).
• Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Campus Registrar.

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

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 the use of adequate and relevant evidence.

In the areas 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.

General Education Requirements for Rasmussen College Credits:

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

AAS degree candidates must successfully complete thirty-two (32) credits of general education coursework distributed across the following categories: English Composition, Communication, Humanities, Mathematics, Natural Sciences, and Social Sciences. AS degree candidates must successfully complete fifteen (15) credits of general education coursework distributed across the same categories.

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

Health Sciences Externships, Practicums, and Clinicals

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

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

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

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

School of Business Mission Statement

The Rasmussen School of Business prepares students for an enterprising 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 field and diverse communities.

School of Education Mission Statement

Rasmussen College's Land Childhood Education Program prepares early childhood educators to serve young children, their families, and their communities. We foster and advance 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.

Early Childhood Education Program Conceptual Framework

The Early Childhood Education Program at Rasmussen College prepares skilled teachers with a strong theoretical foundation and an understanding of the relationship between theory, teaching, learning, and professionalism. We ensure students receive rich opportunities for practical application in externship experiences. We are committed to teaching and using positive interpersonal communication skills in a diverse environment.

Graduation Requirements

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

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

Transcripts

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

Tuition Rates are as follows:

- $350 per credit for Foundations courses and all 100-200 level courses
- $310 per credit for all 300-400 level courses

All new and re-entering students who have applied for admission after April 17, 2011:

All Programs:

School of Business • School of Health Sciences • School of Justice Studies
School of Nursing • School of Technology and Design

School of Health Sciences Programs:

Medical Assisting: $310 per credit
School of Education:

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

Professional Nursing: $395 per credit

- There is a required course materials fee of $100 per course.
- Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of $100 for every course over four courses.
- Students who maintain four courses per quarter through the entire program will not be subject to tuition increases.
- Individual Progress students will be charged $350 per credit, plus the cost of books and other fees.
- Students not enrolled in an eligible program who elect to take courses without earning college credit are charged $275 per credit hour, plus the cost of books and other fees. This non-credit option is NOT available for courses beginning with a “CC”, “MH”, “PH”, “PT”, “ST”, “MN,” and “WR”. Students elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts do not count upon completion of the course. Students may choose to convert the “ZP” to a letter grade and earn credit for an additional cost of $145 per credit hour.

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

Transfer to Other Colleges

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

Attendance

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

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards), and attendance is not used as a method of evaluation for course grades. Faculty are required to keep accurate records of attendance. If a student is not submitted to the Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance. A student fails to maintain academic standing to remain eligible for financial aid.

If a student has not been in attendance in a course within 14 days of their last date of attendance in that course, he or she may be withdrawn from the course. If the student has not been in attendance in any courses within 14 days of their last day of attendance, he or she may be withdrawn from the College. Upon withdrawal a student’s financial aid eligibility will be adjusted according to the Institution’s refund policy as described in the College catalog and will be assigned grades according to the Rasmussen College Drop Class Policy. Practicums/Externships in Health Sciences programs have attendance expectations that differ from the attendance policy above. These attendance policies can be found in the program-specific manuals/handbooks.

Consortium Agreement

Rasmussen College has signed consortium agreements with other colleges.

Course requirements for programs may be completed at any of the campus locations, as the schools have common ownership and common courses, students will have the flexibility to take courses from all locations as they choose. Students attending a class at a location other than their home campus (primary attendance location) will have their total tuition and fees charged by their home campus. All financial aid will be awarded and dispersed from the home campus. The home campus monitors satisfactory progress.

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.

Rasmussen College Academic Integrity Policy

I. Introduction

As an institution of higher learning, Rasmussen College is committed to preparing students to be active, productive and successful contributors to a global community. In pursuit of this commitment, students, faculty and staff of Rasmussen College are expected to uphold the principles of trust, business and personal ethics. Students of Rasmussen College commit to holding themselves and their peers to the foremost level of academic integrity, and accept responsibility should beliefs 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 perpetuated to give unfair advantage to the student.
A C A D E M I C  I N F O R M A T I O N  A N D  C O L L E G E  P O L I C I E S

b) Cheating: Distributing or receiving answers or information by any means other than those expressly permitted by an instructor for any academic exercise. Examples include:
   i. Copying answers, data, or information for any academic exercise from another student in which the student is not expressly permitted to work jointly with others.
   ii. Impersonation: Assuming another student’s identity or allowing another person to complete an academic exercise on one’s own behalf.
   iii. Using or adapting, in whole or in part, the work or ideas of others without proper attribution, including computer programs and class materials, materials, devices, notes, information or study aids in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, reports).
   iv. Collaboration: Knowingingly assisting, attempting to assist, or receiving assistance from another student or students to commit academic misconduct, or competing with any other person in or outside of the College to commit misconduct.

III. Violations

a) First Offense. The student will receive no credit on the assignment in question and will not be allowed to rework 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/X.” The student may re-enroll in the course, but the “F/X” will remain on the transcript even if the student retakes the course and earns a passing grade.

The College reserves the right to dismiss a student from the College if there are more than two offenses. A student dismissed from the College because of Academic Misconduct may not reenroll.

Students who commit Academic Misconduct also run the risk of harming future educational and employment opportunities. Reference forms sent by prospective employers and others to educational institutions often ask for judgment and comment on a student’s ethical behavior. As the form is sent in the best interest 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 offense (i.e., two or more assignments submitted at the same time in the same or different courses), or instances of misconduct that occur prior to the student receiving notice of the immediate prior offense. Concurrent offenses will be treated as a single offense, and the appropriate penalty will be applied for all concurrent violations.

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

Conduct/Dismissal

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an encompassing policy regarding student conduct.

The College reserves the right to suspend or terminate any student whose conduct is detrimental to the educational environment. Conduct/desires outlined for School of Health Sciences Students enrolled in the Medical Office Assistant, Medical Health Information Technology/Management, Medical Laboratory Technician and Surgical Technologist programs are found in each programmatic handbook provided at programmatic orientation. This includes, but is not limited to, conduct:

- By students, faculty, or staff that is detrimental within the educational environment.
- That interferes with the well-being of the fellow students and/or faculty and staff members.
- That causes damage to the appearance or structure of the College facility and/or its equipment.
- By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
- By students who otherwise display conduct detrimental to their own academic progress or that of others 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, illegal file sharing programs (such as the illegal downloading and sharing of music), or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of network privileges and possibly other penalties, up to and including dismissal.

Anti-Hazing Policy

It shall be the policy of the College to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College. This policy applies to any student or student organization 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 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 would be 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.

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, which is the close of the drop/add period. When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.

2. Following the first week of the quarter and on or before the sixth Friday of the quarter, students will receive a W/D 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/A for any classes dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Mid-quarter drop/add period

Students may add courses through the second day of the mid-quarter term and may drop a course through the first Friday of the mid-quarter term, which is the close of the drop/add period.

Mid-quarter drop/add period

When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.

2. Following the first week of the mid-quarter and on or before the third Friday of the quarter, students will receive a W/D on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

3. Following the third week of the mid-quarter, students will receive an F/A for any classes dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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.

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 a possible future career by taking an introductory course.

Early Honors coursework is available to high school seniors who have reached the minimum age of 16 and are enrolled in a high school, with both on-campus or online with enrollment in the program dependent on space availability.

Rasmussen College Early Honors Program

Term Completion

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

- Students must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date. Early Honors students are not required to submit an application fee.
- Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Students must submit a signed Early Honors School Approval Form.
- Students must be a high school senior and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on an official School Approval Form.
- Students must score at least a 26 on the writing portion of the Rasmussen College STEP assessment to be accepted to the Early Honors Program.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- A maximum of 20 Early Honors students will be accepted per quarter, per campus.
- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
- Seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the OTA and Dean before accepting to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Program.
- Applicants will be accepted on a space available basis for each course selected.
- Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a “PNP,” “PRN” or “NUR” are not available to Early Honors students.
- Students must cover the costs of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The college will provide specific information on each course, including textbook prices and technology/software requirements.
- Students will receive college credit toward a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
- Students will receive college credit toward a degree, diploma, or certificate at Rasmussen College for all successful complete courses. Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
- Students may apply to a full program of study by completing an Application for Admission and submitting an application fee.

Limitations

This catalog was prepared using information current at the time of publishing, however all information contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. For current calendar updates, students should check 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

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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, and then the Student Financial Services Office. Academic and financial aid files are not complete until both exit interviews have been completed.

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

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

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

The State of North Dakota Cancellation, Termination, Refund Policy

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

• When notice is received prior to, or within seventy 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 twenty-five percent thereof must be refunded to the student.

• When notice is received upon or after completion of one-fourth of the educational services, but prior to the completion of one-half of the educational services, all tuition and other charges except fifty percent thereof must be refunded to the student.

• When notice is received upon or after completion of fifty percent of the educational services, no tuition or other charges may be refunded to the student.

• Student refunds are made within forty-five 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 to address any issue in the current catalog prior to the completion of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length.

• After the completion of 60% of the Period of Instruction, no refund will be made.

• In compliance with Iowa Code 714.23, the $100.00 course fee will be refunded for students who are re-enrolled in the same course.

• Student refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw.

• The refund policy is not linked to compliance with the College’s regulations or rules of conduct.

• Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

Cancellation, Termination, Refund Policy

Arizona Resident Students Only

Students may cancel enrollment at any time, complying with the notification procedures established by the school. Refunds of unearned prepaid tuition, fees, and other charges shall be made in the following manner with respect to each portion of the private school:

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

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

c. If cancellation occurs after classes begin or after shipment of correspondence materials, a pro rata refund will be made of all unearned prepaid tuition, fees, and charges for books and supplies not issued to the student. Once books and supplies are issued and received by students, these become the property of students and refunds may be made only at the discretion of the private school.

d. A full refund is due students whose contracted educational services are denied by the school as a result of economic or academic fraud as defined in the Code of Alabama 5-66-1(8) and 7(75).

Alabama Residents: School of Education

Alabama Students: Contact the Teacher Education and Certificate Division of the Alabama State Department of Education at (334) 242-0035 or www.asde.oed to verify that these programs qualify for teacher certification, endorsement, and/or salary benefits.

Re-Enter Policy

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

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

If a student meets the following criteria, the student will be allowed to commence the enrollment process and re-enter as long as all other enrollment qualifications are met. Re-enrollment is allowed beyond the re-entry term as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the most recent withdrawal; as student has no outstanding loans or federal and state aid and has successfully completed any required Foundations Writing courses or placed into Fell or Reading and Writing Strategies previously or through retest, and has a previous clear background check.

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

A complete description and the requirements of the re-entry application process is available through the Campus Registrar.

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

Return of Title IV Funds Policy

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

Catalog & Student Handbook
Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula requires a Return of Title IV if and only if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew or did not complete 60% of the period of enrollment.

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 the student but the student does not complete the quarter, the student's account will be reviewed, and the student may be required to repay some of the federal grants if they withdraw.

A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations. A post-withdrawal disbursement occurs when a student who withdrew earned more aid than had been disbursed prior to the withdrawal. Post-withdrawal disbursements are made for any costs actually incurred by the student against the school’s 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.

Military Leave and Refund

Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

Veterans Refund

In the event a veteran discontinues training for any reason, the College will retain a $10 registration fee. Any supposed fees not paid for by the veteran become the property of the veteran. The remaining amount of prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.

Library Fine Policy

Rasmussen College Library System reserves the right to collect late fees for Rasmussen College Library materials that are kept out past the due date without renewal. The current late fee is $2.50 per item (generally $2.00 for all circulating books, videos, audiotapes, and CD-ROMs) with a 10 day grace period. After the grace period the charge is $5.00 per 10 days; the maximum late fine is $25.00. For reference books and reserve materials there is a 10 hour check-out period during which the grace period charge is $2.00 per hour; the maximum fine is $110.00. After the materials are kept out past the maximum late period, the material is considered lost. The library reserves the right to charge replacement costs. Replacement costs are assessed on each item individually. If the library has not received the book, the replacement cost is $5.00 per $1.00 of the original. Any fines on materials checked out on Rasmussen College library hold will be collected by the library. The library reserves the right to charge replacement costs.

Military Leave

Military Leave will be calculated according to federal regulations, and any remaining balance will be recorded on the student’s transcript and tuition will not be charged.

Involuntary Military Withdrawal Appeal Process

A student who is placed on an Involuntary Military Withdrawal may appeal the decision to the College President within the 10 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 or their designee has three (3) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final. The College President (or their designee) may extend the time limits set forth above as necessary. While the appeal is pending, the original decision of Campus Administration will stand.

Return of Federal Title IV Funds

When a Student Wants to Return After an Involuntary Military Withdrawal

The re-admission application is received:  Dean, Student Financial Services Office and the Campus Accommodations Officer.

To return from Military Leave, the student must contact the Campus Accommodations Officer prior to the first day of classes to complete a re-admission application. Additionally, the Campus Accommodations Office must receive a letter from the student’s professional therapist and/or physician stating that the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College.

Federal Distribution of Funds Policy

Once the refund liability for a particular student has been determined, the federal portion of the refund shall be distributed back to the various programs in the following manner:

• Any remaining refund monies will then be applied to reduce the student’s Federal Pell Grant award.
• Any remaining refund monies will then be applied to reduce the student’s Federal SEOG award.
• Other Federal Programs authorized by Title IV Higher Education Act.

Non Federal Refund Distribution Policy

Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other State Aid Programs (with the exception of the State Work Study Program) the following formula is used:

Amount of funds (financial aid and cash) applied to institutional charges (including post-withdrawal disbursements of Title IV aid applied to institutional charges) less:

Amount of institutional charges that the school can retain per our state mandated refund policy less:

Amount of Institutional Share of the Title IV Refund

Remaining refund due to the State Aid Programs

Rasmussen College has an Undergraduate Admissions Officer responsible for processing applications and allocation of institutional aid. Rasmussen College also offers a range of financial aid programs, including scholarships, loans, and grants, to help students meet their educational expenses. Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

Non-Discrimination Policy

Rasmussen is strongly committed to providing equal employment opportunity to all applicants for employment. For us, this is the only acceptable 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 for the employees and students an environment that is free from harassment. Rasmussen College expressly prohibits harassment of employees or students on the basis of gender. Harassment undermines our College community morale and our commitment to treat each other with dignity and respect. This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, national origin, sex, 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 made on a confidential basis.

Innocent 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 College official, he/she has the option of making an informal or formal complaint according to the procedures outlined below.

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

No retaliatory actions may be taken against any member of the College community. The College will ensure 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.

The College policies cover actions of all students and employees, whether co-worker, manager, or any other person doing business with or for Rasmussen College.

Formal Complaints

An employee, faculty member, or student is encouraged to report incidents of possible sexual harassment to the Campus Director, Regional Vice President, Executive Vice President or President. If the person who is first contacted, after initial discussions with the complainant, will inform the College of the incident and present the findings and recommendations to an Executive Vice President or President.

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.

During the informal inquiry process, all information will be kept confidential to as great a degree as legally possible. No specific circumstances, including the names of the people involved, will be reported to anyone except the President, Executive Vice President and the Human Resources Director and Corporate Counsel, without the written permission of the person making the complaint. However, if in the course of the inquiry Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

Incidents should be reported within 30 days. At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director.

Resolutions and Informal Complaints

Any employee, faculty member, or student is encouraged to report incidents of possible sexual harassment to the Campus Director, Regional Vice President, Executive Vice President or President. If the employee, faculty member, or student who is first contacted, after initial discussions with the person against whom the informal complaint is made, the College will provide the person complaining of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences.

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

Innocent Resolutions

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. School in sexual violence may be involved in sexual harassment. The College may inform the person complained against without revealing the identity of the complainant.

Definitions

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

1. Submission to such conduct is made either explicitly or implicitly a term of an individual’s employment or academic advancement.

2. Submission to or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

3. Conduct has the effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

This policy prohibits behavior such as, but not limited to:

1. Unwanted sexual advances;

2. Offering employment benefits in exchange for sexual favors;

3. Making or threatening reprisals after a negative response to sexual advances;

4. Verbal sexual advances or propositions;

5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);

6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements; and

7. Physical conduct, such as touching, assault, or impeding or blocking movements.

Clams of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the College’s policy to protect and assist all employees, students, and staff who will bear the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. There should be aware of the risks and consequences involved in entering a romantic/sexual relationship where there is a superior/subordinate relationship.

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the victim/survivor is mentally or physically disabled or helpless constitutes criminal sexual assault.

The following are examples of different types of sexual harassment:

1. “Quid pro quo” harassment, where submission to harassment is used as the basis for employment decisions.

2. Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, someone who is subjected to a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment.

3. Example: A supervisor promising an employee a raise if he goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

4. Hostile work environment, where the harassment creates an offensive and unpleasant working environment.

5. Where a power differential exists between the involved parties, the College cannot be guaranteed in every instance, they will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

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

2. If a number of people report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a classroom lecture) or when the College receives repeated complaints from different people that an individual has engaged in other forms of sexual harassment, the College may inform the person complained against without revealing the identity of the complaint.

Sexual Orientation Harassment

Sexual harassment includes harassment based on sexual orientation. Sexual orientation harassment is verbal or physical conduct that is motivated by an individual’s sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile or unwelcome educational environment.

Romantic/sexual relationships between superior and subordinate can result in sexual harassment. The terms of employment may be affected and employees may be subject to grievances. The respect and trust accorded a faculty member or employer by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, assign and oversee the work activities and responsibilities, and the authority to hold power over the student’s academic and personal life can lead to sexual harassment.

Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/sexual relationship where there is a superior/subordinate relationship.

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the victim/survivor is mentally or physically disabled or helpless constitutes criminal sexual assault.

Have a previous relationship of any nature, including prior sexual contact with the victim/survivor is not an accepted defense for sexual assault. The victim/survivor does not need to prove that the he/she resisted and another witness is not needed to prosecute the case. The relative age of the individuals involved, the victim/survivor’s fear of bodily harm to self or another, the use of the threat to use a weapon by the perpetrator, or the reflection of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by state laws on Criminal Sexual Conduct and under the Crime Victims Bill of Rights.

Formal Complaints by Students and Employees

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

b. The College will investigate formal complaints in the following manner:

1. The person who is first contacted, after initial discussions with the complainant, will inform the College of the incident and present the findings and recommendations to an Executive Vice President or President.

2. If the circumstances warrant an investigation, Rasmussen College will decide whether the circumstances reported by the complainant warrant an informal investigation or an initial inquiry.

3. If the circumstances warrant an investigation, Rasmussen College will inform the person complained against of the name of the person making the complaint. The person will be further informed of the complaint as well as of the substance of the complaint. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. It is not necessary for the College to speak to any other person other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.

4. 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.

5. The College will be in communication with the complainant until the complaint is resolved. The complaint will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.
ACADEMIC INFORMATION AND COLLEGE POLICIES

5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.

6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

c. After an investigation of the complaint the College will:
   1. Look at all the facts and circumstances surrounding the allegations to determine if there is a reasonable cause to believe that a violation has occurred.
   2. Prompt assistance of campus enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the respondent.
   3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint.
   4. Notice to the sexual assault victim of the outcome of the investigation.
   5. The complete and prompt assistance of campus enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the respondent.
   6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

c. After an investigation of the complaint the College will:
   1. Look at all the facts and circumstances surrounding the allegations to determine if there is a reasonable cause to believe that a violation has occurred.
   2. Prompt assistance of campus enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the respondent.
   3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint.
   4. Notice to the sexual assault victim of the outcome of the investigation.
   5. The complete and prompt assistance of campus enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the respondent.
   6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

Victims’ Rights Under Sexual Assault Policy

If the assault is alleged to have been committed by a member of our college community on property owned by the College the following additional policy applies:

1. The victim is aware that criminal charges can be made by the local law enforcement or other appropriate authorities.
2. The prompt assistance of campus administration, or Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident;
3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;
5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint victim, materials relevant to a campus disciplinary proceeding;
7. The assistance of campus and/or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes;
8. Further information can be obtained from either of the following sources:
   Minnesota Department of Human Rights
   190 E 5th Street, Suite 700
   St. Paul, MN 55101
   1-800-657-3704 • (651) 296-5663
   TTY (651) 256-1283
   http://www.humanrights.state.mn.us/
   Office of Justice Programs
   (651) 201-7310 • (800) 247-0390
   Website: www.ojp.state.mn.us

9. The campus administration will inform victims of their rights under the Courtroom Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Reimbursement Fund. For further information refer to the Office of the Crime Victim Ombudsman website at
   http://www.ojp.state.mn.us/ (651) 296-5663.

Nothing in this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state of federal agencies or the courts.

Drug Abuse Policy
Rasmussen College is committed to providing a safe, drug-free environment for its students and employees and to protecting its business from unnecessary financial loss due to drug or other intoxicant use among its employees. This policy is based in substantial part on Rasmussen’s concern regarding the safety, health and welfare of its employees and their families, its students and the community.

Consistent with this commitment, Rasmussen College strictly prohibits:
1. The presence of employees or students on campus or in corporate offices while under the influence of intoxicants, drugs or any other controlled substances.
2. The use, manufacturing, furnishing, possession, transmission, purchase, sale, or distribution of any illegal controlled substances or any illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or in Rasmussen College corporate offices.

Rasmussen College has the right to:
1. Discipline employees, including dismissal, for felony convictions regarding illegal use, possession or trafficking of drugs.
2. Take disciplinary action against employees who violate this policy. Employees may also be suspended pending outcome of an investigation regarding compliance with this policy.

Drug-Free School and Workplace
In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, 34 CFR Part 86, this institution is hereby declared a drug- and alcohol-free college and workplace. For more information visit The U.S. Department of Education’s Higher Education Center for Alcohol and Other Drug Prevention Website at

http://www.ed.gov/Students and Employees are prohibited from:
1. Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the College including on or off-campus, including buildings, parking areas, any vehicles on the campus, or while participating in College-related activities. Students and Employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

As a condition of employment, employees must abide by the terms of this policy or the College will take one or more of the following actions within 30 days with respect to any employee who violates this policy by:
1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such employee, up to and including expulsion or termination of employment.
3. Requiring such employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local, health, law enforcement, or other appropriate agency.

In compliance with the law, this institution will make a good faith effort to maintain a drug- and alcohol-free college and workplace through implementation of the preceding policy and will establish and maintain a drug- and alcohol-free awareness program.

Fact sheets associated with unlawful use, possession or distribution of illicit drugs and alcohol may be obtained from the Campus Director or the Human Resources Department. Rasmussen College considers these fact sheets an integral part of the Drug-Free College and Workplace Policy.

The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the U.S. Department of Housing and Urban Development which provides public housing funds, has the authority to evict residents found to be involved in drug related crimes on or near the public housing premises.

Businesses with federal contracts are subject to a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with drugs could lose their eligibility for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

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

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

Alcohol related driving deaths are the top killer of 15 to 24 year olds. There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

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

We recommend that any person observing any of the above changes in any student or employee of Rasmussen College immediately notify their Campus Director or the Human Resources Department.

Weapons Policy
Rasmussen College prohibits the possession of weapons of any kind inside campus buildings. Prohibited items include but are not limited to firearms, BB pellets guns, slingshots, paint guns, arrows, swords, and knives other than cooking utensils and utility/pocket knives with a blade length of 3 inches or less. This policy applies to all staff, faculty, students and visitors with the exception of licensed peace officers and law enforcement/security agents as allowed by applicable statute. The approved storage and use of weapons for training purposes as part of a School of Justice Studies program is also permitted. This policy includes both campus buildings and offsite events sponsored and controlled by the college including graduation ceremonies, internships, and clinical sites.

The policy does not include Rasmussen College parking lots, were weapons are allowed to be stored in private vehicles unless prohibited by a separate parking ramp owner/operator. Rasmussen policy defers to agency/law enforcement at a sexual assault victim’s request, in shielding the victim from unwanted contact with the respondent.

The Campus Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff), a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

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

An appropriate grievance is defined as a student’s expressed feeling of dissatisfaction regarding any interpretation or application of any policies or the College’s policies. Students should notify the College in a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy the terms “timely fashion,” “reasonable time,” and “promptly” will mean ten days.

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

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

1. The individual must first try to resolve the issue with the other member involved.
2. If the matter is not resolved to the person's satisfaction he/she has the option to follow the appropriate steps:
   a. Requests for further action on educational issues should be made to the Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   b. Students who feel they have an appropriate non-academic grievance should see the Campus Director for their campus. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   c. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

Students or other interested parties may also contact:

- Minnesota Office of Higher Education
- North Dakota State Board for Career and Technical Education
- The Higher Learning Commission (www.nhlc.org), a commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 (800) 621-7440 or (312) 263-0456

Appeal Procedure
Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their appeal.

For appeals involving academic issues such as final grades, students should appeal first to their instructor within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, who will have one week from the time they are contacted by students to consider any such appeals, students should appeal to the Dean for their campus.

If the issue remains unresolved after a thorough investigation of the matter by the Dean, who will have one week from the time they are contacted by students to consider any such appeals, students may submit a written statement of appeal to the Assistant Vice President of Academic Affairs thereafter. Response will be given within 30 days.

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

Arbitration
Any controversy or claim arising out of, or relating to a current or former student’s recruitment by, enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (the “Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any controversy or claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator also shall have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney’s fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

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

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, Minnesota, North Dakota, and Wisconsin.

Corporate Officers:
- Robert E. King, Chairman
- J. Michael Locke, President, Chief Executive Officer, Secretary
- Susan Faletto, Executive Vice President, Chief Financial Officer, Assistant Secretary
- Krista A. Waite, Executive Vice President, President/CEO of Rasmussen College Inc. and President of Rasmussen College
- Craig E. Pines, Executive Vice President

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- Craig E. Pines, Executive Vice President
Accreditation, Licensing & Approvals

**Accreditation**

Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association.

230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411

(800) 621-7440 or (312) 263-0456;

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

The Health Information Technician Associate’s Degree offered at the Aurora campus is in Candidacy Status for accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM).

- **Commission on Accreditation for Health Informatics and Information Management Education Management Education**
  
233 N. Michigan Ave., 21st Floor
Chicago, IL 60601-5800

(312) 233-1100

The Medical Assisting AAS Degree Program at the Brooklyn Park, Eagan, Bloomington, Green Bay, Mankato, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahp.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

- **Commission on Accreditation of Allied Health Education Programs**

1361 Park Street
Clearwater, FL 33756

(727) 210-2350

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

- **Commission on Accreditation of Allied Health Education Programs (CAHEP)**

1361 Park Street
Clearwater, FL

(727) 210-2350

www.caahp.org

The Medical Laboratory Technician Program at the Bismarck, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud Campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

- **National Accrediting Agency for Clinical Laboratory Sciences**

5600 N River Road
Rosemont, IL 60018-5119

Phone: (703) 714-8880

Fax: (773) 714-8886

Programs or campuses not listed above are not programmatically accredited.

**Registration**

Rasmussen College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

- **Minnesota Office of Higher Education**

1450 Energy Park Drive, Suite 350
Rosemont, IL 60018-5119

(630) 442-0533

For more information: www.ncahlc.org

Licensing

Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board. Licensee is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

- **Wisconsin Department of Regulation & Licensing**

P.O. Box 8335
Madison, WI 53708-8335

(608) 266-2112

- **State of Wisconsin Educational Approval Board**

30 West Mifflin Street
Madison, WI 53708-8696

(608) 266-1996

The State of Wisconsin Educational Approval Board has approved all of Rasmussen College’s programs except the Law Enforcement AAS degree and certificates.

**Authorization**

(Bismarck campus and Fargo site)

- **North Dakota State Board for Career and Technical Education State Capitol, 15th Floor, 600 East Boulevard Avenue, Dept. 270 Bismarck, ND 58505-0610 (701) 224-1380**

- **Vetars’ Benefits by the North Dakota State Approving Agency**

- **Veterans’ Benefits by the Minnesota State Approving Agency**

- **Minnesota Board of Nursing**

Rasmussen College is currently authorized or licensed to operate in: Alabama, 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 authorization or licensure is becoming necessary, will work to obtain such additional approvals.

*Many states do not require specific authorization or developments in state laws in each state in which it enrolls students and, if authorization or licensure is becoming necessary, will work to obtain such additional approvals.

**State Contact Information for Student Complaints**

- **ALABAMA**

Alabama Commission on Higher Education
P. O. Box 32000
Montgomery, AL 36110-2000

http://www.accc.state.al.us/student_info/complaint.pdf

- **ALASKA**

Alaska Commission on Postsecondary Education
PO Box 10005
Juneau, AK 99811-0005

http://www.acac.state.ak.us/pdf/complaint/complaint.pdf

- **ARKANSAS**

Arkansas State Board for Private Postsecondary Education
1400 W. Washington Street
Room 203
Phoenix, AZ 85007

http://apps.azdeample.state.az.us/student_info/compliance.asp

- **ARKANSAS**

Arkansas Higher Education Coordinating Board
Arkansas Department of Higher Education
114 East Capital Avenue
Little Rock, AR 72201

ADHE_Info@adhe.edu

http://www.adhe.edu/SiteCollectionDocuments/AcademicAffairs/Restructure/profAndHlthRegulations/APPEND00.pdf

Arkansas State Board of Private Career Education
501 Woodlawn, Suite 312
Little Rock, AR 72201

sbpcr@arkansastate.edu

http://www.sbpcr.org/complaint_process.html

- **CALIFORNIA**

California Bureau of Private Postsecondary Education
P. O. Box 980819
W. Sacramento, CA 95798-0818

bpep@ca.ca.gov


- **COLORADO**

Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, Colorado 80202

http://highered.colorado.gov/Academics/Complaints/default.html

- **CONNECTICUT**

Connecticut Department of Higher Education
61 Woodland Street
Hartford, CT 06105-2326

info@cted.org

- **CONNECTICUT**

Connecticut Department of Consumer Protection
165 Capitol Avenue, Room 110
Hartford CT 06106

trade.practices@ct.gov


Consumer Complaint Hotline: (800) 842-2649

- **DELAWARE**

Delaware Higher Education Office
Carvel State Office Building, 5th Floor
820 N. French Street
Wilmington, DE 19801-3509

delinc.doe.k12.de.us

Delaware Attorney General Consumer Protection
820 N. French Street, 5th Floor
Wilmington, DE 19801

Consumer protection@state.de.us

- **DISTRICT OF COLUMBIA**

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


- **FLORIDA**

Florida Commission on Independent Education
325 W. Gainesville Road, Suite 1414
Tallahassee, FL 32319-0400

Commissioner@fidel.org

http://www.fidel.org/complaint.asp

- **GEORGIA**

Georgia Nonpublic Postsecondary Education Commission
2082 E Exchange Pl, #220
Tucker, GA 30084-5334

http://dpecсос.state.ga.us/docs/392/5/06.pdf

- **HAWAII**

Hawaii State Board of Education
P. O. Box 2369
Honolulu Hawaii 96804

ocpc@dcca.hawaii.gov

http://hawaii.gov/dcca/ocpc/student_complaint

- **IDAHO**

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

- **ILLINOIS**

Illinois Board of Higher Education
114 E. Adams, 2nd Floor
Springfield, Illinois 62701-1404

info@ihbe.org

Institutional Complaint Hotline: (217) 557-7139

- **ILLINOIS**

Illinois State Board of Education
1001, 1st Street
Springfield, IL 62706

http://webprod1.iibe.net/contactus/Email (email)

- **IOWA**

Iowa Attorney General Consumer Fraud Bureau
500 South Second Street
Springfield, IL 62706

http://www.iaattorneygeneral.gov/about/email_consumers.jsp

Consumer Fraud Hotline: (800) 423-0618

- **INDIANA**

Indiana Commission on Proprietary Education
Attn: Director of Regulatory Compliance
302 W Washington Street, Room E201
Indianapolis IN 46204

http://www.in.gov/ce/pdfs/stmt3280-complaint.pdf

- **IOWA**

Iowa Student Aid Commission
603 E. 12th Street, 5th Floor
Des Moines, IA 50319

info@wascacleged.gov

- **KANSAS**

Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66621-1368

www.kansasregents.org/resources/PDF/5240

ComplaintProcedureAndForm.pdf

- **KANSAS**

Kansas Department of Regulations/APPENDI.pdf

Little Rock, AR 72201

114 East Capitol Ave

Arkansas Department of Higher Education
501 Woodlawn, Suite 312
Little Rock, AR 72201

sbpcr@arkansastate.edu

http://www.sbpcr.org/complaint_process.html

C A T A L O G  &  S T U D E N T  H A N D B O O K  2 0 1 1 — 2 0 1 2

www.rasmussen.edu

RASMUSSEN COLLEGE NORTHERN DAKOTA

ACADEMIC INFORMATION AND COLLEGE POLICIES
Rasmussen College Standards of Satisfactory Academic Progress (SAP)

Introduction: Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe. A lack of satisfactory progress will likely jeopardize a student’s ability to complete their chosen program.

In order to be eligible for financial aid at Rasmussen College, a student must establish and maintain Satisfactory Academic Progress. When an individual becomes a student at Rasmussen College, the student accepts the responsibility to meet the standards of Satisfactory Academic Progress. Students are evaluated for SAP on a quarterly basis, and Rasmussen College expects students to progress through programs based on the standards listed in this catalog.

Methodology: Mid-quarter and final grade reports are compiled and prepared by Rasmussen College academic/ staff services and available to all students. Cumulative grade point averages and successful course completion of credits attempted are monitored quarterly and students not meeting the standards are notified. At this time an academic plan will be created describing the steps a student needs to take to meet SAP standards during the upcoming term. Rasmussen staff will attempt to meet in person or via phone with the student regarding this plan; if the student does not respond, a copy of the plan will be sent via email and mailed to the student’s home address. The student must sign the plan and return it to the dean or campus director by the first Friday of next quarter in order to remain an enrolled student.

All grades relate to credits; successfully completed with the exception of the “W/D&DWX” and “D/UN/ UX” which are counted as attempted courses for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress.

Courses that have been transferred from other institutions will be listed on the student’s transcript with a “TR” designation. Courses for which a student has received credit by examination will be listed as “ID” (Test-Out) on the student’s transcript. Grade points from institutions other than Rasmussen College and credit by examination will not be computed in the Rasmussen College grade point average, but they will be counted as credits attempted and earned for determining Satisfactory Progress. All credits that are considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are therefore also treated as credits attempted.

SAP Components: All students must comply with the following three components that are used to measure a student’s Satisfactory Progress (SAP) towards the completion of a degree or certificate.

1. GPA: Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) as defined in the chart below. CGPA is determined by grades earned in courses that have been completed. The minimum CGPA requirement is applied based on where the student is in their program as shown in the chart below. A CGPA equal to or greater than 2.00 is required for graduation. In addition, at the end of the second academic year (6 quarters), students must have a CGPA equal to or greater than 2.00 to be making satisfactory academic progress.

2. Pace/Cumulative Completion Rate (CCR): This is the pace at which a student progresses through a program. CCR is calculated by cumulative credits earned divided by cumulative credits attempted within a program. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted. A CCR of greater than 1.00 is required for satisfactory academic progress.

3. Duration of Eligibility: This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program. Total credits are indicated for each program listing in the catalog. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted and earned for purposes of determining the maximum program time frame and duration of eligibility. A student cannot exceed 150% of the maximum time frame.

The following grades will not be considered as credits successfully completed or earned: F/FA, U/UN, W/WD, W/UN. In addition, Foundations courses are not included in the maximum number of credits attempted or successfully completed toward completion of the degree when assessing satisfactory progress.

Students who fail a class are allowed to repeat the class one time. The credits are counted in the financial aid award. Students who wish to repeat a course, and have earned above a failing grade, are responsible for paying for the class out of pocket in this instance. These credits cannot be included in the student’s financial aid award. Failed course credits count as credits attempted that are not earned. If a student repeats a failed course, the failing grade will be removed and replaced with the grade from the course when repeated and the student’s CGPA will be recalculated to reflect the new letter grade.

Financial Aid Warning: If a student’s CGPA falls below the standards listed in the chart, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. At this time a notice of Financial Aid Warning will be sent to the student and the student must work with academic support staff regarding the conditions of their status and be advised of a plan to return to good standing. A student is eligible for Title IV financial aid during the Financial Aid Warning period.

At the end of the warning period the student must meet minimum SAP requirements for the student to be eligible for further Title IV funding.

A student who fails to meet the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Warning period will not be eligible for financial aid.

Appeals: The assigned status of Financial Aid Warning and the ruling of ineligibility for financial aid may be appealed to the Academic Review Committee. This committee is composed of the Academic Dean and two instructors who will determine if mitigating circumstances apply. All appeals must be made in writing and must address the nature of the circumstances that warrant exception to the policy stated above. All appeals are reviewed and ruled on within ten business days. Students will be notified in writing regarding the outcome of the appeal. The ruling of the committee is final and cannot be appealed. Should a student choose to transfer from one program to another, the grades and credits that apply to the new program will be calculated in the student’s CGPA and CCR.

Financial Aid Probation: If a student fails to make satisfactory academic progress, but submits a successful appeal and has their eligibility for aid reinstated, he or she will be assigned the status of Financial Aid Probation. A student is eligible for Title IV financial aid during the Financial Aid Probation period. At the end of the probation period the student must meet minimum SAP requirements for the student to be eligible for further Title IV funding.

A student who fails to meet the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period will not be eligible for financial aid.

Not Eligible for Title IV Financial Aid: A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the warning or probation period and does not successfully appeal will not be eligible for further Title IV financial aid. Students are not allowed to be on Financial Aid Warning for more than one quarter at their own expense.

Students who withdraw from the institution and later re-enter the College in the same program are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Progress calculations for re-entering students who change programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, they will be included in SAP calculations as described elsewhere in this section. A student may not re-enter the College unless they have completed coursework elsewhere that would be acceptable for transfer into the College and would bring the student back into good standing.

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<th>Percentage of credits attempted</th>
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<th>Minimum cumulative required GPA</th>
<th>Minimum successful completion of cumulative credit hours attempted</th>
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| Kristi A. Waite  
President, Rasmussen College  
B.A., Concordia University | Raquel Jessen  
Director of Admissions  
M.B.A., University of Mary  
B.S., Dickinson State | Mary Swingler  
Interim Academic Dean  
M.Ed., University of Wisconsin-La Crosse  
B.S., University of Wisconsin-Superior |
| Dwayne Bartotto  
Regional Admissions Vice President  
B.S., University of Wisconsin-Superior | Elizabeth Largent  
Campus Director  
B.S., State University of New York | Matthew Segard  
Assistant Vice President of Academic Affairs  
Ph.D., University of Minnesota  
M.A., Ohio University  
M.A., B.A., Bowling Green State University |
| Patrick Branham  
Chief Financial Officer  
M.B.A., University of Chicago | Amy Beito  
Director of Campus Operations  
B.S., Minnesota State University-Moorhead | Sue Magyar  
Dean of Student Learning  
M.Ed., Grand Canyon University  
B.S., New York Institute of Technology |
| CPA, B.S., Illinois State University  
Chicago | Peter Limvere  
Director of Admissions  
M.B.A., Benedictine University  
B.S., University of Mary | Robert Neuteboom  
Dean of Student Learning  
M.A., University of South Dakota  
M.F.A., Minnesota State University-Moorhead |
| Tawnie L. Cortez  
Vice President of Student Affairs  
B.A., Montana State University | Sandra Buchholz  
Director of Admissions  
B.S., Minnesota State University-Moorhead | Ann Morgan  
Regional Academic Dean  
M.A., University of Minnesota-Twin Cities  
B.A., University of Wisconsin-Eau Claire |
| Bob King, Jr.  
Regional Vice President  
M.B.A., University of Scranton  
B.S., Excelsior College  
Orlando | Lynne Croteau  
Campus Director  
M.B.A., M.H.R.M., Keller Graduate School of Management of DeVry University  
B.S., Westfield State College | Carrie Dannikhirsh  
Dean of Academics  
M.S., Lesley College  
B.S., Northeastern University |
| George Fogel  
Vice President of Compliance and Financial Services  
M.B.A., University of Chicago  
B.A., DePauw University  
Chicago | Chris Phillips  
Campus Director  
B.A., University of Wisconsin-Madison | Sabrina Ely  
Faculty Manager  
M.A., Bethel University  
B.S., University of Wisconsin-River Falls |
| Douglas Gardner  
Campus President  
B.A., Buna Vista College  
Twin Cities | Nichelle Gauger  
Director of Campus Operations  
B.A., University of Iowa | Shawn Uwelling  
Dean of Academics  
M.S., University of Minnesota-Twin Cities  
B.S., University of Phoenix  
Director of Campus Operations  
B.A., University of Central Florida  
Online |
| Susan M. Hammerstrom  
Vice President of Admissions  
B.S., St. Cloud State University  
Twin Cities | Darrin Kruse  
Director of Campus Operations  
B.A., University of Central Florida  
Online | Tony Guzman  
Dean of Faculty  
M.S., M.N.M., Keller Graduate School of Management  
B.S., Stevens Institute of Technology of DeVry University  
B.S., DeVry University  
Online |
| Bob King, Jr.,  
Vice President of Marketing  
M.B.A., Northwestern University  
B.A., DePauw University  
Twin Cities | Valerie McCallough  
Director of Campus Operations  
M.B.A., B.S., University of Phoenix |  |
| George E. King  
Vice President Business Development  
B.A., DePauw University  
Twin Cities | Jeff Bunch  
Director of Admissions  
B.A., College of Charleston |  |
| Carie Ann Potenza  
Vice President of Academic Affairs  
M.A., Rutgers University  
B.A., University of Albany  
Twin Cities | Liz Hinz  
Director of Admissions  
M.B.A., Capella University  
B.A., Marquette University |  |
| Eric Rasmussen  
Regional Vice President  
M.Ed., B.S., University of Minnesota  
Twin Cities | Rennet Ray  
Director of Admissions  
M.Ed., Walden University  
B.S., Southern Illinois University |  |
| Tom Slagle  
Chief Academic Officer  
B.S., University of Toledo  
Twin Cities | Sharon Richardson  
Director of Admissions  
M.S., Troy State University  
B.S., University of Louisville |  |
| Larry A. Waite  
Vice President of Real Estate  
M.A., University of St. Thomas  
B.S., Metropolitan State University  
Twin Cities | Kevin Roberts  
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Director, School of Business  
J.D., M.S., Syracuse University  
B.A., University of Minnesota  
Twin Cities

Kevin Cavaghan  
M.B.A., University of Mary  
B.A., Montana State University  
Bismarck

Aimee Copas  
M.S., Northern State University  
B.S., University of Mary  
Bismarck

Josh Hager  
M.B.A., B.S., University of Mary  
Bismarck

James Long  
Ph.D., Capella University  
M.B.A., M.M.G.T., B.S., University of Mary  
A.S., Biomarker State College  
Bismarck

Kathy Redekopp  
B.A., University of Montana  
Bismarck

Brad Schaffer  
M.A., B.S., University of Mary  
Bismarck

Robert Anderson  
B.S.Ed., Mayville State University  
B.A.A., University of North Dakota  
Fargo/Moorhead

Gerardo Armenta  
M.B.A., M.S., B.S., University of North Texas  
Fargo/Moorhead

Sarah Dixon  
M.B.A., University of Mary  
B.A., Concordia College  
Fargo/Moorhead

Bill Erickson  
M.S., University of Mary  
B.S., Dickinson State University  
Fargo/Moorhead

Roxanne Visser  
B.S., Minnesota State University-Moorhead  
Fargo/Moorhead

Lisa Wixo  
M.B.A., University of Phoenix  
B.S., Minnesota State University-Moorhead  
Fargo/Moorhead

Lisa Hoggarth  
Business Program Coordinator  
B.S., University of Mary  
Fargo/Moorhead

Melany Wynn  
M.B.A., Augsburg College  
B.S., Northwestern College  
Online

Jared Eutsler  
M.S., Arizona State University  
B.A., Grand Canyon University  
Online

Jennifer Moorhead  
M.B.A., B.S., University of Central Florida  
Online

SCHOOL OF EDUCATION

Cecilia Westby  
Director, Early Childhood Education  
Ed.D., University of Minnesota  
M.S., Concordia University  
B.S., University of Minnesota  
Twin Cities

Melissa Amundson  
B.S., University of Minnesota-Crookston  
Fargo/Moorhead

Emily Coker Hanson  
M.S., B.S., North Dakota State University  
Fargo/Moorhead

Dena Wyum  
M.S., B.S., University of North Dakota  
Fargo/Moorhead

SCHOOL OF HEALTH SCIENCES

Lorrie Lauer, MT (ASCP)  
Director, School of Health Sciences  
B.A., Carthage College  
Twin Cities

Lynn Skafte, CMA (AAMA)  
Medical Assistant Program Coordinator  
B.A., The College of St. Scholastica  
A.A.S., Duluth Business University  
Twin Cities

Tammy Renner, MT (ASCP)  
Medical Laboratory Technician Program Director  
M.S., University of North Dakota  
B.S., Minot State University  
Twin Cities

Kali Heib, MT (ASCP)  
Medical Laboratory Technician Campus Coordinator  
B.S., Minot State University  
A.S., Canton College of Technology, Canton, Ohio  
Bismarck

Yolanda Karas, Licensed Massage Therapist  
Massage Therapy Program Coordinator  
B.S., Dickinson State University  
A.A.S., Williston State College  
Bismarck

Laura Mastel  
B.S., University of North Dakota-Grand Forks  
Bismarck

Sarah Dixon  
M.B.A., University of Mary  
B.A., Concordia College  
Fargo/Moorhead

Sallie Vance, CST  
Surgical Technology Program Coordinator  
A.A.S., Presentation College  
Fargo/Moorhead

Gregory Barnett  
M.S., University of Wisconsin-La Crosse  
B.S., Minnesota State University-Moorhead  
Fargo/Moorhead

Kari Berger, CMA  
Diploma, Lakeland Medical/Dental Academy  
Fargo/Moorhead

Susan Finnean, MT (ASCP), PB  
B.S., Northeastern University  
Fargo/Moorhead

Kelly Haugen  
B.S., North Dakota State University  
Fargo/Moorhead

Angel Rhodes  
A.S., Presentation College  
Fargo/Moorhead

Judy Johnson  
M.S., University of Minnesota  
M.H.S.A., The George Washington University  
B.S., University of Illinois  
Online

Tina Reynoso, RHIA, CHPS  
B.A., Metropolitan State University  
A.A.S., Moorhead State  
Online

Heather Zink  
B.S., Ohio Northern University  
Online

SCHOOL OF JUSTICE STUDIES

Matthew Petz  
Director, School of Justice Studies  
M.A., St. Mary's University of Minnesota  
B.E.S., St. Cloud State University  
Twin Cities

Richard Cutting  
M.A., Naval Postgraduate School-Monterey, CA  
B.A., University of California-Riverside  
Bismarck

Michael Wetsch  
M.M., University of Mary  
M.S., Minot State University  
B.S., University of Minnesota  
A.A., Biomarker State College  
Bismarck

Patty Lane  
Justice Studies Program Coordinator  
J.D., Hamline University  
B.S., Minnesota State University-Mankato  
Fargo/Moorhead

Leslie Palmer  
Justice Studies Program Coordinator  
M.S., Capella University  
B.S., Saint Cloud State University  
Online

Kirk Olson  
J.D., University of Minnesota Law School  
B.A., University of Minnesota  
Online

Leo Rogulin  
M.A., University of Mary  
B.S., Bemidji State University  
Online

SCHOOL OF NURSING

Margaret Ozan Rafferty  
Director, School of Nursing  
M.B.A., The University of Chicago, Booth School of Business  
B.S.N., Governors State University  
M.D.N., South Suburban College  
Chicago

Cheryl L. Pratt, RN, CNE-BC  
Regional Dean of Nursing-Minnesota  
M.S.N., Nursing College of St. Scholastica-Duluth  
B.S.N., Winona State University  
Mankato

Diana Kostzewski  
Dean of Nursing, RN to BSN and Online  
Ph.D., Capella University  
B.S., University of North Dakota  
B.S.N., Moorhead State University  
Twin Cities

Rebecca Rudel,  
Dean of Nursing  
Ph.D., University of North Dakota  
B.S.N., Minot State University  
Fargo/Moorhead

Amy Batesole, RN  
B.S.N., Jamestown College  
Fargo/Moorhead

Amanda Erickson, RN  
B.S.N., University of Mary  
Fargo/Moorhead

Kayla Johnson, RN, BSN  
B.S.N., University of Mary  
Fargo/Moorhead

Shantelle Smith, RN, BSN  
B.S.N., Medcenter One College of Nursing-Bismarck  
B.S., St. Cloud State University  
Fargo/Moorhead

Allyson Torsvett, RN, BSN, TNCC  
B.S.N., Minnesota State University-Moorhead  
Fargo/Moorhead
GENERAL EDUCATION & DEVELOPMENTAL EDUCATION

Shadd Piehl
General Education Coordinator
M.F.A., Minnesota State University-Moorhead
B.A., North Dakota State University
Bismarck

Wendy Allen
M.A., University of Mary
B.S., Dickinson State College
Bismarck

Greg Cogle
M.S., B.S., University of Mary
Bismarck

Darice Dykema
M.S., Minot State University
A.A., Bismarck Junior College
Bismarck

Kelvin Kosse
M.S., Minot State University
B.S., Valley City State University
Bismarck

Devish Muccatira
M.S., Tamil Nadu Agricultural University, Madurai, India
B.S., Allahabad University, India
Bismarck

Kathy Redekopp
B.A., University of Montana
Bismarck

Carly Hearn
General Education Coordinator
M.A., B.A., North Dakota State University
Fargo/Moorhead

Theresa Dittmer
M.B.A., Minnesota State University-Moorhead
B.A., Concordia College Fargo/Moorhead

Brandi Fuglsby
M.A., South Dakota State University
B.A., Southwest Minnesota State
Fargo/Moorhead

Dan Gaehring
Ph.D., Union Institute, Cincinnati
M.Ed., B.Ed., University of North Dakota
Fargo/Moorhead

Jeremy Shibley
M.S., Saint Mary’s University
B.S., Minnesota State University-Mankato
Fargo/Moorhead

Pamela Sand
M.F.A., University of North Dakota
B.A., Moorhead State University
Fargo/Moorhead

Sherry Kamrowski
M.S., Winona State University
B.S., Winona State University
Online

Joni Kuhn
M.A., City University of Seattle
B.A., Western Washington University
Online

Sabine Meyer
Ph.D., University of Minnesota
M.A., B.A., University of Kassel Germany
Online

Elle O’Keefe
M.B.A., Keller Graduate School of Management
M.A., B.A., University of Central Florida
Online

Rebecca Sims
M.A., University of California-Santa Barbara
B.A., DePaul University-Greencastle
Online

LIBRARY AND LEARNING CENTER

Emily O’Connor
Director of Library and Learning Resources
M.S., Florida State University
B.A., West Virginia Wesleyan College
Twin Cities

Chandra Hirning
Reference Librarian
M.Ed., University of Wisconsin
B.A., Calvin College
Bismarck

Beth Willoughby
Reference Librarian
M.S., University of North Texas
B.A.A.S., University of Houston
Fargo/Moorhead

Lisa Linrud
Academic Support Librarian
M.A., B.A., University of North Dakota
Fargo/Moorhead

Beth Marie Gooding
Librarian
M.S., M.S., Indiana University
B.A., University of Iowa
Online

Jennifer Stoker
Learning Center Manager
B.A., University of Central Florida
Online
# Campus Locations

<table>
<thead>
<tr>
<th>MINNESOTA</th>
<th>ILLINOIS</th>
<th>NORTH DAKOTA</th>
<th>FLORIDA</th>
<th>WISCONSIN</th>
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<tbody>
<tr>
<td><strong>BLAINE</strong></td>
<td>AURORA/NAPERVILLE</td>
<td>BISMARK</td>
<td>FORT MYERS</td>
<td>APPLETON</td>
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<tr>
<td>3629 95th Avenue NE</td>
<td>2363 Sequoia Drive</td>
<td>1701 East Century Avenue</td>
<td>9160 Forum Corporate Pkwy.</td>
<td>3500 East Destination Drive</td>
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<tr>
<td>Blaine, MN 55014</td>
<td>Aurora, IL 60506</td>
<td>Bismarck, ND 58503</td>
<td>Fort Myers, FL 33905</td>
<td>Appleton, WI 54915</td>
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<tr>
<td>763-795-4720</td>
<td>630-888-3500</td>
<td>701-530-9800</td>
<td>239-477-2100</td>
<td>920-750-9500</td>
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<tr>
<td><strong>BLOOMINGTON</strong></td>
<td>MOKENA/TINLEY PARK</td>
<td>FARGO</td>
<td>LAND O’LAKESS</td>
<td>GREEN BAY</td>
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<tr>
<td>4400 West 78th Street</td>
<td>8650 West Spring Lake Road</td>
<td>4012 19th Avenue SW</td>
<td>18600 Fernview Street</td>
<td>904 South Taylor Street</td>
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<tr>
<td>Bloomington, MN 55435</td>
<td>Mokena, IL 60448</td>
<td>Fargo, ND 58103</td>
<td>Land O’Lakes, FL 33558</td>
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<tr>
<td>952-545-2000</td>
<td>815-534-3300</td>
<td>701-277-3889</td>
<td>815-435-3601</td>
<td>920-593-8400</td>
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<tr>
<td><strong>BROOKLYN PARK</strong></td>
<td>ROCKFORD</td>
<td>ROCKFORD</td>
<td>NEW PORT RICHEY</td>
<td>WAUSAU</td>
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<tr>
<td>8301 93rd Avenue North</td>
<td>6000 East State Street</td>
<td>6000 East State Street</td>
<td>8661 Citizens Drive</td>
<td>1101 Westwood Drive</td>
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<tr>
<td>Brooklyn Park, MN 55445</td>
<td>Rockford, IL 61108</td>
<td>Rockford, IL 61108</td>
<td>New Port Richey, FL 34654</td>
<td>Wausau, WI 54401</td>
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<tr>
<td>763-493-4500</td>
<td>815-316-4800</td>
<td>727-942-0069</td>
<td>813-942-0069</td>
<td>715-841-5000</td>
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<td><strong>EAGAN</strong></td>
<td>ROMEOVILLE/JOLIET</td>
<td>ROMEOVILLE/JOLIET</td>
<td>OCALA</td>
<td>ONLINE</td>
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<tr>
<td>3500 Federal Drive</td>
<td>1400 West Normantown Road</td>
<td>4755 SW 46th Court</td>
<td>Ocala</td>
<td>888-5-RASMUSSEN</td>
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<td>Eagan, MN 55122</td>
<td>Romeoville, IL 60446</td>
<td>Ocala, FL 34474</td>
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<td>rasmussen.edu</td>
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<tr>
<td>651-687-9000</td>
<td>815-306-2600</td>
<td>352-629-1941</td>
<td>888-5-RASMUSSEN</td>
<td>rasmussen.edu</td>
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<td><strong>MOOREHEAD</strong></td>
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<tr>
<td>8565 Eagle Point Circle</td>
<td>1250 29th Avenue South</td>
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<tr>
<td>Lake Elmo, MN 55042</td>
<td>Moorhead, MN 56560</td>
<td>Wausau, WI 54401</td>
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<tr>
<td>651-259-6600</td>
<td>218-304-6200</td>
<td>715-841-5000</td>
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<tr>
<td><strong>MANKATO</strong></td>
<td><strong>ST. CLOUD</strong></td>
<td><strong>TAMPA/BRANDON</strong></td>
<td><strong>FLORIDA</strong></td>
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<tr>
<td>130 Saint Andrews Drive</td>
<td>226 Park Avenue South</td>
<td>4042 Park Oaks Boulevard</td>
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<tr>
<td>Mankato, MN 56001</td>
<td>St. Cloud, MN 56301</td>
<td>Tampa, FL 33610</td>
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<tr>
<td>507-625-6556</td>
<td>320-251-5600</td>
<td>813-246-7600</td>
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<tr>
<td><strong>MOORHEAD</strong></td>
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