M I S S I O N

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.

P U R P O S E

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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ENROLLMENT PROCEDURES

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

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

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

- Application Form (Apply early for best scholarship opportunities.)
- $40 application fee for entire program or $20 per course
- Attestation of high school graduation or equivalency
- Enrollment Agreement
- Rasmussen College Entrance Placement Exam(s)
- Rasmussen College Experience Course (if applicable)
- All financial arrangements are complete, submitted and verified
- Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet programspecific 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.
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.

### PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gift Aid</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$555 - $5,550</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td><strong>Employment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td><strong>Federal Loan Programs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500, 2nd Year - $4,500, 3rd Year+ - $5,500</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half time.</td>
<td>Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st &amp; 2nd Year $6,000, 3rd Year &amp; above $7,000.</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note processed through College and Lender</td>
</tr>
</tbody>
</table>

### Veterans’ Benefits

- Veterans and dependents of veterans, including Guard and Reserve Component.
- Monthly benefit based on service contributions
- Veterans Administration or Veterans Service Officer
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. For example, a Diploma Gold Circle award recipient who applied between January 30 and April 30 would receive $2,000 divided by five, or $400 a quarter for four quarters or a total of $1,600.

- Student must carry a minimum of nine credits per full quarter or seven for a mid-start term, maintain satisfactory academic progress, and not be on Academic Warning/Probation, or the award is forfeited from that point forward.

- Awards are forfeited if attendance is discontinued or interrupted for Associate Degree seeking students. Bachelor’s Degree seeking students may interrupt attendance a maximum of two instances, with each instance no more than one quarter and not more than once in any one calendar year.

<table>
<thead>
<tr>
<th>Grade Point Average</th>
<th>Scholarship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00</td>
<td>President’s Award</td>
</tr>
<tr>
<td>3.75 – 3.99</td>
<td>Director’s Award</td>
</tr>
<tr>
<td>3.50 – 3.74</td>
<td>Platinum Circle Award</td>
</tr>
<tr>
<td>3.25 – 3.49</td>
<td>Gold Circle Award</td>
</tr>
<tr>
<td>3.00 – 3.24</td>
<td>Silver Circle Award</td>
</tr>
<tr>
<td>2.75 – 2.99</td>
<td>Achievement Award</td>
</tr>
<tr>
<td>2.00 – 2.74</td>
<td>Success Award</td>
</tr>
</tbody>
</table>

**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)
G124  English Composition  4

Humanities (Select 1 course)
Math (Required course)
G233  College Algebra  4

Natural Sciences (Select 1 course)
Social Sciences (Required courses)
G203  Macroeconomics  4
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 39 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  Advanced Principles of Business Management  4
A340  Advanced Auditing Concepts and Standards  4
A360  Taxation of Individuals  4
A370  Intermediate Financial Reporting I  4
A375  Intermediate Financial Reporting II  4
A380  Intermediate Financial Reporting III  4
A406  Cost Accounting Principles and Applications  4
A416  Advanced Financial Accounting  4
A420  Accounting Information Systems  4
A430  International Accounting  4
A490  Accounting Capstone II  4
B330  Advanced Principles of Financial Management  4
B334  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 *

*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

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.

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

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

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

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

Communication (Select 1 course)

Humanities (Select 2 courses)

Math (Required course)
G233 College Algebra 4

Natural Sciences (Select 1 course)

Social Sciences (Required courses)
G203 Macroeconomics
G204 Microeconomics

Total general education credits 32

See page 39 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 *

* 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 BS Degree
Business Management • General Business • Human Resources • Information Technology • Internet Marketing

BS Degree

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

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

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

General Education Courses
Lower Division
English Composition (Required course) 4
Communication (Select 1 course) 4
Math (Required course) 4
Upper Division
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math (Select 2 courses) 4
Social Sciences (Select 1 course) 4
See page 39 for General Education Course Selections.

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

Business Management Specialization
(Students will complete these additional courses)
B242 Multicultural Communications for Business 4
B250 Training and Development 4
B333 Principles of Management II 4
B360 Operations Management 4
B404 Negotiation and Conflict Management 4
B415 Risk Management 4
B474 Small Business Management I 4
Total Credits 28

General Business Specialization
(Students will complete these additional courses)
3 Upper Division Business Electives 12
Unrestricted Electives 16
Total Credits 28

Human Resources Specialization
(Students will complete these additional courses)
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
B453 Compensation Administration 4
B461 Labor Relations Management 4
Total Credits 28

Information Technology Specialization
(Students will complete these additional courses)
B216 Network Fundamentals for Business Professionals 3
B220 Project Planning and Documentation 4
N360 Introduction to Computer Science Concepts 3
N330 MIS Techniques 3
N340 Information Technology Project Management 4
N400 Programming Languages Principles 3
N410 Database Management and Administration 3
N420 Network Security and Cryptography 3
N430 Computer Forensics 3
Total Credits 29

Internet Marketing Specialization
(Students will complete these additional courses)
B228 Search Engine Marketing 4
B353 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
B440 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 *

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.

Total Credits 28

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

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

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

BUSINESS MANAGEMENT AAS Degree

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

Foundation Courses
- B180 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 39 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
- B220 Principles of Finance 4
- B263 Principles of Marketing 4
- B223 Principles of Management 4
- B224 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.

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 91*

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 91*

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
- B266 Principles of Retailing 4

Total AAS Degree Credits 95*

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

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

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.

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.

Objective:
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.

Objective:
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.

Objective:
Students have the opportunity to participate in an optional internship/externship project.
HEALTHCARE MANAGEMENT BS Degree

BS Degree

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

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

Foundation Courses
- B089 Reading and Writing Strategies
- B099 Foundations of Math

General Education Courses
Lower Division
- English Composition (Required course)
  G124 English Composition
- Communication (Select 1 course)
  G233 College Algebra
- Humanities (Select 2 courses)
- Math (Required course)
  G233 College Algebra
- Natural Sciences (Select 1 course)
  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 39 for General Education Course Selections.

Major and Core Courses
Lower Division
- A140 Financial Accounting I
- A141 Financial Accounting II
- B136 Introduction to Business
- B165 Introduction to Human Resource Management
- B234 Principles of Finance
- B235 Principles of Management
- B267 Employment Law
- B271 Professional Communication
- D132 Computer Applications and Business Systems Concepts
- E242 Career Development
- G148 General Psychology
- H200 US Healthcare Systems
- H210 Marketing and Communications in Healthcare
- M120 Medical Terminology
- M200 Medical Office Procedures
- M230 Medical Law and Ethics

Upper Division
- B371 Research and Report Writing
- B440 Managing a Diverse Workforce
- B492 Contemporary Leadership Challenges
- H300 Introduction to Healthcare Administration
- H310 Foundations of Managed Care
- H520 Financial Management of Healthcare Organizations
- H530 Quality Improvement in Healthcare
- H540 Regulation and Compliance in Healthcare
- H550 Healthcare Statistics
- H560 Healthcare Planning and Policy Management
- H561 Healthcare Information Systems
- H562 Healthcare Operations Management
- H420 Advanced Healthcare Law and Ethics
- H430 Epidemiology
- H440 International Healthcare
- H490 Healthcare Management Capstone

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

TOTAL BS DEGREE CREDITS 180 *

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

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
**EARLY CHILDHOOD EDUCATION • Certificate • Diploma • AAS Degree**

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

### Diploma

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

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

#### In addition to all Certificate Courses

<table>
<thead>
<tr>
<th>Diploma Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132 Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E170 Introduction to Undergraduate Research</td>
<td>2</td>
</tr>
<tr>
<td>G124 English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G141 Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G233 College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Diploma Credits:** 71*

#### Child Development Specialization

Graduates will complete these additional courses:

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

**Total Diploma Credits:** 71*

#### English Language Learner Specialization

Graduates will complete these additional courses:

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

**Total Diploma Credits:** 71*

#### Child with Special Needs Specialization

Graduates will complete these additional courses:

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

**Total Diploma Credits:** 71*

### AAS Degree

**Career Opportunities:**
- Early Childhood Teacher
- Teacher’s Assistant
- Early Childhood Special Education Assistant
- Preschool Teacher

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

#### In addition to all Certificate and Diploma Courses

**General Education Courses**
- Humanities (Select 2 courses) 8
- 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 additional general education credits:** 20

See page 44 for General Education Course Selections.

**Child and Family Studies Specialization**

**TOTAL AAS DEGREE CREDITS:** 91*

**Child Development Specialization**

**TOTAL AAS DEGREE CREDITS:** 91*

**English Language Learner Specialization**

**TOTAL AAS DEGREE CREDITS:** 91*

**Child with Special Needs Specialization**

**TOTAL AAS DEGREE CREDITS:** 91*

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.
- Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for the EC42 Career Development course.
- Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.
- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

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

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

---

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

**Certificate Courses**
- EC100 Early Childhood Education Curriculum and Instruction 4
- EC120 Health, Safety, and Nutrition 4
- EC121 Knowledge: Externship I 6
- EC122 Application: Externship II 6
- EC123 Reflection: Externship III 6
- EC200 Observation and Assessment in Early Childhood Education 4
- EC290 Early Childhood Education Capstone 2

**Total Certificate Credits:** 38*

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**School of Education Mission Statement**

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

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This program is available only to residents of Florida, Illinois, Minnesota, North Dakota, and Wisconsin.
HEALTH INFORMATION MANAGEMENT BS Degree

BS Degree

Career Opportunities:

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

Objective:

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

Foundation Courses

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

General Education Courses

Lower Division

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

Natural Sciences (Required course)  8

Upper Division

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

See page 39 for General Education Course Selections.

This program requires specific immunizations prior to professional practice experience.

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and 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
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math (Required course) 4
G233 College Algebra
Natural Sciences (Required course) 4
G150 Structure and Function of the Human Body
Social Sciences (Select 2 courses) 8
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total General Education Credits 32

See page 39 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 *

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

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

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

** The Health Information Technician Associate Degree Program offered at the Brooklyn Park, Eagan, Bloomington, Lake Elmo Woodbury, Mankato, and St. Cloud Campuses in Minnesota -- the Rockford Campus in Illinois -- and the Green Bay Campus in Wisconsin -- is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The Health Information Technician Associate’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 39 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*

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

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

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

MEDICAL ASSISTING • Diploma • AAS Degree

Diploma

Career Opportunities:
• Medical Assistant
• Medical Office Administrative Assistant

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

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

Diploma Courses
E242  Career Development  2
G124  English Composition  4
M120  Medical Terminology  4
M200  Medical Office Procedures  4
M230  Medical Law and Ethics  4
M252  Pathophysiology  5
MA110  Clinical Skills I  4
MA135  Pharmacology for the Allied Health Professional  4
MA145  Clinical Skills II  4
MA225  Laboratory Skills for Medical Assisting  4
MA241  Human Anatomy & Physiology I  5
MA242  Human Anatomy & Physiology II  5
MA250  Radiography Skills  3
MA265  Medical Assistant Externship  8

TOTAL DIPLOMA CREDITS  60*

AAS Degree

Career Opportunities:
• Medical Assistant
• Medical Office Administrative Assistant

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

In addition to all Diploma Courses

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

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

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.caauh.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

TOTAL AAS DEGREE CREDITS  91*

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

• Students must complete the sophomore seminar the quarter in which they finish the AAS degree 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. 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.

General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
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<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td>4</td>
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<tr>
<td>G226</td>
<td>Social Sciences (Select 2 courses)</td>
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</tr>
<tr>
<td>G233</td>
<td>Math (Required course)</td>
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</tr>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
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Total general education credits: 32

See page 39 for General Education Course Selections.

Major and Core Courses

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
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</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M241</td>
<td>Human Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>M242</td>
<td>Human Anatomy and Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>M110</td>
<td>Introduction to Clinical Laboratory Science</td>
<td>3</td>
</tr>
<tr>
<td>M150</td>
<td>Clinical Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>M151</td>
<td>Hematology I</td>
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<td>M152</td>
<td>Urology</td>
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<td>M153</td>
<td>Clinical Microbiology I</td>
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<tr>
<td>M201</td>
<td>Clinical Chemistry II</td>
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<tr>
<td>M202</td>
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<tr>
<td>M230</td>
<td>Immunology</td>
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<td>M205</td>
<td>Immunohematology</td>
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<td>M206</td>
<td>Clinical Microbiology II</td>
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<td>M291</td>
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<td>M292</td>
<td>Clinical Practicum II</td>
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<tr>
<td>P105</td>
<td>Phlebotomy</td>
<td>3</td>
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</table>

TOTAL AAS DEGREE CREDITS: 111

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

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

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

The Medical Laboratory Technician Program at the Bismarck, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N River Road, 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

PHARMACY TECHNICIAN • Certificate • Diploma • AAS Degree

Certificate

Career Opportunities in:
• Retail Pharmacy
• Clinical Pharmacy

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

Foundation Courses

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

Certificate Courses

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
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<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
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<td>M230</td>
<td>Medical Law and Ethics</td>
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<td>M232</td>
<td>Pathophysiology</td>
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<td>MA135</td>
<td>Pharmacology for the Allied Health Professional</td>
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<tr>
<td>PT105</td>
<td>Introduction to Pharmacy</td>
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<tr>
<td>PT110</td>
<td>Pharmacy Math and Dosages</td>
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</tr>
<tr>
<td>PT125</td>
<td>Pharmacy Software/Automation/Insurance Billing</td>
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</tr>
<tr>
<td>PT240</td>
<td>Unit Dose and Medication Preparation</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE CREDITS 44*

Diploma

Career Opportunities in:
• Retail Pharmacy
• Clinical Pharmacy

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

In addition to all Certificate Courses

Diploma Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tr>
<td>B119</td>
<td>Customer Service</td>
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<td>B271</td>
<td>Professional Communication</td>
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<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
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<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>H200</td>
<td>US Healthcare Systems</td>
<td>4</td>
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<td>PT285</td>
<td>Pharmacy Technician Capstone</td>
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<tr>
<td>S115</td>
<td>Keyboarding I</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL DIPLOMA CREDITS 70*

AAS Degree

Career Opportunities in:
• Retail Pharmacy
• Clinical Pharmacy
• Hospitals and Healthcare Facilities

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

In addition to all Certificate and Diploma Courses

General Education Courses

| Humanities (Select 2 courses) | 8       |
| Natural Sciences (Select 1 course other than G150) | 4       |
| Social Sciences (Select 2 courses) | 8       |

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

Total additional general education credits 20

See page 39 for General Education Course Selections.

TOTAL AAS DEGREE CREDITS 90*

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

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

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

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

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
G142  Introduction to Sociology  4
G148  General Psychology  4

Upper Division
Communication  (Select 1 course)  4
Humanities  (Select 2 courses)  8
Math/Natural Sciences  (Select 1 course)  4
Social Sciences  (Select 2 courses)  8
See page 59 for General Education Course Selections.

UNRESTRICTIVE ELECTIVE CREDITS***  12

Major and Core Courses
Lower Division
D132  Computer Applications and Business Systems Concepts  3
E170  Introduction to Undergraduate Research  2
E342  Career Development  2
J100  Introduction to Criminal Justice  4
J106  Criminology: Motives for Criminal Deviance  4
J115  Introduction to Corrections  4
J120  Policing in America  4
J131  Criminal Law and Procedures: Crime and the Courtroom  4
J200  Domestic Violence  4
J213  Juvenile Justice: Delinquency, Dependency, and Diversion  4
J250  Drugs and Crime  4
J255  Ethics in Criminal Justice  4
J280  Contemporary Issues in Criminal Justice Capstone  4

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

Choose either Track I or Track II

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

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

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

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

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

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

Total Degree Credit Hours
Total lower division general education credits  32
Total upper division general education credits  24
Total lower division major/core credits  47
Total upper division major/core credits  49
Total unrestricted elective credits  12
Credits in specialization  16

TOTAL BS DEGREE CREDITS  180*

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.
- Students must complete the senior seminar the quarter in which they finish the Bachelor's Degree requirements to graduate from a Bachelor’s Degree program.
- * Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.
- ** Additional training may be required.
- *** Students taking the Homeland Security specialization must take as their electives J130 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

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

Natural Sciences (Select 1 course) 4
G142 Introduction to Sociology 4
G148 General Psychology

Total general education credits 32

See page 39 for General Education Course Selections.

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

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

TOTAL AAS DEGREE CREDITS 91*

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

TOTAL AAS DEGREE CREDITS 91*

Law Enforcement Specialization
(Students will complete these additional courses)
J122 Crime Scene to Conviction: Critical Skills in Documentation 4
J200 Domestic Violence 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J222 Practical Psychology for Law Enforcement 4
J226 Legal Code for Law Enforcement 4
J250 Drugs and Crime 4
J280 Contemporary Issues in Criminal Justice Capstone 4

TOTAL AAS DEGREE CREDITS 91*

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

TOTAL AAS DEGREE CREDITS 91*

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

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

**Additional training may be required.

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

AAS Degree

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

Objective:
Graduates of this program know the history and development of the criminal justice system and its effect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system. They can apply critical thinking to issues in criminal justice such as law enforcement, corrections, security, juvenile justice, and domestic violence. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system.
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 service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective.

Foundation Courses

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

Certificate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>HS100</td>
<td>Introduction to Human Services</td>
<td>4</td>
</tr>
<tr>
<td>HS110</td>
<td>Cultural Diversity in Human Services</td>
<td>4</td>
</tr>
<tr>
<td>HS115</td>
<td>Introductory Strategies to Crisis Intervention</td>
<td>4</td>
</tr>
<tr>
<td>HS250</td>
<td>Organization and Leadership in Human Services</td>
<td>4</td>
</tr>
<tr>
<td>HS260</td>
<td>Community Psychology</td>
<td>4</td>
</tr>
<tr>
<td>HS280</td>
<td>Abnormal Psychology</td>
<td>4</td>
</tr>
<tr>
<td>J121</td>
<td>Case Management: Strategies for Rehabilitation</td>
<td>4</td>
</tr>
<tr>
<td>J211</td>
<td>Counseling Clients</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE CREDITS 38*

Diploma

Career Opportunities:
• Community Service Specialist
• Human Service Assistant

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

In addition to all Certificate Courses

Diploma Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</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>HS294</td>
<td>Internship for Human Services</td>
<td>9</td>
</tr>
</tbody>
</table>

Track I (not available in Rasmussen College Online)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>HS295</td>
<td>Human Services Capstone</td>
<td>5</td>
</tr>
</tbody>
</table>

Track II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS294</td>
<td>Internship for Human Services</td>
<td>9</td>
</tr>
</tbody>
</table>

Choose either Track I or Track II

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 service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. They value critical thinking, communication, diverse perspectives, technology and information literacy, and providing services to individuals or groups with varying needs.

In addition to all Certificate and Diploma Courses

General Education Courses

<table>
<thead>
<tr>
<th>Area</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>General Psychology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G142</td>
<td>English Composition</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>J213</td>
<td>Juvenile Justice: Delinquency, Dependency, and Diversion</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>J250</td>
<td>Drugs and Crime</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>HS250</td>
<td>Organization and Leadership in Human Services</td>
<td>4</td>
<td></td>
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<tr>
<td>HS260</td>
<td>Community Psychology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>HS280</td>
<td>Abnormal Psychology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>J121</td>
<td>Case Management: Strategies for Rehabilitation</td>
<td>4</td>
<td></td>
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<tr>
<td>J211</td>
<td>Counseling Clients</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>HS294</td>
<td>Internship for Human Services</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>HS295</td>
<td>Human Services Capstone</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Choose either Track I or Track II

Track I (not available in Rasmussen College Online)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>HS295</td>
<td>Human Services Capstone</td>
<td>5</td>
</tr>
</tbody>
</table>

Track II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS294</td>
<td>Internship for Human Services</td>
<td>9</td>
</tr>
</tbody>
</table>

Choose either Track I or Track II

TOTAL ADDITIONAL GENERAL EDUCATION CREDITS 16

See page 39 for General Education Course Selections.

TOTAL AAS DEGREE CREDITS 90*

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

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

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

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

* Credittotalsdo 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.
PARALEGAL AAS Degree

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

General Education Courses
English Composition (Required course)
G112 English Composition 4
Communication (Select 1 course)
Humanities (Select 2 courses)
Math (Required course)
G233 College Algebra 4
Natural Sciences (Select 1 course)
Social Sciences (Required courses)
G142 Introduction to Sociology 4
G148 General Psychology 8
Total general education credits 32
See page 39 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
PL145 Paralegal Ethics 4
PL215 Real Estate Law 4
PL216 Corporate Law 4
PL219 Law Office Technology 4
PL228 Torts: Auto Accidents and Other Legal Injuries 4
PL230 Family Law 4
PL235 Legal Research 4
PL240 Legal Writing 4
Track I (not available in Rasmussen College Online)
PL290 Paralegal Internship 5
Track II
PL280 Paralegal Capstone 5

TOTAL AAS DEGREE CREDITS 94*

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

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

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

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

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

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.

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

<table>
<thead>
<tr>
<th>Major and Core Courses</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124 English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G233 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>General Education Elective**</td>
<td>4</td>
</tr>
<tr>
<td>PL100 Introduction to Law and the Legal System</td>
<td>4</td>
</tr>
<tr>
<td>PL121 Civil Litigation and Procedure I</td>
<td>4</td>
</tr>
<tr>
<td>PL122 Civil Litigation and Procedure II</td>
<td>4</td>
</tr>
<tr>
<td>PL142 Contracts: Managing Legal Relationships</td>
<td>4</td>
</tr>
<tr>
<td>PL145 Paralegal Ethics</td>
<td>4</td>
</tr>
<tr>
<td>PL219 Law Office Technology</td>
<td>4</td>
</tr>
<tr>
<td>PL228 Torts: Auto Accidents and Other Legal Injuries</td>
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</tr>
<tr>
<td>PL230 Family Law</td>
<td>4</td>
</tr>
<tr>
<td>PL235 Legal Research</td>
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<tr>
<td>PL240 Legal Writing</td>
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</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Electives (choose 1 course, for 4 credits)</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL215 Real Estate Law</td>
<td>4</td>
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<tr>
<td>PL216 Corporate Law</td>
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</table>

<table>
<thead>
<tr>
<th>Track I (not available in Rasmussen College Online)</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td>PL290 Paralegal Internship</td>
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</table>

<table>
<thead>
<tr>
<th>Track II</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL280 Paralegal Capstone</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE CREDITS 61*

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a 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.
PROFESSIONAL NURSING AAS Degree

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>Communication (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Math (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Sciences (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>Social and Behavioral Sciences (Required courses)</td>
<td>8</td>
</tr>
</tbody>
</table>

Total general education credits: 32

See page 39 for General Education Course Selections.

Major and Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUN220 Human Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>M120 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MA241 Human Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>MA242 Human Anatomy and Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>MCE201 Introduction to Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>NU100 Critical Thinking in Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NU125 Clinical Nursing Skills I</td>
<td>5</td>
</tr>
<tr>
<td>NU240 Mental Health Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NU290 Leadership in Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NU110 Introduction to Professional Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NU114 Comprehensive Pharmacology</td>
<td>5</td>
</tr>
<tr>
<td>NU120 Adult Medical Surgical Nursing I</td>
<td>6</td>
</tr>
<tr>
<td>NU220 Adult Medical Surgical Nursing II</td>
<td>6</td>
</tr>
<tr>
<td>NU235 Clinical Nursing Skills II</td>
<td>5</td>
</tr>
<tr>
<td>NUR246 Maternal-Child Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NUR250 Nursing Care of the Elderly</td>
<td>6</td>
</tr>
</tbody>
</table>

TOTAL AAS DEGREE CREDITS: 112

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.

Objective:

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

#### 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

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

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

**UNRESTRICTED UPPER DIVISION CREDITS**

See page 39 for General Education Course Selections.

#### Major and Core Courses

**Lower Division**
- E242 Career Development
- MH100 Precalculus
- MH200 Calculus I
- MH210 Calculus II
- N137 Programming I
- N142 Foundations of Software Design
- N207 Programming II
- N210 Introduction to Computer Systems
- SD110 Discrete Structures for Computer Science
- SD140 Mobile Application Development
- SD225 Object-Oriented Programming
- W109 Relational Databases
- W114 Fundamentals of Programming
- W210 Java I

**Upper Division**
- MH100 Applied Discrete Mathematics
- MH110 Probability and Statistics
- N303 Software Systems Principles
- N304 Operating Systems Design
- N322 Web Application Architecture and Design
- N341 Software Systems Engineering
- N358 Database Systems Design
- N360 Mobile Platform Development
- N361 Algorithm Analysis
- N401 Artificial Intelligence
- N402 Network Systems Design
- N403 Advanced Mobile Application Development
- N436 Simulation Analysis and Design
- N461 Computer Graphics Programming
- N471 Engineering Virtual Worlds
- N480 Senior Computer Science Capstone

**Total Degree Credit Hours**
- Total lower division general education credits
- Total upper division general education credits
- Total lower division major/core credits
- Total upper division major/core credits
- Unrestricted upper division elective credits

**TOTAL BS DEGREE CREDITS**

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

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

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

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Composition</strong></td>
<td>8</td>
</tr>
<tr>
<td>G124: English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G126A: English Composition 2</td>
<td>4</td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td>4</td>
</tr>
<tr>
<td>G224: Introduction to Critical Thinking</td>
<td>12</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td>12</td>
</tr>
<tr>
<td>G224: Introduction to Critical Thinking</td>
<td>12</td>
</tr>
<tr>
<td><strong>Math</strong></td>
<td>9</td>
</tr>
<tr>
<td>G246: Advanced Algebra</td>
<td>9</td>
</tr>
<tr>
<td>G247: Introduction to Discrete Mathematics</td>
<td>9</td>
</tr>
<tr>
<td><strong>Natural Sciences</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>Social Sciences</strong></td>
<td>8</td>
</tr>
<tr>
<td>G246: Advanced Algebra</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total general education credits</strong></td>
<td>45</td>
</tr>
</tbody>
</table>

See page 39 for General Education Course Selections.

**Major and Core Courses**

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

**TOTAL AS DEGREE CREDITS**

91

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

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

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

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

**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

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 project management, and can apply these skills to serve their businesses. They can apply, analyze, and evaluate theories and techniques of digital design and animation. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, lifelong learning, collaborative project development, and honesty and integrity in applying their multimedia design and animation skills to supporting users and businesses.

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

Humanities  (**Required course, Select 1 additional course)**
G147  Art Appreciation*  4

Math  (Required course)
G233  College Algebra  4

Natural Sciences  (Select 1 course)

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

Upper Division
Communication  (Select 1 course)

Humanities  (Select 2 courses)

Math/ Natural Sciences  (Select 1 course)

Social Sciences  (Select 2 courses)

See page 39 for General Education Course Selections.

Major and Core Courses

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

Upper Division
N301  The Business of Digital Media  4
N305  Figure Drawing  4
N310  The Study of Animation  4
N315  Flash Animation  4
N320  Polygon Modeling  4
N325  Advanced Methods of Computer Graphics  4
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
NM360  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 *

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

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

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

Natural Sciences (Select 1 course) 4
- Social Sciences (Select 2 courses) 8

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

See page 39 for General Education Course Selections.

Major and Core Courses
Lower Division
- D132 Computer Applications and Business Systems Concepts 3
- E170 Introduction to Undergraduate Research 4
- 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 4
- 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*

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.

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.
MULTIMEDIA TECHNOLOGIES • Diploma • AAS Degree

Digital Design and Animation Specialization

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

Diploma Courses
B136 Introduction to Business 4
B220 Project Planning and Documentation 4
B271 Professional Communication 4
B273 Internet Business Models and E-Commerce 4
E242 Career Development 2
G124 English Composition 4
G141 Introduction to Communication 4
G233 College Algebra 4
N150 Technology's Role in the 21st Century 2
NM110 Drawing Design and Art Theory 3
NM111 Introduction to Computer Graphics 3
NM113 Introduction to Multimedia Design 3
NM121 Typography 3
NM122 Digital Publishing 3
NM124 Color Theory and Techniques 3
NM130 Audio/Video Editing 3
NM131 Introduction to 3D Arts and Animation 3
NM141 Digital Media Production 3
NM240 3-Dimensional Animation 3
NM252 Fundamentals of Web Authoring and Design 3
NM262 Digital Media Assembly 3
NM272 Multimedia Technologies 3

TOTAL DIPLOMA CREDITS 71*

Web Design Specialization

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

Diploma Courses
B136 Introduction to Business 4
B220 Project Planning and Documentation 4
B271 Professional Communication 4
B273 Internet Business Models and E-Commerce 4
E242 Career Development 2
G124 English Composition 4
G141 Introduction to Communication 4
G233 College Algebra 4
N150 Technology's Role in the 21st Century 2
NM110 Drawing Design and Art Theory 3
NM111 Introduction to Computer Graphics 3
NM113 Introduction to Multimedia Design 3
NM121 Typography 3
NM122 Digital Publishing 3
NM124 Color Theory and Techniques 3
NM130 Audio/Video Editing 3
NM141 Digital Media Production 3
NM240 3-Dimensional Animation 3
NM252 Fundamentals of Web Authoring and Design 3
NM262 Digital Media Assembly 3
NM272 Multimedia Technologies 3

TOTAL DIPLOMA CREDITS 71*

AAS Degree

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

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

In addition to all Diploma Courses

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

Total additional general education credits 20

See page 44 for General Education Course Selections.

Addition Major and Core Course

Digital Design and Animation Specialization
NM280 Multimedia Portfolio Development 2

TOTAL AAS DEGREE CREDITS 93*

Web Design Specialization
NM280 Multimedia Portfolio Development 2

TOTAL AAS DEGREE CREDITS 93*

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.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.
INFORMATION SYSTEMS MANAGEMENT AAS Degree
• Computer Information Technology • Computer Information Technology with Multimedia
• Database Administration • IP Telephony • Network Administration • Network Security • Web Programming

Foundation Courses
B180 Reading and Writing Strategies 4
B199 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

Total general education credits 32

See page 44 for General Education Course Selections.

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

Computer Information Technology
Career Opportunities:
• Computer Support Specialist
• Computer Application Support Specialist

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

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

TOTAL AAS DEGREE CREDITS 91*

Database Administration
Career Opportunities:
• Database Administrator

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know how to store, organize, and manage data for an organization, as well as create 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
N236 Database Security 4
N273 Business Intelligence Reporting 3
N274 SQL Server Administration 3
N290 Information Technology Capstone 2
W109 Relational Databases 3
W114 Fundamentals of Programming 3
W125 Introduction to Visual Basic 3

TOTAL AAS DEGREE CREDITS 90*

IP Telephony
Career Opportunities:
• Network Administrator with VoIP

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

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

TOTAL AAS DEGREE CREDITS 90*

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

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

* Credit totals do not include Foundation Courses. Students must 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.

B220 Project Planning and Documentation 4
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N145 Fundamentals of PC Hardware and Software 4
N150 Technology’s Role in the 21st Century 2
N208 Linux Administration 3
N226 Windows Active Directory 3
N228 Microsoft Windows Server 3
N235 Cisco Networking Fundamentals and Routing 3
N290 Information Technology Capstone 2

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.

B220 Project Planning and Documentation 4
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N141 Networking Security 3
N145 Fundamentals of PC Hardware and Software 4
N150 Technology’s Role in the 21st Century 2
N226 Windows Active Directory 3
N228 Microsoft Windows Server 3
N235 Cisco Networking Fundamentals and Routing 3
N253 Managing Information Security 3
N290 Information Technology Capstone 2

TOTAL 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.

SD225 Object-Oriented Programming 3
W109 Relational Databases 3
W110 JavaScript 3
W114 Fundamentals of Programming 3
W116 Introduction to Web Design Software 3
W118 Introduction to HTML 3
W125 Introduction to Visual Basic 3
W201 Advanced Visual Basic 3
W210 Java I 3
W215 PERL/CGI 3
W216 PHP/MySQL 3
W290 Web Programming Capstone 2

TOTAL AAS DEGREE CREDITS 92*
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.

Diploma

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

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

In addition to all Certificate Courses

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

TOTAL DIPLOMA CREDITS 73*

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

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

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.
### 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 laws, and finance. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value critical thinking, communication, and lifelong learning.

**In addition to all Certificate Courses**

<table>
<thead>
<tr>
<th>Foundation Courses</th>
<th>Diploma Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080 Reading and Writing Strategies</td>
<td>B165 Introduction to Human Resource Management</td>
</tr>
<tr>
<td>B099 Foundations of Math</td>
<td>B230 Principles of Finance</td>
</tr>
<tr>
<td></td>
<td>B280 Business Capstone</td>
</tr>
<tr>
<td></td>
<td>G124 English Composition</td>
</tr>
<tr>
<td></td>
<td>G141 Introduction to Communication</td>
</tr>
</tbody>
</table>

**Business Administration Specialization**

(students will complete these additional courses)

<table>
<thead>
<tr>
<th>A177 Payroll Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119 Customer Service</td>
</tr>
<tr>
<td>D181 Excel</td>
</tr>
<tr>
<td>D279 Computer Focused Principles</td>
</tr>
</tbody>
</table>

**TOTAL DIPLOMA CREDITS** 73*

**Call Center Management Specialization**

(students will complete these additional courses)

<table>
<thead>
<tr>
<th>B272 Call Center Strategic Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>B275 Call Center Customer Service Representative Skills</td>
</tr>
<tr>
<td>B276 Call Center Labor Force Management</td>
</tr>
<tr>
<td>B278 Call Center Operations Management</td>
</tr>
</tbody>
</table>

**TOTAL DIPLOMA CREDITS** 75*

### School of Business Mission Statement

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

*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.*

---

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

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

Certificate Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>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>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
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<tr>
<td>M140</td>
<td>Basic ICD-9-CM Coding</td>
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<td>M140A</td>
<td>Intermediate ICD-9-CM Coding</td>
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<tr>
<td>M141</td>
<td>Ambulatory Care Coding</td>
<td>3</td>
</tr>
<tr>
<td>M208</td>
<td>Introduction to Health Information Management</td>
<td>4</td>
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<tr>
<td>M209</td>
<td>Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>M232</td>
<td>Pathophysiology</td>
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<tr>
<td>M243</td>
<td>Health Information Law and Ethics</td>
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</tr>
<tr>
<td>M251</td>
<td>Medical Coding Practicum</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE CREDITS 40*

Diploma

Career Opportunities:
• Medical Coder
• Medical Coder/Biller

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

In addition to all Certificate Courses

Diploma Courses

<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>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MA135</td>
<td>Pharmacology for the Allied Health Professional</td>
<td>4</td>
</tr>
</tbody>
</table>

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 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

Certificate

Career Opportunities:  
• Security Professional

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.

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

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

TOTAL CERTIFICATE CREDITS 39*

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

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

Diploma

Career Opportunities:  
• Security Professional
• Corrections Specialist

Objective:  
Graduates of this program 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

Corrections Specialization  
(students will complete these additional courses)
G148 General Psychology 4
G233 College Algebra 4
J130 Introduction to Homeland Security 4
J131 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J230 Terrorism 4
J245 Security Challenges 4
J250 Drugs and Crime 4
J280 Contemporary Issues in Criminal Justice Capstone 4

TOTAL 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.

Homeland Security Specialization  
(students will complete these additional courses)
G148 General Psychology 4
G233 College Algebra 4
J112 Crime Scene to Conviction: Critical Skills in Documentation 4
J131 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J222 Practical Psychology for Law Enforcement 4
J26 Legal Code for Law Enforcement 4
J250 Drugs and Crime 4
J280 Contemporary Issues in Criminal Justice Capstone 4

TOTAL DIPLOMA CREDITS 71*

Law Enforcement Specialization  
(students will complete these additional courses)
G148 General Psychology 4
G233 College Algebra 4
J122 Crime Scene to Conviction: Critical Skills in Documentation 4
J131 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J222 Practical Psychology for Law Enforcement 4
J26 Legal Code for Law Enforcement 4
J250 Drugs and Crime 4
J280 Contemporary Issues in Criminal Justice Capstone 4

TOTAL DIPLOMA CREDITS 71*

Psychology Specialization  
(students will complete these additional courses)
G148 General Psychology 4
G233 College Algebra 4
H256 Community Psychology 4
H270 Social Psychology 4
H280 Abnormal Psychology 4
J131 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J250 Drugs and Crime 4
J280 Contemporary Issues in Criminal Justice Capstone 4

TOTAL DIPLOMA CREDITS 71*

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

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
INFORMATION SYSTEMS MANAGEMENT
Certificate • Diploma

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

**Certificate 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>
</tbody>
</table>

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B19</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B273</td>
<td>Internet Business Models and E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>D181</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>D187</td>
<td>Professional Presentations</td>
<td>3</td>
</tr>
<tr>
<td>D283</td>
<td>Access</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>N140</td>
<td>Logic and Troubleshooting</td>
<td>4</td>
</tr>
<tr>
<td>S120</td>
<td>Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>W108</td>
<td>Introduction to Website Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Diploma Courses**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
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<td>Customer Service</td>
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<tr>
<td>B136</td>
<td>Introduction to Business</td>
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</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B273</td>
<td>Internet Business Models and E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
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<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
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<td>E242</td>
<td>Career Development</td>
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<tr>
<td>G124</td>
<td>English Composition</td>
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<td>Introduction to Communication</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N140</td>
<td>Logic and Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>N145</td>
<td>Fundamentals of PCs Hardware and Software</td>
<td>3</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
<tr>
<td>S120</td>
<td>Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>W108</td>
<td>Introduction to Website Design</td>
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</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.

**Computer Information Technology**

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

**Objective**

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

**Computer Information Technology**

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

**Objective**

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

**Computer Information Technology with Multimedia**

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

**Objective**

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

**Computer Information Technology**

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

**Objective**

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

**Certificate Courses**

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<tr>
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<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
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</table>

**Foundation Courses**

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<tr>
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<tbody>
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<td>Introduction to Business</td>
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<td>B273</td>
<td>Internet Business Models and E-Commerce</td>
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<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
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<tr>
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<td>Excel</td>
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<td>Access</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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<tr>
<td>N140</td>
<td>Logic and Troubleshooting</td>
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<td>Internet Business Models and E-Commerce</td>
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<td>B293</td>
<td>Business Ethics</td>
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<td>G124</td>
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<td>Introduction to Website Design</td>
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</tr>
</tbody>
</table>

**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.
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

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

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
SOFTWARE APPLICATION DEVELOPMENT Certificate

Major and Core Courses
E242 Career Development 2
G246 Advanced Algebra 5
N137 Programming I 4
N142 Foundations of Software Design 3
N207 Programming II 4
N210 Introduction to Computer Systems 4
SD110 Discrete Structures for Computer Science 3
SD140 Mobile Application Development 3
SD225 Object-Oriented Programming 3
W109 Relational Databases 3
W114 Fundamentals of Programming 3
W210 Java I 3

TOTAL CERTIFICATE CREDITS 40

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

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

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.
## General Education Course Selections

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

<table>
<thead>
<tr>
<th>Lower Division</th>
<th>Upper Division</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Composition</strong></td>
<td><strong>Communication</strong></td>
</tr>
<tr>
<td>G124 English Composition</td>
<td>G324 Advanced Composition</td>
</tr>
<tr>
<td>G141 Introduction to Communication</td>
<td>G332 Visual Communication in the Media</td>
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<tr>
<td>G227 Oral Communication</td>
<td><strong>Humanities</strong></td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td><strong>Math/Natural Sciences</strong></td>
</tr>
<tr>
<td>G125 Humanities</td>
<td>G238 College Algebra</td>
</tr>
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See specific course requirements on program pages.

*required courses

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**General Education Course Selections**

**Computer Science BS Degree and Software Application Development AS Degree**

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See specific course requirements on program pages.

*required courses

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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 courses 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 Dean or Campus Director.

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

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

Credit Definition
Credit Hour - The unit by which Rasmussen College measures its coursework. The number of credit hours assigned to a course usually reflects the combination of class, laboratory, and/or internship hours included 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.
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

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

B098 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.

B099 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 skills needed in business to interact/ work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction.
Prerequisite: none

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

B140 Sales Techniques
40 hours, 4 credits
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 administrating the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines.
Prerequisite: none

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

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

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

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

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

B233 Principles of Management
40 hours, 4 credits
Students enrolled in this course will develop managerial skills by preparing a study management practice. 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 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.

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

B245 Online Multimedia Marketing
40 hours, 4 credits
This course explores emerging and innovative business and marketing 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 and their role in business. Topics include the relationship of risk transfer, risk avoidance, and risk retention to risk management and loss control methods as used for decision making in human resources and finance. Emphasis is placed on the risk management process which includes the identification of risks, evaluation of risks, and selection of an appropriate management response, implementation, and review.
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 and its social and economic structure. Newspapers, magazines, radio and television are reviewed as advertising media.
Prerequisite: Principles of Marketing

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

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

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

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

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

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

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

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

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

B332 Advanced Principles of Marketing
40 hours, 4 credits
This course examines developing, designing, and implementing marketing programs, processes, and activities. Key areas of focus include capturing market insights, brand building strategies, market segmentation, and delivering and communicating value. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Principles of Marketing

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

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

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

B351 Management of Information Systems
40 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current trends, fundamental MSIS technology concepts, application of MSIS 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 will include qualitative and quantitative research methodology, literature reviews, information literacy, and academic report writing.
Prerequisite: English Composition or Professional Communication

B375 Advanced Human Resource Management
40 hours, 4 credits
The purpose of this course is to enable the student to develop a broad exposure to new approaches, techniques, and future trends in the management of personnel. This course includes a study of the major functions in 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 qualitative approaches, quantitative approaches, and process-based approaches to organizational development through the stories of professionals involved in organizational change. Students will critically examine the design, management, and control of organizational development programs. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Organizational Behavior Analysis

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

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 concepts, tools, and techniques to harness the power of an organization’s website to create measurable business value, increase customer retention, and build customer loyalty.
Prerequisites: 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 within the workplace. Students will also examine issues in conducting business and managing people within a global setting.
Prerequisite: Principles of Management

B442 Advanced Search Engine Marketing Strategies
40 hours, 4 credits
This course is designed to give students an in-depth understanding of search engine optimization 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

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

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

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

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

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

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

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

B312 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 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

E018 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

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

E283 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 freshman seminar as part of certificate course requirements the quarter they are scheduled for the E242 Career Development course.

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

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

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 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

EC120 Health, Safety, and Nutrition
40 hours, 4 credits
This course examines the role of early childhood professionals in working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children’s special health concerns. Students will carry out a 2-hour field observation in the field of education.
Prerequisite: Foundations of Child Development

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

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

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

EC200 Observation and Assessment in Early Childhood Education
40 hours, 4 credits
Students will explore effective strategies for observation and assessment in early childhood education. They will understand the observation, assessment, and planning cycle and its impact on promoting children’s development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

EC210 Infant and Toddler Development
40 hours, 4 credits
This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and responsive 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

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

EC212 Emerging Literacy Through Children’s Literature
40 hours, 4 credits
This course covers the history, selection, and integration of literature and language in the early childhood education curriculum. Topics include developmentally appropriate children’s literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, creating a safe and inviting classroom, and planning and implementing curriculum will be emphasized.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition
EC250 Advocating for Children with Special Needs 40 hours, 4 credits
Students will explore current trends, resources and advocacy on behalf of young children with special needs. They will examine their role in supporting and advocating for young children with special needs and their families.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

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. It includes the origin of regulations protecting consumer credit transactions, and reviews specific regulations that apply to consumer credit.
Prerequisite: Introduction to Banking

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

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 films 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 films 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 exposed to early childhood programs that support children’s home languages, and explore how to create an environment that sustains English Language Learners.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

F108 Financial Markets and Institutions 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 bank.
Prerequisite: Introduction to Banking

EC241 Language and Literacy Acquisition 40 hours, 4 credits
Students will evaluate the ways in which language and literacy are acquired and used in various social and cultural contexts. They will explore the role of language and literacy in the development of young children and the importance of early experiences in shaping their language development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

EC242 Involving Parents of English Language Learners 40 hours, 4 credits
Students will explore effective ways to adapt English language instruction to teach children in their first language. Students will also investigate the role of parents in supporting children’s language development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

F213 Introduction to Mortgage Lending 40 hours, 4 credits
This course examines mortgage lending and home equity lending, with an emphasis on the role of the mortgage professional in the process of obtaining a mortgage. Students will explore the process of applying for a mortgage and the duties and responsibilities of the mortgage professional.
Prerequisite: Introduction to Banking

G148 General Psychology 40 hours, 4 credits
This course will introduce students to the fundamental principles of psychology, including the nature of mental processes, the development of personality, and the application of psychological principles to everyday life. Students will develop 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.
Prerequisite: none

F111 Introduction to Banking 40 hours, 4 credits
This course will provide an overview of the banking industry, including the role of banks in the economy, the types of services offered by banks, and the regulatory framework governing banking activities.
Prerequisite: none

G162A English Composition 2 40 hours, 4 credits
This course builds on students’ understanding of the writing process through an exploration of various writing strategies and techniques. Students will analyze readings and apply critical reading and writing skills. This course will develop argumentative writing and application of research.
Prerequisite: English Composition
G150 Structure and Function of the Human Body
40 hours, 4 credits
This course provides an understanding of the structure and function of the human body. Emphasis will be on the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.
Prerequisite: none

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

G170 Introduction to Zoology
40 hours, 4 credits
In this course, students will explore introductory topics in the biology of animals. Students will learn about the structure, function, and physiology of animals, and their role in the Earth's ecosystems. Students will also have an opportunity to study animal genetics, growth, and behavioral and reproductive patterns in this course.
Prerequisite: none

G201 Creative Writing
40 hours, 4 credits
This course will develop the student's talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays, and non-fiction. Works by students and others will be critiqued. Students will also develop editorial skills so that each writer may revise and improve his/her work. Students will compose a minimum of 6000 words over the course of the program.
Prerequisites: Passing grade in Reading and Writing Strategies or placement determined by STEP assessment score.

G202 Microeconomics
40 hours, 4 credits
In this course, students will learn the fundamentals of microeconomics, which deals with the economy as a whole. An overview of the American economy will be explored through a study of basic supply and demand analysis and a review of fiscal and monetary policy to phases of the business cycle. Unemployment, inflation, GDP, and policy decisions which affect the American economy at home and abroad will be covered.
Prerequisite: none

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

G215 Introduction to Anatomy
40 hours, 4 credits
Students will study the development of representative works of Realism, Naturalism, Modernism, and Post-Modemism/Post-Structuralism. Students will engage in critical readings of exemplary literary texts from a diverse group of authors that have influenced American literature since the Civil War. Students will analyze how these works of literature exemplify particular historical moments in U.S. history, as well as how they communicate pertinent cultural issues such as gender, race, ethnicity, class, religion, sexual identity, community, region, and nation. In their study of the broad range of American fiction, poetry, and drama since 1865, students will analyze literary, aesthetic, and critical developments.
Prerequisite: English Composition, Introduction to Literature

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

G333 American Religious History
40 hours, 4 credits
A survey of the contribution of religion to American culture, including the differences between rural and urban society, the development of religious freedom and the rise of a "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 as well as distinguish works from different cultures. Students will respond to texts critically in discussion and essays, as well as research critical evaluations of literary topics, authors, etc.
Prerequisite: English Composition

G346 Advanced Algebra
40 hours, 4 credits
This course provides a comprehensive study of the physical, economic, and social character of the geographies and regional patterns formed by these elements are analyzed against man's utilization of them. Students will respond to texts critically in discussion and essays, as well as research critical evaluations of literary topics, authors, etc.
Prerequisite: English Composition

G349 Advanced Composition
40 hours, 4 credits
This advanced writing course is intended to help students further develop and refine their writing, researching, and analytical skills, through the application of these skills to various rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their views in an organized, unified, and coherent manner to diverse audiences.
Prerequisite: English Composition

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

G355 Geography of the United States and Canada
40 hours, 4 credits
This course presents a comprehensive study of the physical, economic, and social character of the geographies and regional patterns formed by these elements are analyzed against man's utilization of them.
G360 Contemporary World Religions 40 hours, 4 credits This course explores the unity and diversity of religious traditions in a global context in order to understand the mutual interactions between religions and cultures. Emphasis is placed on the role of religions in shaping human values which can either create or resolve social conflicts, and the impact these values can have on issues of race, ethnicity and religious diversity in a multicultural world. Prerequisite: none

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

Prerequisite: Introduction to Sociology

G380 Visions of America Since 1945 40 hours, 4 credits Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in many of our lives. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role Hollywood films played in the popular culture will be examined.

Prerequisite: None

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

Prerequisite: American U.S. National Government

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

Prerequisite: Introduction to Literature

G425 Work and Family 40 hours, 4 credits This course focuses on the overlapping worlds of work and family. It examines both the nature of the lives that exist between the two major social institutions as well as the issues and problems that result from the combination of individuals’ work and family responsibilities. An emphasis is placed on female labor force participation.

Prerequisite: none

G434 Gender in Math and Science 40 hours, 4 credits This course examines the personal and collective educational experiences, career paths, and discoveries of female researchers, teachers, and practitioners in the fields of mathematics and science.

Prerequisite: none

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

Prerequisite: English Composition

G440 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

H200 US Healthcare Systems 40 hours, 4 credits This course provides an overview of the United States healthcare system. The history of the evolution of healthcare will be explored, along with the role of local, state, and federal government in healthcare delivery. An introduction to a variety of provider models and service delivery systems found in both private and public healthcare facilities will be covered, including different types of healthcare facilities. The influence of reimbursement methodologies and finance on healthcare delivery will be explored.

Prerequisite: none

H210 Marketing and Communication in Healthcare 40 hours, 4 credits This course is an introduction to marketing concepts and how they are applied in the healthcare industry. Topics include consumer buying behavior, business-to-business markets, market research techniques, pricing concepts, marketing channels, and promotional strategies and techniques.

Prerequisite: none

H300 Introduction to Healthcare Administration 40 hours, 4 credits This course provides an exploration of the administrative principles and practices within healthcare organizations. Emphasis is placed on organization, structure, and operation of healthcare facilities. Management principles will be applied to case studies of healthcare industry scenarios.

Prerequisites: US Healthcare Systems; Principles of Management; Introduction to Human Resource Management; Medical Office Procedures

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

Prerequisite: Introduction to Healthcare Administration

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

Prerequisites: Introduction to Healthcare Administration; Health Information Management

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

Prerequisite: Introduction to Healthcare Administration; Health Information Management

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

This course includes educational resources from Harvard Business Publishing.

Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management

H350 Healthcare Statistics 40 hours, 4 credits Students will discuss and apply the common terms, formulas, and computations used in healthcare statistics through effective data collection, interpretation of information, and the display of data.

Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management, College Math Course

H360 Healthcare Planning and Policy Management 40 hours, 4 credits This course provides a study of current healthcare-policy issues affecting the U.S. healthcare system and the political and public policy implications of healthcare delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic trends, and the future of the healthcare will be explored.

Prerequisite: Introduction to Healthcare Administration

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

Prerequisite: Introduction to Health Information Management

H410 Healthcare Operations Management 40 hours, 4 credits In this course students examine the operations function within healthcare facilities. The influence of participants outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic trends, and the future of the healthcare will be explored.

Prerequisites: Healthcare Information Technologies; Health Information Practicum

H415 Health Information Management Systems 40 hours, 4 credits A study of the various clinical, administrative, and specialty service applications used in healthcare organizations is emphasized. This course applies information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored.

Prerequisites: Healthcare Information Technologies; Health Information Practicum

H420 Data, Information, and File Structures 60 hours, 4 credits A lab-based environment to apply knowledge of data base architecture and design such as data dictionary, data modeling, and data warehousing to meet organizational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.

Prerequisites: Healthcare Information Technologies; Health Information Practicum

H430 Management of Health Information Services 40 hours, 4 credits An exploration healthcare finance principles required to manage a health information management department or project. Accounting, cost accounting, budgeting, financial reports, financial management, cost benefit analysis, capitalization, and cost containment techniques are important tools.

Prerequisite: none
**H1340 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: non

**H1350 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

**H1360 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, RBRVS, and RUGs.
Prerequisites: Introduction to Health Information Management, Medical Insurance and Billing, Medical Coding Practicum

**H400 Electronic Data Security** 40 hours, 4 credits
A lab based course focusing on the use and application of electronic data security 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, RBRVS, and RUGs.
Prerequisites: Introduction to Health Information Management, Medical Insurance and Billing, Medical Coding Practicum

**HI340 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

**HI410 Health Information Management Capstone** 20 Hours, 2 Credits
A student-centered experience in the final quarter of the program. Students discuss practicum experiences and present administrative projects. It will include employment readiness and career preparation and study and preparation for the HIPAA exam.
Prerequisites: This course must be completed in the final quarter.

**HI450 Health Information Management Alternative Career 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 to be 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.

**HS100 Introduction to Human Services** 40 hours, 4 credits
Introduction to Human Services exposes the student to the many facets of human services work. Topics to be covered 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 the various human service systems from a variety of countries will also be examined.
Prerequisite: none

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

**HS115 Introductory Strategies to Crisis Intervention** 40 hours, 4 credits
This course sets the foundation for students to develop the morals, ethics, and attitude necessary to strategically help those in crisis situations. The values and ethics intrinsic to the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function as change agents and must therefore attain and develop a core of ethical behaviors towards those entering the human services field. Intervention strategies are also explored.
Prerequisite: Introduction to Human Services

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

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

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

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

**HS294 Internship for Human Services** 250 hours, 5 credits
Field experience is a key learning experience in a human services delivery organization. It is a process of experiential learning that integrates the knowledge, theory, skills, and professional behaviors that are concurrently being taught within the classroom. It is an integral part of the total educational process.
Prerequisite: Students must be in their last or second to last quarter before graduation. Co-requisite: Sophomore Seminar

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

**HN120 Human Nutrition** 40 hours, 4 credits
This course introduces the student to 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

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

**J106 Criminology: Motives for Criminal Deviance** 40 hours, 4 credits
This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an exploration of what crime is, what causes crime, and the various techniques for measuring the amount 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 underpinnings of a police workforce 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

**J211 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
**COURSE DESCRIPTIONS**

**J122 Crime Scene to Conviction: Critical Skills in Documentation**  
40 hours, 4 credits  
Students will master the skills of both oral and written communication. They will examine grammar and the mechanics of writing. They will also explore social communication issues, such as communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.  
Prerequisite: Policing in America

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

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

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

**J211 Counseling Clients**  
40 hours, 4 credits  
Students will examine the process and effects of counseling. Assessment tools, methods of evaluation, and case plans are explored. They will consider a variety of counseling settings, including prisons, jails, group homes, inner-city, treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse clients including juveniles and adults, men and women, and people from various cultures.  
Prerequisite: Introduction to Corrections or Introduction to Human Services

**J212 Legal Principles in Corrections**  
40 hours, 4 credits  
Students will master the skills of both oral and written communication. They will examine grammar and the mechanics of writing. They will also explore social communication issues, such as communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.  
Prerequisite: Policing in America

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

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

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

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

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

**J250 Drugs and Crime**  
40 hours, 4 credits  
This course will provide a strong theoretical foundation for the current cutting edge technology in different fields within the criminal justice system discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected. This course includes ten hours of field experience.  
Prerequisite: Introduction to Criminal Justice. Students must be enrolled in the Criminal Justice program and in their last second to last quarter. Co-requisite: Sophomore Seminar

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

**J280 Contemporary Issues in Criminal Justice**  
Capstone  
40 hours, 4 credits  
The capstone class examines the future of the criminal justice system. The current cutting edge technology in different fields within the criminal justice system are explored. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are explored. The course will examine the process and effects of counseling and intervention when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide.  
Prerequisite: Policing in America

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

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

**J325 Criminal Evidence**  
40 hours, 4 credits  
This course will familiarize students with the fundamentals of criminal evidence as it pertains to the legal presentation of evidence in criminal trials, and with the rules of evidence. Constitutional issues involving evidence are examined. Different varieties of evidence, from hearsay to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.  
Prerequisite: Criminal Law and Procedures: Crime and the Courtroom

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

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

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

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

**J333 Risk Analysis**  
40 hours, 4 credits  
Students will examine the importance of risk management through analysis and evaluation as a means of ensuring the protection of communities, facilities, and personnel. They will gain an understanding of the identification and assessment of hazards, vulnerabilities, and risks, which is critical to the comprehensive management of security operations. They will learn skills to aid in planning for natural or man-made disaster recovery, and for crisis management.  
Prerequisites: Introduction to Homeland Security, Security Challenges

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

**J345 Diversion and Rehabilitation**  
40 hours, 4 credits  
This course examines counseling and intervention methods used for adult and juvenile, and male and female offenders. They will explore theories proven by research and applied to treatment. They will critically evaluate evidence-based policy, best practices, program evaluations, and “what works” in both social service and criminal justice systems.  
Prerequisites: Juvenile Justice: Delinquency, Dependency, and Diversion; Domestic Violence

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

**J352 Victims in Criminal Justice**  
40 hours, 4 credits  
This course will examine the true picture and statistics of minority representation at every point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of unbiased social and ethnic theories, and research and practice of behavior and victimization affecting the criminal justice system.  
Prerequisites: Ethics in Criminal Justice

**J355 Violence in Criminal Justice**  
40 hours, 4 credits  
This course will examine the true picture and statistics of minority representation at every point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of unbiased social and ethnic theories, and research and practice of behavior and victimization affecting the criminal justice system.  
Prerequisite: none
COURSE DESCRIPTIONS

J355 Realities of Crime and Justice
40 hours, 4 credits
In this course, students will analyze and critique media portrayals of crime and justice. Public perceptions of crime and realities of crime are evaluated. The mass media and “spectacular” cases are used to exemplify the media’s influence on crime and justice.
Prerequisite: Ethics in Criminal Justice
J360 Statistics in Criminal Justice
40 hours, 4 credits
Students will learn to interpret research data on issues in criminal justice. They will explore fundamentals of statistical analysis through statistical tools typically used in criminal justice. They will apply statistical analysis using UCR and NCVS data sets.
Prerequisite: College Math Course
J365 Research Methods in Criminal Justice
40 hours, 4 credits
This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to the criminal-justice field. Students will become familiar with research terminology and the ethics involved in various research designs. To complete the course, students will design and simulate their own research project.
Prerequisite: Statistics in Criminal Justice
J405 Emergency Management
40 hours, 4 credits
This course will examine the role of private and public managers in planning for response to natural or man-made emergencies. Response plans will be detailed and developed with the essential elements and participants. Types of hazards and risks of all involved with managing the response and the public will be explored.
Prerequisites: Introduction to Homeland Security, Security Challenges
J410 Criminal Justice Leadership and Management
40 hours, 4 credits
This course will familiarize students with common management theory and practice in criminal-justice organizations. The application of management techniques to all areas of criminal justice will be explored, along with leadership and administration techniques and issues particular to criminal justice. Organizational philosophy, missioning, 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 via rotating articles, books, and other publications.
Prerequisites: Introduction to Criminal Justice, Research Methods in Criminal Justice
J425 Community Corrections
40 hours, 4 credits
This course will examine the role and function of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored.
Prerequisite: Criminal Behavior: Profiling Violent Offenders; Introduction to Corrections
J430 Forensic Psychology
40 hours, 4 credits
This course will examine the role and function of psychology as it applies to the criminal-justice system. Students will examine the responsibilities and tasks of forensic psychologists when working with law enforcement, courts, and corrections. A psychological approach to persons who commit 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.
Prerequisite: Introduction to Criminal Justice
J445 Special Offenders: Serial Killers
40 hours, 4 credits
Students will explore issues and controversies involved in serial killer cases or mass murder investigations. They will cover topics including maintaining justice, victim’s rights, interrogation techniques, media coverage of crimes, and grief.
Prerequisites: Criminology: Motives for Criminal Deviance; Criminal Behavior: Profiling Violent Offenders
J453 Criminal Justice Seminar
50 hours, 5 credits
This course provides students with the opportunity to explore an area of criminal justice that is of specific interest 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 the 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; Lapstone; 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. Care analysis of criminal-justice successes and failures is the focus of this course. Students will theoreke future initiatives in policing, courts, corrections, juvenile justice, and homeland security.
Prerequisite: Contemporary Issues in Criminal Justice
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
M310 Medical Writing, Style, and Grammar
30 hours, 3 credits
A focused look at English grammar, punctuation and sentence structure that will lend to accurate and appropriate medical documents being transcribed or edited. Common English language needs and medical transcription are explored, as well as correct use of number formatting, capitalization and abbreviations. Alike words will be studied and practiced and a medical terminology review will be mandatory.
Prerequisite: none
M410 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 corequisite)
M410A Intermediate ICD-9-CM Coding
40 hours, 3 credits
This course is a continuation of Basic ICD-9-CM with developmental practice to increase proficiency in coding with ICD-9-CM using patient records. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. Use of coding and grouper software will be introduced as well as the use of registries and indices. Prerequisite: Basic ICD-9-CM Coding
M411 Ambulatory Care Coding
40 hours, 3 credits
The emphasis in this course is medical coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT.
Prerequisites: Intermediate ICD-9-CM Coding
M200 Medical Office Procedures
40 hours, 3 credits
This course is designed to provide students with 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
M229 Healthcare Information Technologies
40 hours, 4 credits
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.
Prerequisites: Introduction to Health Information Management, Computer Applications and Business Systems Concepts

M230 Medical Law and Ethics
40 hours, 4 credits
A study of the United States legal system and court process with emphasis on legal and ethical issues within the healthcare environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student's program of study.
Prerequisite: none

M232 Pathophysiology
50 hours, 3 Credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.
Prerequisite: Human Anatomy and Physiology I, or Structure and Function of the Human Body

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

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

M290 Medical Administration Capstone
10 hours, 1 credit
This course 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

MCB210 Introduction to Microbiology
70 hours, 5 credits
This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.
Prerequisite: none

MH100 Precalculus
40 hours, 4 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 Theorems of Calculus. Topics include limits, derivatives, and methods of integration will be discussed. Students will cover numeric, graphical, and symbolic approaches to problem-solving for real-world scenarios. Technology including graphing calculators and computer applications will be used to solve problems and properly interpret results.
Prerequisite: Precalculus

MH 210 Calculus II
40 hours, 4 credits
In this continuation, 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. The course and students will understand how to whether improper integrals are convergent or divergent.
Prerequisite: Calculus I

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

MH310 Probability and Statistics
40 hours, 4 credits
This course explores the concepts of conditional probability, random variables, expectations and distributions, sample spaces, moment-generating functions, and the central-limit theorem. Further topics include 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

ML 100 Introduction to Clinical Laboratory Science
40 hours, 3 credits
An introduction to laboratory medicine and the profession of clinical laboratory science. This course will emphasize professionalism, laboratory safety, and routine laboratory procedures including quality control and lab math.
Prerequisite: Program admission

MA10 Clinical Skills I
60 hours, 4 credits
In this course students will begin their study of the essential and basic core of front-office and back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill development and performance objectives.
Pre or Co-requisites: Human Anatomy and Physiology I, Medical Terminology, Attendance of Programmatic Orientation in first quarter

MA135 Pharmacology for the Allied Health Professional
40 hours, 4 credits
Students in this course will learn the pharmacology concepts necessary for a variety of allied-health programs. They will study drugs according to their therapeutic applications. They will examine pertinent physiology and related diseases before discussing the pharmacology of the drug. Students will also learn basic regulations that apply to drugs.
Prerequisites: Medical Terminology: Human Anatomy and Physiology I, or Structure and Function of the Human Body

MA145 Clinical Skills II
60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical assisting skills. They will master knowledge and skills including patient examination and assessment, performing electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will follow applied-learning approaches to all skill development and performance objectives.
Prerequisites: Clinical Skills I: Human Anatomy and Physiology I, Medical Terminology
Pre- or Co-Requisite: Human Anatomy and Physiology I

MA225 Laboratory Skills for Medical Assisting
60 hours, 4 credits
In this course, students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect specimen samples by venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.
Prerequisite: Clinical Skills II
Pre- or Co-requisite: Pathophysiology

MA241 Human Anatomy and Physiology I
80 hours, 5 credits
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology, 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. Students will complete laboratory exercises coordinated with course content and will include microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Introduction to Human Biology (except for students enrolled in the Medical Assisting Program)

MA242 Human Anatomy and Physiology II
80 hours, 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, digestive, and reproductive systems, as well as fluid and electrolyte balance, acid-base balance, and nutrition and metabolism. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Human Anatomy and Physiology I

MA250 Radiography Skills
40 hours, 3 credits
A comprehensive study for limited scope of practice in radiography. Skills and processes covered will be: radiation protection, equipment operation and quality control, image production and evaluation, and patient care and education, along with radiographic procedure modules that will cover each 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 II

MA265 Medical Assistant Externship
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 office setting. The externs 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 extend or 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 as per the association).
Prerequisites: All Hepatitis B injections are completed; successful completion of background check, Attendance at Rasmussen Externship Meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development; Approval of Medical Assisting Program Coordinator. Completion of a 2-step Mantoux screening test within 6 months of starting externship.
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 analytes, including clinical significance and normal reference ranges.
Prerequisites: Introduction to Clinical Laboratory Science

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, hematopoeisis, and associated diseases. The student laboratory focuses on identifying normal and abnormal red-blood-cell morphology and the evaluation of stained blood smear.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

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

ML153 Clinical Microbiology I 40 hours, 3 credits
This course will include basic concepts of microbiology. Emphasis will be placed on cell structure and function of human, pathogenic microorganisms. Disease, resistance and immunosystem function will be included. Methods of microbe control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

ML201 Clinical Microbiology II 60 hours, 4 credits
Expanding upon concepts learned in Clinical Microbiology I, this course further explains the principles and procedures of various tests performed in Clinical Chemistry. Integral to this course is explained continuation of the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values.
Prerequisite: Clinical Chemistry I

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

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

ML210 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.

ML212 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

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

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

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

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

N138 Game Preproduction 40 hours, 4 credits
This course introduces the non-technical study of games, the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of core concepts including game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games.
Prerequisite: none

N140 Logic and Troubleshooting 40 hours, 4 credits
This course provides students with a thorough understanding of the tools, processes, and techniques to efficiently diagnose computer hardware and software issues and failures. Through the application of logical thinking, 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 this course, students will be prepared to evaluate actual issues, use logic to identify the variables contributing to failure, and finally determine the proper course of action to correct the failure(s) at hand.
Prerequisite: none

N141 Networking Security 40 hours, 4 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to defend 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 developments in the late 20th and 21st centuries along with their cultural, economic, and societal impact. Topics include the uses of technology tools in science, industry, education, and the arts. Categories such as communications, commerce, and quality of life will be explored as students review the scope and application of technology within the context of everyday life.
Prerequisite: none

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

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 products.
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 most 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 emulation, 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 Computer 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 software control over the various hardware components of a computer’s architecture—the CPU, RAM, and system bus. Topics include development of C-language programs with special emphasis on topics such as 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, plot structures and MUDs, exposition and dialogue trees, spatial narratives and storieslines, and a range of interactive storytelling methodologies from campfires to LARP and text adventures.

Prerequisite: Game Preparatory

N226 Windows Active Directory

40 hours, 3 credits

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

Prerequisite: Microsoft Windows Server

N228 Microsoft Windows Server

40 hours, 3 credits

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

Prerequisite: Fundamentals of Computer Hardware and Software

N234 Microsoft Exchange Server

40 hours, 3 credits

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

Prerequisite: Windows Active Directory

N235 Cisco Networking Fundamentals and Routing

40 hours, 3 credits

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

Prerequisite: Networking Fundamentals 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 concepts for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities.

Prerequisite: SQL Server Administration

N235 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 administrate ongoing security functions in an organization. Course subjects include security practices, security architecture and models, continuity planning and disaster recovery planning.

Prerequisite: Networking Security

N245 Internet Security

30 hours, 3 credits

This course covers the topics of information technology security, starting with the history of Internet security. It covers the fundamentals of security and privacy in the Internet environment. Topics include the travels of data, and the role of the Internet in security and privacy.

Prerequisite: Networking Security

N246 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 and IP Fundamentals

N263 Quality of Service (QoS)

40 hours, 3 credits

This course will look at how Quality of Service can affect not only IP-based applications running on a network but also the voice applications running on the same network. The various tools and procedures introduced in this course will allow the student to better understand the impact of QoS on the network, 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 of the most exciting parts 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 of different vendors.

Prerequisite: Programming I

N273 Business Intelligence Reporting

40 hours, 3 credits

The goal of this course is to allow students to understand what business intelligence is and how it affects the success of an organization. In particular, this course will focus on business intelligence using industry-standard reporting tools as the basis for deriving this information.

Prerequisite: SQL Server Administration

N274 SQL Server Administration

40 hours, 3 credits

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

Prerequisite: Relational Databases

N276 Applied Game and Simulation Theory

40 hours, 4 credits

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

Prerequisite: Platform Design and Human-Computer Interaction

N280 Graphics Development with 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 develop a programming knowledge of DirectX and will have a practical, Software Engineering approach to creating software.

Prerequisite: Math for Game and Simulation Production I, II, Data Structures

N281 Game Design Theory II

40 hours, 4 credits

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

Prerequisite: Game Design Theory I

N285 Game and Simulation 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 levels of project completion across the broad spectrum of digital media such as: concept development, production, project management, and content delivery. Important workforce assets of individual drive and assessment, success within creative teams, management of timelines and deadlines, and effective leadership are explored as they pertain to the multimedia development pipeline.

Prerequisite: Introduction to Business

N302 Graphics Development with OpenGL

60 hours, 4 credits

The goal of the course is to teach fundamental principles of computer graphics algorithms in relation to video game and simulations. The focus is on graphics methods used to render realistic images and 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 system 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 course is intended for students with an animation/multimedia background, who want to understand how animation works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.
Prerequisite: none

N311 Game and Simulation Lighting Techniques
60 hours, 4 credits
This course provides an introduction to 3D rendering, with an emphasis on using real-time shaders with DirectX 9.0. The fundamentals of Direct X 9 is covered along with how to do the shader programming to achieve more realistic “looks” in games. 3D lighting, texturing, alpha blending, and stenciling are covered in detail in this course.
Prerequisite: Graphics Development with OpenGL

N315 Flash Animation
60 hours, 4 credits
This course is an introduction to Macromedia’s Flash. The course will cover the basics of Flash: importing, creating and editing vector graphics and creating simple animations, creating interactive elements 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 objects, and students will utilize techniques to approximate curved surfaces with multiple polygons. Industry standard software such as 3D Studio Max, Zbrush, and Mudbox will be discussed, and students will have the opportunity to within 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-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 networked web services, including database applications deployed on very large-scale websites.
Prerequisite: Java I

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

N325 Advanced Methods of Computer Graphics
60 hours, 4 credits
This course is for photographers and artists, who wish to go well beyond the basics of Photoshop. In addition to covering more sophisticated methods of color correction, imaging, and enhancement, 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 usage required of students in a three-dimensional environment. Students will create educational resources from industry software such as 3D Studio Max, Zbrush, and Mudbox will be discussed, and students will have the opportunity to within an actual software modeling environment to create a variety of polygon objects.
Prerequisite: Computer Applications and Business Systems Concepts

N335 Digital Photography
60 hours, 4 credits
This course shows students how to evaluate images for communicative effectiveness and aesthetic appeal. They will also digitize images, adjust and manipulate them in the computer, and output them for on-screen and printed use. Through the course students will gain a firm foundation on the fundamental differences between digital photography and traditional manual film including printing and light.
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 select appropriate planning techniques and software. Students will plan and propose a project appropriate to their fields of study.
Prerequisite: Computer Applications and Business Systems Concepts

N341 Software Systems Engineering
50 hours, 4 credits
This course examines 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 objects, and students will utilize techniques to approximate curved surfaces with multiple polygons. Industry standard software such as 3D Studio Max, Zbrush, and Mudbox will be discussed, and students will have the opportunity to within an actual software modeling environment to create a variety of polygon objects.
Prerequisite: The Study of Animation

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

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

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

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

N365 The Physics of Gaming
40 hours, 4 credits
This course has been designed to teach the foundations of physics. In order to accurately depict events in a “game environment”, the game/simulation programmer must understand the underlying physics principles that determine resultant actions in the physical world and have those principles conveyed in the “game world.” Among the topics that will be covered in this course include Newton’s Law of Motion, kinematics, and the conservation of momentum in physical systems. Where appropriate some hands-on activities will be done to help illustrate important principles for the students.
Prerequisite: Math for Game and Simulation Production II

N400 Programming Languages Principles
40 hours, 3 credits
An introduction to programming language principles, including the history of programming languages, formal models for specifying languages, design goals, run-time structures, and implementation techniques, along with a study of the principal programming language paradigms.
Prerequisites: none
N401 Artificial Intelligence
60 hours, 4 credits
Students will learn how techniques in Artificial Intelligence (AI) may 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 environments. 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, 6 credits
This course offers the study of the technology, network architecture and topology, and software used by systems of network-connected computers. Topics include data transmission, local area network architectures, network protocols, distributed systems, security, and network applications such as email, various transfer protocols, and services of the Internet such as the World Wide Web. Students will develop programs that run concurrently running computers within various network configurations.
Prerequisite: Operating Systems Design

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

N405 Advanced Applications of Digital and Experimental Art
60 hours, 6 credits
In this course, students will combine their knowledge of art techniques with the psychology of art reception to develop art projects aimed at producing specific reactions. Students will experiment with different elements of art, including shape, form, light, color, and movement, and use techniques including digital photography and imaging. In addition, students will learn to analyze mainstream graphic-design projects in terms of their intended effects, and to use their analyses to produce experimental art projects. The course builds upon traditional and digital visual-art skills learned in previous courses to create imaginative solutions to digital problems.
Prerequisite: Advanced Methods of Computer Graphics

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

N415 Digital Effects Creation
40 hours, 4 credits
This course focuses on the use and application of effects in film and video at an advanced, post-production level. Learn professional methods of controlling digital and video representation such as keying, compositing and 3D effects. Sharpen 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, 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 application, 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 students will also examine cinematic visual techniques and terminology.
Prerequisites: Multimedia Portfolio Development

N430 Computers Forensics
40 hours, 4 credits
This course examines computer literacy and C.I. legal issues regarding seizure and chain of custody, and technical issues in acquiring computer evidence. Popular file systems are examined. Reporting issues in the legal system are discussed.
Prerequisite: Computer Applications and Business Systems Concepts

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

N435 Digital Video/Audio Project
60 hours, 4 credits
This advanced course in Audio/Video production is designed for students in the design and creation in 3D environments. The culmination of the course will be a professional summative 3D animation project. Students in the course the students will also examine cinematic visual techniques and terminology.
Prerequisite: Polygon Modeling

N445 Animation Graphics Project
60 hours, 4 credits
This course combines the accumulated knowledge of students in the design and creation in 3D environments. The culmination of the course 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 differences between platforms, object oriented practices for game play, asset management and coding best practices. It also covers areas like cross-platform parsing and multi-lingual techniques.
Prerequisite: Applied Game and Simulation Theory

N455 Game Audio Assets
60 hours, 4 credits
In this course, we will cover the fundamentals of audio programming for games. Topics covered include basics such as audio formats and common hardware configurations and loading sounds in ASPMOM format. Students will explore play basic "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
50 hours, 4 credits
An important aspect of a game or simulation is to be able to render what is happening in the game in realistic terms based on standard real physics principles. This course is designed to allow the game or simulation to seem to be able to translate the ideas and sequences of a game into realistic actions. Key components in this class will be the opportunity for students to develop tools, demos, and working games that utilize and follow real physics.
Prerequisite: Programming II

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

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

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

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

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

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

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

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

NM115 Networking and Internet Technologies 40 hours, 3 credits
This course provides students with a practical understanding of the structure and operation of the Internet, including various communications and data-transfer protocols, an overview of programming for the Internet, how to manage Internet security and e-commerce. Further, students will explore in-depth a variety of technologies and methodologies such as network models and topologies as well as a range of security considerations. Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information.
Prerequisite: none

NM121 Typography 40 hours, 3 credits
This course focuses on the fundamentals of typography and introduces the students to aspects of type for display and text design. Students become familiar with the categories of type and a variety of font families. They also become proficient at choosing fonts to match a specific message. This course will provide training in various industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics

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

NM124 Color Theory and Techniques 40 hours, 3 credits
This course introduces basic compositional principles of harmony and contrast through the practice of color application, digital input devices and graphic software application. Basic exercises are introduced and practiced to learn how to achieve different visual effects and create visual effectiveness. The use of color in printing is also examined. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics

NM130 Audio/Video Editing 40 hours, 3 credits
Students learn the theory and processes of audio/video editing using non-linear editing software on the desktop. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short videos for video, disk and Internet applications. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Multimedia Technologies

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

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

NM240 - 3 Dimensional Animation 40 hours, 3 credits
Once students have learned the basics of 3D modeling and rendering, they will explore the fundamentals of animation and the more advanced methods of modeling and texturing. Students will create photo-realistic products and environments utilizing complex technical techniques and thorough creative design. Emphasis will be placed on detailed modeling, texture mapping and character animation, complementing the 3D animation and story development course. This course will provide training in a variety of industry-accepted Autodesk 3D design software.
Prerequisite: Introduction to 3D Arts and Animation

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

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

NM360 Server Side Scripting 40 hours, 3 credits
This course focuses on dynamic interactive websites from a multimedia perspective. Emphasis is on data driven interactivity through client side scripting, dynamic web content and database access through server side scripting.
Prerequisites: Dynamic Content Management, Fundamentals of Web Authoring and Design

NM626 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.

NM827 Multimedia Technologies 40 hours, 3 credits
In this course students will learn 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

NM828 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 that is industry-quality and related to their identity package. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Digital Media Assembly

NU210 Critical Thinking in Nursing 20 hours, 3 credits
This course introduces the student to critical thinking as a professional nurse. Students have the opportunity to use critical thinking skills as the foundation to future nursing courses.
Prerequisite: Admission to the Nursing program

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

Co-requisite: Critical Thinking in Nursing

NU215 Comprehensive Pharmacology 40 hours, 3 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

NU131 Comprehensive Pharmacology Lab 40 hours, 2 credits
This lab accompanies 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

NU215 Comprehensive Pharmacology 70 hours, 5 credits
This course focuses on the student to administer medications. It introduces the student to critical thinking skills when planning the care of clients. Students formulate nursing diagnoses, demonstrate knowledge of nursing implications of treatment regimens and demonstrate the ability to communicate and collaborate accurately and effectively with members of the healthcare team.

Prerequisite: Introduction to Professional Nursing
PL121 Civil Litigation and Procedure I 40 hours, 4 credits
Students will examine the lawyers and paralegals’ roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.
Prerequisite: Introduction to Law and the Legal System
PL122 Civil Litigation and Procedure II 40 hours, 4 credits
Students will continue to develop and refine litigation skills. The course will focus on discovery, pre-trial procedure, post-trial procedure, and initial appellate documents.
Prerequisite: Civil Litigation and Procedure I
PL142 Contracts: Managing Legal Relationships 40 hours, 4 credits
This course 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
PL145 Paralegal Ethics 40 hours, 4 credits
This course will cover the ethical responsibilities of paralegals. Students will be introduced to case and statutory analysis and an understanding of the role of the paralegal in performing substantive legal research and writing tasks. They will learn how to analyze and synthesize written opinions. Students will use the results of their research from the Legal Research course in connection with at least three significant writing projects, including memoranda of law, law briefs, and appellate court briefs. 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 and write an appellate brief that requires 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
PL230 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.
PL230 Paralegal Internship 130 hours, 5 credits
This course provides students 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 faculty.

PL240 Legal Writing 40 hours, 4 credits
This course is designed to teach the student to handle client inquiries, to draft necessary legal 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, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including antenuptial and property settlement agreements.
Prerequisite: Introduction to Law and the Legal System
PL235 Legal Research 40 hours, 4 credits
This course introduces the Legal Research process for paralegals. An overview of legal source materials and how and when they are incorporated in the legal research process will be examined. Students will develop information literacy skills specific to the Paralegal field by working with primary sources, such as state and federal enacted law and secondary sources, like legal encyclopedias, treatises, and state specific practice books. Students will develop skills such as legal research, 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 research and writing tasks. They will learn how to analyze and synthesize written opinions. Students will use the results of their research from the Legal Research course in connection with at least three significant writing projects, including memoranda of law, law briefs, and appellate court briefs. 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 and write an appellate brief that requires 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
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Prerequisite: Final-quarter status and consent of faculty.
Prerequisite: Pharmacy Math and Dosages used within pharmacy settings.
be addressed. Student will gain understanding of the gain knowledge of how to solve rejections. Automated
The student will learn how to process prescriptions, Hands-on experience using pharmacy software will be
40 hours, 3 credits
Automation/Insurance Billing
knowledge and skills to perform business math functions calculations, and conversions, the student will develop
of CPR. Emphasis will be on patient profiles, receiving procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with diseases such as blood, lymph, integument, immune, and neurological systems. Modalities of care across the healthcare system are discussed.
Prerequisites: Nursing II, Maternal - Child Nursing, Nutrition and Diet Therapy
Co-requisites: Nursing Seminar, Geriatric Nursing
PN140 Geriatric Nursing
80 hours, 4 credits
This online course explores care for the older adult and is comprised of both a theory and clinical component. The content builds on previous learning experiences to incorporate a more in-depth study of the normal aging process to assure comprehensive nursing care for the older adult patient. Content will address the psychological, cultural, spiritual, legal, and ethical aspects related to geriatric nursing care.
Prerequisites: Nursing II, Maternal - Child Nursing, Human Nutrition
Co-requisites: Nursing III, Nursing Seminar
PN145 Nursing Seminar
20 hours, 2 credits
This course examines the role of the practical nurse. Content includes the history of nursing, practical nursing scope of practice, legal and ethical considerations, and NCLEX-PN review. Content is designed to facilitate transition from the role of student to the role of graduate practical nurse. Emphasis is placed on assuming personal accountability for nursing actions. The importance of participation in continuing educational activities is emphasized.
Prerequisites: Nursing II, Maternal - Child Nursing, Nutrition and Diet Therapy
Co-requisites: Nursing III, Geriatric Nursing
PN105 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.
Prerequisites: 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 resolve compounding, automated ordering, receiving, and maintenance of inventory will be addressed. Student will gain understanding of the various payment methods received by retail pharmacies. The students will experience various automation machines used within pharmacy settings.
Prerequisite: Pharmacy Math and Dosages
PT240 Unit Dose and Medication Preparation
40 hours, 3 credits
In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications 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
PT265 Pharmacy Technician Capstone
30 hours, 3 credits
This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board 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.
Principles: Principles of Marketing
5115 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
SD10 Discrete Structures for Computer Science
40 hours, 3 credits
This course will provide a basic understanding of discrete mathematical topics that form the basis of computer science. Topics to be covered include truth tables, logical propositions, elements of set theory, as well as basic notions of functions and mathematical induction. Students will explore the logical constructs that are the underlying model of discrete systems.
Prerequisite: Fundamentals of Programming
SD140 Mobile Application Development
40 hours, 3 credits
In this course, students will understand the development cycle of programs and applications for mobile devices. Utilizing the Java language, students will create both standalone programs as well as program suites for mobile marketplace commerce systems where applications can be deployed. Instruction will focus on mobile development best practices for ease and efficiency of program development.
Prerequisite: Java I
SD225 Object-Oriented Programming
40 hours, 3 credits
This course will provide students with an understanding of the basic concepts of object-oriented programming including encapsulation, inheritance, and polymorphism. Students will explore the uses of class templates as well as their attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing the Java programming language.
Prerequisite: Fundamentals of Programming
W108 Introduction to Website Design
40 hours, 3 credits
Intended for beginners to intermediate-level web authors; this course provides an overview of the World Wide Web and an introduction to HTML, JavaScript, and web 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.
Prerequisites: 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. The course builds upon HTML principles.
Prerequisites: Introduction to HTML, Fundamentals of Programming
W114 Fundamentals of Programming
40 hours, 3 credits
This course introduces students to the fundamentals of developing well-structured computer programs utilizing a high-level programming language such as C++. Focusing on Object Oriented Programming techniques, the course provides an understanding of programming constructs such as handlers, loops, conditionals, and variables. Additionally, the use of pseudo-code examples and exercises will allow students to manipulate these constructs without requiring that they have previous experience with program code syntax. A final project is required for the successful completion of this course.
Prerequisite: none
W116 Introduction to Web Design Software
40 hours, 3 credits
This course will introduce beginners to the tools and knowledge needed in creating interesting, usable, and well-designed websites.
Prerequisite: none
W118 Introduction to HTML
40 hours, 3 credits
This course will introduce students to the basics of HTML. Students will learn the latest in HTML, conforming to XML and XHTML coding standards. The course is a step-by-step approach for learning how to create, format, and enhance a webpage using HTML.
Prerequisite: none
W125 Introduction to Visual Basic
40 hours, 3 credits
The students who take this course will learn to create basic applications using Visual Basic .NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, DBMS, SQL, and ASP.NET.
Prerequisite: Introduction to Visual Basic
W208 Advanced Website Design
40 hours, 3 credits
Students learn how to use web publishing tools used most often by professional designers. Topics include advanced techniques for the design, layout, and authoring of webpages.
Prerequisite: Introduction to Website Design
W210 Java I
40 hours, 3 credits
Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored as well as the use of Java programming in the development of applications for mobile devices.
Prerequisite: Object-Oriented Programming
W215 PERL/CGI
40 hours, 3 credits
This course will cover the PERL scripting language, the development of PERL code for web applications, and client/server socket programming using PERL.
Prerequisite: JavaScript
W216 PHP/MySQL
40 hours, 3 credits
This course covers the use of PHP scripting language and the MySQL database to create dynamic webpages. Topics include PHP scripting fundamentals; creating, accessing, and manipulating data with the MySQL database within a PHP program; creating HTML forms; and writing secure PHP programs.
Prerequisite: Java I
W290 Web Programming Capstone
20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they have learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.
Prerequisites: Java I; PERL/CGI. This course is intended to be completed in the student’s last quarter.
Co-requisite: Freshman Seminar
W201 Advanced Visual Basic
40 hours, 3 credits
The students who take this course will learn to create applications using Visual Basic .NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, DBMS, SQL, and ASP.NET.
Prerequisite: Introduction to Visual Basic
ACADEMIC INFORMATION AND COLLEGE POLICIES

Rasmussen College Admissions

Nondiscrimination Policy

Rasmussen College is committed to the principle of equal opportunity in education. Rasmussen College admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and 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. Other than 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 he/her parents or guardian or legal representative, if the student is a minor, or guardian, or other person is the 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 or content of the programs of study offered. The College reserves the right to cancel any courses or programs where enrollment is under 12 students.

Class Standing

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

College Acceptance or Rejection of Application for Admission

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

- Completed application form and enrollment agreement
- 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 invalidated 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 score of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed one additional opportunity to re-take the course three months after the start of the first attempt. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within 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 Entrepreneurship Experience Course.
- All financial arrangements are complete, submitted and verified
- For selected programs, applicants must also pass a criminal background check. See additional information.

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>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td>0-16 items correct</td>
</tr>
<tr>
<td>Writing</td>
<td>17-24 items correct</td>
</tr>
<tr>
<td>Writing</td>
<td>25-35 items correct</td>
</tr>
<tr>
<td>Math</td>
<td>0-16 items correct</td>
</tr>
<tr>
<td>Math</td>
<td>17-35 items correct</td>
</tr>
</tbody>
</table>

Assessment

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

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

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

At designated points in their programs of study students are required to complete with a passing grade a seminar course. Students who have completed E42 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:

- Surgical Technology
  - Programs listed here may not be available in each school. See program pages in this catalog or program listing on www.rasmussen.edu for program availability.

In addition to this general background check, applicants to the Law Enforcement programs must submit to a Minnesota Bureau of Criminal Apprehension background check. Applicants to the Human Services, Medical Assistant, Medical Laboratory Technician, Pharmacy Technician, Surgical Technologist, and Nursing programs also must submit to a Minnesota Department of Human Services background check, in addition to the general background check.

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

- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course materials.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course materials.
- If a student chooses to appeal their termination from the school, all appeals must be completed by the end of the first quarter, or the student may not continue to the next quarter.

Course Placement

Not eligible for admission

- B800 Reading and Writing Strategies
- G124 English Composition
- B099 Foundations of Math

Lower-division Math coursework

Student who has been denied the right to request to file one request for reconsideration of their decision, but must provide a supplemental or additional information to support such a request for reconsideration.

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

The College will send either a possible issue letter, or a pre-adverse action letter to all applications whose background check 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.

A pre-adverse action letter informs the student that the College is about to take adverse action by either not allowing the applicant to enroll in a certain program, or removing a student from a certain program, based on the background check. After receiving a pre-adverse letter the student may contact the background check firm directly to dispute the information contained in the background check. Within seven days of sending the pre-adverse action letter, the College will send the student an adverse action letter indicating the action to be taken.

The Director of Admissions will contact the applicant to explain the options available.

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

www.rasmussen.edu
Applicants who wish to repeat the Evolve A2 to increase their score must submit a $30 non-refundable re-test fee. Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to take or re-take the Evolve A2.

Once the applicant file is complete, the College will schedule an interview between the applicant and Program Coordinator/Director.

Students accepted into their program will receive a letter from the College via certified mail.

The College may choose two additional applicants as alternates to join the program if another applicant is deemed ineligible or declines to begin class. These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they achieve an acceptable score on the Evolve A2 entrance exam.

Students must attend programmatic orientation as well as general orientation or risk being dismissed from the cohort.

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

1. STEP Entrance/Placement Exam: An applicant must achieve an acceptable score on the STEP entrance/placement exam to receive 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 remedial course are not required to repeat the STEP test. 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 admissions to the online registration process for the School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a nursing program of study for which they qualify. Applicants not meeting the exam score requirement determined by Rasmussen College at its sole discretion may be required to complete a Foundation course as a prerequisite. Applicants not successful after the second attempt must wait 12 months before re-applying to the School of Nursing.

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:

   1. Rasmussen College Application
   2. Submit Official College Transcripts
   3. Health Physical and proof of vaccinations
   4. BLS-CPR with Defibrillator
   5. Criminal Background Screening
   6. 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 application is 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. The applicant 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 or ATI Exam to be deemed eligible for re-enrollment into the nursing program.

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 500-word essay. Please speak with a program manager for more 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.

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 attest their interest in 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 their degree program, and count as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).

Immunization Requirements
Minnesota law (M.S. 133A.14) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Non-exempt students must submit the required vaccination information within 45 days after their first enrollment, or they cannot remain enrolled. Please see the campus for details.

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 basic skills and knowledge as they move on to college level classes. Placement into foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students and to providing educational opportunities to those who enroll. All new students who enroll in a degree, diploma, or certificate program are required to take the STEP reading, writing, and math placement tests. 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 their equivalents, do not need to take the STEP test. Returning students who have not successfully completed the Foundations courses, their equivalents, or the courses for which Foundations courses are prerequisites must take the STEP course.

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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 helpdesk lab as needed at a Rasmussen College campus.

Educational Records Definition
A student’s education records are defined as files, materials, or documents that contain information directly related to the student and are maintained by the Institution. Access to a student’s education records is given to school officials and others to whom the student has released 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</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 to 99%</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>89 to 87%</td>
<td>Very Good</td>
</tr>
<tr>
<td>B+</td>
<td>86 to 83%</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>82 to 80%</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>B-</td>
<td>79 to 77%</td>
<td>Below Average</td>
</tr>
<tr>
<td>C+</td>
<td>76 to 73%</td>
<td>Below Average</td>
</tr>
<tr>
<td>C</td>
<td>72 to 70%</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>69 to 67%</td>
<td>Below Average</td>
</tr>
<tr>
<td>D+</td>
<td>66 to 63%</td>
<td>Below Average</td>
</tr>
<tr>
<td>D</td>
<td>60 to 60%</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td>Below Average</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 provided all work has been received 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 ‘UN’ which is counted as an attempted course for the purpose of maintaining timeframe frame and percentage of course completion and may have an effect on achieving satisfactory progress. See “Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines.”

Grading System

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

2. C+ = 2.50

3. Students automatically pass B099 Foundations of Reading and Writing Strategies if they achieve a score of 73% or more on the final exam/end of quarter post-test in this class.

4. Students who do not achieve the scores listed above on their final exams may still pass these courses. In such cases, the final exam counts as 40% of their overall grade, with their weekly work comprising the remaining 60%. The following grading scale is then used to determine if students have passed the courses:

   a. SX NA: Satisfactory Foundations of Math
   b. UX NA: Unsatisfactory Foundations of Math

5. Incompletes may not be granted only for the sake of improving a grade. Incompletes must be completed within two weeks of the last day of class, or the grade to be entered should the student not complete the work by the deadline (the calculated grade).

6. Failing courses may be retaken, but only at regular tuition rates. Students seeking a course where the credits for that course in a financial aid award calculation only if the original grade earned is an “F/FA.” If a student elects to repeat a course for which a grade above “F/FA” was earned, then the credits are not included in the financial aid award calculation, thereby making the student responsible for payment out-of-pocket at regular tuition rates. The credits for all repeated courses will be included in credits attempted for the purposes of determining the satisfactory progress evaluation checkpoint, along with the credits from the first time the course was taken. The passing grade earned from a repeated course will replace the grade in the student’s cumulative GPA from the first time the student took the course. The student’s GPA should be recalculated to reflect the new letter grade. Students who fail a required course twice and have a grade point average of 2.0 or greater may be able to switch to another program that does not include the course as a required part of the program curriculum without going through the program appeal process.

7. Students with failing grades who wish to switch to another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere 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 the “2.0” 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% will be 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 described. In some cases in the residential classroom setting, activities such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should approve students beforehand of any such activities.

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

Incomplete Grade Policy

An ‘IN’ indicates an incomplete grade, and is a temporary grade for a course in which a student is unable to complete due to extenuating circumstances. An incomplete may be granted to a student at the end of a quarter at the discretion of the instructor under the following conditions:

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

2. Incompletes 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.

3. The Dean must be informed of all incompletes granted. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
   a. the work to be completed must be regularly assigned work, identified in the course syllabus.
   b. the student can reasonably be expected to complete the work by the deadline (the calculated grade).
   c. Instructors will have one week for grading, recalculation of grades and processing of all documents required.

4. Incompletes may be granted to a student at the end of a quarter at the discretion of the instructor under the following conditions:
   a. the work to be completed must be regularly assigned work, identified in the course syllabus.
   b. the student can reasonably be expected to complete the work by the deadline (the calculated grade).
   c. Instructors will have one week for grading, recalculation of grades and processing of all documents required.

5. Incompletes may not be granted only for the sake of improving a cumulative grade point average, nor will they be granted to allow students to make up “extra credit” work.

6. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of a quarter. An incomplete grade not completed by the deadline will be changed to an “F” (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average.

The final grade awarded for the course is included in the calculation of the cumulative grade point average.

Policy for Change of Grade

On occasion it is appropriate to change a final grade submitted by an instructor at the end of a quarter. Except for situations outlined below, only the instructor who issued the original grade may authorize its change.

Instructors may change grades at their discretion, with the following limitations:

Circumstances that may warrant a change of grade include:

- Emergency situations that prevent a student from submitting a petition to receive an incomplete grade.
- Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
- Miscalculation of the final grade by the instructor.
- Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the instructor.
- 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 or by someone other than the original instructor include:

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

Program Changes

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

A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog who is changing to a less rigorous program within the same program, or a student who is selecting a different specialization within the same program, or a student who is requesting to change catalogs within the same program at the time of the request will be allowed to make the change regardless of the number of prior program changes. No appeal process is required. The request for the program change 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 who is changing to a less rigorous program within the same program, or a student who is selecting a different specialization within the same program, or a student who is requesting to change catalogs within the same program at the time of the request will be allowed to make the change regardless of the number of prior program changes. No appeal process is required. The request for the program change must be received prior to Friday of the first week of a quarter break.
Independent Study Policy

Independent study applies when a student contracts to meet regularly with a qualified instructor to discuss the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and able to be organized. Because 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 Dean approves the plan for completing the course work.
6. The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.

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

Independent studies must meet the following guidelines:

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

Transfer of Previously Earned College Credit and Prior Learning Assessments

General Transfer Credit Policy

- Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.
- Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
- Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.
- As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.
- A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.
- College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college credit.
- Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Students in the Medical Assisting, Medical Laboratory Technician, and Associate’s Nursing programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Students eligible and approved for the Surgical Technology, Radiography, Dental Assistant, and Block Transfer must only complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Students who will enter Rasmussen College are required to take the STEP placement exam. If a student tests at a level of remediation in English or Math, the College will accept transfer of courses with prerequisites that require completion of the Foundations course or passing the STEP exam. Once the student successfully completes the necessary Foundations courses or passes the placement exams, the College will then post the transfer credit pertaining to the specific course.
- The following Early Childhood Education extension courses cannot be transferred into the program from another program: EC181 Knowledge: Externship I, EC182 Application: Externship II, EC182 Reflect: Externship II.

Course by Course Transfer

- Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on course content. Most courses that are comparable in content will be accepted.
- Course must have the minimum number of credits to that of the Rasmussen College course.
- Only courses completed with a grade of C or higher will be eligible for transfer credit.
- Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade-point average. Grade-point averages and grades from courses taken at any of the Rasmussen College campuses, which 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 prior three (3) years of the assessment date.
- Associate Nursing Program (prefixes of PN/NU) and NUR/PIN in Florida) will not accept any core course transfer. For Associate Nursing program only, there is a five 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 Assisting Program are not transferable: MA10 Medical Practice I, MA145 Clinical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills, and MA265, MA265a Medical Assisting Externship.
- Seminar Courses cannot be transferred in from another institution of higher learning.
- For students in MN who enroll in the Law Enforcement Associate’s Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific courses can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved.
- Students who have credits that are not transferrable are eligible to demonstrate competency by completing the course specific test, if available.
- 2+2 Matriculation for Baccalaureate Candidates

For candidates seeking a four year degree in a related 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 maximum of 90 quarter credits for graduates from outside institutions will be accepted.

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 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.

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

For the Bachelor in Health Information Management, qualifying associate degrees have to be from a CAHIMI accredited program and earned within the past 5 years. If the degree was completed more than 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 must also enroll before his/her CAHIMI membership card, showing it as current.

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

1. Health Sciences Programs (Medical Assisting AAS, Health Information Technician AAS, Medical Administration AAS, Medical Laboratory Technician AAS) – Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits for a total of 77 credits. In addition, these students will need to take Financial Accounting 1, Financial Accounting 2, Introduction to Business and Introduction to Human Resource Management in the core.
2. Business Programs
   a) Business Management AAS – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits for a total of 81 credits. In addition, these students will need to take Medical Terminology, Medical Office Procedures and Medical Law and Ethics in the core.
   b) Accounting AAS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits for a total of 76 credits. In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Medical Office Procedures and Medical Law and Ethics in the core.
3. The remaining core content necessary for the Healthcare Management degree will be provided in the 300 and 400 level core courses.
4. For students transferring credits from the medical field with Medical Assisting or Health Information Technician AAS/AS degrees the degree must have been earned from an institution with programmatic accreditation.
For students who have the RN license alone will receive the RN-to-BSN licensing for a limited scope x-ray operators certificate.

Students may seek a course-by-course transfer credits if they have a limited scope x-ray operators certificate.

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 121 credits (67% maximum) of a CAAHEP or ABHES accredited clinical program.

Course by course transfer guidelines apply to required classes.

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.

In Illinois, students must meet the current general education category breakdown requirements.

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

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

1. Graduated from a CAAHEP or ABHES accredited MA program or certificate program within the past 5 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.

Should a course seek a course-by-course transfer credits, or course waiver for MA250 (Radiography Skills) only if they have a limited scope x-ray operators certificate.

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

RN to Bachelor of Science Nursing (RN to BSN) Policy For students who have an unencumbered Registered Nurse license, current CMA/RMA certification, and have worked as an MA within the past 3 years and holds a current CMA/RMA certification.

Course 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.

• 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/Minor Area, Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses, and 200-level Pharmacy Technician courses. In addition, the Healthcare Information Technologies and Pharmacy Software/Automation/Insurance Billing, and Successful 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.

• 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 Associate’s degree, Early Childhood Education Certificate, Early Childhood Education Diploma, or Business Management – Child Development Specialization Associate’s degree may request a waiver from Foundations of Child Development; Early Childhood Education Curriculum and Instruction; and Health, Safety and Nutrition.

• The student’s credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Technology and Design Waivers

• Course waivers will be reviewed for students who have select professional certifications from the Computing Technology Industry Association (CompTIA), Microsoft Certified Technology Specialist (MCTS), Cisco Certified Entry 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, Rasmussen College 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, Rasmussen College 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 (TI) and will not be assigned letter grades or applied to cumulative grade-point average. Rasmussen College recognizes the following college equivalencies:

- Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher required. 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 Sailor/Marine American 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 through 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 enhance the communication and thinking abilities, apply these concepts to their chosen areas of programmable 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, point of view, and meet 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 core curriculum is that part of degree and diploma programs is organized into categories, each of which emphasizes a set of general knowledge and content areas.

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

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

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

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

General Education Requirements for Rasmussen College Credentials

BS degree candidates must successfully complete an additional twenty (20) 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, Social Science, Mathematics, Natural Sciences, and Social Sciences.

- Associate’s degree candidates must successfully complete forty-five (45) credits of general education coursework distributed across all 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 considered predominantly developmental or remedial in nature, such as Foundation courses, may not be included in the general education total for any program.

Health Science Externships, Practicums, and Clinical Externships, clinincial and practicums for Health Sciences programs are to be conducted in Rasmussen-approved locations. Each practicum site will be specifically approved and utilized for the purposes of the practicum experience. Students in the health science program is the responsibility of the site coordinator who is associated with the respective program. Practicums/Exterships in Health Sciences programs have attendance expectations that differ from the general class 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 that 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 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.

The objectives of the School of Business will be active contributors and leaders in their chosen fields and diverse communities.

School of Education Mission Statement

Rasmussen College’s Early Childhood Education Program prepares early childhood educators to serve young children, their families, and their communities. We foster and advocate developmentally and culturally appropriate practices among early childhood professionals. We value diversity, professionalism, collaboration, and research-based practice. We strive to provide young 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 preservice 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. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each area. Completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of level.

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

Transcripts

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

The institution reserves the right to withdraw 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 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. Practicum/Externships in Health Sciences programs have attendance expectations that differ from the attendance policy above. These attendance policies can be found in the program-specific manuals/handbooks.

Consortium Agreement

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

Course requirements for programs may be completed at any of the campus locations, as the schools have common ownership and common courses, students will have the flexibility to take courses from all locations as they choose. Students who attend a class at a location other than their home campus (primary attendance location) will have their total tuition and fees charged by their home campus. All financial aid will be awarded and dispersed from the home campus. The home campus monitors satisfactory progress.

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 very highest business and personal ethics. A student who abuses the privileges and programs of the college is subject to the foremost level of academic integrity, and accept responsibility should behaviors and actions fall short of the College’s expectations.

II. Definitions

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

b) Cheating: Distributing or receiving answers or information by any means other than those expressly permitted by an instructor for any academic exercise. Examples include:
   i. Copying answers, data, or information for any academic exercise from another student in which the student is not expressly permitted to work jointly with others.
   ii. Impersonation: Assuming another student’s identity or allowing another person to complete an academic exercise on one’s behalf.
   iii. Using charts, illustrations, images, figures, or students to commit academic misconduct, or conspiring with any other person in or outside of the College to commit misconduct.

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

f) Fabrication, Falsification, Forging: Deliberately fabricating, altering, inventing student records, information or citations. Forging is the act of imitating or counterfeiting documents, signatures, or information.

i. Plagiarism: is the act of representing an individual’s or organization’s words, thoughts, or ideas as one’s own. Examples include:
   i. Using information (a paraphrase or quotation, in whole or in part) from a source without attempting to give credit to the author of that source.
   ii. Using charts, illustrations, images, figures, equations, etc., without citing the source.
   iii. Using an academic exercise (in whole or in part) purchased or copied from a ghostwriter or paper/essays mill.
   iv. Copyright infringement or piracy, including the use, alteration, or duplication of media, software, code, or information when expressly prohibited or where copyright exists or is implied.

iii. Violations

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

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

b) Second Offense: The student will be expelled from the course, and the final grade assigned for the course will be an F/F/A. The student may re-take the course, but the F/F/A 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 other educational institutions may ask for judgment concerning a student’s ethical behavior. As the form is sent at the behest of the student, the student waives any rights he or she may have under the Family Educational Rights and Privacy Act to keep Academic Integrity violations confidential.

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

V. Appeal:

A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling to his or her Dean. All appeals are reviewed by the Academic Integrity Committee, which has one week from the time that they receive the appeal to make a decision.

Tuition Rates are as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Business</td>
<td>$350 per credit for Foundations courses and all 100-200 level courses</td>
</tr>
<tr>
<td>School of Justice Studies</td>
<td>$310 per credit for all 300-400 level courses</td>
</tr>
<tr>
<td>School of Technology and Design</td>
<td>$395 per credit</td>
</tr>
<tr>
<td>School of Health Sciences Programs Medical Assisting</td>
<td>$310 per credit</td>
</tr>
<tr>
<td>School of Education Early Childhood Education</td>
<td>$310 per credit</td>
</tr>
<tr>
<td>School of Nursing Professional Nursing</td>
<td>$395 per credit</td>
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</tbody>
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CAT ALOG & STUDENT HANDBOOK
thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student may submit a written statement of appeal to the Assistant Vice President of Academic Affairs thereafter. Response will be given within 30 days.

Conduct/Dismissal

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

- by students, faculty, or staff that is detrimental within the classroom 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 assignment/program students and/or faculty;
- By students who otherwise conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Students, employees, and guests using Rasmussen networks to access the Internet are prohibited from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright/intellectual property protections or other similar laws. Prohibited material could include pornographic images, illegal file sharing programs (such as the illegal downloading and sharing of music), or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of network privileges and possibly other penalties, up to and including dismissal.

Anti-Hazing Policy

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

Dress Code

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

Some Health Sciences programs have uniform requirements. Please see your Program Manager or Program 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 drop 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:

- 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.
- 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.

Mid-quarter drop/add period

Students may add courses through the second day of the mid-quarter term and may drop a course through the first Friday of the mid-quarter term, which is the close of the drop/add period.

When a student notifies the College of withdrawal from a class:

- 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.
- Following the first week of the mid-quarter, students will receive an F/A for any classes dropped.
- Following the third week of the mid-quarter, students will receive an F/A for any classes dropped.
- Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class, the credits for all courses 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 enrolling in an introductory course.

Early Honors coursework is available to high school seniors who have reached the minimum age of 16 both on-campus or online with enrollment in the program dependent on space availability.

Rasmussen College Early Honors Program Terms and Conditions

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

- Students must complete an Early Honors Program Application, which includes a high school transcript 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 signature from the parent/guardian on the Application Form).
- Students must submit a signed Early Honors High School Approval Form.
- Students must be a high school senior and have a minimum cumulative high school grade point average of 2.5 or a pass of 4.00. Proof of GPA must be validated with a High School Counselor or Administrator on the Early Honors High School Approval Form.
- Students must score at least a 25 on the writing portion of the Rasmussen College 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.
- Students may take up to 4 credits per quarter without a tuition charge. The student must successfully complete the DOA and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Program.
- Applications will be accepted on a space available basis for each course selected.
- Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a "PN", "PNW" or "NR" are not available to Early Honors students.
- Students must cover the cost of textbooks and supplies for each class. 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 technology and software. The college will provide specific information on each course, including textbook prices and technology requirements.
- Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits will be transferable at the discretion of the receiving institution.
- Students will receive high school dual enrollment credit for successfully completed Early Honors courses at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.
- Students may apply to a full program of study by completing an Application for Admission and submitting an application fee.

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 information 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 tuitions and fees. For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College’s curriculum. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment, unavailability of selected faculty and to add or delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book requirements. Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams or to secure employment in an environment requiring a police background check.

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

Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent. In addition, these students must complete an officially recognized first aid course in First Responder, Emergency Medical Technician, or an equivalent course to be eligible to sit for the Peace Officer Standards and Training (POST) licensing exam. Students must provide Rasmussen College with a completed Application for Certification (such as a copy of their first-responder card) for inclusion in the student's file at Rasmussen College.

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

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

Online Courses

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

Minimum Technical Requirements

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

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

Student Senate

The Student Senate assists the College in providing a successful, positive, and rewarding atmosphere by organizing campus events. The Student Senate meets on a regular basis. Students are encouraged to participate in the open forum discussions or petition to be one of the board representatives. The representatives include: President, Vice President, Treasurer, and Secretary.

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

Exit Interviews

Students contemplating the termination of their education at Rasmussen College should contact the Dean of Student Services or, 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 finished aid”) are required to attend a mandatory exit interview. During this interview, students receive information regarding their loans (including address and telephone numbers of lenders), deferment requirements, 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, if you are pending settlement of any amount due the College.
Refund Policy

Student refunds are made within 45 days of the date they occurred. A student shall be assessed a $50.00 processing fee for any refund issued by the College. Refunds are calculated based on the date of withdrawal as measured from the start of the period of instruction. The following sequence will be used:

1. Refunds shall be made of all money paid, except the registration fee.
2. Refunds shall be made within 30 calendar days of the student’s date of withdrawal.
3. Refunds shall be made within 10 days of the student’s withdrawal.
4. Refunds shall be made after the withdrawal date.

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

A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations.

A post-withdrawal disbursement occurs when a student withdraws or is expelled from a private school after the withdrawal date, but before completing 60% of the period of instruction. When a withdrawal occurs, the student must return to the supplier, the student will be assessed a $50.00 processing fee for any refund issued by the College. Refunds are calculated based on the date of withdrawal as measured from the start of the period of instruction. The following sequence will be used:

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Non Federal Refund Distribution Policy

Refunds for state aid programs are calculated on a prorated 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 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

Ratios are determined for each of the State Financial Aid Programs as part of the total Non-Title IV financial aid disbursed to the student (for the period during which the student withdrew).

These ratios are then multiplied against the remaining refund due to the State Aid Programs to determine the prorated minimum refund due to both the State Grant and SELF Programs. If the student received refunds from other State Aid Programs, those refunds would be calculated in the same manner.

Note that for purposes of calculating institutional charges in the State Refund Calculation, the definition for Title IV is used.

• Any remaining refund monies will then be applied to the student’s Minnesota State Grant and/or Minnesota SELF Loan.

• Any remaining refund monies will then be applied to any other sources.

Veterans Refund

In the event a veteran discontinues training for any reason, the College will retain a $10 registration fee. Any supplies or textbooks issued to and 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 Library materials that are kept past the due date without renewal. The current late fee is as follows: for all circulating books, videos, audiotapes, and reference books there is a 5 day grace period, after the grace period the charge is $0.25 a day for 10 days; the maximum late fine is $2.50. For reference books and reserve materials there is a 10 hour grace period beyond the 5 day check-out period; after the grace period the charge is $2.00 per hour for 5 hours; the maximum late fine is $10.00.

After the materials are kept out past the maximum late period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge the cost of replacing the item plus a $5.00 processing fee. In the event that a nonreplaceable item is lost or damaged, the library will charge up to $100.00.

Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items like books and articles.

For unpaid fines on materials checked out on Rasmussen ID cards the College receives bills. The patrons incurring these bills should be held accountable for their payment so that the College does not have to pay fines.

The College may ensure that students pay their fines at Rasmussen College Library or other libraries by withholding the student’s grade report, transcript, diploma, degree, or certificate.

There are many instances where campus libraries may grant students a break on fines from returning a book or CD with an institutional card. The College believes that this is an extension of its service and that it benefits the busy patron who is unclear how to navigate a variety of different library databases. When fines are incurred in these instances and the librarian is unable to get the other library to dismiss the fines, either Rasmussen College will pay the fine or the patron will be notified of the amount of the fine owed and may be held accountable by the College.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Rasmussen College provides prospective and enrolled students and employees with crime statistics as required by the Jeanne Clery Act. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

Non-Discrimination Policy

Rasmussen College is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the only acceptable way to operate our College.

Rasmussen College 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 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, national origin, sex, age, marital status, familial status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to assure the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or President will be notified of all allegations. This will ensure a prompt, consistent, and appropriate investigation.

It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for any member of the College community to take action against an individual for reporting sexual harassment.

This policy covers actions of all students and employees, whether co-worker, manager or by any other persons doing business with or for Rasmussen.

Informal and Formal Complaints

Members of this College community who believe they have been sexually harassed or have been the victim of sexual assault may property turn to the administrative offices of the Campus Director, Regional Vice President, Executive Vice President or President. Whether or not a person consults with a school official, he/she has the option of making an informal or formal complaint according to the procedures outlined below.

No retaliatory actions may be taken against any person because he/she makes such a complaint or against any member of the College community who serves as an advisor or advocate for any party in any such complaints. No retaliatory actions may be taken against any member of the College community merely because he/she is or has been for or against such a complaint.

Informed Resolution

Early efforts to control a potentially harassing situation are very important.

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with the behavior or that you would like it to stop.

2. Writing a letter to the person or talking to the person’s supervisor can also be effective.

3. To go a sexual harassment/violence information center or discuss the matter with a friend.

4. Talk to others who might also be victims of harassment.

5. Any employee, faculty member, staff member, or student is encouraged to discuss “possible” sexual harassment with the Campus Director, Regional Vice President, or President.

A Campus Director contacted by a person who may have been sexually harassed or any other form of sexual abuse or violence is given 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 the greatest degree as legally possible.

No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President and 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

Anyone in the Rasmussen community may discuss an informal complaint with the Campus Director, Regional Vice President, Executive Vice President or President.

1. If the person who discusses an informal complaint with the Campus Director, Regional Vice President, Executive Vice President or President does not feel satisfied with the resolution, the person has the option of filing a formal complaint with the Campus Director. A Campus Director contacted by a person who may have been sexually harassed or any other form of sexual abuse or violence is given advice and guidance on both informal and formal procedures for solving the problem.

2. 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 record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences.

While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action which the College cannot be guaranteed in every instance, they will be protected to the greatest 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.

2. 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 record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.

3. When a number of people report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a classroom lecture) or when the College receives repeated complaints from different people that an individual has engaged in other forms of sexual harassment, the College may inform the person complained against without revealing the identity of the complainants.

Definitions

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature or sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement, 2. submission to or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment, 3. such conduct has the effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working or academic environment.

This policy prohibits behavior such as, but not limited to:

1. Unwanted sexual advances;

2. Offering employment benefits in exchange for sexual favors;

3. Making or threatening to make offers of a negative nature for sexual advances;

4. Verbal sexual advances or propositions;

5. Displaying sexually offensive pictures, cartoons or posters (includes by electronic means);

6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexual teasing, sexual taunts and other conduct, and other sexually-oriented statements; and

7. Physical conduct, such as: touching, assault, or impeding or blocking movements.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under the third part of the definition often consists of childish insensitivity to the experience of others.

Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that is acceptable to and welcomed by both parties, are not considered to be harassment, including sexual harassment.

There are basically two types of sexual harassment:

1. “Quid pro quo” harassment, where submission to harassment is used as the basis for employment decisions.

2. Hostile work environment, where the harassment creates an offensive and unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether or not supervisors, employees or customers. Hostile environment harassment consists of verbalization of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment.

Cartoons or postcards of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

For further information please refer to the EEOC’s website at www.eeoc.gov or call the EEOC Publications Distribution Center at 800-669-1992 (voice), 800-800- 3302 (TTY).
Sexual orientation harassment: Sexual harassment includes harassment based on sexual orientation. Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

Romantic/sexual relationships between superior and subordinate: Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties. The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, opportunities for further study, or other forms of advancement may greatly diminish the student’s actual freedom of choice concerning the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee’s ability to choose freely in the relationship. Furthermore, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perceptions that a power differential exists between the involved parties which limit the student or employee’s ability to make informed choices about the relationship.

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are reported in the complaint warrant a formal investigation.

The Human Resource Director and/or Corporate Counsel, with the assistance of the Campus Director or other advisor as a record of the complaint. The complaint must be addressed to the Campus Director or other personnel, in cooperation with the appropriate law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident; and, 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:

1. Reporting the violation to law enforcement officials;
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 policy 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 www.ed.gov/hec.

Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on property belonging to the College, including facilities, parking areas, anywhere within the buildings, 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.

In addition, the College has a drug and alcohol abuse rehabilitation program that is available to all employees.

This policy includes both campus buildings and offsite vehicles unless prohibited by a separate parking ramp site-specific rules regarding School of Justice Studies vehicles. 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 vehicles, vehicles, and the college including graduation ceremonies, internships, and clinical sites.

This policy does not include Rasmussen College parking lots, where weapons are allowed to be stored in private vehicles unless prohibited by a separate parking ramp owner/operator. Rasmussen college policy applies to the 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/pepper gun, sling shot, paint guns, armor, swords, and other weapons that may constitute an utilitarian/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 police officers and law enforcement/security agents who are allowed to carry concealed firearms.

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.

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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 its decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic, or research 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 responsibility.

4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of a crime that occurred on the campus.

5. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student’s education records to Federal and State educational authorities if the student is a candidate for Federal aid programs as specified in sections 126a(6)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

6. The right to disclose – without the written consent or knowledge of the student or parent – information from a student’s education records in order to comply with a lawfully issued subpoena or court order in three contexts:

   a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or content of the subpoena or the institution’s response.

   b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in a law enforcement order in accordance with law enforcement policy. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or content of the subpoena or the institution’s response. Notification requirements or record retention requirements apply.

   c. All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent of student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.

   d. The right to disclose – without the written consent or knowledge of the student or parent – information in education records to “appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.” Imminent danger of student or others must be present.
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 services staff and available to all students. Cumulative grade point averages and successful course completion of credits attempted are monitored quarterly and students not meeting the standards are notified. At this time an academic plan will be created describing the steps a student needs to take to meet SAP standards during the upcoming term. Rasmussen staff will attempt to meet in person or via phone with the student regarding this plan; if the student does not respond, a copy of the plan will be sent via email and mailed to the student’s home address. The student must sign the plan and return it to the dean or campus director by the first Friday of the next quarter to order to remain an enrolled student.

All grades relate to credits successfully completed with the exception of the “I” and “W” grades and “IP” and “UI,” which are counted as attempted courses for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress.

Courses that have been transferred from other institutions will be listed on the student’s transcript with a “TR” designation. Courses for which a student has received credit by examination will be listed as “TO” (Test-Out) on the student’s transcript. Grade points from institutions other than Rasmussen College and credit by examination will not be computed in the Rasmussen College grade point average, but they will be counted as credits attempted and earned for determination of 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 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 and earned for CCR calculation. Minimum standards are listed in the chart below.

3. Duration of Eligibility: This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program. Total credits are indicated for each program listing in the catalog. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted and earned for purposes of determining the maximum program time frame and duration of eligibility. A student cannot exceed 150 percent of the maximum time frame.

The following grades will not be considered as credits successfully completed or earned: F, F/F, F/F, I/IN. 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 counts 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

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 Dean and two instructors who will determine if mitigating circumstances apply.

All appeals must be made in writing and must address the nature of the circumstances that warrant exception to the policy stated above. All appeals are reviewed and ruled on within ten business days. Students will be notified in writing regarding the outcome of the appeal. The ruling of the committee is final and cannot be appealed. Should a student choose to transfer from one program to another, only the grades and credits that apply to the new program will be calculated in the student’s CGPA and CCR.

Financial Aid Probation: If a student fails to meet satisfactory academic progress requirements and has their financial aid reinstated, or if a student has a second unsuccessful appeal and has their financial aid re-instated, or if a student is re-entered into the College and would bring the student back into good standing. 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 the student will receive a notice of Financial Aid Warning.

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Charles Weatherford
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B.A., Newberry College

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<table>
<thead>
<tr>
<th>Name</th>
<th>Degree(s)</th>
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<tbody>
<tr>
<td>Brad Bordini</td>
<td>M.A., University of Wisconsin-Milwaukee</td>
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</tr>
<tr>
<td>Laura Castleberg</td>
<td>M.A., B.A., Andrews University</td>
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<tr>
<td>Audra Castonia</td>
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<td>Amelia Crane</td>
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<tr>
<td>John Garat</td>
<td>M.A., Arizona State University</td>
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<tr>
<td>Linda Kadingo</td>
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<td>Chad Krull</td>
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<td>William Micklitz</td>
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<td>Rebecca Moore</td>
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<tr>
<td>DeAnne Priddis</td>
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<td>Linda Rose</td>
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<td>Wausau</td>
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<tr>
<td>Hannelore Hushbeck</td>
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<tr>
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<tr>
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<tr>
<td>Corinne Solstud</td>
<td>M.S., University of Wisconsin-Madison</td>
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<tr>
<td>Sherry Kamrowski</td>
<td>B.S., Winona State University</td>
<td>Online</td>
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<tr>
<td>Jodi Kohn</td>
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<tr>
<td>Sabine Meyer</td>
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<tr>
<td>Elle O’Keeffe</td>
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<tr>
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<tr>
<td>Marilyn Tramontin</td>
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## Library and Learning Center

<table>
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<tr>
<td>Emily O’Connor</td>
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