MISSION

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

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

PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

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

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

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

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

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

6 Assessment and Planning: Rasmussen College students, both on campus and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists Rasmussen College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the institution.
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2013-2014 ACADEMIC CALENDAR

• Summer Quarter
  July 8 – September 22

• Early Fall Quarter
  August 12 – September 22

• Fall Quarter
  October 7 – December 22

• Early Winter Quarter
  November 12 – December 22

• Winter Quarter
  January 6 – March 23

• Early Spring Quarter
  February 10 – March 23

• Spring Quarter
  April 7 – June 22

• Early Summer Quarter
  May 12 – June 22

• Summer Quarter
  July 7 – September 21

COLLEGE HOLIDAYS

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

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

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

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

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

Sincerely,

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

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

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

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

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

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

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

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

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

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

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

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

**MANAGER OF STUDENT RECORDS**
- Evaluates your transcripts for transfer credit
- Records credentials on your transcript as you achieve them
- Monitors graduation requirements
ACCOUNTING • CERTIFICATE • DIPLOMA • AAS DEGREE • BS DEGREE

CERTIFICATE

CAREER OPPORTUNITIES:
• Accounting Clerk
• Bookkeeper

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

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

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

TOTAL CERTIFICATE CREDITS 39*

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

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

DIPLOMA

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

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 Math course; College Algebra recommended) 4

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

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

TOTAL DIPLOMA CREDITS 73*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 of the following courses)** 8
G123 Principles of Economics 4
G142 Introduction to Sociology 4
G203 Microeconomics 4
G204 Macroeconomics 4
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 61

TOTAL AAS CREDITS 93*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

**It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.

MISCELLANEOUS

EARN AS YOU LEARN
Our Credential Ladder guides you to earn increasingly advanced academic credentials.
BACHELOR'S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

Total Bachelor’s Degree Credits 181*

PUBLIC ACCOUNTING BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ACCOUNTING BS DEGREE COURSES

CPA COURSES

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

Total Public Accounting Degree Credits 231*

See page 39 for general education course selections.

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

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

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

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

CERTIFICATE COURSES

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

TOTAL CERTIFICATE CREDITS  37*

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

BUSINESS DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

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

TOTAL DIPLOMA CREDITS  59*

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

SCHOOL OF BUSINESS

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

EARN AS YOU LEARN
Our Credential Ladder guides you to earn increasingly advanced academic credentials.
BUSINESS MANAGEMENT ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Customer Service Representative
• Administrative Assistant
• Call Center Representative
• Sales Representative

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences 4
(Select 1 Math course; College Algebra recommended)
Social Sciences (Select 2 of the following courses)** 8
G123 Principles of Economics
G142 Introduction to Sociology
G203 Macroeconomics
G204 Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION
A177 Payroll Accounting 4
B119 Customer Service 4
D279 Computer Focused Principles 3

Total Associate’s Degree Credits 32
Major and Core Credits 58

TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

BUSINESS MANAGEMENT BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Executive Administrative Assistant
• Account Manager
• Sales Manager
• General and Operations Manager
• Assistant Manager

OBJECTIVE:
Graduates of this program know concepts in management, organizational leadership, and business ethics. They understand finance and accounting, and advanced management theories and techniques that can be incorporated in a variety of fields. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; infuse 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 efficiently within a continually changing environment. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
A332 Accounting for Business Managers 4
B316 Applied Management Principles 4
B323 Advanced Principles of Marketing 4
B351 Management of Information Systems 4
B352 International Business 4
B360 Operations Management 4
B370 Organizational Behavior Analysis 4
B371 Research and Report Writing 4
B404 Negotiation and Conflict Management 4
B415 Risk Management 4
B420 Organizational Development 4
B421 Statistics for Business 4
B439 Business Law and Ethics 4
B440 Managing a Diverse Workforce 4
B460 Strategic Management 4
B492 Contemporary Leadership Challenges 4
B498 Management Capstone 3

Total Bachelor’s Degree Credits 181*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.
HEALTHCARE MANAGEMENT BS DEGREE

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

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

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

GENERAL EDUCATION COURSES

LOWER DIVISION
- English Composition (Required course) 4
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 2 courses, including at least 1 Math course; College Algebra recommended) 8
- Social Sciences (Select 2 of the following courses)** 8

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

MAJOR AND CORE COURSES

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

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

Total Bachelor’s Degree Credits 180

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

** It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP
CERTIFICATE • DIPLOMA • AAS DEGREE

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

FOUNDATION COURSES
B080 Reading and Writing Strategies
B087 Practical Math

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

TOTAL CERTIFICATE CREDITS 37*

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

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

MAJOR AND CORE COURSES
LOWER DIVISION
B165 Introduction to Human Resource Management
B235 Introduction to Organizational Leadership
B250 Training and Development
B267 Employment Law

Total Diploma Credits
General Education Credits
Major and Core Credits

TOTAL DIPLOMA CREDITS 61*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course)
Humanities (Select 2 courses)
Math/Natural Sciences (Select 1 course)
Social Sciences (Select 2 of the following courses)**
G123 Principles of Economics
G142 Introduction to Sociology
G203 Macroeconomics
G204 Microeconomics

MAJOR AND CORE COURSES
LOWER DIVISION
B230 Principles of Finance
B280 Business Capstone

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

TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

**It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.

SCHOOL OF BUSINESS

MISSION STATEMENT

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

888-5-RASMUSSEN

2013-2014 CATALOG AND STUDENT HANDBOOK
### BUSINESS CERTIFICATE

**CAREER OPPORTUNITIES:**
- Entry-level Business Assistant

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

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

**CERTIFICATE COURSES**

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th>CORE COURSES</th>
<th>TOTAL CERTIFICATE CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A140 Financial Accounting I</td>
<td>4</td>
<td>37*</td>
</tr>
<tr>
<td>A141 Financial Accounting II</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B136 Introduction to Business</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B232 Principles of Marketing</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B233 Principles of Management</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B234 Business Law</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B271 Professional Communication</td>
<td>4</td>
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<tr>
<td>B293 Business Ethics</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>D132 Computer Applications and Business Systems Concepts</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>E242 Career Development</td>
<td>2</td>
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</tr>
</tbody>
</table>

**Totals**
- **Total Certificate Credits:** 37*

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

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

### MARKETING DIPLOMA

**CAREER OPPORTUNITIES:**
- Management Trainee

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

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

**MAJOR AND CORE COURSES**

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th>CORE COURSES</th>
<th>TOTAL DIPLOMA CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>B245 Online Multimedia Marketing</td>
<td>4</td>
<td>57*</td>
</tr>
<tr>
<td>B273 Internet Business Models and E-Commerce</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B281 Public Relations and Advertising</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

**Total Diploma Credits**
- General Education Credits 8
- Major and Core Credits 49

**TOTAL DIPLOMA CREDITS**
- 57*

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

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

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 of the following courses)** 8
G123 Principles of Economics
G142 Introduction to Sociology
G203 Macroeconomics
G204 Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION
B165 Introduction to Human Resource Management 4
B230 Principles of Finance 4
B280 Business Capstone 2
Total Associate’s Degree Credits 32
Major and Core Credits 59
TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.
MULTI-MEDIA TECHNOLOGIES DIPLOMA

DIGITAL DESIGN AND ANIMATION

CAREER OPPORTUNITIES:
• Graphic Designer
• Print and Digital Designer
• 3D Artist

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

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

GENERAL EDUCATION COURSES

LOWER DIVISION

English Composition (Required Course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Math/Natural Sciences 4
(Select 1 Math course; College Algebra recommended)

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
NM292 Fundamentals of Web Authoring and Design 3
NM262 Digital Media Assembly 3
NM272 Multimedia Technologies 3

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

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

WEB DESIGN

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

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

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

GENERAL EDUCATION COURSES

LOWER DIVISION

English Composition (Required Course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Math/Natural Sciences 4
(Select 1 Math course; College Algebra recommended)

MAJOR AND CORE COURSES

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

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

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

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Humanities (*Required course, select 1 additional course) 8
G147 Art Appreciation* 4
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

LOWER DIVISION
Digital Design and Animation Specialization
NM280 Multimedia Portfolio Development 2
Web Design Specialization
NM280 Multimedia Portfolio Development 2
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 61
TOTAL AAS DEGREE CREDITS 93*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

DIGITAL DESIGN AND ANIMATION BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Graphic Designer
• Senior Art Director
• Visual Media Producer
• Website Designer
• Multimedia Artist and Animator
• 3D Animator

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
N301 The Business of Digital Media 4
N305 Figure Drawing 4
N310 The Study of Animation 4
N315 Flash Animation 4
N320 Polygon Modeling 4
N325 Advanced Methods of Computer Graphics 4
N335 Digital Photography 4
N345 Advanced HTML Coding with CSS 4
N350 Concept Development for Digital Media 4
N405 Advanced Applications of Digital and Experimental Art 4
N415 Digital Effects Creation 4
N425 Storyboard Development for Digital Media 4
N435 Digital Video/Audio Project 4
N440 Web Design Project 4
N441 3D Game Character Creation 4
N445 Animation Graphics Project 4

Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 64
TOTAL BS DEGREE CREDITS 181*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

EARN AS YOU LEARN

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

EARLY CHILDHOOD EDUCATION • CERTIFICATE • DIPLOMA • AAS DEGREE
CHILD AND FAMILY STUDIES • CHILD DEVELOPMENT • ENGLISH LANGUAGE LEARNER • CHILD WITH SPECIAL NEEDS

CERTIFICATE

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

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

CERTIFICATE COURSES
LOWER DIVISION
E242 Career Development 2
EC100 Foundations of Child Development 4
EC110 Early Childhood Education Curriculum and Instruction 4
EC121 Health, Safety, and Nutrition/CDA Application 4
EC200 Observation and Assessment in Early Childhood Education 4

Choose either Track I ** or Track II

Track I
EC180 Knowledge: Externship I 6
EC181 Application: Externship II 6
EC182 Reflection: Externship III 6

Track II
EC183 Teacher Reflection I: Early Childhood Education as a Profession 6
EC184 Teacher Reflection II: Morality and Ethics in Early Childhood Education 6
EC185 Teacher Reflection III: The Intentional Teacher 6

TOTAL CERTIFICATE CREDITS 36*

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

In addition to the courses listed, at designated points in their programs of study, students are required to complete a passing grade in semester science and social studies courses.

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

** Track I includes externship courses, which are not available to students in all states. Please see the Early Childhood Education program page on the Rasmussen College website (rasmussen.edu) and speak to a Program Manager for more details.

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

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

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

SCHOOL OF EDUCATION

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

EARN AS YOU LEARN
Our Credential Ladder guides you to earn increasingly advanced academic credentials.
DIPLOMA

CAREER OPPORTUNITIES:
• Early Childhood Teacher's Aide

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

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

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

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

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

Total Diploma Credits
General Education Credits 12
Major and Core Credits 57
TOTAL DIPLOMA CREDITS 69*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

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

MAJOR AND CORE COURSES

LOWER DIVISION
Child and Family Studies Specialization
EC295 Summative Project for Early Childhood Education 2

Child Development Specialization
EC295 Summative Project for Early Childhood Education 2

English Language Learner Specialization
EC295 Summative Project for Early Childhood Education 2

Child with Special Needs Specialization
EC295 Summative Project for Early Childhood Education 2

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

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

- Phlebotomist
- Laboratory Assistant
- EKG Technician
- Patient Care Technician
- Personal Care Aide

FOUNDATION COURSES

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

GENERAL EDUCATION COURSES

LOWER DIVISION

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

MAJOR AND CORE COURSES

LOWER DIVISION

- E242 Career Development 2
- M100 Customer Service in Healthcare 1
- M220 Medical Terminology 4
- M230 Medical Law and Ethics 4

PATIENT CARE TECHNICIAN TRACK

OBJECTIVE:

Graduates of the Patient Care Technician Certificate program know how to perform a variety of patient care duties in a number of clinical settings. They have learned to assist physicians and other health care professionals with medical procedures. Graduates value their ability to positively impact the patient experience and provide care in multiple settings.

- EK100 Introduction to Electrocardiograms 4
- PB205 Phlebotomy II 4
- PC290 Patient Care Tech Externship and Capstone 4

TOTAL CERTIFICATE CREDITS 38*

EKG TECHNICIAN TRACK

OBJECTIVE:

Graduates of the EKG Technician Certificate program know how to effectively operate electrocardiography (EKG) equipment on a diverse patient population. Graduates have learned detailed information about the cardiovascular system and are able to apply their knowledge to obtain accurate testing results. They value their interactions with patients and the health care team in multiple health care settings.

- EK100 Introduction to Electrocardiograms 4
- EK115 Cardiovascular Anatomy and Pathology 4
- EK200 Advanced Electrocardiograms 4
- EK290 EKG Externship and Capstone 4
- M105 Introduction to Electronic Health Records 3

TOTAL CERTIFICATE CREDITS 38*

PHLEBOTOMY TRACK

OBJECTIVE:

Graduates of the Phlebotomy Certificate program know patient preparation procedures for performing the collection of blood specimens. In addition, graduates apply their knowledge of processing blood specimens and other body fluids for diagnostic testing. They value their roles in communicating information clearly and effectively from the laboratory to physicians, patients, and other health care professionals within the medical environment.

- M105 Introduction to Electronic Health Records 3
- PB100 Introduction to Laboratory Processing 4
- PB105 Phlebotomy 3
- PB290 Phlebotomy Externship and Capstone 5

TOTAL CERTIFICATE CREDITS 38*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

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

This program is not available at the Moorhead campus. The Mankato and St. Cloud campuses only offer the Health Sciences Associate’s Degree and Phlebotomy Certificate track.

Lab work for the Phlebotomy Certificate track is only available at the Brooklyn Park/Maple Grove, Lake Elmo/Woodbury, Mankato and St. Cloud campuses.

Lab work for the EKG Technician Certificate track is only available at the Blaine campus.

Lab work for the Patient Care Technician Certificate track is only available at the Blaine and Bloomington campuses.
## ASSOCIATE’S DEGREE

### CAREER OPPORTUNITIES:
- Phlebotomist
- Laboratory Assistant
- EKG Technician
- Patient Care Technician
- Personal Care Aide
- Phlebotomy Services Representative
- Monitor Technician
- Cardiovascular Technician
- Patient Care Assistant
- Healthcare Associate

### OBJECTIVE:
Graduates of the Health Sciences Associate of Science Degree know and can apply a combination of real world technical skills and general education concepts, and have learned to serve as valuable members of a health care team. Depending on career track, graduates may choose from a variety of employment options involving patient care or related health care situations. Graduates understand and value critical thinking and problem solving, written and interpersonal communication, customer service, diversity awareness skills, and medical ethics as these concepts relate to the health care industry and the community.

### IN ADDITION TO ALL CERTIFICATE COURSES

#### GENERAL EDUCATION COURSES

**LOWER DIVISION**
- English Composition (Required course)
- G124 English Composition 4
- Communication (Select 1 course other than G141) 4
- Humanities (Select 3 courses) 12
- Math/Natural Sciences 8
- Social Sciences (Select 3 courses) 12

#### MAJOR AND CORE COURSES

**LOWER DIVISION**
- H200 US Healthcare Systems 4
- M232 Pathophysiology 5
- MA135 Pharmacology for the Allied Health Professional 4

Total Associate’s Degree Credits
- General Education Credits 48
- Major and Core Credits 24
- Track Credits 19

**TOTAL AS DEGREE CREDITS 91* **

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

In addition to 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.

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

This program is not available at the Moorhead campus. The Mankato and St. Cloud campuses only offer the Health Sciences Associate’s Degree and Phlebotomy Certificate track.

Lab work for the Phlebotomy Certificate track is only available at the Brooklyn Park/Maple Grove, Lake Elmo/Woodbury, Mankato and St. Cloud campuses.

Lab work for the EKG Technician Certificate track is only available at the Blaine campus.

Lab work for the Patient Care Technician Certificate track is only available at the Blaine and Bloomington campuses.
**MEDICAL BILLING AND CODING CERTIFICATE**

**CAREER OPPORTUNITIES:**
- Medical Coder
- Medical Coder/Biller

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

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

**GENERAL EDUCATION COURSES**

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

**MAJOR AND CORE COURSES**

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

**Total Certificate Credits**
- General Education Credits 4
- Major and Core Credits 36

**TOTAL CERTIFICATE CREDITS** 40

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**MEDICAL BILLING AND CODING DIPLOMA**

**CAREER OPPORTUNITIES:**
- Medical Coder
- Medical Coder/Biller

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- M208 Introduction to Health Information Management 4

**Total Diploma Credits**
- General Education Credits 16
- Major and Core Credits 40

**TOTAL DIPLOMA CREDITS** 56

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

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

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

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

CAREER OPPORTUNITIES:
• Medical Records Manager
• Privacy Officer
• Risk Management Officer

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
B375 Advanced Human Resource Management 4
H330 Quality Improvement in Healthcare 4
H340 Regulation and Compliance in Healthcare 4
H350 Healthcare Statistics 4
H420 Advanced Healthcare Law and Ethics 4
H300 Information and Communication Technologies 4
H305 Health Information Management Systems 4
H320 Data, Information, and File Structures 4
H330 Financial Management of Health Information Services 4
H340 Project Management 4
H350 Electronic Health Record Application 4
H360 Reimbursement Methodologies 4
H400 Electronic Data Security 3
H410 Applied Research in Health Information Management 4
H420 Health Information Management Professional Practice Experience 4
H430 Strategic Planning and Development 4
H435 Health Data Management 2
H450 Health Information Management Alternative Facility Professional Practice Experience 1

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

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

The Health Information Management BS Degree program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).
CAREER OPPORTUNITIES:
- Medical Administrative Assistant/Secretary
- Medical Coder/Biller
- Medical Receptionist

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
M100 Customer Service in Healthcare 1
M120 Medical Terminology 4
M130 Medical Writing, Style, and Grammar 3
M133 ICD Coding 3
M141 Ambulatory Care Coding 3
M202 Introduction to Medical Transcription 4
M209 Medical Insurance and Billing 3
M214 Medical Transcription 3
M230 Medical Law and Ethics 4
M232 Pathophysiology 5
M270 Electronic Health Records and Medical Office Procedures 4
M290 Medical Administration Capstone 1
M135 Pharmacology for the Allied Health Professional 4
S115 Keyboarding I 3

Total Diploma Credits 58*

GENERAL EDUCATION COURSES
Lower Division
English Composition (Required course) 4
G124 English Composition 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course other than G150) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
Lower Division
A140 Financial Accounting I 4
H200 US Healthcare Systems 4
Total Associate's Degree Credits
General Education Credits 32
Major and Core Credits 58

TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

IN ADDITION TO ALL DIPLOMA COURSES

Graduates can perform medical coding, transcription, billing, and general medical office procedures. They value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, diversity awareness skills, ethical and professional behavior in the workplace, and the confidentiality of patient information.

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

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

ASSOCIATE'S DEGREE

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## Diploma

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

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

### Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B087</td>
<td>Practical Math</td>
<td>4</td>
</tr>
</tbody>
</table>

### General Education Courses

#### Lower Division

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
</tbody>
</table>

### Major and Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>M270</td>
<td>Electronic Health Records and Medical Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MA102</td>
<td>Introduction to Medical Assisting</td>
<td>3</td>
</tr>
<tr>
<td>MA110</td>
<td>Clinical Skills I</td>
<td>4</td>
</tr>
<tr>
<td>MA135</td>
<td>Pharmacology for the Allied Health Professional</td>
<td>4</td>
</tr>
<tr>
<td>MA145</td>
<td>Clinical Skills II</td>
<td>4</td>
</tr>
<tr>
<td>MA225</td>
<td>Laboratory Skills for Medical Assisting</td>
<td>4</td>
</tr>
<tr>
<td>MA250</td>
<td>Radiography Skills</td>
<td>3</td>
</tr>
<tr>
<td>MA265</td>
<td>Medical Assistant Externship</td>
<td>8</td>
</tr>
<tr>
<td>MA285</td>
<td>Medical Assisting Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Diploma Credits**

- General Education Credits: 8
- Major and Core Credits: 52
- **Total Diploma Credits**: 60

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

This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma program at the Green Bay, Lake Elmo/woodbury, and Moorhead campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (cahiep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Ocala, New Port Richey/West Pasco and Tampa/Brandon campuses in Florida; the Appleton and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Mankato, and St. Cloud campuses in Minnesota are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

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

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

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

## Associate’s Degree

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

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

### In addition to all Diploma Courses

#### General Education Courses

#### Lower Division

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Associate’s Degree Credits**

- General Education Credits: 36
- Major and Core Credits: 55
- **Total AAS Degree Credits**: 91

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

This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Ocala, New Port Richey/West Pasco and Tampa/Brandon campuses in Florida; the Appleton and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Mankato, and St. Cloud campuses in Minnesota are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

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

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CAREER OPPORTUNITIES:
• Medical Laboratory Technician

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
M120 Medical Terminology 4
MA241 Human Anatomy and Physiology I 5
MA242 Human Anatomy and Physiology II 5
ML100 Introduction to Clinical Laboratory Science 3
ML150 Clinical Chemistry I 3
ML151 Hematology I 3
ML152 Urinalysis 3
ML153 Clinical Microbiology I 3
ML201 Clinical Chemistry II 4
ML202 Hematology II 4
ML203 Immunology 3
ML205 Immunohematology 3
ML206 Clinical Microbiology II 4
ML291 Clinical Practicum I 12
ML292 Clinical Practicum II 12
PB105 Phlebotomy 3

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

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

This program requires specific immunizations prior to professional practice experience.

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

The Medical Laboratory Technician program at the Green Bay, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Rosemont, IL, 60018. 713-714-8880.

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

In addition to meeting all other admissions requirements, Minnesota campus applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.
# Pharmacy Technician • Certificate • Diploma • AAS Degree

## Certificate

**Career Opportunities In:**
- Retail Pharmacy
- Clinical Pharmacy

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

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

### General Education Courses

<table>
<thead>
<tr>
<th>Lower Division</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math/Natural Sciences</td>
<td>8</td>
</tr>
<tr>
<td>G150 Structure and Function of the Human Body*</td>
<td></td>
</tr>
</tbody>
</table>

### Major and Core Courses

<table>
<thead>
<tr>
<th>Lower Division</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132 Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242 Career Development</td>
<td>2</td>
</tr>
<tr>
<td>M120 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M230 Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>M232 Pathophysiology</td>
<td>5</td>
</tr>
<tr>
<td>MA135 Pharmacology for the Allied Health Professional</td>
<td>4</td>
</tr>
<tr>
<td>PT105 Introduction to Pharmacy</td>
<td>4</td>
</tr>
<tr>
<td>PT120 Pharmacy Math and Dosages</td>
<td>4</td>
</tr>
<tr>
<td>PT125 Pharmacy Software/Automation/Insurance Billing</td>
<td>3</td>
</tr>
<tr>
<td>PT240 Unit Dose and Medication Preparation</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Certificate Credits
- General Education Credits: 8
- Major and Core Credits: 36
- **Total Certificate Credits**: 44*

*See page 39 for general education course selections.

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

## Diploma

**Career Opportunities In:**
- Retail Pharmacy
- Clinical Pharmacy

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

### IN ADDITION TO ALL CERTIFICATE COURSES

#### General Education Courses

<table>
<thead>
<tr>
<th>Lower Division</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G124 English Composition Communication (Select 1 course)</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Major and Core Courses

<table>
<thead>
<tr>
<th>Lower Division</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119 Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B271 Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>H200 US Healthcare Systems</td>
<td>4</td>
</tr>
<tr>
<td>PT285 Pharmacy Technician Capstone</td>
<td>3</td>
</tr>
<tr>
<td>S115 Keyboarding I</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Diploma Credits
- General Education Credits: 16
- Major and Core Credits: 54
- **Total Diploma Credits**: 70*

*See page 39 for general education course selections.

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

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or successful completion of Foundation Courses. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

## Associate’s Degree

**Career Opportunities In:**
- Retail Pharmacy
- Clinical Pharmacy
- Hospitals and Healthcare Facilities

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

### IN ADDITION TO ALL DIPLOMA COURSES

#### General Education Courses

<table>
<thead>
<tr>
<th>Lower Division</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Math/Natural Sciences</td>
<td>4</td>
</tr>
<tr>
<td>(Select 1 course other than G150)</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences (Select 2 courses)</td>
<td>8</td>
</tr>
</tbody>
</table>

### Total Associate’s Degree Credits
- General Education Credits: 36
- Major and Core Credits: 54
- **Total AAS Degree Credits**: 90*

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

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SCHOOL OF HEALTH SCIENCES

SURGICAL TECHNOLOGIST AAS DEGREE

CAREER OPPORTUNITIES:
- Surgical Technologist
- Surgical Assistant

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

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
- D132 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2
- M120 Medical Terminology 4
- M232 Pathophysiology 5
- MA241 Human Anatomy and Physiology I 5
- MA242 Human Anatomy and Physiology II 5
- ST100 Fundamentals of Surgical Technology 4
- ST110 Surgical Procedures I 4
- ST120 Surgical Pharmacology 2
- ST125 Surgical Microbiology 2
- ST209 Surgical Procedures II 4
- ST214 Surgical Procedures III 4
- ST215 Surgical Tech Practicum I 8
- ST220 Surgical Tech Practicum II 8

Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 60
TOTAL AAS DEGREE CREDITS 92

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

This program requires specific immunizations prior to professional practice experience.

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

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

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

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

In addition to meeting all other admissions requirements, Minnesota campus applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.
CRIMINAL JUSTICE • AAS DEGREE • BS DEGREE

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES: **
- Corrections Officer
- Peace Officer
- Probation Assistant
- Court Clerk
- Security Professional
- Juvenile Specialist

OBJECTIVE:
Graduates of this program know the history and development of the criminal justice system and its impact 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 within criminal justice such as law enforcement, corrections, security, juvenile justice, and domestic violence. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

FUNDATION COURSES
- B080 Reading and Writing Strategies 4
- B087 Practical 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/Natural Sciences (Select 2 courses, including at least one Math course) 8
- Social Sciences (Required courses) 8
- G142 Introduction to Sociology 4
- G148 General Psychology 4

MAJOR AND CORE COURSES
- D132 Computer Applications and Business Systems Concepts 3
- E170 Introduction to Undergraduate Research 2
- J100 Introduction to Criminal Justice 4
- J106 Criminology: Motives for Criminal Deviance 4
- J115 Introduction to Corrections 4
- J120 Policing in America 4
- J140 Field Communications in Criminal Justice 4
- J150 Introduction to Criminal Law 4
- J170 Applied Criminal Procedures 4
- J200 Domestic Violence 4
- J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
- J246 Practical Psychology for the Criminal Justice Professional 4
- J250 Drugs and Crime 4
- J255 Ethics in Criminal Justice 4
- J270 Critical Thinking and Evidence-Based Practices in Criminal Justice 4
- J280 Contemporary Issues in Criminal Justice Capstone 4

Total Associate’s Degree Credits: 62
General Education Credits: 32
Major and Core Credits: 30
TOTAL AAS DEGREE CREDITS: 92

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

** Additional training may be required.

BACHELOR’S DEGREE

CAREER OPPORTUNITIES: **
- Detective Investigator
- Homeland Security Agent
- Juvenile Justice Specialist

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, some skills training providers may require additional academic coursework. Skills training cannot be completed online.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

MAJOR AND CORE COURSES:

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

TOTAL BS DEGREE CREDITS: 180

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

888-5-RASMUSSEN
HUMAN SERVICES • CERTIFICATE • DIPLOMA • AAS DEGREE

CERTIFICATE

CAREER OPPORTUNITIES:  
• Program Assistant Specialist

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

FOUNDATION COURSES

B080 Reading and Writing Strategies  4
B087 Practical Math  4

GENERAL EDUCATION COURSES

LOWER DIVISION

Social Sciences (Required course)  4

IN ADDITION TO ALL CERTIFICATE COURSES

MAJOR AND CORE COURSES

E242 Career Development  2
HS100 Introduction to Human Services  4
HS110 Cultural Diversity in Human Services  4
HS115 Introductory Strategies to Crisis Intervention  4
HS250 Organization and Leadership in Human Services  4
HS260 Community Psychology  4
HS280 Abnormal Psychology  4
J121 Case Management: Strategies for Rehabilitation  4
J211 Counselling Clients  4
Total Certificate Credits
General Education Credits  4
Major and Core Credits  34

TOTAL CERTIFICATE CREDITS 38*

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

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

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

DIPLOMA

CAREER OPPORTUNITIES:  
• Community Service Specialist

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

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

MAJOR AND CORE COURSES

LOWER DIVISION

B119 Customer Service  4
D132 Computer Applications and Business Systems Concepts  3
J213 Juvenile Justice: Delinquency, Dependency, and Diversion  4
J250 Drugs and Crime  4

Choose either Track I or Track II

Track I

HS294 Internship for Human Services  9

Track II

B271 Professional Communication  4
HS295 Human Services Capstone  5

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

TOTAL DIPLOMA CREDITS 74*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:  
• Community Service Specialist

OBJECTIVE:  
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

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

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

TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

rasmussen.edu
PARALEgal AAS Degree

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

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
- English Composition (Required course) 4
- PL126 Corporate Law 4
- PL226 Law Office Technology: Cyberspace and the Paralegal Profession 4
- PL228 Torts: Auto Accidents and Other Legal Injuries 4
- PL230 Family Law 4
- PL235 Legal Research 4
- PL240 Legal Writing 4

CHOOSE EITHER TRACK I OR TRACK II
Track I
- PL290 Paralegal Internship 5

Track II
- PL280 Paralegal Capstone 5

TOTAL ASSOCIATE’S DEGREE CREDITS
- General Education Credits 32
- Major and Core Credits 62

TOTAL AAS DEGREE CREDITS 94*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

PARALEgal Certificate

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

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
- English Composition (Required course) 4
- PL126 Corporate Law 4
- PL226 Law Office Technology: Cyberspace and the Paralegal Profession 4
- PL228 Torts: Auto Accidents and Other Legal Injuries 4
- PL230 Family Law 4
- PL235 Legal Research 4
- PL240 Legal Writing 4

CHOOSE EITHER TRACK I OR TRACK II
Track I
- PL290 Paralegal Internship 5

Track II
- PL280 Paralegal Capstone 5

TOTAL CERTIFICATE CREDITS
- General Education Credits 12
- Major and Core Credits 49

TOTAL CERTIFICATE CREDITS 61*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

OBJECTIVE:
Graduates of this program know the history and development of the criminal justice system and the role of law enforcement in the system. They understand the legal process from arrest, to the courts, and through the corrections system. They understand the policy and practice of traffic enforcement, firearms use, defensive tactics, investigations, and pursuit driving, and can perform skills in each area. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations. Upon completing this program and additional required first responder training, graduates will be eligible to take the Minnesota Peace Officer Standards and Training (POST) licensing exam.

GENERAL EDUCATION COURSES

LOWER DIVISION

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
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<td>G242</td>
<td>Communication (Select 1 course)</td>
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<tr>
<td>G242</td>
<td>Social Sciences (Required courses)</td>
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<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
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<td>G148</td>
<td>General Psychology</td>
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TOTAL AAS DEGREE CREDITS 91

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

MAJOR AND CORE COURSES

LOWER DIVISION

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>J100</td>
<td>Introduction to Criminal Justice</td>
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<td>J120</td>
<td>Policing in America</td>
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<tr>
<td>J122</td>
<td>Crime Scene to Conviction: Critical Skills in Documentation</td>
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<td>J131</td>
<td>Criminal Law and Procedures: Crime and the Courtroom</td>
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<td>J200</td>
<td>Domestic Violence</td>
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<td>J213</td>
<td>Juvenile Justice: Delinquency, Dependency, and Diversion</td>
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<tr>
<td>J222</td>
<td>Practical Psychology for Law Enforcement</td>
<td>4</td>
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<tr>
<td>J255</td>
<td>Ethics in Criminal Justice</td>
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<tr>
<td>LE210</td>
<td>Traffic Enforcement: Managing Traffic Violators</td>
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<tr>
<td>LE219</td>
<td>Firearms I: Fundamentals of Armed Police Response</td>
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<td>LE220</td>
<td>Firearms II: Tactics for Combat Gunfighting</td>
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<td>LE227</td>
<td>Use of Force I: From Empty Hands to TASSRs</td>
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<td>LE228</td>
<td>Use of Force II: Winning Violent Confrontations</td>
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<td>LE233</td>
<td>Crime Scene Response: The Real CSI</td>
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<td>LE240</td>
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<td>LE245</td>
<td>Minnesota Criminal Code</td>
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<td>LE284</td>
<td>Patrol Practicals: Handling Calls in Progress</td>
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<tr>
<td>LE290</td>
<td>Law Enforcement Capstone</td>
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</table>

Total Associate's Degree Credits 32

Major and Core Credits 59

TOTAL AAS DEGREE CREDITS 91

LAW ENFORCEMENT ACADEMIC CERTIFICATE

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

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

MAJOR AND CORE COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
<tr>
<td>LE245</td>
<td>Minnesota Criminal Code</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE CREDITS 36

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

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

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and must also submit a Minnesota Bureau of Criminal Apprehension background check.
CAREER OPPORTUNITIES:
- Police Officer
- Deputy Sheriff
- Law Enforcement Officer
- State Trooper
- Conservation Officer

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

LAW ENFORCEMENT SKILLS CERTIFICATE

MAJOR AND CORE COURSES

LOWER DIVISION
- LE210 Traffic Enforcement: Managing Traffic Violators 3
- LE219 Firearms I: Fundamentals of Armed Police Response 2
- LE220 Firearms II: Tactics for Combat Gunfighting 2
- LE227 Use of Force I: From Empty Hands to TASERS 2
- LE228 Use of Force II: Winning Violent Confrontations 2
- LE233 Crime Scene Response: The Real CSI 3
- LE240 Minnesota Traffic Code 2
- LE245 Minnesota Criminal Code 2
- LE284 Patrol Practicals: Handling Calls in Progress 4
- LE290 Law Enforcement Capstone 2

TOTAL CERTIFICATE CREDITS 24

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

Admission to the Law Enforcement Skills Certificate program requires applicants to have earned an Associate’s degree or higher (including general education courses equivalent to those in the Law Enforcement AAS) from a regionally accredited school in a program that is approved by the Minnesota Peace Officer Standards and Training (MN POST) Board. Applicants are also required to interview with a Program Manager and complete a Rasmussen College placement test as part of their admissions process.

Criminal Justice Professional Peace Officer Education (PPOE) This program meets peace officer training standards established by the Minnesota Peace Officer Standards and Training (MN POST) Board for persons who seek employment in Minnesota as a peace officer. Training standards vary by state, and students seeking peace officer employment in a state other than Minnesota should consult their state’s regulations. In order to sit for the Minnesota Peace Officer Standards and Training (MN POST) Board licensing exam, students are also required to successfully complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical “skills” coursework meeting POST objectives. Students must provide the Rasmussen College Law Enforcement POST Coordinator with a copy of their required first-aid certification (e.g., a photocopy of their first-respondent card) for inclusion in each student’s POST file maintained at Rasmussen College.

Some skills training providers may require additional academic coursework. Skills training cannot be completed online.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and must also submit to a Minnesota Bureau of Criminal Apprehension background check.
CAREER OPPORTUNITIES:
• Clinical Practice
• Administration
• Nursing Education
• Nursing Leadership

OBJECTIVE:
The principal aim of this nursing education program is to strengthen nurses in the generalist role in alignment with the Essentials of Baccalaureate Education for Professional Nursing Practice. Graduates of this program will know the theoretical foundation of nursing according to the Quality and Safety Education for Nurses (QSEN) competencies which are designed to allow them to continuously improve the quality and safety of the healthcare systems within which they work. Graduates will be immersed in the six outcome abilities central to the QSEN competencies, and they are, patient centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety and informatics. Upon completion of the nursing program, they will be able to improve patient outcomes and promote nursing as a profession. Graduates value caring, diversity, excellence, holism, effective communication, integrity, life-long learning and evidence-based practice that underlie the QSEN outcome abilities.

PROGRAM ENROLLMENT:
Applicants to this program who have a current unencumbered Registered Nurse license, have successfully completed an Associate’s degree in Nursing, and satisfy all program admission requirements will receive a block transfer equivalent to 113 credits in transfer to this program. Applicants who hold an RN license without an Associate's degree and satisfy all program admission requirements will receive 66 credits in transfer to this program. They may receive up to 47 additional credits for successfully completed applicable lower division general education coursework; lower division general education credits not transferred must be completed to earn this degree.

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

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

MAJOR AND CORE COURSES
UPPER DIVISION
NUR 3177  Health Assessment  4
NUR 3205  Applied Pathophysiology  4
NUR 3418  Introduction to Alternative and Complementary Therapies  4
NUR 3508  Quality and Safety in Nursing  4
NUR 3655  Transcultural Nursing  4
NUR 3816  Dimensions of Professional Nursing  4
NUR 4165  Nursing Research  4
NUR 4529  Public Health and Community Nursing  4
NUR 4773  Leadership and Management in Nursing  4
NUR 4870  Nursing Informatics  4
NUR 4909  Nursing Capsstone  4

Total Bachelor’s Degree Credits  181*
Upper Division General Education Credits  24
Upper Division Major and Core Credits  44

TOTAL BS DEGREE CREDITS  181*

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

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

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

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

GENERAL EDUCATION COURSES

LOwER DIvIsiON
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Mathematics (Required course) 4
G233 College Algebra 4
Natural Sciences (Required courses) 19
G215 Introduction to Human Biology 4
GN200 Introduction to Microbiology 4
MA241 Human Anatomy and Physiology I 4
MA242 Human Anatomy and Physiology II 4
Social Sciences (Required courses) 8
G148 General Psychology 4
G217 Human Growth and Development 4

MOBILITY BRIDGE ENTRANCE OPTION
Students who have successfully completed a practical nursing program and hold a current practical nursing license will receive credit for NU117 Nutritional Principles in Nursing (4 credits) and NU203 Fundamentals of Professional Nursing (6 credits) in the Professional Nursing AS Degree program. Students may also transfer in up to 47 credits in successfully completed applicable general education coursework; graduates of Rasmussen College’s Practical Nursing program will receive credit for G124 English Composition, G233 College Algebra, and the Communication course the student completed in the Practical Nursing program (for a total of 12 additional general education credits). Students must successfully complete all remaining coursework in the Professional Nursing AS Degree program to earn this degree.
OBJECTIVE:
Graduates of this program are prepared to function as an entry-level practical nurse under the direction of a registered nurse, physician, or dentist. They can implement psychomotor technical skills that meet current standards of practice; apply scientific knowledge and skills to meet the biological, psychosocial, cultural, and spiritual needs of the patient; provide maintenance, preventative, therapeutic, rehabilitative, and/or supportive care; communicate clear, concise, accurate, complete, and timely information to members of the healthcare team; use therapeutic communication to build and maintain therapeutic relationships with patients and their significant support person(s); use the nursing process to gather data, contribute to nursing diagnosis, guide nursing actions, and contribute to the plan of care; and provide basic individualized, holistic, and culturally sensitive nursing care for patients across the lifespan in a variety of settings. They can implement a personal practice standard that adheres to the legal and ethical standards of the practical nurse as defined by NFLPN and NAPNES. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and post-licensure continuing education as a way to build on previous knowledge and skills and increase competency. Upon successful completion of this program, the graduate will receive a Diploma in Practical Nursing and will be eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN) to obtain licensure as a practical nurse.

SCHOOL OF NURSING MISSION STATEMENT
In accordance with the mission statement of Rasmussen College, the School of Nursing mission is to cultivate a learning environment that develops a skill set for critical thinking and educates students in the development of knowledge, skills, and attitudes needed to provide safe and competent nursing care in the communities we serve.

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Math/ Natural Sciences (Required courses) 8
G150 Structure and Function of the Human Body
G233 College Algebra

MAJOR AND CORE COURSES
LOWER DIVISION
NU117 Nutritional Principles in Nursing 4
PN106 Fundamentals of Practical Nursing 6
PN108 Introduction to Practical Nursing 2
PN114 Practical Nursing I 6
PN123 Basic Pharmacology 3
PN148 Gerontologic Nursing 3
PN153 Practical Nursing II 6
PN167 Psychosocial Nursing 4
PN174 Practical Nursing III 6
PN180 Family Nursing 4
PN197 Practical Nursing Capstone 2

Total Diploma Credits
General Education Credits 16
Major and Core Credits 46

TOTAL DIPLOMA DEGREE CREDITS 62

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
B119 Customer Service 4
B136 Introduction to Business 4
B271 Professional Communication 4
B293 Business Ethics 4
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
N140 Logic and Troubleshooting 4
SD225 Object-Oriented Programming 3
W107 Programming Fundamentals 3
W109 Relational Databases 3
W110 JavaScript 3
W116 Introduction to Web Design Software 3
W118 Introduction to HTML 3
W125 Introduction to Visual Basic 3
W201 Advanced Visual Basic 3
W210 Java I 3
W215 PERL/CGI 3
W216 PHP/MySQL 3
W290 Web Programming Capstone 2

Total Diploma Credits
General Education Credits 8
Major and Core Credits 60

TOTAL DIPLOMA CREDITS 68*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Web Developer

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

IN ADDITION TO ALL DIPLOMA COURSES

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

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

TOTAL AAS DEGREE CREDITS 92*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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2013-2014 CATALOG AND STUDENT HANDBOOK
SCHOOL OF TECHNOLOGY
SOFTWARE APPLICATION DEVELOPMENT • CERTIFICATE • AS DEGREE
COMPUTER SCIENCE BS DEGREE

SOFTWARE APPLICATION DEVELOPMENT CERTIFICATE

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

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

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
E242 Career Development 2
N137 Programming I 4
N142 Foundations of Software Design 3
N207 Programming II 4
N210 Introduction to Computer Systems 4
SD110 Discrete Structures for Computer Science 3
SD140 Mobile Application Development 3
SD225 Object-Oriented Programming 3
W107 Programming Fundamentals 3
W109 Relational Databases 3
W210 Java I 3

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

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

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

SOFTWARE APPLICATION DEVELOPMENT ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course) 4
G124 English Composition
Communication (Required course, select 1 additional course) 8
G126A English Composition 2
Humanities (Required course, select 2 additional courses) 12
G224 Introduction to Critical Thinking
Math/Natural Sciences (Required, select 1 additional course) 8
G247 Introduction to Discrete Mathematics
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

LOWER DIVISION
MH100 Pre calculus 3
MH200 Calculus I 4
MH210 Calculus II 4

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

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

Applicants to this program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. Please see the application procedures for this program under Academic Information and College Policies.
the software application development industry. The literacy, communication, and software principles of computer architecture, operating systems, organization, networks, and distributed languages. Graduates are the principles of discrete and continuous mathematics and are able to apply logic and

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS 4

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

TOTAL BS DEGREE CREDITS 180

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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INFORMATION TECHNOLOGY MANAGEMENT
DIPLOMAS • AAS DEGREE • BS DEGREE

INFORMATION SECURITY BS DEGREE

INFORMATION TECHNOLOGY MANAGEMENT DIPLOMAS

CAREER OPPORTUNITIES:
• Deskside Support Technician
• Helpdesk / Service Desk Support Specialist
• Field Service Technician
• End User Support Specialist

OBJECTIVE:
Graduates of this program will be able to explain the basics of information technology, including systems analysis, network analysis, programming, network and computer security, and business applications. Graduates will understand how to troubleshoot computer and network problems with server, desktop, laptop, and mobile devices. Graduates will be able to develop a plan for mitigating risk and disaster planning concerning computers and networks. In addition, graduates will be able to create a plan to engage in life-long learning activities, including certifications. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in team and work environments.

FOUNDATION COURSES
B080 Reading and Writing Strategies
B087 Practical Math

GENERAL EDUCATION COURSES
English Composition (Required Course)
G124 English Composition
Math/Natural Sciences (Required Course)
G233 College Algebra

MAJOR AND CORE COURSES

LOWER DIVISION
B119 Customer Service
B136 Introduction to Business
B271 Professional Communication
D132 Computer Applications and Business Systems Concepts
E242 Career Development
N140 Logic and Troubleshooting
N141 Networking Security
N146 Fundamentals of Hardware and Software I
N147 Fundamentals of Hardware and Software II
N171 Introduction to Networks
N200 Systems Analysis
N228 Microsoft Windows Server
N290 Information Technology Capstone
W107 Programming Fundamentals

CHOOSE ONE TRACK:
Computer Information Technology Track**
N127 Microsoft Windows Workstations 3
N149 Helpdesk Support 3
N156 Mac Integration 3
N233 Software Packaging and Deployment 3
N259 Mobile Support Principles 3

General Track**
D250 Microsoft Access 3
N127 Microsoft Windows Workstation 3
N149 Helpdesk Support 3
N208 Linux Administration 3
W118 Introduction to HTML 3

Network Administration Track
N201 Cisco Network Routing and Switching 3
N208 Linux Administration 3
N211 Windows Scripting 3
N226 Windows Active Directory 3
N274 SQL Server Administration 3

Network Security Track
N201 Cisco Network Routing and Switching 3
N208 Linux Administration 3
N221 Mobile and Mac OS Security 3
N230 Fundamentals of Ethical Hacking 3
N253 Managing Information Security 3

Total Diploma Credits
General Education Credits 4
Major and Core Credits 44
Track Credits 15
TOTAL DIPLOMA CREDITS 67*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

INFORMATION TECHNOLOGY MANAGEMENT AAS

CAREER OPPORTUNITIES:
• Deskside Support Technician
• Helpdesk / Service Desk Support Specialist
• Field Service Technician
• End User Support Specialist

OBJECTIVE:
Graduates of this program will be able to explain the basics of information technology, including systems analysis, network analysis, programming, network and computer security, and business applications. Graduates will understand how to troubleshoot computer and network problems with server, desktop, laptop, and mobile devices. Graduates will be able to develop a plan for mitigating risk and disaster planning concerning computers and networks. In addition, graduates will be able to create a plan to engage in life-long learning activities, including certifications. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in team and work environments.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 additional course, other than College Algebra) 4
Social Sciences (Select 2 courses) 8

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

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

**NOTE: N208 Linux Administration and N201 Cisco Network Routing and Switching are prerequisite to courses contained in the Information Security BS degree program. Students that continue into the Information Security BS degree program must complete N208 prior to taking N437 Linux Security Strategies and must complete N201 prior to taking N514 Advanced Cisco Network Security – CCNA.

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Our Credential Ladder guides you to earn increasingly advanced academic credentials.
INFORMATION TECHNOLOGY MANAGEMENT BS

CAREER OPPORTUNITIES:
- Network Administrator
- Network Analyst
- Information Technology Manager

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>UPPER DIVISION</th>
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<tbody>
<tr>
<td>Communication (Select 1 course)</td>
<td>4</td>
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<tr>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
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<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
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<tr>
<td>Social Sciences (Select 2 courses)</td>
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MAJOR AND CORE COURSES

<table>
<thead>
<tr>
<th>UPPER DIVISION</th>
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<tbody>
<tr>
<td>B351 Management of Information Systems</td>
<td>4</td>
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<tr>
<td>B370 Organizational Behavior Analysis</td>
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<tr>
<td>N312 Advanced Networking</td>
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<tr>
<td>N323 Asset Management</td>
<td>3</td>
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<tr>
<td>N331 Infrastructure Hardware</td>
<td>4</td>
</tr>
<tr>
<td>N344 IT Security for Managers</td>
<td>4</td>
</tr>
<tr>
<td>N359 Support Management</td>
<td>4</td>
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<tr>
<td>N370 Virtualization</td>
<td>4</td>
</tr>
<tr>
<td>N380 Project Management for IT</td>
<td>3</td>
</tr>
<tr>
<td>N404 Cloud Computing</td>
<td>4</td>
</tr>
<tr>
<td>N406 IT Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>N412 Risk Management and Business Continuity</td>
<td>4</td>
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<tr>
<td>N422 Enterprise Application Support</td>
<td>4</td>
</tr>
<tr>
<td>N424 Storage Management</td>
<td>3</td>
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<tr>
<td>N432 Information Technology Management Capstone</td>
<td>2</td>
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<tr>
<td>N433 Operating Systems Design</td>
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<tr>
<td>N443 Service Management</td>
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<tr>
<td>N458 Systems Monitoring</td>
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Total Bachelor's Degree Credits

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<tr>
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<tbody>
<tr>
<td>Lower Level General Education Credits</td>
<td>32</td>
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<tr>
<td>Upper Level General Education Credits</td>
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<tr>
<td>Lower Level Major and Core Credits</td>
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<td>Upper Level Major and Core Credits</td>
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</tr>
<tr>
<td>TOTAL BS DEGREE CREDITS</td>
<td>181*</td>
</tr>
</tbody>
</table>

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

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

INFORMATION SECURITY BS

CAREER OPPORTUNITIES:
- Network Security Analyst
- Security Consultant
- Information Security Analyst
- Computer Forensic Analyst

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

<table>
<thead>
<tr>
<th>UPPER DIVISION</th>
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<tbody>
<tr>
<td>N312 Advanced Networking</td>
<td>4</td>
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<tr>
<td>N314 Advanced Cisco Network Security–CCNA</td>
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<tr>
<td>N326 Legal and Security Issues</td>
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<tr>
<td>N327 SSCP Certification Preparation</td>
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<tr>
<td>N333 Wireless, Mobile and Cloud Security</td>
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<td>N363 Security Strategies for Web Apps and Social Networking</td>
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<tr>
<td>N370 Virtualization</td>
<td>4</td>
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<tr>
<td>N385 Scripting - Shell Scripting / Python / Perl</td>
<td>4</td>
</tr>
<tr>
<td>N404 Cloud Computing</td>
<td>4</td>
</tr>
<tr>
<td>N409 Auditing Information Technology Infrastructure</td>
<td>4</td>
</tr>
<tr>
<td>N412 Risk Management and Business Continuity</td>
<td>4</td>
</tr>
<tr>
<td>N416 Access Controls, Authentication, and PKI</td>
<td>4</td>
</tr>
<tr>
<td>N420 Network Security and Cryptography</td>
<td>3</td>
</tr>
<tr>
<td>N423 Windows Security Strategies</td>
<td>4</td>
</tr>
<tr>
<td>N430 Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>N437 Linux Security Strategies</td>
<td>4</td>
</tr>
<tr>
<td>N442 Hacker Techniques, Tools, and Applications</td>
<td>4</td>
</tr>
<tr>
<td>N459 ISS Capstone</td>
<td>3</td>
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</tbody>
</table>

Total Bachelor's Degree Credits

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<tr>
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<tbody>
<tr>
<td>Lower Level General Education Credits</td>
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<tr>
<td>Upper Level Major and Core Credits</td>
<td>67</td>
</tr>
<tr>
<td>TOTAL BS DEGREE CREDITS</td>
<td>182*</td>
</tr>
</tbody>
</table>

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

Graduation Requirements
Students in Information Technology, Information Security, and Game and Simulation Programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will pay for students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payments will be made only once per certification. Students are responsible for paying for any additional attempts.
GAME AND SIMULATION PROGRAMMING BS DEGREE

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

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

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

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course)  4
G124  English Composition  4
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math/Natural Sciences  9
("Required, Select 1 additional course)  G246  Advanced Algebra* (5 credits)  5
Social Sciences (Select 2 courses)  8

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

MAJOR AND CORE COURSES

LOWER DIVISION
D132  Computer Applications and Business Systems Concepts  3
E170  Introduction to Undergraduate Research  2
E242  Career Development  2
N137  Programming I  4
N165  Fundamentals of Game Development I  4
N180  Math for Game and Simulation Production I  4
N204  Human-Computer Interaction and Interface Design  4
N206  Data Structures  4
N207  Programming II  4
N212  Fundamentals of Game Development II  4
N222  Physics for Game and Simulation Production  3
N225  Interactive Storytelling  3
N231  Web Application Development  3
N237  C#  3
N286  Math for Game and Simulation Production II  4
SD140  Mobile Application Development  3
SD225  Object-Oriented Programming  3
W107  Programming Fundamentals  3

UPPER DIVISION
N309  Principles of Computer Graphics  4
N316  Principles of Shader Programming  4
N324  Portfolio, Package and Publish  4
N328  Quality Assurance in Game and Simulation Production  4
N334  Game Engines and Integrated Game Development Environments  4
N347  Mobile Game Development  4
N401  Artificial Intelligence  4
N407  Networking and Multiplayer Game Development  4
N413  Asset Development I  4
N421  Software Engineering for Game and Simulation Production  4
N426  Asset Development II  4
N434  Simulation Production Project I  4
N444  Simulation Production Project II  4
N462  Game Production Project I  4
N463  Game Production Project II  4
N471  Engineering Virtual Worlds  4

Total Bachelor’s Degree Credits  181*

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

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

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

Graduation Requirements
Students in Information Technology Management, Information Security, and Game and Simulation Programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will pay for students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payments will be made only once per certification. Students are responsible for paying for any additional attempts.

See Page 39 for General Education Course Selections.

rasmussen.edu
GENERAL EDUCATION COURSE SELECTIONS

ALL BS AND AAS DEGREE PROGRAMS
(Except Computer Science BS, Software Application Development AS, and Nursing Programs)

LOWER DIVISION

English Composition
G124 English Composition 4

Communication
G126A English Composition 2 4
G141 Introduction to Communication 4
G227 Oral Communication 4

Humanities
G125 Humanities 4
G145 Film Appreciation 4
G147 Art Appreciation 4
G201 Creative Writing 4
G224 Introduction to Critical Thinking 4
G230 Introduction to Literature 4
G238 Conversational Spanish 4

Math/Natural Sciences
G130 Structure and Function of the Human Body 4
G152 Scientific Literacy 4
G180 General Education Mathematics 4
G215 Introduction to Human Biology 4
G233 College Algebra 4
G239 Introduction to Astronomy 4
G245 Introduction to Geology 4

Social Sciences
G123 Principles of Economics 4
G142 Introduction to Sociology 4
G146 Human Geography 4
G148 General Psychology 4
G149 Technology and Society 4
G200 Understanding Cultures 4
G203 Macroeconomics 4
G204 Microeconomics 4
G242 American/U.S. National Government 4
G270 United States History: 1900 to the Present 4

UPPER DIVISION

Communication
G324 Advanced Composition 4
G332 Visual Communication in the Media 4

Humanities
G330 American Literature 4
G335 Contemporary World Literature: 1900 to the Present 4
G435 Literature of American Minorities 4
G440 Political Thought 4

Math/Natural Sciences
G328 Human Uses of the Environment 4
G346 Physical Geography 4
G350 Conservation of Resources 4
G434 Gender in Math and Science 4

Social Sciences
G333 American Religious History 4
G380 Visions of America Since 1945 4
G401 Comparative Politics 4
G425 Work and Family 4

See specific course requirements on program pages.

COMPUTER SCIENCE BS DEGREE AND SOFTWARE APPLICATION DEVELOPMENT AS DEGREE

LOWER DIVISION

English Composition
G124 English Composition* 4

Communication
G126A English Composition 2* 4
G141 Introduction to Communication 4
G227 Oral Communication 4

Humanities
G125 Humanities 4
G145 Film Appreciation 4
G147 Art Appreciation 4
G201 Creative Writing 4
G224 Introduction to Critical Thinking* 4
G230 Introduction to Literature 4
G238 Conversational Spanish 4

Math/Natural Sciences
G130 Structure and Function of the Human Body 4
G152 Scientific Literacy 4
G215 Introduction to Human Biology 4
G239 Introduction to Astronomy 4
G245 Introduction to Geology 4
G246 Advanced Algebra 4
G247 Introduction to Discrete Mathematics* 4

Social Sciences
G123 Principles of Economics 4
G142 Introduction to Sociology 4
G146 Human Geography 4
G148 General Psychology 4
G149 Technology and Society 4
G200 Understanding Cultures 4
G203 Macroeconomics 4
G204 Microeconomics 4
G242 American/U.S. National Government 4
G270 United States History: 1900 to the Present 4

UPPER DIVISION

Communication
G324 Advanced Composition 4
G332 Visual Communication in the Media 4

Humanities
G330 American Literature 4
G335 Contemporary World Literature: 1900 to the Present 4
G435 Literature of American Minorities 4
G440 Political Thought 4

Math/Natural Sciences
G328 Human Uses of the Environment 4
G346 Physical Geography 4
G350 Conservation of Resources 4
G434 Gender in Math and Science 4

Social Sciences
G333 American Religious History 4
G380 Visions of America Since 1945 4
G401 Comparative Politics 4
G425 Work and Family 4

*Required courses

See specific course requirements on program pages.

NURSING PROGRAMS

English Composition
G124 English Composition 4

Communication
G141 Communication 4
G227 Oral Communication 4

Humanities
G125 Humanities 4
G145 Film Appreciation 4
G147 Art Appreciation 4
G201 Creative Writing 4
G224 Introduction to Critical Thinking 4
G230 Introduction to Literature 4
G238 Conversational Spanish 4

Math/Natural Sciences
G130 Structure and Function of the Human Body 4
G152 Scientific Literacy 4
G215 Introduction to Human Biology 4
G239 Introduction to Astronomy 4
G245 Introduction to Geology 4
G246 Advanced Algebra 4
G247 Introduction to Discrete Mathematics* 4

Social Sciences
G148 General Psychology 4
G217 Human Growth and Development 4

See specific course requirements on program pages.

GENERAL EDUCATION PHILOSOPHY

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

General education concepts and skills are integrated across the curriculum in a number of programmatic courses to prepare students to:
1. Effectively communicate, either orally or in writing, in the workplace, in the community, and interpersonally.
2. Analyze, evaluate, and solve problems that arise in employment and in life.
3. Locate, evaluate, and effectively use information from a variety of sources, print and electronic, meeting common standards for intellectual and academic integrity.
4. Recognize and value the diverse needs and perspectives of individuals.

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

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

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

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

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

and Social Sciences. AS degree candidates must successfully complete thirty-two (32) credits of general education coursework distributed across the following categories: English Composition, Communication, Humanities, Mathematics, Natural Sciences,
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 or class time is used for a class setting in which the student is instructed in the theory, principles, and history of an academic or vocational discipline. The student must expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled outside the classroom for students to study for examinations, laboratory experiments, or for discussions. The Clock out-of-class time usually reflects the combination of class, the consent of the instructor and approval of indirect instructor supervision and employer acquired. The setting in which the student is instructed in the learning and laboratory methods of instruction. A class the RASMUSSEN COLLEGE MINNESOTA COURSE DESCRIPTIONS laboratory vocational programs have an average of 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 by 8 for part-time students.

Credit Definition Credit Hour – The unit by which Rasmussen College measures its course work. The number of credit hours assigned to a course usually reflects the combination of class, laboratory, and/or internship hours required in the course, and is based on a minimum of 40 hours per quarter system, and awards one credit for each 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of internship, externship, or practicum contact with the student. Students can be expected to spend at least two hours in out-of-class preparation and completion of assignments for each hour they spend in class. Clock Hour = Equal to 50 minutes of instruction.

How to Read Course Descriptions Course descriptions numbers that fall below 100 are considered development courses. Course description numbers that range from 100-199 are generally considered to be freshman-level courses. Course description numbers that range from 200-299 are considered to be sophomore-level courses and may function as sophomore-level or capstone courses. Course description numbers that range from 300-399 are considered upper division courses that may function as junior-level courses. Course description numbers that range from 400-499 are considered to be more advanced upper division courses that may function as senior-level required courses or for transferring to other colleges. 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-planning services. See the Academic Information section for policies on transfer of these courses.

College Experience Course, 0 credits

The College Experience 1 course is a corequisite led, objective qualification tool to help quantify the commitment of potential students through a one week simulation of the college experience at Rasmussen College. This course must be passed with a score of 80/100 in order to proceed with enrollment. This course is designed to help build a student’s confidence and knowledge through demonstrating habits necessary for success in college and clarifying expectations for student engagement. This course requires both reading and submission of assignments to resemble closely what they will experience every week in a typical Rasmussen course.

Prerequisite, none

A140 Financial Accounting I 40 hours, 4 credits

This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of bookkeeping. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced. The course will emphasize valuing assets, including property, plant and equipment, inventory, and accounts receivable, and will address the classification of accounts, notes, payroll liabilities, and monthly adjustments.

Prerequisite, none

A131 Financial Accounting II 40 hours, 4 credits

This course is a further continuation of Financial Accounting I and will stress financial statement analysis for partnerships and corporations. It will also emphasize corporate accounting, corporate issuing and investing in debt and equity securities, financial statement analysis, and decision-making. The course will include manufacturing accounting methods used for budgeting and forecasting.

Prerequisite, Financial Accounting I

A177 Payroll Accounting 40 hours, 4 credits

Focus is on computing and paying of wages and salaries, social security taxes and benefits, federal and state employment insurance and payroll withholding laws and payroll accounting systems and records.

Prerequisite, Financial Accounting I

A269 Income Tax 40 hours, 4 credits

This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.

Prerequisite, Financial Accounting II

A276 Financial Investment 40 hours, 4 credits

This course will introduce students to the field of fraud examination and how fraud occurs and is detected within financial statements. This course will expand in areas of revenue, inventory, liabilities, assets, and inadequate disclosures related to financial statement investments and fraud.

Prerequisite, Financial Accounting II

A280 Accounting Capstone 20 hours, 2 credits

This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting Associate’s degree program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, and interpersonal communication and class presentations.

Prerequisite, Offered last or second-to-last quarter for Associate’s degree students.

A315 Governmental and Not-for-Profit Accounting 40 hours, 4 credits

This course is a study of accounting principles as they apply to governmental organizations and not-for-profit entities. Prerequisite: Financial Accounting II

A322 Risk Management for Accountants 40 hours, 4 credits

This course will cover topics such as culture and appetite, risk categorization, risk strategy, risk evaluation, enterprise risk management, audit functions, treatment, reporting, and decision-making.

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

A330 Managerial Accounting Theory and Practice 40 hours, 4 credits

This course provides a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: Financial Accounting II

A332 Accounting for Business Managers 40 hours, 4 credits

This course provides a review of accounting objectives and their relationship to business as well as a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite, none

A340 Advanced Auditing Concepts and Standards 40 hours, 4 credits

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

Prerequisite, Financial Accounting II

A360 Taxation of Individuals 40 hours, 4 credits

This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business. Focus is on the calculation of tax liability, deductions, exemptions, and credits, property, gift, estate tax and depreciation.

Prerequisite, Financial Accounting II

A370 Intermediate Financial Reporting I 40 hours, 4 credits

This course covers a review of accounting theory, its conceptual framework, and how to understand and analyze financial reports, including income statements, the statement of cash flows, and the balance sheet.

Prerequisite, Financial Accounting II

A375 Intermediate Financial Reporting II 40 hours, 4 credits

This course builds on Intermediate Financial Reporting I. Topics include the equity valuation of assets and liabilities, interpretation of financial statements, accounting changes and errors, and prior period adjustments.

Prerequisite, Intermediate Financial Reporting I

A380 Intermediate Financial Reporting III 40 hours, 4 credits

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

Prerequisite, Intermediate Financial Reporting II

A400 CPA Exam Preparation 40 hours, 2 credits

The CPA exam preparation course provides students with a comprehensive review of topics tested on the CPA examination. Students learn through lecture as well as problem solving.

Prerequisite: This is the last course students take in the program.

A402 Advanced Auditing II 40 hours, 4 credits

The study of the depth and breadth of generally accepted auditing standards and their applications with emphasis on internal auditing, operational auditing, and integrity auditing.

Prerequisite: Advanced Auditing Concepts and Standards

A406 Cost Accounting Principles and Applications 40 hours, 4 credits

This course provides a survey of the theory and application of cost accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control. Topics include how to identify, measure, accumulate, and assign costs, how to apply burden, introduction to job costing systems, budgeting, cost-volume-profit relationships, and relevant costing.

Prerequisite: Financial Accounting II

A410 Advanced and Federal Tax Theory 40 hours, 4 credits

This course provides advanced instruction in the tax laws as implemented by the Internal Revenue Service, address individuals, corporations, and partnerships.

Prerequisite: Taxation of Individuals

A415 Financial Statement Analysis 40 hours, 4 credits

This course introduces the student to the study of financial statement analysis including interpreting and analyzing accounting data and examining financial statements.

Prerequisite: Financial Accounting II

A416 Advanced Financial Accounting 40 hours, 4 credits

This course focuses on the importance of the operational functions in organizations today in the business environment and the related financial accounting transactions necessary, segment reporting, output planning, internal control, international accounting harmonization, and foreign currency transactions, inventory control, and quality control. An interweaving emphasis will be placed on quality and its impact in seeking a strategic advantage for manufacturing and service entities.

Prerequisite: Intermediate Financial Reporting II

A420 Accounting Information Systems 40 hours, 4 credits

An advanced course that further develops an understanding of the elements, relationships, and issues associated with manual and computerized accounting information systems. Practical applications using spreadsheets, databases, and general education software.

Prerequisite: Management of Information Systems

A430 International Accounting 40 hours, 4 credits

This course includes a study of the international dimension of financial reporting and analysis. It provides students with an overview of the accounting practices of multinational enterprises and the preparation and presentation of financial statements in different nations. Topics covered include international financial reporting, transfer pricing, foreign currency translation, financial disclosure, and international accounting harmonization.

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

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

A490 Accounting Capstone II
40 hours, 4 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, interpersonal communication, and class presentation.
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 reading strategies will provide students with the tools necessary for comprehending college-level texts. This course is taught in six-week sessions.
Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

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

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 and explores the importance of establishing or administrating the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

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

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, market and cost analysis, the present value of future earnings, and how to work with real-world financial situations.
Prerequisite: Financial Accounting I

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

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

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

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

B245 On-Demand 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 new communication tools, this course will also address creating and evaluating proposals, media, and cross-media online public relations.
Prerequisite: Internet Business Models and E-Commerce

B250 Training and Development
40 hours, 4 credits
This course will serve as 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

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: discrimination, 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

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 electronic environments.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

B272 Internet Business Models and E-Commerce
40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of E-commerce on customer relationships (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

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.
Prerequisite: Intended for last quarter of student’s program

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

B293 Business Ethics
40 hours, 4 credits
This course presents an examination of current moral and ethical issues that arise in the world of business, as well as an analysis of the main theories of moral obligation, right and wrong action, and good and bad values.

B316 Applied Management Principles
40 hours, 4 credits
This course will review foundational management skills and insights derived from selected management practices. 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.
Prerequisite: none

B323 Advanced Principles of Marketing
40 hours, 4 credits
This course examines developing, designing, and implementing marketing programs, processes, and activities. Key areas of focus include capturing market insights, brand building strategies, market segmentation, and 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 organizational decision makers. Topics covered include corporate finance, asset pricing, leverage, risk and return, short- and long-term investment decisions, business financial planning, working capital management, capital structure, multinational finance, as well as other topics.
Prerequisite: Financial Accounting II

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

B343 Business Law II
40 hours, 4 credits
This course builds upon the introduction of the study of fundamentals of law. This includes study of the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, securities regulation contracts, and other areas of business law.
Prerequisite: Business Law
B351 Management of Information Systems
40 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems.
Prerequisites: none

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

B360 Operations Management
40 hours, 4 credits
In this course students examine the operations function of transforming people, technology, material, and facilities to produce goods or 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. Business decisions during the life cycle of a product or service will be used for solving business problems.
Prerequisite: none

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: structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.
Prerequisite: none

B371 Research and Report Writing
40 hours, 4 credits
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methodology, literature reviews, information literacy, and academic 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, Introduction to Human Resource Management or Management of Health Information Services

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 selecting effective negotiation and conflict management skills.
Prerequisite: Organizational Behavior Analysis

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

B420 Organizational Development
40 hours, 4 credits
This seminar course builds upon the theories introduced in Organizational Behavior Analysis. In this course, students examine how 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: none

B421 Statistics for Business
40 hours, 4 credits
This course reviews fundamental principles of law applicable to business transactions, and provides overview of the current moral and ethical issues that arise in the world of business. Students will examine the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed.
Prerequisite: Critical thinking and analytical skills are key areas of focus throughout the course.

Prerequisite: none

B439 Business Law and Ethics
40 hours, 4 credits
This course focuses on the legal aspects of doing business, including contract, tort, business organizations, and business ethics. Emphasis is placed on the law of business relations and its application to real-world business problems.
Prerequisite: none

B440 Managing a Diverse Workforce
40 hours, 4 credits
This course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals within organizations, and how 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: none

B444 Statistics for Managers
40 hours, 4 credits
In this course students will utilize a statistical computer package, and examine applied statistics methodology and applications in business situations.
Prerequisite: College-level Math course

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 integrate the student’s course behavior such as the best practices used to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.
Prerequisite: Introduction to Business

B461 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 will be addressed. Critical thinking and ethical analysis are key areas of focus throughout the course. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Business Ethics or 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: none

B496 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.
Prerequisite: Business Bachelor’s student in last or second-to-last quarter

B507C Human Anatomy and Physiology I
60 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. Students will complete laboratory exercises coordinated with course content including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Introduction to Human Biology (except for students enrolled in the MedicalAssisting program)

B508C Human Anatomy and Physiology II
60 hours, 5 credits
In this course, students will continue their study of human anatomy and physiology begun in Human Anatomy and Physiology I. They will examine the circulatory, lymphatic and immune, respiratory, urinary, digestive, and reproductive systems, as well as fluid and electrolyte balance, acid-base balance, and nutrition and metabolism. Students will complete laboratory exercises coordinated with course content including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Human Anatomy and Physiology I

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

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

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

D250 Microsoft 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

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

D283 Access
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

E170 Introduction to Undergraduate Research
20 hours, 2 credits
This course provides a broad overview of information literacy competency by introducing skills for locating, evaluating, and ethically using a variety of resources for a specific purpose. The course will cover the use of library databases and the production of information, followed by the identification of a topic & research question, and the selection, evaluation and integration of sources into an annotated bibliography.
Prerequisite: none

E185 Freshman Seminar
0 credits
This seminar course challenges students at the end of their freshman year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the 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 provides an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview.
Prerequisite: none

Course Descriptions - Rasmussen College

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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 promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies for enhancing parent and family involvement will be emphasized.
Prerequisite: Foundations of Child Development
EC121 Health, Safety, and Nutrition/CDA Application 40 hours, 4 credits
This course examines the role of early childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children’s special health concerns. Students will carry out a 2-hour field observation in the field of education.
Prerequisite: Early Childhood Education Curriculum and Instruction
EC180 Knowledge: Extremity I 180 hours, 6 credits
Under extremity supervision, the student will observe and implement developmentally appropriate practices while interacting with children and adults.
Prerequisite: none
EC181 Application: Extremity II 180 hours, 6 credits
Students continue their extremity experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.
Prerequisite: Knowledge: Extremity I
EC182 Reflection: Extremity III 180 hours, 6 credits
Students will complete their extremity experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.
Prerequisite: Application: Extremity II
EC183 Teacher Reflection I: Early Childhood Education as a Profession 60 hours, 6 credits
This course is an introduction to the field of early childhood development as a profession and examines historical influences on the field. The identification of early childhood educator’s personal attributes, knowledge, skills, and professional codes of conduct are included.
Prerequisite: none
EC184 Teacher Reflection II: Motivation and Ethics in Early Childhood Education 60 hours, 6 credits
This course will provide an examination of morality and ethics in early childhood development. Various topics include ethics, ideals, and principles. Professional values and teaching styles will be explored.
Prerequisite: Teacher Reflection I: Early Childhood Education as a Profession
EC185 Teacher Reflection III: The Intentional Teacher 60 hours, 6 credits
Students will learn about intentionality in teaching and selecting best practices for young children’s learning. Both child-guided and adult-guided methods will be examined in the areas of language and literacy, mathematics and scientific inquiry, social skills and understandings, physical movement and visual arts.
Prerequisite: Teacher Reflection II: Morality and Ethics in Early Childhood Education
EC200 Observations 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/CDA Application
EC210 Infant and Toddler Development 40 hours, 4 credits
This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical, and cognitive development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC211 Dynamics of the Family 40 hours, 4 credits
This course will focus on the dynamics of the family and the family’s influence on the growth and development of children. The history of family systems, child rearing, and parenting styles will be discussed. The course will explore issues that families of today face.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC212 Emerging Literacy Through Children’s Literature 40 hours, 4 credits
This course covers the history, selection, and integration of literature and language in the early childhood education curriculum. It includes developmentally appropriate children’s literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, puppetry, and board book use will be emphasized.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC225 Parent Education and Support 40 hours, 4 credits
Students will investigate how resources are assessed, allocated, and utilized within families. They will explore strategies for helping families manage resources through various problem-solving methods.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC230 Guiding Children’s Behavior 40 hours, 4 credits
Students will explore how to use guidance in the early childhood setting, with an emphasis on understanding why young children exhibit certain behaviors and how we can meet the child’s needs effectively and with support. Students will learn how to provide positive guidance to young children with challenging behavior.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC232 Child and Family Advocacy 40 hours, 4 credits
Students will explore and develop skills to advocate for children and families. They will explore communication, social policy, and advocacy techniques. Students will also investigate several current and controversial issues within the early childhood profession, and explore current research on early childhood education issues.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC240 Introduction to English Language Learners 40 hours, 4 credits
Students will explore effective ways to adapt English language instruction to teach learners in our increasingly diverse population of young children and families. They will examine a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC241 Language and Literacy Acquisition 40 hours, 4 credits
Students will examine how infant, toddler, preschool, and school-aged English Language Learners acquire language and literacy. They will be exposed to early childhood programs that support children’s home languages, and learn how to create an environment that sustains English Language Learners.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC290 Early Childhood Education Capstone 20 hours, 2 credits
Students will integrate the knowledge and skills gained from coursework in the Early Childhood Education program. They will complete a capstone project that integrates knowledge and skills in child development, health and nutrition, curriculum and instruction, observation and assessment, and other areas relevant to the field.
Prerequisite: Early Childhood Education student in last or second-to-last quarter
G125 Humanities
40 hours, 4 credits
This course investigates human creative achievement. It is designed to increase the student’s understanding and appreciation of cultural literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.
Prerequisite: none
G126A English Composition 2
40 hours, 4 credits
This course builds on students’ understanding of the writing process through an exploration of various writing strategies and research. Students will analyze readings and apply critical reading and writing skills. This course will develop argumentative writing and application of research.
Prerequisite: English Composition
G141 Introduction to Communication
40 hours, 4 credits
The course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social and professional contexts. Specific topics will include introduction, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
G142 Introduction to Sociology
40 hours, 4 credits
This course introduces students to basic sociology terms and concepts. Students will understand how to apply sociological concepts and theories and analyze the structure and relationships of social institutions and the process of social change. Students will explore a variety of topics of sociological interest, including socialization, social inequality, social movements, and the impact of technology and social change on society.
Prerequisite: none
G145 Film Appreciation
40 hours, 4 credits
Students will study different elements, forms, techniques and styles of film and will learn a critical approach to film and the motion picture industry. Students will critique films and filmmakers through various approaches and assessments that demonstrate analysis, interpretation, and evaluation skills as well as a deeper appreciation and understanding of film as an art form.
Prerequisite: none
G146 Human Geography
40 hours, 4 credits
This course will introduce students to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of Earth’s surface. Students will employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences.
Prerequisite: none
G147 Art Appreciation
40 hours, 4 credits
Students will examine the historical, social, and technological factors that contribute to understanding the function and meaning of art in life. Using a global and thematic approach, students will be introduced to the basic elements of art, while learning about a full range of media used to shape and explore the fundamental concepts of art criticism. Western and non-Western art is represented, with a strong emphasis on a global perspective in relation to culture, context, communication, politics, and economics.
Prerequisite: none
G148 General Psychology
40 hours, 4 credits
This course will provide students with a general understanding of basic methodologies, concepts, theories, and practices in contemporary psychology. Areas of investigation may include test tools and research methodologies of psychology, the science of the brain, theories of human development and intelligence, concepts of motivation and emotions, the science of sensation and perceptions, and the current practices pertaining to psychological disorders, therapies, and treatments.
Prerequisite: none
G149 Technology and Society
40 hours, 4 credits
Students will examine the relationships, benefits, historical significance, and effects technology has on society. This course will investigate the local, national, and global impact of technology on both individual and global cultures. This course introduces students to basic diversity and equity terms and concepts. Students will examine the influences that emerging technologies have on diversity awareness, the digital divide, and intercultural knowledge.
Prerequisite: none
G150 Structure and Function of the Human Body
40 hours, 4 credits
This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.
Prerequisite: none
G152 Scientific Literacy
40 hours, 4 credits
In this course students will explore the role that science plays in the world. Students will survey different natural sciences such as: biology, health sciences, chemistry, physics, astronomy, and geology; as well as analyze specific case studies from these fields. Throughout the course students will develop their scientific reasoning skills. They will learn about the scientific method as well as how to detect common fallacies and misuses of science.
Prerequisite: none
G200 Understanding Cultures
40 hours, 4 credits
This course is a comparative study of societies and cultures around the world and the cultures within the United States, focusing on the effects of ethnicity on African Americans, Latino, Asian American and Native Americans living in the United States. Topics include family, marriage, gender, religion, values, inequality, social organization, language, social stratification, economic processes, conflicts and cultural and social change over time. Examples will be drawn from Africa, South America, North America, Asia and the Pacific Islands.
Prerequisite: none
G201 Creative Writing
40 hours, 4 credits
This course will develop the student’s talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays and screenplays. 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 6,000 words over the course of the program.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
G203 Macroeconomics
40 hours, 4 credits
In this course, students will learn the fundamentals of macroeconomics, which deals with the economy as a whole. An overview of the American economy will be explored through a study of basic supply and demand analysis and a review of fiscal and monetary policy to phases of the business cycle. Unemployment, inflation, GDP, and policy decisions which affect the American economy at home and abroad will be covered.
Prerequisite: none
G204 Microeconomics
40 hours, 4 credits
Students will be introduced to the field of microeconomics in this course, including theories of production, determination of prices, and distribution of income in regulated and unregulated industries. Other topics may include industrial relations, monopolies, and comparative economic systems.
Prerequisite: none
G215 Introduction to Human Biology
50 hours, 4 credits
Students will learn fundamental concepts of human biology. They will examine cell structure and function, biology, and biochemistry. They will also learn basic concepts of genetics and evolution. Students will explore the relationship of human populations and the ecosystem. Students will complete laboratory exercise coordinated with course content.
Prerequisite: none
G217 Human Growth and Development
40 hours, 4 credits
This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development.
Prerequisite: none
G224 Introduction to Critical Thinking
40 hours, 4 credits
A study of the rules of valid judging and reasoning, both inductive and deductive. It examines traditional language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a group of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.
Prerequisite: English Composition
G227 Oral Communication
40 hours, 4 credits
This course will present students with a broad understanding of communication in a variety of contexts. Students will learn the processes and strategies of oral communication by exploring speech anxiety, audience analysis, and organizational speech patterns. Students will practice oral supporting materials, and use effective language to develop and present a narrative, informative and persuasive speech.
Prerequisite: none

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

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

G238 Conversational Spanish
40 hours, 4 credits
This course focuses on common words and phrases students need to develop a working vocabulary which will enable them to communicate with Spanish-speaking individuals in their personal and professional lives. Although oral communication is stressed, inclusion is an overview of Spanish grammar, phonetic pronunciation and Hispanic culture.
Prerequisite: none

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

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

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

G246 Advanced Algebra
50 hours, 4 credits
Students will learn about topics including functions and functional notation, domains and ranges in relation to functions, graphing functions and their inverses as well as various function operations. Students will be able to solve linear equations and inequalities as well as quadratic equations and higher-order polynomial equations. This course will review algebraic technique as well as polynomials, factoring, exponents, roots, and radicals.
Prerequisite: Satisfactory score on placement exam

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

Prerequisite: none

G270 United States History: 1900 to the Present
40 hours, 4 credits
This course provides an overview of the history of the United States during the 20th century up until the present day. The political, social, and economic aspects of this time will be explored amid a variety of human cultural values, and perspectives within the United States.
Prerequisite: none

G324 Advanced Composition
40 hours, 4 credits
This advanced writing course is intended to help students further develop and refine their writing, research, 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

G328 Human Uses of the Environment
40 hours, 4 credits
This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include principles of ecology as seen in the structure and function of the ecosystem; pollution of air, soil and water resources; population explosions and the relationship of people, disease, and food production; and environmental controls necessary for survival.
Prerequisite: none

G330 American Literature
40 hours, 4 credits
This course surveys authors, genres, and movements in American literature from 1865 to the present, including representative works of Realism, Naturalism, Modernism, and Post-Modernism/Post-Structuralism. Students will engage in critical readings of exemplary literary texts from a diverse group of authors that have influenced American literature since the Civil War. Students will analyze how these works of literature exemplify particular historical moments in U.S. history, as well as how they communicate pertinent cultural issues such as gender, race, ethnicity, class, religion, sexual identity, community, region, and nation. In their study of the broad range of American fiction, poetry, and drama since 1865, students will analyze literary, aesthetic, and critical developments.
Prerequisites: English Composition; 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 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 texts, authors, etc.
Prerequisite: English Composition

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

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

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 examination of political systems according to institutional and developmental characteristics. Causes and costs of political stability and instability will be explored. Comparison will be made between contemporary political institutions and processes in various countries.
Prerequisite: American/U.S. National Government

G425 Work and Family
40 hours, 4 credits
This course focuses on the overlapping worlds of work and family. It examines both the nature of the links that exist between the two major social institutions as well as the problems that result from the combination of individuals’ work and family responsibilities. An emphasis is placed on the 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, 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 some 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 of the important ideas and traditions of political thought. The course will cover such topics as authority, consent, freedom, and obligation.
Prerequisite: none

G450 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; nutrition; metabolism; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and effect of microbes on humans, including mechanisms of pathogenicity.
Prerequisite: none

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

H210 Marketing and Communication in Healthcare
40 hours, 4 credits
This course is an introduction to marketing concepts and how they are applied in the healthcare industry. Topics include consumer buying behavior, business-to-business markets, market research techniques, pricing concepts, marketing channels, and promotional strategies and techniques. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none
H300 Introduction to Healthcare Administration 40 hours, 4 credits
This course provides an exploration of the administrative principles and practices within healthcare organizations. Emphasis is placed on organization structure, the operation of healthcare facilities. Management principles will be applied to case studies of healthcare management. 
H310 Foundations of Managed Care 40 hours, 4 credits
This course students will analyze controversial issues surrounding the managed-care delivery system, focusing on theory and the foundational concepts of managed care. 
Prerequisites: 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 departmental budgets, and the common sources of healthcare revenues and expenses. 
Prerequisites: Introduction to Healthcare Administration, Financial Accounting II
H330 Quality Improvement in Healthcare 40 hours, 4 credits
This course examines methods for assuring quality in healthcare and the statistical applications of measuring outcomes. There will be an emphasis on performance improvement and the relationship between healthcare quality, organizational performance, and the role of governing and accrediting bodies in healthcare organizations. Common methods and trends in quality improvement will be explored. 
Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management
H340 Regulation and Compliance in Healthcare 40 hours, 4 credits
This course is an exploration of the many entities that regulate healthcare delivery at the local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with these 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. 
Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management
H350 HealthCare Statistics 40 hours, 4 credits
Students will discuss and apply the common terms, formulae, and computations used in healthcare statistics through effective data collection, interpretation of data, and the display of data. 
Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management; College-level Math course
H360 Healthcare Planning and Policy Management 40 hours, 4 credits
This course provides a study of current healthcare policy issues affecting the U.S. healthcare system and the politics that drive policy and planning of healthcare delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic and political trends, and the future of healthcare will be explored. 
Prerequisites: Introduction to Healthcare Administration
H400 HealthCare Information Systems 40 hours, 4 credits
This course focuses on how healthcare institutions can use technology and information processing systems and integrates concepts 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 the services are delivered. 
Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Healthcare Administration
H410 Healthcare Operations Management 40 hours, 4 credits
This course students examine the operations function of managing people, information technology, materials, and facilities in the healthcare industry. 
Prerequisites: Principles of Management; Introduction to Healthcare Administration
H420 Advanced Healthcare Law and Ethics 40 hours, 4 credits
This course examines ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical problems in the healthcare field. This course includes educational resources from Harvard Business Publishing. 
Prerequisites: Medical Law and Ethics or Health Information Law and Ethics
H430 Epidemiology 40 hours, 4 credits
This course examines the patterns and causes of disease in populations, how diseases are documented, and how to analyze the data to understand disease causes. 
Prerequisite: none
H440 International Healthcare 40 credits, 4 hours
This course, students will compare and contrast foreign healthcare services and systems, focusing on cultural, geographic, environmental, economic, and political factors. 
Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management
H450 Healthcare Management Capstone 30 hours, 3 credits
This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare management concepts via completion of a Capstone project approved by the instructor. This course includes educational resources from Harvard Business Publishing. 
Prerequisites: Students must be enrolled in the Healthcare Management Bachelors Degree program and in their last or second-to-last quarter
H460 Information and Communication Technologies 40 hours, 4 credits
This course is an exploration of the technologies available to integrate all aspects of health information and communication, including hardware and software to ensure data collection, storage, analysis and reporting of information. Students will explore the development of networks, including intranet and internet applications to facilitate the electronic health record. Implementation of the use of standards to achieve interoperability of healthcare information systems will be explored. Program Admission
H465 Health Information Management Systems 40 hours, 4 credits
A study of the various, clinical, administrative, and specialty service applications used in healthcare organizations are emphasized. This course applies information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems and applications will be explored. 
Prerequisite: Program Admission
H470 Data, Information, and File Structures 60 hours, 4 credits
A lab-based environment to apply knowledge of database architecture and design such as data dictionary, data modeling, and data warehousing to meet organizational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines. 
Prerequisites: H410 Healthcare Operations Management
H485 Financial Management of Health Information Services 40 hours, 4 credits
This course examines the healthcare finance principles required to manage a health information department or project. Accounting, cost accounting, budgeting, financial reports, financial management, such as cost benefit analysis, capitation, and cost containment techniques are introduced. 
Prerequisite: Program Admission
H487 Project Management 40 hours, 4 credits
This course students will examine the principles and techniques of project management to ensure efficient work flow and appropriate outcomes. 
Prerequisite: Program Admission
H490 Healthcare Information Management 70 hours, 4 credits
A study of health information management, including clinical documentation issues, medical word processing as a tool for documentation, forms design, storage and retrieval systems, and chart tracking. Secondary records such as indexes, registers, and registries are covered in this course, along with an exploration of data sources, data capture, healthcare information infrastructure and documentation requirements. 
In this course, students analyze healthcare data sets, such as the RHEX, UHDDS, OASIS including the history, purpose, and uses of each. 
Prerequisite: Program Admission
H495 Healthcare Information Management 20 hours, 2 credits
This course addresses the fundamental concepts of managing health records both manually and electronically in today’s healthcare facilities. This course uses the practice of health information management, focusing on the content and structure of patient-identifiable data. This course covers management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, storage and retrieval systems, and chart tracking. Systems such as indexes, registers, and registries are explored in this course, along with an exploration of data sources, data capture, healthcare information infrastructure and documentation requirements. Some courses analyze healthcare data sets, such as the RHEX, UHDDS, OASIS including the history, purpose, and uses of each. 
Prerequisite: Program Admission
H495 Health Information Management Alternative Facility Professional Practice Experience 30 hours, 1 Credit
This course is a 30-hour practical experience that will focus on a non-hospital environment of the student’s choice. This experience is designed to assist students in exploring the diversity of the healthcare information profession. The experience will include health information-related shadowing, observation, and/or performance of tasks and must be approved by the instructor. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist. 
Prerequisite: Must be completed in the student’s final quarter
H4940 Applied Research in Health Information Management 40 hours, 4 credits
Students will complete a research project specific to HIM and will present their research to classmates through a webinar environment. Data analysis and presentation techniques will be used. Topics explored will be in an applied institutional Review Board practices, processes and policies, research design and methods, knowledge-based research techniques, research protocol data management, and national guidelines regarding human subject research. 
Prerequisite: Healthcare Statistics
H4940 Health Information Management Professional Practice Experience 120 hours, 4 credits
A 120-hour practical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by an HIM Director or Supervisor. The experience will include operational and managerial experience and an administrative project that will benefit the clinical site. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist. 
Prerequisite: Must be completed in the student’s final quarter
H4940 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 the skills of organization behavior to facilitate team building, negotiation and change management. Strategic leadership, entrepreneurship, and benchmarking will be explored. 
Prerequisites: Program Admission
H4940 Applied Research in Health Information Management 40 hours, 4 credits
Students will complete a research project specific to HIM and will present their research to classmates through a webinar environment. Data analysis and presentation techniques will be used. Topics explored will be in an applied institutional Review Board practices, processes and policies, research design and methods, knowledge-based research techniques, research protocol data management, and national guidelines regarding human subject research. 
Prerequisite: Healthcare Statistics
H4940 Health Information Management Professional Practice Experience 120 hours, 4 credits
A 120-hour practical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by an HIM Director or Supervisor. The experience will include operational and managerial experience and an administrative project that will benefit the clinical site. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist. 
Prerequisite: Must be completed in the student’s final quarter

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

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

HS115 Introductory Strategies to Crisis Intervention 40 hours, 4 credits
This course provides a 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 professional will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function as change agents and must therefore attain and develop a core of intervention knowledge, theory, and skills to effectively deal with people in crisis. The ability to create genuine and empathetic relationships with others is central to those entering the human services field. Intervention strategies are also explored. Prerequisite: Introduction to Human Services

HS250 Organization and Leadership in Human Services 40 hours, 4 credits
Working and managing within a human services organization takes high moral 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 how to build a strong ethical organization through culture, climate, and structure. Prerequisites: Case Management: Strategies for Rehabilitation; Counseling Clients

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

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

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

J140 Field Communications in Criminal Justice 20 hours, 2 credits
This course emphasizes the skills of both oral and written communication with emphasis on writing formats used by justice professionals. Students will acquire the skills necessary to effectively communicate within diverse communities. Prerequisite: Introduction to Criminal Justice

J150 Introduction to Criminal Law 40 hours, 4 credits
40 hours are explored. Students are introduced to the Federal and State court systems. This course examines substantive criminal, definitions of crime, and principles of criminal responsibility. The course will include examination of general principles to the law. Statutory defenses, mitigating factors, and circumstances which may exculpate criminal responsibility and common law defenses will be examined. Prerequisite: Introduction to Criminal Justice

J170 Applied Criminal Procedures 40 hours, 4 credits
This course provides an examination of procedural requirements for the judicial processing of criminal offenders. The concepts of evidence sufficiency, standards of proof, and due process are explored. Students will examine the Bill of Rights and its applicability to the criminal justice process. Prerequisite: Introduction to Criminal Law

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

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

J212 Legal Principles in Corrections 40 hours, 4 credits
Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders roles and controls, legal theories, and principles of corrections, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders. Prerequisite: Introduction to Corrections
J213 Juvenile Justice: Delinquency, Dependence, and Modification
40 hours, 4 credits
An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, law enforcement, police practice, 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

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 understand the impact that terrorism may have on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and terrorism.)
Prerequisite: Introduction to Criminal Justice

J245 Security Challenges
40 hours, 4 credits
This course is an examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored individually 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

J246 Practical Psychology for the Criminal Justice Professional
40 hours, 4 credits
Students will examine how principles of psychology relate to the field of criminal justice. They will explore fundamental concepts from a criminal justice perspective, focusing on the real-world effects these principles produce on criminal justice professionals, 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 coping methods. They will review the immediate and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisites: General Psychology; Introduction to Criminal Justice

J250 Drugs and Crime
40 hours, 4 credits
The course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, the illegal implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug abuse, and drug prevention will be discussed. Students will develop understandings as “club drugs,” inhalants, herbal stimulants, and designer drugs will also be discussed.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

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

J270 Critical Thinking and Evidence-Based Practices in Criminal Justice
40 hours, 4 credits
This course will focus on a wide variety of problem solving skills. These include scenario based problem solving and evidence based practices. The inter-related skills necessary for effective problem solving in criminal justice are emphasized. The development of evidence based practices will be explored and the incorporation of such practices in the field of criminal justice will be analyzed.
Prerequisites: Policing in America; Criminal Law and Procedure: Crimes in the Courtroom

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

J305 Examination of Forensic Science
40 hours, 4 credits
Students will critically analyze 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

J321 Evidence
40 hours, 4 credits
This course will familiarize students with the fundamentals of criminal evidence as it pertains to the legal presentation of evidence in criminal trials and with the role of legal counsel. Constitutional issues involving evidence are examined. Different varieties of evidence, from hearsay to physical evidence, are examined. Procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.
Prerequisite: Criminal Law and Procedure: Crimes in the Courtroom (except for students enrolled in the Cyber Security Program)

J326 Criminal Behavior: Profilers and Offenders
40 hours, 4 credits
This course will examine serial behavioral crime type and criminal profile. Crimes such as stalking, rape, murder, and sexual assault will be examined through case files to enhance investigative techniques. Students will analyze psychological profiles and behavioral systems.
Prerequisites: Criminality: Motives for Criminal Deviance (except for students enrolled in the Cyber Security Program)

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

J331 Constitutional Law
40 hours, 4 credits
This course challenges students to examine the constitutionality 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 field scenarios and examine current justice issues.
Prerequisites: Criminal Law and Procedures: Crime and the Courtroom (except for students enrolled in the Cyber Security Program)

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

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

J340 Women and Criminal Justice
40 hours, 4 credits
This course examines the role of women as offenders, victims, and professionals in criminal justice. 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 and will be analyzed.
Prerequisite: Domestic Violence

J345 Diversion and Rehabilitation
40 hours, 4 credits
The course will examine counseling and intervention methods used for adult and juvenile, and male and female offenders. They will explore theories, proven by research and applied to treatment. 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 racial and social issues, and research and practice of behavior and victimization affecting the criminal justice system.
Prerequisite: Ethics in Criminal Justice

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

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

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

J365 Research Methods in Criminal Justice
40 hours, 4 credits
This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to the criminal-justice field. Students will become familiar with research terminology and the 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 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 theory and practice to the diverse fields of criminal justice will be explored, along with leadership and administration techniques and issues particular to criminal justice. Organizations will be explored.
Prerequisite: Ethnics in Criminal Justice

J415 Crime Prevention
40 hours, 4 credits
This course explores the goals and types of various crime-prevention strategies. Physical environments and crime, neighborhood crime prevention, and theories of crime and media displacement will be explored. The course will examine persons and conditions associated with high rates of deviance.
Prerequisites: Introduction to Corrections; Policing in America; Research Methods in Criminal Justice
Prerequisite: Civil War and Reconstruction, 1861-1868
This course will focus on the major events and issues of the Civil War and Reconstruction period. Students will be expected to read and discuss primary sources and secondary literature on the subject. The course will include discussions of key military engagements, political developments, and social changes during this period. Students will engage in a series of debates and simulations to explore the complex issues of the era. Course requirements include regular reading, participation in discussions, and completion of a research project. Prerequisites: None

J399 Criminal Justice Seminar 5 hours, 5 credits
This seminar 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 current justice system. Students may select an area of interest from the list below or propose an area not currently offered. Prerequisites: Criminal Justice I or equivalent, 3 years of course work in the major, and consent of instructor.

M600 Customer Service in Healthcare 10 hours, 4 credits
This course will prepare students for delivering outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence external and internal customers. Topics covered in this course include: the psychology of patients, customer service in a diverse world, listening skills and effective communication techniques. Prerequisite: none

M605 Introduction to Electronic Health Records 30 hours, 3 credits
In this course, students will focus on the basics of Electronic Health Record (EHR) keeping of patient health information in a medical care delivery setting. An emphasis on emerging technologies in EHRs, and their potential application in evidence-based practice will be studied. The scope of the course is designed to familiarize students with the clinical patient encounter, as well as electronically supporting other care-related, and outcomes reporting. Prerequisites: none

M201 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 roots, and anatomical terms 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 etiologies. Students will be expected to focus on spelling and pronunciation. Prerequisite: none

M211 Anatomy and Pharmacology for Coders 30 hours, 3 credits
This course provides an in-depth exploration of human anatomy and physiology as well as pharmacology to prepare students for coding. This course also provides a systematic approach to hospital inpatient and ambulatory care coding, emphasizing specific and correct coding procedures and techniques. Topics covered include: study of human cells and tissues, the integumentary, skeletal, muscular, nervous, respiratory, genitourinary, circulatory, digestive, reproductive, sensory, cardiovascular, lymphatic, integumentary and endocrine systems of the body, most commonly prescribed drugs, and laboratory tests. The student will learn how to abstract key information from the health record to assist in improving patient documentation and coding accuracy, and accurate coding. Students will complete laboratory exercises coordinated with course content.

M301 Medical Writing, Style and Grammar 30 hours, 3 credits
A focused look at English grammar, punctuation and sentence structure that will tend to accurate and appropriate medical documents being transcribed or edited. Common English language needs in medical transcription are explored, as well as correct use of number formatting, capitalization and abbreviations. Alike words will be studied and practiced and a medical terminology review will be mandatory. Prerequisite: none

M311 ICD-CM Coding 40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases, 10th Clinical Modification (ICD-10-CM) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. The course will cover ICD-CM coding guidelines appropriate to the coding situation and will cover diagnostic coding of all body systems. Use of coding and grouping software will be introduced as well as ICD-CM code sets for inpatient and outpatient facilities. Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology
Writing, electronic health records impact the profession. and will be the medical transcription process and the knowledge of medical terminology, anatomy, recognition from various specialties, and apply 80 hours, 4 credits as well as the use of registries and indices. 

Prerequisite: Medical Terminology

M133 ICD Coding 30 hours, 3 credits This course provides a thorough overview of the International Classification of Diseases (ICD) using sample exercises and medical records to develop skill and accuracy in coding in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems. Use of coding and grouper software will be used as well as the use of registries and indices. 

Prerequisite: Medical Terminology

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

Prerequisite: Medical Terminology Pre or Co-requisite: Pathophysiology

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

Prerequisite: Basic ICD-9-CM Coding M141 Ambulatory Care Coding 40 hours, 3 credits The emphasis in this course is medical coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT. 

Prerequisite: ICD-PCS Coding or ICD Coding

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

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

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

Prerequisite: Medical Terminology Pre or Co-requisite: Medical Writing, Style and Grammar

M208 Introduction to Health Information Management 40 hours, 4 credits This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of healthcare facilities, the members of the healthcare team who contribute to the medical record, and the use and importance of managing electronic health records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information. 

Prerequisite: none

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

Prerequisite: Medical Terminology

M211 Quality Analysis and Management 40 hours, 4 credits This course covers quality improvement methodologies used in acute and long-term care and quality issues of health information services. This course includes data collection and compilation of healthcare statistics. 

Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts

M214 Medical Transcription 60 hours, 3 credits The student will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format. 

Prerequisites: Introduction to Medical Transcription; Medical Terminology; Keyboarding

M214 Management of Health Information Services 40 hours, 4 credits This course covers management, supervision, and human resource principles with application to health information service departments in various healthcare settings. Students will learn how to measure and manage productivity of HIM staff and explore the HIM management role in relation to other hospital departments. 

Pre or Co-requisite: Introduction to Health Information Management

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

M222 Pathophysiology 50 hours, 5 credits Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems. 

Prerequisite: Human Anatomy and Physiology I or 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 ethical considerations about the human health information management environment. Fraud and abuse, patient privacy and confidentiality, health information, release of information, and professional practice law and ethics will be explored. 

Prerequisite: none

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

Pre or Co-requisite: Ambulatory Care Coding

M252 Health Information Practicum 60 hours, 2 credits A simulated practical experience exploring a virtual hospital and clinic and using software and practical application as simulations to 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

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

Prerequisite: Medical Terminology

M271 Medical Administration Capstone 10 hours, 1 credit This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills. 

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

MA102 Introduction to Medical Assisting 40 hours, 3 credits This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid. 

Prerequisite: none

MA110 Clinical Skills I 60 hours, 4 credits In this course students will begin their study of the essential and basic core of front-office and back-office medical-assisting skills. They will learn the assisted medical office, and will master knowledge and skills including communication and technology, patient centered care, safety and security plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and laboratory procedures. They will follow applied-learning approaches to all skill-development and performance objectives. 

Prerequisites: Introduction to Medical Assisting: Medical Terminology Pre or Co-requisite: Structure and Function of the Human Body

MA135 Pharmacology for the Allied Health Professional 40 hours, 4 credits This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to their therapeutic applications. Pertinent pharmacology and related diseases are reviewed before the pharmacology of the drug is discussed. The approach by body system in this course serves to provide the necessary background information and to refresh the student’s memory of previously learned material through which the therapeutic effects of the drugs are understood. 

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, performance on electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will follow applied-learning approaches to all skill development and performance objectives. 

Prerequisite: Laboratory Skills for Medical Assisting: Pathophysiology

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: Medical Skills I

MA241 Human Anatomy and Physiology I 60 hours, 5 credits In this course students will begin their study of the structure and function of the human body. They 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 the medical terminology. Students will complete laboratory exercises coordinated with course content including microscopic observation, experimentation, study of anatomical models, and dissection activities. 

Pre or Co-requisite: Introduction to Human Biology
MA242 Human Anatomy and Physiology II 60 hours, 5 credits

In this course, students will continue their study of human anatomy and physiology begun in Human Anatomy and Physiology I. They will examine the circulatory, lymphatic, and immune, respiratory, urinary, digestive, and reproductive systems, as well as fluid and electrolyte balance, acid-base balance, and 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: Structure and Function of the Human Body

MA265 Medical Assistant Externship 240 hours, 8 credits

In conjunction with a Medical Assisting Capstone, students will complete 240 hours of a Medical Assisting training experience in a physician’s office/clinic or medical center. While on the clinical site, the extern will perform medical-assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked.

Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-Step Mumps screening test within 6 months of starting externship; Completion of all immunizations or verifications of immunity required by program and site; Successful completion of background check (clear background check obtained); Attendance at Rasmussen College Externship meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator

MA285 Medical Assisting Capstone 20 hours, 2 credits

In conjunction with the Medical Assisting Externship (MA265), students will complete an online Medical Assisting Capstone course. In this course, students will learn job-search techniques and skills for entry-level medical assistants as well as share and learn from their externship experiences with the class. Students will also prepare to sit for a Medical Assisting credential examination during this course (either the CMA or RMA depending on campus accreditation status).

Prerequisite: none

Co-requisite: Medical Assisting Externship

MCB 21010 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, the protocozdome and helminthes; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.

Prerequisite: none

MH100 Pre-calculus 40 hours, 3 credits

In this course, students will understand the application of function theory including the properties and behavior of various function types including linear, polynomial, exponential, rational, polar, and parametric functions. The course emphasizes the comprehension of function behavior through graphing both manual and through the use of graphing calculators. Students will develop solution sets for equations and inequalities.

Prerequisite: Advanced Algebra

MH200 Calculus I 40 hours, 4 credits

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

Prerequisite: Pre-calculus

MH210 Calculus II 40 hours, 4 credits

In this continuation of the topics investigated in Calculus I, students will further explore the methods of integration and the applications of calculus as well as power series and methods of differentiation. This course will cover the topics of convergence and divergence, and students will understand 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 mathematical proofs.

Prerequisites: 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

ML100 Introduction to Clinical Laboratory Science 40 hours, 3 credits

An introduction to laboratory medicine and the profession of clinical laboratory science. This course will emphasize professionalism, laboratory safety, and routine laboratory procedures including quality control and lab math.

Prerequisite: Program admission

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.

Prerequisite: Introduction to Clinical Laboratory Science

Co-requisites: Human Anatomy and Physiology I, College Algebra

ML151 Hematology I 40 hours, 3 credits

Introduction to the theory and practical application of routine and special hematology procedures. Presents red blood-cell function, hemostasis, and associated diseases. The student laboratory focuses on identifying normal and abnormal red-blood-cell morphology and the evaluation of microbe control. The student laboratory will be utilized for experiences in fundamental hematology techniques.

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 immune system function will be investigated. The 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 Chemistry II 60 hours, 4 credits

Expanding upon concepts learned in Clinical Chemistry I, this course further examines the principles and procedures of various tests performed in Clinical Chemistry. Integral to this course is continued exploration of the physiological basis for the test, the principle and procedure for the test, 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 routine of application and special hematology procedures. Presents white blood cell function, hematopoiesis and associated diseases. The student laboratory focuses on identifying normal and abnormal white blood cell morphology and the evaluation of stained blood smear using principles and techniques will be included.

Prerequisite: Hematology I

ML203 Immunology 40 hours, 3 credits

Basic immunology and serology concepts will be presented with an emphasis on selected infectious diseases and autoimmune disorders. The theory of immunologic and serologic procedures will also be presented.

Prerequisite: Human Anatomy and Physiology I

ML205 Immunohematology 40 hours, 3 credits

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 preparation 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 instrumental microbiology techniques.

Prerequisite: Clinical Microbiology I
N136 Game Preproduction 40 hours, 4 credits
This course has been designed to teach the fundamental philosophies of game design and apply them in a hands-on environment. The process that develops problem solving strategies. The techniques taught in this course exist to provide the practical resources needed to build a firm understanding of game development from a production standpoint. In addition, the information this course provides is a grounded study for any real life application where inspiration must combine with practical knowledge and application to create a marketable product.
Prerequisite: Game Design Theory I

N139 Game Design Theory I 40 hours, 4 credits
This course introduces the non-technical study of games, the game development process, and the game industry. The course describes 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 a strong base of Critical Thinking and troubleshooting methodologies for assessing situations and applying logical reasoning to various scenarios. The materials contained within this course are designed to build the students ability to form reasonable hypotheses for solving problems of a technical nature.
Prerequisite: none

N141 Networking Security 40 hours, 3 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to 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 critical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the core materials. Further, this course helps prepare students to take the CompTIA Security+ exam.
Prerequisite: Introduction to Networks

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 their computer's instruction set and basic 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 higher 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. Additionally, students will have the hands-on opportunity to build a computer from scratch. 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 students hand-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

N146 Fundamentals of Hardware and Software I 40 hours, 3 credits
This course will introduce students to the installation, configuration, maintenance, and troubleshooting of end-user personal computer hardware (including laptops and mobile devices) and the software used to support the hardware. Additional topics covered include the relationship between hardware and network infrastructure, keyboard, 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 students hand-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

N147 Fundamentals of Hardware and Software II 40 hours, 3 credits
This course is a continuation of Fundamentals of Hardware and Software I, which prepared students for the CompTIA A+ 801 exam. This course will prepare students for the CompTIA A+ 220-802 exam, focusing on operating systems, security, mobile devices, and troubleshooting. Using the Windows operating system, students will learn how to set up networking, printers, tables, sharing, and troubleshooting problems related to the same. Operating system security and methods to prevent intrusion will be discussed. Concepts of virtualization, desktop imaging, and deployment will be introduced.
Prerequisite: Fundamentals of Hardware and Software I

N149 Helpdesk Support 50 hours, 3 credits
This course material used by helpdesk engineers to troubleshoot and solve user problems. Dealing with the user, identifying the problem, and fixing the problem will be discussed. Software concerning trouble tickets and tracking progress will be discussed.
Prerequisite: Professional Communication

N150 Technology’s Role in the 21st Century 20 hours, 1 credit
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 social impact. Topics include the uses of technology tools in science, industry, education, and the arts. Categories such as communications, commerce, and quality of life will be explored as students review the scope of and application of technology within the context of everyday life.
Prerequisite: none

N154 Mac Integration 40 hours, 3 credits
The purpose of the Mac Integration course is to give students an entry-level perspective to supporting and configuring the Mac OS X operating system. Students will learn how to integrate a Mac client into a Windows network and connect a Mac Client to services such as Active Directory and Microsoft Exchange. Also covered is basic user configuration. This course maps to the Mac Integration Basics Certification Exam.
Prerequisite: Microsoft Windows Server

N155 Fundamentals of Game Development I 50 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

N156 Introduction to Networks 40 hours, 3 credits
This course introduces the foundation to understanding computer networks, including DHCP, ping, pingv2, OSPF, VLANs, and VLAN routing in both IPv4 and IPv6 networks, as well as DHCP, DNS, and NAT. This course will help prepare students to take the Cisco Certified Entry Network Technician (CCENT) Exam by using a variety of hands-on labs and simulations to understand router and switch configuration by emphasizing practical, real-world principles.
Prerequisite: Introduction to Networks

N201 Cisco Networking Routing and Switching 40 hours, 3 credits
This course prepares students to work with routers and switches in a Local Area Network. Students will learn how to configure and troubleshoot Cisco switches and routers. Concepts in the course will include routing protocols like RIPv1, RIPv2, OSPF, VLANs and VLAN routing in both IPv4 and IPv6 networks, as well as DHCP, DNS, and NAT. This course will help prepare students to take the Cisco Certified Entry Network Technician (CCENT) Exam by using a variety of hands-on labs and simulations to understand router and switch configuration by emphasizing practical, real-world principles.
Prerequisite: Introduction to Networks

N204 Human-Computer Interaction and Interface Design 50 hours, 4 credits
How a person interacts with a game is one of the more crucial aspects in determining the success of the game among consumers. This course will emphasize the details and planning process that must be followed to ensure a successful interface for the game that is to be played. Various techniques of creating buttons, menus, and other types of interfaces will be explored to give the student a wide exposure to the problems of including interfaces in creating games.
Prerequisite: Programming II

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

N212 Fundamentals of Game Development II 60 hours, 4 credits
This course is designed to teach students basic scripting skills that can be used to automate administrative tasks and reporting. Topics will include an introduction to programming structures like variables, decision- making, loops, arguments, and functions. Students will create Microsoft Windows-based scripts using technologies such as VBScript, Powershell and take advantage of additional features in windows components such as WMI and ADSI.
Prerequisite: Windows Active Directory

N214 Database Development 60 hours, 4 credits
This course is designed to teach students basic database scripting skills that can be used to automate administrative tasks and reporting. Topics will include an introduction to programming structures like variables, decision-making, loops, arguments, and functions. Students will create Microsoft Windows-based scripts using technologies such as VBScript, Powershell and take advantage of additional features in windows components such as WMI and ADSI.
Prerequisite: None

N220 Information Technology 60 hours, 4 credits
This course is designed to introduce the Linux operating system. The students will learn how 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 is a combination of lecture, lab, Internet-based research, and lab work to reinforce the course materials. Further, this course provides students to take an industry accepted Linux certification exam.
Prerequisite: Programming I

N211 Windows Scripting 50 hours, 3 credits
This course is designed to teach students basic scripting skills that can be used to automate administrative tasks and reporting. Topics will include an introduction to programming structures like variables, decision-making, loops, arguments, and functions. Students will create Microsoft Windows-based scripts using technologies such as VBScript, Powershell and take advantage of additional features in windows components such as WMI and ADSI.
Prerequisite: Windows Active Directory

N212 Fundamentals of Game Development II 60 hours, 4 credits
This course is designed to teach students the Fundamentals of Game Development I and introduces students to the different game platforms currently on the market. This includes game consoles as well as mobile platforms. In addition, students will be exposed to the various approaches used for creating games for these platforms as well as for creating platform agnostic games.
Prerequisite: Fundamentals of Game Development I

RASMUSSEN COLLEGE MINNESOTA
N221 Mobile and Mac OS Security
40 hours, 3 credits
This course gives students an alternative perspective on securing multiple mobile operating systems. Students will learn how to apply security principles to Android, iOS, and Mac operating systems. They will learn how hackers penetrate these systems and how to properly secure each environment. Students will learn about aspects of BYOD (Bring Your Own Device) and understand what additional security measures need to be implemented to secure devices that are utilizing public networks.
Prerequisite: Networking Security

N222 Physics for Games and Simulation Production
50 hours, 4 credits
This course provides a broad overview of the fundamental principles of physics as they apply to game and simulation programming and prepares students in the use of physics engines within a game development environment. Topics include introductions to classical mechanics and dynamics, gravity, magnetism, optics and acoustics.
Prerequisite: none

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 and narratives and storylines, and a range of subjects and applications. Students will write and build worlds and narratives and storylines, and a range of interactive storytelling methodologies from campfires to LARP’s and text adventures.
Prerequisite: Game Preproduction

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 Microsoft Windows Active Directory. To reinforce the material in this course the instructor will assign 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 Microsoft 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 PC Hardware and Software

N230 Fundamentals of Ethical Hacking
40 hours, 3 credits
This course will show students the opposing side to network security. Students will gain insight into the hacking mindset as well as learn how to directly apply ethical principles to the work they perform on a day-to-day basis. Students of this course will learn how to utilize various tools commonly used in network security as well as hacking. The end result of this course is to give the student a stronger perspective on how to utilize tools to better test and secure networks against threats.
Prerequisite: Networking Security

N231 Web Application Development
60 hours, 3 credits
This course is designed to provide students with an introduction to current web application development techniques. Topics include HTML5, CSS3, and an introduction to scripting using PHP as well as Javascript. In addition, the course introduces the principles of semantic markup and the application of web standards.
Prerequisite: Fundamentals of Programming

N233 Software Packaging and Deployment
50 hours, 3 credits
The goal of this course is to provide students an understanding of how to rapidly deploy applications and operating environments. Students will utilize various methods of application deployment through creating automated installs and application and operating systems images. Students will successfully package and deploy applications and operating systems via these methods in a virtual and stand-alone environment.
Prerequisite: Microsoft Windows Server

N234 Microsoft Exchange Server
40 hours, 3 credits
In this course students will learn a wide range of information about Exchange Server, from installation, configuration, 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, WAN connectivity, and virtual LANs. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Cisco CCENT exam.
Prerequisites: Networking Fundamentals; Microsoft Windows Server

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

N237 C# 50 hours, 3 credits
Students will work with the C# programming language and gain an understanding of how it can be used to handle important computing tasks. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored.
Prerequisite: Object-Oriented Programming

N238 Managing Information Security
30 hours, 3 credits
Information security is not only an IT, but a management issue. Therefore, this course introduces students to a detailed examination of the systems-wide perspective of information security. They begin with the strategic planning process for security, which includes an examination of the policies, procedures and stafﬁng functions necessary to organize and administer ongoing security functions in an organization. Course subjects include security practice, security architecture and models, business continuity planning and disaster recovery planning.
Prerequisite: Networking Security

N239 Mobile Support Principles
40 hours, 3 credits
The Mobile Support Principles course covers the challenge of supporting mobile devices within a business. Topics covered are how to install custom software applications on various mobile operating systems as well as deploying standard operating images across multiple mobile devices. Additional time is spent on conﬁguration of various mail clients, network conﬁguration and general device troubleshooting.
Prerequisite: Introduction to Networks

N266 Console Development
60 hours, 4 credits
One key challenge when designing 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 the differences and changes need to be made as games become part of the game libraries for different vendors.
Prerequisite: Programming II

N273 Business Intelligence Reporting
40 hours, 3 credits
This course offers an introduction to the analysis and reporting of business data using Microsoft Excel and Crystal Reports. The course will give students an understanding of how to use the software tools to produce professional-looking reports. The course will cover the basic building blocks of reports and provide hands-on experience with the software tools. Students will be expected to create reports of their own design using the tools learned in the course.
Prerequisites: Microsoft Excel

N274 SQL Server Administration
40 hours, 3 credits
The goal of this course is to prepare individuals to work with and administer SQL Server 2012. Students will learn to install and maintain SQL Server 2008 and also how to use various tools helpful in creating backups, promoting security, and to enhance availability and performance of the database.
Prerequisites: Microsoft Windows Server

N276 Applied Game and Simulation Theory
40 hours, 4 credits
This course covers the applications for and the development of simulation from game-like “Simms” 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 simulations.
Prerequisites: Platform Design and Human-Computer Interaction

N281 Math for Game and Simulation Production I
40 hours, 3 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, 3 credits
This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by solving a real-world programming problem. The problem solving experience encompasses timelines, deadlines, team-building, and communication issues.
Prerequisite: This course is intended to be completed in the last quarter of diploma.

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

N302 Graphics Development with OpenGL
60 hours, 4 credits
This course is designed to teach fundamental principles of computer graphics algorithm in relation to video game and simulations. The focus is on graphics methods used to render realistic images of scenes applied to 3D graphics. 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 travels through the scene.
Prerequisite: Programming II

N303 Software Systems Principles
40 hours, 3 credits
This course provides a 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 evolution of various operating system software with an emphasis on concurrent process execution, process scheduling, communication, and account 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 CPU 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
This course will be an introduction or refresher in the fundamental skills of drawing. Students will work on learning, improving basic skill areas and be introduced to improved techniques for drawing. The emphasis here will be on drawing the human form in a realistic and traditional manner.
Prerequisite: Color Theory and Techniques
N306 Advanced Network Security 50 hours, 4 credits
This course provides a detailed examination of techniques and concepts surrounding the topic of network defense. Students will learn how to implement strategies for network asset security, utilizing industry tools and techniques. Both hardware and software vulnerabilities within the framework of information security will be explored. Students will examine a range of network security topics including virtual private networks, intrusion detection, cloud data security, and incident response strategies. Prerequisites: Cisco Networking Fundamentals and Routing: Principles of Network Security

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

N309 Principles of Computer Graphics 60 hours, 4 credits
The goal of the course is to teach fundamental principles of computer graphic algorithms in relation to video game and simulations. This course exposes students to real-world problems such as how we represent 3D images in computer memory, and render these 2D projections with pixels. We will also consider photorealistic problems, such as how we represent light, model the way objects reflect light, and the path that light takes as it refracts through the scene.

Prerequisite: Programming II

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 programming is done from a logical 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 throughout the study of Still Animation, acting, character development, and dramatic structure.

Prerequisite: Digital Media Assembly

N311 Game and Simulation Lighting Techniques 60 hours, 4 credits
This course provides an introduction to 3D programming, with an emphasis on using real-time shaders. The fundamentals of game and simulation lighting are covered along with how to do the shading programming to achieve more realistic “looks” in games. 3D lighting, texturing, alpha blending, and shading are covered in detail in this course.

Prerequisite: Principles of Computer Graphics

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

Prerequisite: The Study of Animation

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

Prerequisite: Java I

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

Prerequisite: Project Planning for IT

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: none

N325 Advanced Methods of Computer Graphics 60 hours, 4 credits
This course is for photographers and artists, who wish to go well beyond the basics of Photoshop. In addition to covering more sophisticated methods of color correction, image manipulation and post-production, 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: Digital Photography

N326 Legal and Security Issues 40 hours, 4 credits
This course offers an overview of the legal processes involved in implementing and maintaining an E-commerce website. In addition, this course examines the security issues involved in maintaining a web or intranet/Internet site and potentials for misuse.

Prerequisite: none

N327 SCSP Certification Preparation 60 hours, 4 credits
The SCSP credential ensures that candidates continuously monitor systems to safeguard against security threats. From the course, the student will be competent in access control, cryptography, malicious code and activity, monitoring and analysis, networks and communication, risk, response and recovery, and security operations and administration.

Prerequisite: Network Security and Cryptography

N328 Quality Assurance in Game and Simulation Production 50 hours, 4 credits
Quality assurance is one of the most important elements in game production. This course focuses on the management aspect of quality assurance methods. Topics include strategies for playtesting and including playtesting feedback in the iterative design loop.

Prerequisite: Fundamentals of Game Development II

N331 Infrastructure Hardware 40 hours, 4 credits
This course covers hardware design and planning for medium to large scale data center operations. Topics include data center design (power, cooling, space planning), server racks, storage arrays, system interconnect, channels, SSCS, SAS, and SATA. Students will be able to design a data center for IT operations efficiency (GRE), and provide adequate fuel tolerance and capacity for anticipated growth.

Prerequisite: Introduction to Networks

N332 Application Architecture and Design 50 hours, 4 credits
This course provides an in-depth study of current networking technologies. Topics include OSI model, communication protocols, router tables, network address translation (NAT), WAN architecture (ATM, VPN, MPLS, and hybrid networks), Wireless and QoS. Additionally, students will learn to implement a defined network architecture with basic network security. This course will cover how to configure, maintain, and troubleshoot network devices using appropriate network tools and understanding the structures and purpose of network technologies. The course includes basic solution recommendations, analyzing network traffic, and becoming familiar with common protocols and media types.

Prerequisite: Introduction to Networks

N333 Introduction to Information Systems Security 40 hours, 3 credits
This course provides an overview of security challenges and strategies of countermeasure in the information systems environment. Topics include definition of terms, concepts, elements, and goals incorporating industry standards and practices with a focus on availability, vulnerability, integrity, and confidentiality aspects of information systems.

Prerequisite: none

N334 Advanced Cisco Network Security 60 hours, 4 credits
Cisco Certified Network Associate (CCNA) is a first-level certification program for Information Technology professionals. CCNA exams are offered after completion of the entry-level CCENT certification. The CCNA Security Certification helps maximize your investment in foundational network security knowledge and increases confidence in the integrity of your employer’s network. CCNA Security is for Network Security Specialists, Security Administrators, and Network Security Support Engineers. This course will help students prepare for the CCNA Security certification by using hands-on labs and simulations to understand network security principles by emphasizing practical, real-world principles.

Prerequisite: Cisco Network Routing and Switching

N335 Flash Animation 60 hours, 4 credits
This course is an introduction to Macromedia’s Flash. The course will cover the basics of Flash: importing, creating & editing vector graphics and creating simple animations, creating interactive elements and incorporating sound and video and 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

N336 Principles of Shader Programming 50 hours, 4 credits
This course provides an introduction to 3D programming, with an emphasis on using real-time shaders. The fundamentals of game and simulation lighting are covered along with how to do the shader programming to achieve more realistic “looks” in games. 3D lighting, texturing, alpha blending, and shading are covered in detail in this course.

Prerequisite: Principles of Computer Graphics

N339 Polygon Modeling 60 hours, 4 credits
This course demonstrates the techniques of modeling objects in a three-dimensional environment. Students will manipulate primitive objects such as cubes, spheres, pyramids, and cylinders to build more complex polygons, and students will utilize techniques to approximate curved surfaces with multiple polygons. Industry standard software such as 3D Studio Max, Zbrush, and MudBox will be covered, and students will have the opportunity within an actual software modeling environment to create a variety of polygon objects.

Prerequisite: The Study of Animation
Prerequisite: Fundamentals of Web Authoring and Design

N346 Practical Game Development
60 hours, 4 credits
This course approaches the study of computer games from different viewpoints. First is an example of media that can be analyzed and critiqued for their thematic elements, formal structure, plot and interactive appreciation. The next step is a study of complex software subjects to technology constraints and the product of a professional design and implementation process. The last is a study of behaviors and associations comparable to other popular art forms. Students will study the principle of game design and use them both to analyze existing games and to develop their own original game ideas.
Prerequisite: Artificial Intelligence

N347 Mobile Game Development
60 hours, 4 credits
The goal of this course is to use mobile application development methods for mobile game development. Students will learn how to utilize HTML5, CSS3, Javascript and PHP to create device independent mobile games.
Prerequisite: Mobile Application Development

N350 Concept Development for Digital Media
40 hours, 4 credits
This course is concerned with problem-solving, research, and presentation skills for multimedia projects. Brainstorming, narrative, storytelling, animations, pre-visualization, and transitions are all explored. Sketches, source imagery, and audio are developed to effectively communicate ideas for time-based media. Documentation techniques are employed to chart progress with character and scene design, as well as camera and lighting.
Prerequisite: Storyboard Development for Digital Media

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

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

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

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

N362 Technical Writing
20 hours, 2 credits
This course is designed to teach students best practices in authoring technical documentation. Topics include targeting your audience, organization, glossaries, appropriate use of graphics, tables, lists, wikis, and cross referencing. Students will be able to determine when and how to write a white paper, and will understand the pros and cons of wikis and other documentation portals.
Prerequisite: English Composition

N363 Security Strategies for Web Apps and Social Networking
40 hours, 3 credits
This course will address the ways in which the internet and web-based applications have transformed the way businesses, organizations, and people communicate. With this information comes new risks, threats, and vulnerabilities for web-based applications and the people who use them. This course presents security strategies to mitigate the risk associated with web applications and social networking.
Prerequisite: none

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

N380 Project Management for IT
40 hours, 4 credits
This course covers the project management aspects of the IT department. Students will learn how to properly apply project management principles within the IT department to properly deploy network and software solutions. Students will utilize project management software for tracking and as well as develop their own method of project tracking. Topics such as ITIL principles on Project Management will also be infused into the content of the course.
Prerequisite: Customer Service

N385 Scripting – Shell Scripting / Python / Perl
50 hours, 4 credits
This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and examine use cases involving Linux, Windows and Cisco IOS automation through scripting.
Prerequisite: Linux Security Strategies

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

N402 Network Systems Design
50 hours, 4 credits
This course offers the study of the technology, network architecture and topologies, and software used by systems of network-connected computers. Topics include data transmission, local area network architecture, network protocols, distributed systems, security, and network applications such as email, various transaction protocols, and server-to-server 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 Mobile Application Development
40 hours, 3 credits
Building upon the topics covered in Mobile Application Development, this course provides students with instruction in the creation of more complex applications and programs. Students will learn how to use the Dalvik virtual machine as a platform to develop Android applications. Additionally, students will understand the differences in developing applications in a wide range of vertical industries including healthcare, science, and entertainment.
Prerequisite: Mobile Application Development

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

N405 Advanced Applications of Digital and Experimental Art
60 hours, 4 credits
In this course, students will combine their knowledge of art techniques with the psychology of presentation. This art reception class is aimed at producing specific reactions. Students will experiment with different elements of art, including color, light, space, 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

N406 IT Operations Management
40 hours, 4 credits
The purpose of the IT Operations Management course is to give students a numeric perspective on the IT department. Students will learn how to develop standard operating procedures, create support matrices, and apply these to the proper operation of the IT department. This course will also cover the impact of properly networked analyze network utilization reports and properly staff various IT departments based on proposed call volume and support needs. Utilization of helpdesk tracking tools and implementation of an effective tracking system will also be covered to ensure an IT department has the proper foundation to start metrics reporting.
Prerequisites: Project Management for IT; Security for Managers

N407 Networking and Game Developer
60 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems.
Prerequisite: Game Engines and Integrated Games Development Environment

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

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

N412 Risk Management and Business Continuity
50 hours, 4 credits
This course covers how to properly assess risks within an IT department. Topics covered are Disaster Recovery Planning, Business Continuity Planning, and how to create Risk Analysis documents for all applications assessing their long-term viability and backup solutions. Students will also perform business impact analysis of critical areas and identify those that are most vulnerable when a risk-based situation has occurred. Students will develop a disaster recovery plan and learn how to process and implement each phase of the plan they have developed.
Prerequisite: IT Operations Management; Storage Management

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

2013-2014 CATALOG AND STUDENT HANDBOOK

COURSE DESCRIPTIONS

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888-5-RASMUSSEN

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Prerequisite: Fundamentals of Game Development
N415 Digital Effects Creation 60 hours, 4 credits
This course focuses on the use and application of effects in film and video at an advanced, post-production level. Learn professional methods of controlling digital and video representation, and 3D effects. Master the digital workflow by compositing footage, digital imagery and CG. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters.
Prerequisite: Digital/Media Production
N416 Access Controls, Authentication, and PKI 40 hours, 4 credits
This course introduces the concept of access control to information systems and applications. Access, authentication, and key management, end-users and system administrators will be covered. In addition, security controls for access control including tokens, biometrics, and use of public key infrastructures (PKI) will be covered. Prerequisite: none
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. Topics include asymmetric and symmetric ciphers, Hash algorithms, Elliptic Curve Cryptography, Digital Signatures, and digital certificates. Prerequisite: none
N421 Software Engineering for Game and Simulation Production 60 hours, 4 credits
This course focuses on the software engineering principles and strategies necessary to develop a game or simulation, including an in-depth look at object-oriented architecture and design patterns used in game development. UML, risk analysis, constraint management, problem solving, process improvement, and handling crunch times are some of the topics that will be tackled in this class.
Prerequisite: Programming II
N422 Enterprise Application Support 40 hours, 4 credits
This course introduces students to the challenges of supporting complex enterprise applications like E-commerce and ERP systems. Topics include application architecture concepts (front-end, middleware, backend, and client/server), working with application specialists, application performance monitoring (end-to-end), security, support and maintenance, and disaster recovery.
Prerequisites: Risk Management and Business Continuity
N423 Windows Security Strategies 40 hours, 4 credits
This course focuses on security implementations for various Windows platforms and applications. Areas of study involve identifying and examining security risks, security solutions, and tools available for various Windows platforms and applications. Prerequisite: none
N424 Storage Management 40 hours, 4 credits
The goal of this course is to cover various methods of data management. Students will learn about Storage Area Networks, Disk Arrays, and NAS. Students will cover topics such as data de-duplication, cloud backup and managing both physical and virtual data backup environments. Topics also covered are how to maintain both onsite and offsite data backups and creating a backup rotation policy.
Prerequisite: Advanced Networking;
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 story board samples as a guide to creating their own story board project. During the course the students will also examine cinematic visual techniques and terminology.
Prerequisite: Digital Media Production
N426 Asset Development II 60 hours, 4 credits
This course provides a brief introduction to development of 3D assets, including the use of 3D modeling, rigging and animation tools. Students learn the production process involved in 3D asset creation and develop the skill necessary to create 3D assets for the games and simulations developed with this program.
Prerequisite: Asset Development I
N430 Computer Forensics 40 hours, 3 credits
This course examines the digital evidence involved in investigating cases of software piracy, cybercrime, digital document forgery, and other computer crimes. Topics include digital signature, signature chains, digital certificates, and public key cryptography. Prerequisite: Digital Media Production
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 clustering, network traffic, data structures, and how to prevent cheating in MMORPG situations.
Prerequisite: Practical Game Development
N432 Information Technology Management Capstone 20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by completing a network operations plan. The plan will include details of hardware, software, infrastructure design, security, disaster recovery and support/service management.
Prerequisite: Advanced Networking; must be completed in the student’s final quarter
N433 Operating Systems Design 40 hours, 3 credits
In the course, students learn how operating systems such as Windows, Linux, and the Mac OS X are a fundamental component of all computing systems. 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 architecture of operating systems. Topics include the evolution of operating systems, scheduling, paging, input/output devices, virtual memory, files, synchronization, and security.
Prerequisite: Enterprise Application Support
N434 Simulation Production Project I 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 and simulation through simulations. Throughout the course we will explore concepts in modeling, simulation, and design common to many domains, and applications and environments that span a variety of fields ranging from weather to ecology to traffic management and architectural interactivity.
Prerequisite: Software Engineering for Game and Simulation Production
N435 Digital Video/Audio Project 60 hours, 4 credits
This advanced course in Audio/Video production is for students to create a final project that exemplifies the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video (and associated audio) using After Effects, Premiere, Sound Forge and Director. Also considered will be the preparation of digital video for use in interactive media such as CD, DVD and web casts. Students will produce a final project on DVD. Students may work as a team on this project.
Prerequisite: Digital Media Production
N436 Simulation Analysis and Design 50 hours, 4 credits
This course offers students an in-depth exploration of the use of probability theory and statistical methods in the development of computer simulations used to study and model real-world phenomena. Students will build application frameworks to model events and activities within several environments including medical, industrial, military, and scientific simulation.
Prerequisite: Algorithm Analysis
N437 Linux Security Strategies 40 hours, 4 credits
This course is an introduction to the securing of Linux platforms and applications. Areas of study include identifying and examining methods of securing Linux platforms and applications and implementing those methods.
Prerequisite: Linux Administration
N440 Web Design Project 60 hours, 4 credits
This purpose of this course is the advanced application of knowledge gained by students in the processes of developing websites. This course will take a user-centered approach to designing websites and will focus on the “life cycle” of a website, from the area of creating a website, through requirements gathering, conceptual design, physical design, testing, and implementation.
Prerequisite: Advanced HTML coding with CSS
N441 3D Game Character Creation 60 hours, 4 credits
This course is designed to equip digital media students with skills in 3D character creation and effects in a game environment. During this course students will explore advanced 3D modeling and animation theory and principles which focus on character animation as it applies to the gaming environment. Specifically, these principles and theories are applied to the context of interactive narratives and games. Advanced modeling will also be explored. Students will engage in the study of character posing and rigging for games, advanced animation, character animation as well as morphing and animation through simulation.
Prerequisite: Polygon Modeling
N442 Hacker Techniques, Tools, and Applications 40 hours, 4 credits
This course is an introduction to hacking tools and incident handling. Areas of study include various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used when information security is compromised.
Prerequisites: none
N443 Service Management 40 hours, 4 credits
This course provides a more in-depth examination of the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT service management. Topics include incident and service level agreements (SLAs), availability and capacity management. Students will write SLAs covering incident response times, availability, and capacity/infrastructure performance.
Prerequisite: Support Management
N444 Simulation Production Project II 60 hours, 4 credits
This is a continuation of the Simulation Production Project I course. Students will continue on their project from the prototype to the final release stage.
Prerequisite: Simulation Production Project I
N445 Animation Graphics Project 60 hours, 4 credits
This course combines the accumulated knowledge of students in the design and creation in 3D environments. The culmination of this knowledge will be a final 3D animation project using modeling, texturing and animation techniques. Students are expected to explore various theories and techniques to complete a professional summative 3D animation project.
Prerequisite: 3D Game Character Creation
N450 Game Assets 60 hours, 4 credits
This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as performance tuning, debugging, designing for test, pipeline management and distribution, study of software architecture design between platforms, object oriented practices for game play, and development and coding best practices. It also covers areas like cross-platform porting and multi-lingual techniques.
Prerequisite: Applied Game and Simulation Theory
N455 Game Audio Assets 60 hours, 4 credits
In this course, we will cover the fundamentals of audio programming for games. Topics covered include basics such as audio formats and common hardware configurations and loading sounds in ADPCM format. Students will explore play back “one shot” and looping sounds; and stream audio through a dedicated channel. They will use this knowledge to build building blocks to write a low-level sound engine that will be implemented into a game engine.
Prerequisite: Game Assets
N458 Systems Monitoring 50 hours, 4 credits
This course is designed to teach students to identify performance bottlenecks, benchmark performance and implement monitoring techniques to proactively identify and react to changes in the environment. Topics include network infrastructure monitoring, security monitoring, performance tuning, and metrics and reporting.
Prerequisite: Advanced Networking
N459 ISS Capstone 40 hours, 3 credits
This class serves as the culmination of all the accumulated knowledge obtained from the entire ISS curriculum and requires the student to respond to a RFP for information systems security consulting.
Prerequisite: This course is designed to be taken at the end of the program
N460 Application of Physics for Game and Simulation Production
60 hours, 4 credits
An important aspect in a game or simulation is to be able to render what is happening in the game in realistic terms within the standard real physics principles. This course is designed to allow the game or simulation programmer to be able to translate and develop the behaviors of a game into realistic actions. Key components in this class will be the opportunity for students to develop tools, demos, and working games that utilize and follow real physics.
Prerequisite: Programming II

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

N462 Game Production Project I
60 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 game prototype as a final project.
Prerequisite: Networking and Multiplayer Game Development

N463 Game Production Project II
60 hours, 4 credits
This is a continuation of the Game Production Project course. Students will continue on their project from the prototype to the final release stage.
Prerequisite: Game Production Project I

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 engineering 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

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

N470 Video Game Production Project
70 hours, 4 credits
This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines include: 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
50 hours, 3 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. Team meetings outside of regularly scheduled class sessions will be required.
Prerequisite: Must fall in last quarter of study

NM110 Drawing Design and Art Theory
40 hours, 3 credits
This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.
Prerequisite: none

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 troubleshooting 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, overview of programming for the Internet, how to manage Internet security and e-commerce. Further, students will explore in-depth a variety of technologies and methodologies such as network models and topologies as well as a range of security considerations. Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information.
Prerequisite: none

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

NM122 Digital Publishing
40 hours, 3 credits
This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the 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.

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

NM130 Audio/Video Editing
40 hours, 3 credits
Students learn the theory and processes of audio/video editing using non-linear editing software on the desktop. Exercises in 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.

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.

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

NM160 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 rendering. Students will create photo-realistic products and environments utilizing complex technical techniques and through creative designs. Students will be placed in teams to complete projects in areas of design and animation.

N260 Server Side Scripting
40 hours, 3 credits
This course focuses on the students’ basic authoring skills focusing on the demands of server 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 will become proficient in using multimedia elements to enhance their site design.

N265 Introduction to Multimedia Design
40 hours, 3 credits
This course focuses on dynamic interactive websites from a multimedia perspective. Emphasis is on data driven pages, interactivity through client side scripting, dynamic web content and database access through server side scripting.

N266 Digital Media Assembly
40 hours, 3 credits
In this course, we will develop and apply scripts to control sprites, video, sound, and interactivity for informational and entertainment purposes using authoring software. The product 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.

N272 Multimedia Technologies
40 hours, 3 credits
In this course students will learn aspects of multimedia programming in 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.

N280 Multimedia Portfolio Development
20 hours, 2 credits
In this course, students select a primary and secondary track to create an industry-quality portfolio of their work. Students will complete projects from previous classes as well as newly created projects. Students will create a final portfolio/demo reel using a consistent theme related to their design specialty. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Digital Media Assembly
CU100 Critical Thinking in Nursing
20 hours, 2 credits
This course introduces the student to critical thinking as a professional nurse. Students have the opportunity to use critical thinking skills as the foundation to future nursing courses.
Prerequisite: Admission to the Nursing program

CU110 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

CU115 Comprehensive Pharmacology
40 hours, 4 credits
This 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

CU115L Comprehensive Pharmacology Lab
40 hours, 2 credits
This course prepares the student to administer medications. The six “rights” of administration, dosage calculation, routes of administration, proper use and storage of medications, patient observation and documentation are included. Clinical skills are practiced in the nursing lab. This course includes the practice and demonstration of medication administration.
Co-requisite: Comprehensive Pharmacology

CU117 Nutritional Principles in Nursing
40 hours, 4 credits
This course introduces the student to the chemical processes that occur on a cellular level related to basic nutrient intake and use. Emphasis is placed on the concept of Metabolism and the body’s ability to meet basic health and wellness needs as it pertains to a diverse set of clients across the life span. Students will be introduced to basic physiological concepts and are encouraged to explore Clinical and Nursing Judgment, nutrition, health promotion, and Motivational Wellness. Special emphasis is placed on Growth and Development, Cellular Regulation, and clinical nutrition in order to prepare the student to critically apply these principles throughout the nursing program in the form of knowledge, skills, and attitudes.
Prerequisite: Admission to a Nursing Program

CU120 Adult Medical Surgical Nursing I
100 hours, 6 credits
This course utilizes the nursing process to examine areas of medical surgical nursing in adult populations. Students review infections and states of altered immunity, the integumentary, gastrointestinal, and renal body systems. Additionally students learn about fluid and electrolyte, acid and base balance. Prerequisites: LPN licensure; Introduction to Professional Nursing; Comprehensive Pharmacology

CU124 Introduction to Professional Nursing
40 hours, 4 credits
This course introduces the student to the fundamental concepts of Professional Nursing. The student will be exposed to the professional expectations and scope of practice for the Registered Nurse in diverse healthcare settings. Also included are aspects of patient-centered care based upon safety and quality. The Concept-based framework for the Professional Nursing Program is introduced, along with the fundamental QSEN Core Competencies. Special emphasis is placed on Interdisciplinary Collaboration, Communication, and Professionalism. Students will gain the knowledge, skills, and attitudes needed to practice safely in the nursing profession in the role of the Registered Nurse by discovering their own learning styles and personal identities.
Prerequisite: Admission to the Professional Nursing Program or entry into the Mobility Bridge Option

CU125 Clinical Nursing Skills I
70 hours, 5 credits
In this laboratory course, students are introduced to concepts and abilities to meet basic human needs while using psychomotor skills. Students incorporate safety, therapeutic communication, and basic psychomotor skills used by professional nurses.
Prerequisite: Introduction to Professional Nursing

CU130 Transitions in Nursing
30 hours, 3 credits
This course facilitates the transition between prelicensure and professional nursing. It introduces and examines issues of scope of practice, assessment, and care planning, and ethical and legal issues at the professional nurse level.
Prerequisite: LPN licensure

CU138 Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing
40 hours, 4 credits
This course introduces students to critical thinking as a professional nurse by providing the theoretical basis for problem-solving embedded in Clinical Judgment. Building upon these critical thinking skills, ethical concepts are crucially examined and nursing informatics is introduced within the healthcare infrastructure. Special emphasis is placed on Nurses’ role in the Clinical Judgment, Evidence-Based Practice, Nursing Informatics, and Quality Improvement. Students are challenged to explore evidence-based practices by understanding evidence-based language and reasoning. Students acquire the ability to examine and analyze emerging literature, policy, guidelines and evidence-based practice as they relate to clinical nursing practice. Students will explore the role of the professional nurse and how the legal and ethical factors impact professional practice.
Prerequisite: Admission to the Professional Nursing Program or entry into the Mobility Bridge Option Entry Option

CU203 Fundamentals of Professional Nursing I
107.5 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where professional nursing students are introduced to the fundamental concepts and nursing abilities required to meet basic health and wellness needs. The theoretical basis for patient-centered care, functional ability, and basic physiologic principles are presented. Emphasis is placed on skills such as mobility, elimination, gas exchange, inflammation, infection, tissue integrity, glucose regulation, thermoregulation, and pain. This will continue to build upon the knowledge, skills, and attitudes needed to provide safe, quality care for a diverse set of clients across the lifespan with a special emphasis on attitudes required to meet the needs of the patient. Students will be able to perform basic health and wellness assessments and interventions for a variety of health issues common to adults. Pre and Co-requisites: Critical Thinking, Informatics, and Ethics Concepts in Professional Nursing

CU205 Human Nutrition
40 hours, 2 credits
This course introduces the student to principles of nutrition and the role of nutrients in health and common alterations in health throughout the life cycle. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, community, and clinical areas.
Prerequisite: none

CU210 Medical Surgical Nursing Review for LPNs
100 hours, 6 credits
This course reviews medical surgical content for practice in LPNs for adults with common health problems. This course is comprised of theory and clinical content. Content covered includes issues in hematology, oncology, homeostasis, fluid and electrolytes, and the endocrine systems. Students will focus on pathophysiology, diagnostic procedures, nursing interventions, patient teaching while using the nursing process as a framework.
Prerequisite: LPN licensure

CU213 Comprehensive Pharmacology
80 hours, 6 credits
This course is comprised of a theory and lab component where students acquire knowledge, skills, and attitudes to safely and effectively provide pharmacotherapeutics to patients. Emphasis is placed on pharmacotherapeutics, pharmacokinetics, pharmacodynamics, and the current “rights of medication administration”, dosage calculation, patient education, and motivational wellness. The course will continue to build upon critical thinking concepts and clinical judgment to ensure safe, quality care in the administration of prescription, over-the-counter, and complementary and alternative medication at a beginning Professional Registered Nurse skill level. The student must demonstrate proficiency in a variety of clinical skills, related to medication administration within the lab setting in order to successfully complete this course.
Prerequisites: Human Anatomy and Physiology II; Introduction to Microbiology; College Algebra

CU220 Adult Medical Surgical Nursing II
100 hours, 6 credits
This course continues the medical-surgical topics previously covered. It is comprised of theory and clinical components. Content covered includes issues in the cardiac, respiratory, musculoskeletal, neuro-sensory, and endocrine systems. Additionally, students learn about concepts of pain, emergency and perioperative nursing while focusing on the pathophysiology, diagnostic procedures, nursing interventions, and patient teaching while using the nursing process as a framework.
Prerequisites: Adult Medical Surgical Nursing I; Clinical Nursing Skills I

CU223 Professional Nursing I
107.5 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and clinical judgment required to meet basic health and wellness needs. Emphasis is placed on Surgical Integrity, Pain Management, Anxiety/Phobia, and Communication. The theoretical content addresses fluid/Electrolyte and Acid-Base Balance, Cardiovascular/Coagulation Integrity, Perfusion, and Thermoregulation will be introduced within this course. Previously introduced concepts such as inflammation, tissue integrity, elimination, mobility, health promotion, and education will be further explored. The student must demonstrate proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan in order to successfully complete this course.
Prerequisites: Fundamentals of Professional Nursing

CU225 Clinical Nursing Skills II
50 hours, 3 credits
This course is a continuation of Clinical Nursing Skills I and is comprised of theory and laboratory components. Students develop advanced psychomotor skills used by the professional nurse: IV therapy modalities, working with clients with compromised respiratory systems, cardiovascular monitoring, and drug administration. Prerequisites: LPN licensure; or Adult Medical Surgical Nursing I; Clinical Nursing Skills I

CU230 Pediatric and Maternity Nursing
100 hours, 6 credits
This course provides an overview of concepts of care related to pediatric and maternity populations. It is comprised of theoretical and clinical components. Pediatric content includes growth and development, fundamentals of illness prevention, health maintenance and care during illness. Maternal content includes the process through prenatal care, delivery and post partum care in health populations. Students utilize critical thinking skills to develop teaching and learning strategies in this population. Prerequisites: Adult Medical Surgical Nursing I; Clinical Nursing Skills I

CU237 Mental Health Nursing
55 hours, 4 credits
This course is comprised of a theory and clinical component where students demonstrate knowledge, skills, and attitudes to safely and effectively care for clients with mental health and behavioral disorders across the lifespan in a variety of clinical environments. Emphasis is placed on Functional Ability, inclusive of concepts such as Cognition, Addiction, Mood and Affect, Stress and Coping, Anxiety, Psychosis, and Violence. Special emphasis will be placed on Communication, Motivational Wellness, Nursing Ethics and Law, and Advocacy as it pertains to this nursing specialty. The student must demonstrate proficiency in a variety of clinical skills and attitudes, inclusive of therapeutic communication, appropriate pharmaceutical education, and patient-centered, holistic care in order to successfully complete this course.
Prerequisite: Fundamentals of Professional Nursing

CU240 Mental Health Nursing
100 hours, 6 credits
This course covers the principles of mental health nursing noting the application of psychiatric and psychotherapeutic theory to a variety of settings. This course has both lecture and clinical content. Content includes therapeutic communication, family therapy, crisis intervention, and treatments using evidence-based practice and the nursing process as the framework.
Prerequisites: Adult Medical Surgical Nursing II; Clinical Nursing Skills II

CU241 Professional Nursing II
110 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and nursing abilities developed in Professional Nursing I. Emphasis is placed on concepts such as intravascular regulation, sensory perception, glucose regulation, metabolism, and immunity. This course will continue to build on previous concepts with a special emphasis on mobility, elimination, cardiorespiratory, anxiety, perfusion, fluid/electrolyte and acid/base balance, gas exchange, and thermoregulation. The theoretical basis for Clinical Judgment, as it relates to knowledge, communication, collaboration, and Evidence-Based Practice in the Clinical Setting, is required for successful completion of this course. The student must demonstrate proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Professional Nursing I
NU250 Nursing Care of the Elderly 100 hours, 6 credits
This course explores caring for the elderly client in theory and clinical settings. The content builds on previous learning experiences in order to plan and implement patient-focused, individualized, evidence-based approach to normal aging. Content addresses physiological, psychological, and cognitive functioning, review legal and ethical issues, and examine the normal aging process.
Prerequisite: Mental Health Nursing

NU255 Maternal Child Health Nursing 60 hours, 4 credits
This course focuses on the development, application, evaluation, and implementation of patient care and health promotion in theory and clinical settings related to the care of the pregnant client, newborn, and mother. Content addresses the biopsychosocial aspects of pregnancy and childbirth.
Prerequisite: Successful completion of Nursing 200, 220, or 270

NU298 NURSE III 117.5 hours, 6 credits
This course is comprised of a theory lab, and clinical component where students are completing their development to functional concepts and nursing abilities required for the Professional Registered Nurse Role. Emphasis is placed on concepts such as Cellular Respiration, End-of-Life Integrity, Complementary and Alternative Therapies, and Crisis/Disaster Nursing. This course will continue to build on previous concepts with a special emphasis on Cardiovascular Integrity, Perfusion, Gas Exchange, Fluid/Electrolyte and Acid/Base Balance, and Tissue Integrity. The theoretical basis for Clinical Judgment, as it relates to Provider-Centered Care, Evidence-Based Practice, and Nursing Informatics in the Clinical Setting is required for successful completion of this course. The student must also demonstrate the ability to apply knowledge in patient care and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Professional Nursing II

NU270 Legal and Ethical Issues 10 hours, 1 credit
Students critically examine the study of ethics and ethical dilemmas in healthcare settings. Issues reviewed include codes of ethics in vulnerable populations, and patient rights as they apply to the professional nurse. Prerequisite: none

NU273 Role, Scope, Quality, and Leadership in Professional Nursing 80 hours, 4 credits
This course is comprised of a theory and clinical component where students are able to demonstrate the knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan at the level of a beginning Professional Registered Nurse level. Prerequisite: Professional Nursing III

NU294 Professional Nursing Capstone 20 hours, 4 credits
This course reflects on the student’s journey through the Professional Nursing Program, prepares the student for licensure, and mentors the student in the transition to professional practice. Concept-Based Framework is reviewed, along with the fundamental QSEN Core Competencies with focus on Professionalism. The Individual Functional Ability, and Leadership. Students will delve into the knowledge, skills, and attitudes needed to successfully complete the NCLEX-RN and safely transition to a beginning Graduate Professional Registered Nurse role.
Pre or Co-requisites: Professional Nursing III, Roles, Scope, Quality, and Leadership in Professional Nursing

NU295 Leadership in Nursing 80 hours, 4 credits
This capstone course examines the role of the professional nurse in leadership settings. Content includes review of leadership and management issues, responsibilities of team leader and nurse manager, in addition to issues such as managing multiple patients and disaster nursing. This course has both a theory and a clinical component.
Prerequisite: Mental Health Nursing
Co-requisite: Nursing of the Elderly

NUR 1020C Fundamentals of Nursing 230 hours, 1 credits
This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standard of nursing practice. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. Critical thinking as embodied in the nursing process is emphasized and the concept of the nurse as provider of care, manager of care and member of the nursing profession is incorporated into the course content. This course integrates community health concepts and prepares entry-level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. Emphasis is placed on knowledge and skills relating to the delivery of care within the clinical context.
Prerequisite: Adult Nursing I

NU 2711C Adult Nursing II 230 hours, 13 credits
This is the second of three adult-health nursing courses. The focus of this course is on the care of adults with altered health status in acute care and psychiatric settings. In this course, students continue to develop their role as a member of the profession of nursing as a provider of care to clients across the lifespan with uncomplicated medical/surgical alterations in health. Pathophysiological mechanisms of diseases are covered as well as assessment and nursing management with a special emphasis on the critically ill client. The course curriculum includes concepts that are socially diverse, cultural, and ethical in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession provides the framework for clinical application and evaluation in pediatic and childbearing settings.
Prerequisite: Adult Nursing I

NU 1211C Adult Nursing I 230 hours, 13 credits
This is the first of three adult-health nursing courses. In this course, students continue to develop their role as a member of the profession of nursing as a provider of care to clients across the lifespan with uncomplicated medical/surgical alterations in health. Pathophysiological mechanisms of diseases are covered as well as assessment and nursing management with a special emphasis on the critically ill client. The course curriculum includes concepts that are socially diverse, cultural, and ethical in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession provides the framework for clinical application and evaluation in pediatic and childbearing settings.
Prerequisite: Adult Nursing I

NU 2705C Adult Nursing III 90 hours, 3 credits
This is the third of three adult-health nursing courses. The focus of this course is on the care of adults with altered health status. This course focuses on the care of clients across the lifespan with uncomplicated medical/surgical alterations in health. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession provides the framework for clinical application and evaluation. Theoretical knowledge and principles and are applied in the skills laboratory and clinical setting.
Prerequisite: Adult Nursing I, Graduation

NU 2455 Functional Recovery 20 hours, 1 credit
This course is designed to assist the graduating student in the transition to the role of the registered nurse as a provider of care, communicator, teacher, manager, and member of a profession.
Prerequisites: Nursing of the Elderly; Professional Nursing II; Leadership in Nursing; Nursing Care of the Elderly; Adult Nursing I; Adult Nursing II; Adult Nursing III; Adult Nursing IV

NUR 2800 Nursing Role and Scope 20 hours, 2 credits
This course is designed to assist the graduating student in the transition to the role of the registered nurse as a provider of care, communicator, teacher, manager, and member of a profession. Clinical decision making, caring interventions, teaching and learning, collaboration and management of care in a broad in-depth application of the nursing process in the clinical management of group of patients. The course curriculum includes concepts that are socially diverse, cultural, and ethical in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession provides the framework for clinical application and evaluation. Theoretical knowledge and principles and are applied in the skills laboratory and clinical setting.
Prerequisites: Foundations of Nursing; Comprehensive Pharmacology; Comprehensive Pharmacology Lab; Adult Nursing I; Adult Nursing II; Adult Nursing III; Adult Nursing IV

NU 2820 Nursing Role and Scope 20 hours, 2 credits
This course is designed to assist the graduating student in the transition to the role of the registered nurse as a provider of care, communicator, teacher, manager, and member of a profession. Clinical decision making, caring interventions, teaching and learning, collaboration and management of care in a broad in-depth application of the nursing process in the clinical management of group of patients. The course curriculum includes concepts that are socially diverse, cultural, and ethical in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession provides the framework for clinical application and evaluation. Theoretical knowledge and principles and are applied in the skills laboratory and clinical setting.
Prerequisites: Foundations of Nursing; Comprehensive Pharmacology; Comprehensive Pharmacology Lab; Adult Nursing I; Adult Nursing II; Adult Nursing III; Adult Nursing IV

NU 3177 Health Assessment 40 hours, 4 credits
This course is designed to provide opportunity for students to develop proficiency in comprehensive health assessment as viewed through the lens of holistic, patient-centered care. Assignments designed to develop knowledge and skills for obtaining and recording a systematic, comprehensive health history and physical examinations of the adult client across the lifespan.
Opportunities will be presented to provide for the collaboration and integration of physiological, psychological, and sociocultural assessment and theories as they apply to the findings obtained in the comprehensive health assessments. Collaborating with interprofessional teams, data will be utilized to analyze data relevant to common health problems.
Prerequisite: Quality and Safety in Nursing Practice
Co-requisite: Applied Pathophysiology

NU 3205 Applied Pathophysiology 40 hours, 4 credits
This course is designed to enhance the student’s knowledge and understanding of pathophysiology and care of clients who have acute and chronic diseases related to human illness and disease. A patient centered systems approach is used to explore the pathophysiology, etiologies, risk factors, clinical presentation, and diagnosis of selected illness and disease. This course will aid in the student’s ability to develop sound nursing practice, critical reasoning skills, and foster skills that provide safe, quality patient care.
Prerequisite: Quality and Safety in Nursing Practice
Co-requisite: Health Assessment
NUR 3418 Introduction to Alternative and Complementary Therapies
40 hours, 4 credits
This course provides an introduction to the use of complementary and alternative therapies used in healthcare. The goal is to provide the student with knowledge and experience of mind/body self-healing skills, multi-cultural alternative medicine theories, practice environments and interventions that can be integrated safely into nursing and/or the nurse's personal lifestyle. The philosophical assumptions of complementary and alternative approaches will be examined through the application of critical thinking and the scientific evidence body of knowledge.
Prerequisite: Advanced Pathophysiology
Co-requisite: Transcultural Nursing

NUR 3508 Quality and Safety in Nursing Practice
40 hours, 4 credits
This course focuses on the critical review of current quality and safety issues in healthcare and nursing. "Quality & Safety Education for Nurses" (QSEN), "Institute of Medicine" (IOM) reports, regulatory bodies, and the impact of Magnet Status are identified and examined within the course. Students will increase their understanding of best practices, safety standards, and quality initiatives in the healthcare setting. Emphasized within this course is the Quality and Safety Education for Nurses (QSEN) Competencies. This course examines QSEN as a conceptual framework which can lead to improvements in patient safety outcomes through managing human behavior and system design.
Prerequisite or Co-requisite: Dimensions of Professional Nursing

NUR 3655 Transcultural Nursing
40 hours, 4 credits
This course recognizes the importance of providing and incorporating cultural beliefs and experiences of patients, families, and their health care professionals within the care setting. Topics include: comparative analysis of communication styles, fostering open communication, family roles, dietary preferences, safety and concerns associated with cultural beliefs, values and practices of cultural norms and the impact on health care practice. Nursing interventions that integrate and examine evidence based practice related to various cultural beliefs will be discussed. The importance of incorporating a holistic approach in the care management of the patient will be demonstrated within this course.
Prerequisites: Quality and Safety in Nursing Practice; Health Assessment
Co-requisites: Introduction to Alternative and Complementary Therapies

NUR 3816 Dimensions of Professional Nursing
40 hours, 4 credits
This course investigates the evolution of nursing with an emphasis on professional values, standards and ethics. Students will explore how social and economic factors influence the nursing practice. This course includes an overview of major contemporary issues in nursing with a critical-thinking approach to evidence-based nursing practice. Opportunities will be presented that examine the role of the professional nurse in the delivery of care. Students will develop knowledge related to improvement in the work environment that will encourage organizational excellence. Additional topics include leadership styles, decision making, planned change, conflict resolution, communication, finance, healthcare policy, legal issues, and evaluation.
Prerequisites: Successful completion of all other BSN courses
Co-requisite: Public Health and Community Nursing

NUR 4080 Nursing Informatics
40 hours, 4 credits
This course integrates nursing science, information science, computer science and cognitive science to acquire, process, design, and disseminate knowledge. The student will explore the use of information technology applications used by health care professionals to support the delivery of health care. Students will discuss the impact Informatics has on the delivery of care including; efficiency and productivity, patient safety, confidentiality, and healthcare outcomes. Within this environment, students will develop the skills to communicate with diverse patients, families, healthcare providers.
Prerequisites: Phlebotomy

NUR 4165 Nursing Research
40 hours, 4 credits
This course is designed to develop the skills required to read, comprehend, analyze, and utilize research as it applies to healthcare. Students will be required to identify and appraise best evidence research that supports nursing practice. Further emphasis is placed on developing skills to become astute consumers of nursing research; such as examining literature reviews and analyzing data. Issues related to implementation and integration of best evidence in practice will be included in this course.
Prerequisites: Quality and Safety in Nursing Practice
Co-requisites: Nursing Informatics

NUR 4529 Public Health and Community Nursing
40 hours, 4 credits
This course provides an overview of concepts and theories related to public health/community health nursing. The role of the professional nurse in sustaining and promoting health among diverse populations is explored. Topics include core functions and essentials of public health, health promotions in healthcare contexts, focused practice, community assessment, and interdisciplinary collaboration. Principles of epidemiology and the influence of factors impacting health and well-being of local and global communities are incorporated. This course provides the student the opportunity to develop critical thinking and collaborative communication through community assessment.
Prerequisite: Transcultural Nursing; Nursing Research
Co-requisites: Leadership and Management in Nursing

NUR 4773 Leadership and Management in Nursing
40 hours, 4 credits
This course explores leadership theories and concepts that impact the professional role of nursing. Emphasis will be placed on nursing leadership roles that create a culture of advocacy, safety and quality through individual and team performance. The student will develop knowledge related to improved priorities in the work environment that will encourage organizational excellence. Additional topics include leadership styles, decision making, planned change, conflict resolution, communication, finance, healthcare policy, legal issues, and evaluation.
Prerequisites: Successful completion of all other BSN courses
Co-requisite: Public Health and Community Nursing

NUR 4870 Nursing Informatics
40 hours, 4 credits
This course integrates nursing science, information science, computer science and cognitive science to acquire, process, design, and disseminate knowledge. The student will explore the use of information technology applications used by health care professionals to support the delivery of health care. Students will discuss the impact Informatics has on the delivery of care including; efficiency and productivity, patient safety, confidentiality, and healthcare outcomes. Within this environment, students will develop the skills to communicate with diverse patients, families, healthcare providers.
Prerequisites: Phlebotomy

NUR 4903 Nursing Capstone
40 hours, 4 credits
This course is designed to provide students with the opportunity to synthesize and comprehensively apply the theoretical and clinical experiences from the capstone nursing courses into a capstone experience. Students will use critical thinking skills and evidence-based practices to promote patient centered nursing care that encompasses quality and safety. Students will plan and implement a practicum experience consistent with the professional standards of the baccalaureate nurse essentials. The capstone preceptorship supports the role transformation of students and promotes clinical competence at the BSN preparation level.
Prerequisites: Successful completion of all other BSN courses and/or Co-requisite: Leadership and Management in Nursing

PB100 Introduction to Laboratory Processing
50 hours, 4 credits
This course will introduce the role of the phlebotomist in a clinical laboratory setting. Students will learn how to adhere to safety and compliance regulations related to specimen collection and processing. This course also focuses on preparation of the sample or patient as they relate to and influence laboratory procedures.
Prerequisite: none

PB205 Phlebotomy I
50 hours, 4 credits
In this course, students will learn the skills to perform a variety of blood collection methods using proper techniques and universal precautions. This course will emphasize proper patient identification and applying the principles of safety and infection control. The student laboratory setting will provide an opportunity to learn phlebotomy procedures.
Prerequisite: none

PB290 Phlebotomy Externship and Capstone
130 hours, 5 credits
This course is designed to provide the student with experience in a clinical setting that includes specimen collection and handling and processing. Students will learn to effectively communicate with diverse patient populations and patient care teams. During the practical experience, students will participate in a program capstone that is designed to assist students during their externship and prepare them for a certification exam.
Prerequisites: Phlebotomy II; Introduction to Laboratory Processing

PC150 Patient Care Skills I
40 hours, 3 credits
This course introduces the student to the role of the patient care technician in healthcare. The student is introduced to the patient care process, therapeutic communication, and universal precautions. Students will develop the skills to provide comfort, safety, and security for patients. Topics include patient care health promotion techniques, patient rights, and legal issues related to the management of medical information and documentation.
Prerequisite: none

PC290 Patient Care Skills II
70 hours, 4 credits
In this course students will apply patient care technician techniques and develop skills for data collection and interpretation as they relate to mobility. Students will also apply therapeutic communication techniques and learn how to protect patient rights while interacting with various healthcare teams and patient advocates.
Prerequisite: Patient Care I

PC290 Patient Care Technician Externship and Capstone
100 hours, 4 credits
This course is designed to provide the student with supervised experience as a patient care technician in a healthcare setting. Students will apply proper health promotion and prevention skills and patient and provider safety techniques. Also included in this course are opportunities to apply EXG and phlebotomy skills and techniques. During the practical experience students will participate in a program capstone that is designed to assist students during their externship and prepare students for a certification exam.
Prerequisite: Patient Care Skills II

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

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

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

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

PL145 Paralegal Ethics
40 hours, 4 credits
This course provides a strong theoretical and practical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in paralegal studies, but also of how to handle these issues with sound moral decisions and proper responses.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate
PL215 Real Estate Law
40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with legal opinions and other real estate related documents. The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with all major real estate foreclosures, landlord/tenant law, and zoning regulations.
Prerequisite: Introduction to Law and the Legal System
PL216 Corporate Law
40 hours, 4 credits
This course will provide students an overview of the formation, operation, and dissolution of the corporate entity. Stockholder rights and remedies as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.
Prerequisite: Introduction to Law and the Legal System
PL226 Law Office Technology: Cyberspace and the Paralegal Profession
40 hours, 4 credits
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law-oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and document management. High-level computer and paralegal related research and document movement.
Prerequisite: Introduction to Law and the Legal System
PL228 Torts: Auto Accidents and Other Legal Injuries
40 hours, 4 credits
This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of causes of actions in torts and their relevance to the paralegal.
Prerequisite: Introduction to Law and the Legal System
PL230 Family Law
40 hours, 4 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including antenuptial and property settlement agreements.
Prerequisite: Introduction to Law and the Legal System
PL235 Research
40 hours, 4 credits
This course introduces the basic concepts of research methods and the systems and techniques of the gathering and analysis of information. The course will cover a variety of methods of information gathering and the use of computer technology.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate
PL240 Legal Writing
40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and organize written opinions. Students will use the results of their research from the Legal Research course in connection with at least three (3) significant writing projects, including memoranda, legal research memos, and legal briefs. Legal writing skills will be developed to effectively communicate in writing to different potential readers, including clients, attorneys in an office, trial court judges, and appellate panel judges. Analysis and preparation of high-level legal content as well as formatting, citation rules, and other items needed for writing in this field will be developed. Students will organize an appellate brief which requires specific, rule based, formatting and structural components. Students will be taught how to properly prepare and cite a document, title reference, and “paperless office” methods will be practiced.
Prerequisite: Co-requisite: Law Office Technology: Cyberspace and the Paralegal Profession; Students must be in their last or second-to-last quarter.
PL290 Paralegal Internship
130 hours, 5 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of 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: Students must be enrolled in their last or second-to-last quarter
PN100 Nursing Foundations
100 hours, 6 credits
This introductory course is comprised of both a theory and a clinical component. Students are introduced to the concepts of nursing that are required to meet basic human needs. Emphasis is placed on safety, psychomotor skills, therapeutic communication, and adult growth and development. The student must achieve a variety of nursing competencies to successfully complete this course.
Prerequisite: Program admission
Co-require: Human Anatomy and Physiology II; Comprehensive Pharmacology Lab
PN106 Fundamentals of Practical Nursing
112.5 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where students are introduced to the basic concepts and nursing skills required to meet basic health and wellness needs. The theoretical basis for nursing judgment, patient-centered care, growth and development, and basic physiological concepts are presented. Emphasis is placed on knowledge, skills, and attitudes needed to provide safe care for a diverse range of clients over the lifespan. Special emphasis is placed on teamwork, communication, and nursing informatics as it pertains to the healthcare infrastructure. The student will demonstrate proficiency in a variety of nursing skills in order to successfully complete this course.
Prerequisite: Admission to the Practical Nursing Program
PN138 Introduction to Practical Nursing
20 hours, 2 credits
This course introduces the student to the key concepts of Practical Nursing. The student will be exposed to the practical nursing expectations and scope of practice in an all healthcare settings. Also included are aspects of patient-centered care based upon evidence and quality. The Concept-based framework for the Practical Nursing Program is introduced, along with the fundamental QSEN Core Competencies. Special emphasis is placed on Teamwork, Communication, and Nursing Informatics. Students will delve into the knowledge, skills, and attitudes needed to practice safety in the nursing profession by discovering their own learning styles and personal identities.
Prerequisite: Admission to the Practical Nursing Program
PN114 Practical Nursing I
110 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where students are building on the functional ability and nursing judgment required to meet basic health and wellness needs. Emphasis is placed on concepts such as oxygenation, cardiovascular integrity, tissue integrity, and infection control. Fluid/Electrolyte and Acid/Base Balance will be introduced within this course. The theoretical bases for Education and Health Promotion, as well as Pain Management, are presented. The student must demonstrate increasing complex critical thinking skills for patients with disorders of the cardiovascular and respiratory systems.
Prerequisite: Fundamentals of Practical Nursing
PN115 Nursing I
90 hours, 5 credits
This course is an introduction to medical/surgical nursing and is comprised of both a theory and clinical component. Content includes nursing documentation, medication administration, the nursing process, and transcultural considerations. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the cardiovascular and respiratory systems.
Prerequisite: Nursing Foundations; Comprehensive Pharmacology; Comprehensive Pharmacology Lab; Human Anatomy and Physiology I
Co-require: Psychosocial Nursing
PN120 Psychosocial Nursing
60 hours, 4 credits
This course presents an overview of the underlying principles of psychiatric/mental health nursing and how these concepts transcend practice settings. It is comprised of both a theory and clinical component. Content includes therapeutic interventions, pathophysiology, psychopharmacology, current therapies, and rehabilitation for the patient experiencing psychiatric/mental health alterations. Emphasis is on therapeutic communication, patient-nurse boundaries, and holistic care.
Prerequisite: Nursing Foundations
Co-require: Nursing I; General Psychology
PN123 Basic Pharmacology
60 hours, 4 credits
This course is comprised of a theory and lab component where students acquire knowledge, skills, and attitudes to safely and effectively provide pharmacological therapies to patients. Theoretical emphasis is placed on Absorption, Distribution, Metabolism, and Excretion (ADME), adverse drug effects, and knowledge, skills, and attitudes related to the effective administration, and basic dosage calculation. Patient education and motivational wellness will be introduced. The course will continue to build upon critical thinking concepts and nursing judgment to ensure basic safety in the administration of medications at a beginning Practical Nursing skill level. The student must demonstrate proficiency in a variety of clinical skills, related to medication administration within the lab setting, in order to successfully complete this course.
Pre or Co-require: Structure and Function of the Human Body; College Algebra
PN125 Nursing II
120 hours, 6 credits
This course is a continuation of Nursing I and is comprised of both a theory and a clinical component. Content includes surgical care, fluid and electrolyte balance, pain management, and psychosocial assessment. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the musculoskeletal, urologic, and endocrine systems.
Prerequisite: none
PN130 Maternal - Child Nursing
80 hours, 4 credits
This course introduces maternal-child nursing and is comprised of both a theory and a clinical component. Students explore concepts relevant to care of the obstetrical, newborns, and pediatric patient and pregnancy and related fertility issues. Emphasis is placed on family-centered care. Obstetrical content includes progression through pregnancy, childbirth, and postpartum care including newborn and high-risk infant care. Pediatric content includes concepts of growth and development and fundamentals of health maintenance, health promotion, and disease prevention.
Prerequisite: Nursing I
Co-require: Nursing II
PN135 Nursing III
120 hours, 6 credits
This course is a continuation of Nursing II and is comprised of both theory and clinical components. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the digestive, blood, lymph, integument, immune, and neurological systems. Modalities of care across the healthcare system are discussed.
Prerequisites: Nursing II; Maternal - Child Nursing; Nutrition and Diet Therapy
Co-require: Nursing Seminar; Geriatric Nursing
PN140 Geriatric Nursing
80 hours, 4 credits
This 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 comprehensive body 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 pertinent to gerontological nursing.
Prerequisites: Nursing I; Maternal - Child Nursing; Human Nutrition
Co-require: Nursing III; Nursing Seminar

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COURSE DESCRIPTIONS
COURSE DESCRIPTIONS
Prerequisite:

and attitudes, inclusive of psychomotor skills necessary to successfully complete this course. The student must also demonstrate proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan.

Prerequisite: Practical Nursing I

PN167 Psychosocial Nursing

55 hours, 4 credits

This course consists of both a theory and clinical component that focuses on the care of clients with mental health and behavioral disorders across the lifespan in a variety of clinical settings. Emphasis is placed on concepts such as Emotional and Cognitive Intelligences, Motivation, Wellness, Psychosocial Intelligences, Addiction, and Violence.

Special emphasis will be placed on Nursing Judgment related to Patient Safety, Communication, and the clinical setting, with an emphasis on the theoretical basis for Nursing Judgment, as it relates to Communication and Teamwork in the Clinical Setting, is required for successful completion of this course. The student must also demonstrate increasing proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan.

Prerequisite: Practical Nursing I

PN174 Practical Nursing III

115 hours, 6 credits

This course is comprised of a theory, lab, and clinical component where students are completing their development of the fundamental concepts and attitudes needed to successfully complete this course. Emphasis is placed on concepts such as Neurological Adaptation, Cellular Regulation, Holistic Therapy, and the role of psychomotor skills necessary to successfully complete this course. The student must also demonstrate proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan.

Prerequisite: Practical Nursing I

PN179 Practical Nursing Capstone

20 hours, 2 credits

This course reflects on the student’s journey through the Practical Nursing Program, prepares the student for licensure, and mentors the student on transition to practice. The Concept-Based Framework is reviewed, along with the fundamental QSEN Core Competencies with special emphasis on Quality Improvement, Professionalism, and Leadership. Students will delve into the knowledge, skills, and attitudes needed to successfully complete the NCLEX-PN and safely transition to a beginning Graduate Practical Nursing role.

Prerequisite: Practical Nursing III

PT105 Introduction to Pharmacy

40 hours, 4 credits

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

Prerequisite: none

PT111 Pharmacy Technician Overview

40 hours, 4 credits

This course is an overview of all pharmacy technician certificate program courses and concepts, and with an emphasis on the preparation and review of materials, which comprise the Pharmacy Technician Certification Board examination.

Prerequisite: Pharmacy Technician student in last or second-to-last quarter

PT120 Pharmacy Math and Dosages

40 hours, 3 credits

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

Prerequisite: Introduction to Pharmacy

PT215 Pharmacy Software/Automation/Insurance Billing

40 hours, 3 credits

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

Prerequisite: Pharmacy Math and Dosages

PT235 Pharmacy Technician Practicum I – Outpatient/ Retail

90 hours, 3 credits

This course offers supervised practical experience in outpatient settings with a minimum of 90 hours of internship experience in the unit-dose area of a pharmacy. The practicum will be under the direction of practicing pharmacists and pharmacy technicians. This practicum will allow the student to gain experience as a pharmacy technician in an actual pharmacy setting and is essential to training.

Prerequisites: Pharmacy Math and Dosages

PT236 Pharmacy Technician Practicum II – Unit Dosage/ IV

90 hours, 3 credits

This course offers supervised practical experience in pharmacy settings with a minimum of 90 hours of internship experience in the unit dose or outpatient/retail area of pharmacy designated by the practicum. The practicum will be under the direction of practicing pharmacists and pharmacy technicians. This practicum will allow the student to gain experience as a pharmacy technician in an actual pharmacy setting and is essential to training.

Prerequisites: Unit Dose/IV Lab

PT238 Pharmacy Technician Practicum III

90 hours, 3 credits

This course offers supervised practical experience in pharmacy settings with a minimum of 90 hours of internship experience in the unit dose or outpatient/retail area of pharmacy designated by the practicum. The practicum will be under the direction of practicing pharmacists and pharmacy technicians. This practicum will allow the student to gain experience as a pharmacy technician in an actual pharmacy setting and is essential to training.

Prerequisites: PT235 Pharmacy Technician Practicum I - Outpatient / Retail, PT236 Pharmacy Technician Practicum II – Unit Dosage/ IV

PT240 Unit Dose and Medication Preparation

40 hours, 3 credits

In this course, the student will apply knowledge of medication charts and pharmacy calculations to correctly dispense and chart delivery of patient medications. Emphasis is on correctly filling orders with correct drug, dosage, and frequency. The course will stress aseptic technique and the maintenance of sterile conditions. The student will learn to read an IV label, select appropriate additives and base solutions, and properly prepare the prescribed IV compound.

Prerequisites: Introduction to Pharmacy; Pharmacy Math and Dosages

PT285 Pharmacy Technician Capstone

30 hours, 3 credits

This course is an overview of all pharmacy technician program courses and concepts, and with an emphasis on the review and preparation of materials, which comprise the Pharmacy Technician Certification Board examination.

Prerequisite: Pharmacy Technician student in last or second-to-last quarter

S115 Keyboard I

40 hours, 3 credits

This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on 5-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 documents to the creation and maintenance of tables, as well as typical business documents.

Prerequisite: Fundamentals of Programming

SD100 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

SD200 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

ST100 Fundamentals of Surgical Technology

70 hours, 4 credits

This course will orient the student to surgical technology and prepare them for scrub and circulating duties as well as Surgical Procedures I, and Surgical Procedures II. Topics include standards of conduct, surgical incidents, surgical sterilization processes, surgical supplies and instrumentation.

Prerequisites: Medical Terminology; Introduction to Human Biology; Anatomy and Physiology I
ST110 Surgical Procedures I
70 hours, 4 credits
This course will expand on the duties and responsibilities as the role of scrub or STR and circulator in the field of surgical technology. Areas explored and applied in this course include wound healing, surgical case management, instrumentation, diagnostic procedures, and an introduction to general surgery and the scrub role. This course is a preparatory class for Surgical Procedures II.
Prerequisite: Fundamentals of Surgical Technology

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

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

ST209 Surgical Procedures II
70 hours, 4 credits
This course further expands upon the duties and responsibilities as the role of scrub in the field of surgical technology. Surgical areas explored and applied in this course include obstetrics/gynecology, ophthalmic, otolaryngologic, maxillofacial, plastic and reconstructive. This course is a preparatory class for Surgical Procedures III and Surgical Practicum I and II.
Prerequisite: Surgical Procedures I

ST214 Surgical Procedures III
70 hours, 4 credits
This course will expand on the duties and responsibilities as the role of scrub in the field of surgical technology. Surgical areas explored and applied in this course include, genitourinary, orthopedic, cardiothoracic, peripheral vascular, and neurosurgery. This course is a preparatory class for Surgical Practicum I and II.
Prerequisite: Surgical Procedures II

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

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

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

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

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

W114 Fundamentals of Programming
40 hours, 3 credits
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

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. It covers language basics and program structure. Topics include graphical interface design and development, control properties, event-driven procedures, variables, scope, expressions, operators, functions, decision-making structures, looping structures, and database access files.
Prerequisite: Fundamentals of Programming

W201 Advanced Visual Basic
40 hours, 3 credits
The students who take this course will learn to create applications using Visual Basic. NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, DBMS, SQL, and ASP.NET.
Prerequisite: Introduction to Visual Basic

W210 Java I
40 hours, 3 credits
Students 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
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, **NA** is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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

**TUITION AND FEES**
The tuition shown is the full tuition cost and does not reflect scholarships, grants, loans, or any credit transfers—all of which can lower your tuition cost. Contact a program manager to discuss your unique situation and tuition costs for your degree.

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

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

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans6</th>
<th>Private Loans5</th>
<th>Institutional Loans4</th>
<th>Minnesota Tuition and Fees6</th>
<th>Minnesota Books and Supplies7</th>
<th>Room and Board8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education–Child and Family Studies</td>
<td>Associate's 25-2011, 25-9041</td>
<td>44% 98%</td>
<td>$19,464</td>
<td>$0 $0</td>
<td>$27,209</td>
<td>$3,450</td>
<td>$0</td>
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<td></td>
</tr>
<tr>
<td>Early Childhood Education–Child Development</td>
<td>Associate's 25-2011, 25-9041</td>
<td>44% 98%</td>
<td>$19,464</td>
<td>$0 $0</td>
<td>$27,209</td>
<td>$3,450</td>
<td>$0</td>
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</tr>
<tr>
<td>Early Childhood Education–Child with Special Needs</td>
<td>Associate's 25-2011, 25-9041</td>
<td>44% 98%</td>
<td>$19,464</td>
<td>$0 $0</td>
<td>$27,209</td>
<td>$3,450</td>
<td>$0</td>
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</tr>
<tr>
<td>Early Childhood Education–English Language Learner</td>
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<td>44% 98%</td>
<td>$19,464</td>
<td>$0 $0</td>
<td>$27,209</td>
<td>$3,450</td>
<td>$0</td>
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<td>Early Childhood Education</td>
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<tr>
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<td>NA* NA* NA*</td>
<td>NA*</td>
<td>$21,229</td>
<td>$2,700</td>
<td>$0</td>
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<tr>
<td>Early Childhood Education–Child Development</td>
<td>Diploma 25-9041, 25-2011</td>
<td>NA* 100%</td>
<td>NA* NA* NA*</td>
<td>NA*</td>
<td>$21,229</td>
<td>$2,700</td>
<td>$0</td>
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<tr>
<td>Early Childhood Education–Child with Special Needs</td>
<td>Diploma 25-9041, 25-2011</td>
<td>NA* 100%</td>
<td>NA* NA* NA*</td>
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<td>$21,229</td>
<td>$2,700</td>
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<td>Early Childhood Education–English Language Learner</td>
<td>Diploma 25-9041, 25-2011</td>
<td>NA* 100%</td>
<td>NA* NA* NA*</td>
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<td>$21,229</td>
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### SCHOOL OF HEALTH SCIENCES

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<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans6</th>
<th>Private Loans5</th>
<th>Institutional Loans4</th>
<th>Minnesota Tuition and Fees6</th>
<th>Minnesota Books and Supplies7</th>
<th>Room and Board8</th>
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<tbody>
<tr>
<td>EKG Technician</td>
<td>Certificate 29-2031</td>
<td>NA* 0%</td>
<td>NA* NA* NA*</td>
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<td>Health Information Management</td>
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<td>NA* NA* NA*</td>
<td>NA* NA*</td>
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<td>$7,350</td>
<td>$0</td>
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<td>42% 81%</td>
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<td>$26,910</td>
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<tr>
<td>Medical Administration</td>
<td>Associate's 43-6031</td>
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<td>$26,910</td>
<td>$3,900</td>
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<td>Medical Assisting</td>
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<td>49% 83%</td>
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<td>Medical Assisting</td>
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<td>$17,940</td>
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<td>Medical Billing and Coding</td>
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<td>39% NA</td>
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<tr>
<td>Medical Billing and Coding</td>
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<td>$16,744</td>
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<td>Medical Laboratory Technician</td>
<td>Associate's 29-2012</td>
<td>95% 91%</td>
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<td>Patient Care Technician</td>
<td>Certificate 39-9021</td>
<td>NA* 0%</td>
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</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Associate's 29-2052, 31-9095</td>
<td>45% 75%</td>
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<td>$27,209</td>
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<tr>
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<tr>
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<td>NA* NA*</td>
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<td>Phlebotomy</td>
<td>Certificate 31-9097, 31-9099</td>
<td>NA* 0%</td>
<td>NA* NA* NA*</td>
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<td>$11,362</td>
<td>$1,650</td>
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<td>Surgical Technologist</td>
<td>Associate's 29-2055</td>
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<td>$27,508</td>
<td>$3,300</td>
<td>$0</td>
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</table>
# Student Investment Disclosure Information

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

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

## Loans and Financial Aid

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

## Tuition and Fees

The tuition shown is the full tuition cost and does not reflect scholarships, grants, loans, or any credit transfers—all of which can lower your tuition cost. Contact a program manager to discuss your unique situation and tuition costs for your degree.

### School of Justice Studies

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code*</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan$3</th>
<th>Private Loan$4</th>
<th>Institutional Loan$5</th>
<th>Minnesota Tuition and Fees$6</th>
<th>Minnesota Books and Supplies$7</th>
<th>Room and Board$8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice</td>
<td>33-3051</td>
<td>31%</td>
<td>74%</td>
<td>$25,751</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>33-3051</td>
<td>66%</td>
<td>77%</td>
<td>$32,956</td>
<td>$0</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,750</td>
<td>$0</td>
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<tr>
<td>Human Services Associate’s</td>
<td>21-1093, 21-1094, 21-1099</td>
<td>40%</td>
<td>85%</td>
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<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,450</td>
<td>$0</td>
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<tr>
<td>Human Services Certificate</td>
<td>21-1093, 21-1094, 21-1099</td>
<td>28%</td>
<td>NA*</td>
<td>$15,730</td>
<td>$0</td>
<td>$0</td>
<td>$11,362</td>
<td>$1,500</td>
<td>$0</td>
</tr>
<tr>
<td>Human Services Diploma</td>
<td>21-1093, 21-1094, 21-1099</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$22,126</td>
<td>$2,850</td>
<td>$0</td>
</tr>
<tr>
<td>Law Enforcement Academic Certificate</td>
<td>33-3051, 33-3012</td>
<td>64%</td>
<td>89%</td>
<td>$6,271</td>
<td>$0</td>
<td>$0</td>
<td>$10,764</td>
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<td>$0</td>
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<tr>
<td>Law Enforcement Associate's</td>
<td>33-3051, 33-3052, 33-3051</td>
<td>69%</td>
<td>67%</td>
<td>$17,770</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$4,050</td>
<td>$0</td>
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<tr>
<td>Law Enforcement Skills Certificate</td>
<td>33-3051, 33-3052, 33-3051, 33-9009</td>
<td>64%</td>
<td>89%</td>
<td>$6,271</td>
<td>$0</td>
<td>$0</td>
<td>$7,176</td>
<td>$1,500</td>
<td>$0</td>
</tr>
<tr>
<td>Paralegal Associate's</td>
<td>23-2011, 23-2099</td>
<td>41%</td>
<td>78%</td>
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<td>$0</td>
<td>$0</td>
<td>$28,106</td>
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<tr>
<td>Paralegal Certificate</td>
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<td>NA*</td>
<td>75%</td>
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<td>$0</td>
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<td>$2,250</td>
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</table>

### School of Nursing

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan$3</th>
<th>Private Loan$4</th>
<th>Institutional Loan$5</th>
<th>Minnesota Tuition and Fees$6</th>
<th>Minnesota Books and Supplies$7</th>
<th>Room and Board$8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing RN to BSN Bachelor's</td>
<td>29-1141</td>
<td>79%</td>
<td>NA*</td>
<td>$18,263</td>
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<td>$0</td>
<td>$20,332</td>
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<td>Practical Nursing Diploma</td>
<td>29-2061</td>
<td>94%</td>
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<td>$0</td>
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<td>Professional Nursing Associate's</td>
<td>29-1141</td>
<td>90%</td>
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<td>$0</td>
<td>$40,865</td>
<td>$3,450</td>
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</tbody>
</table>

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

*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.
**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.
<table>
<thead>
<tr>
<th>SCHOOL OF TECHNOLOGY</th>
<th>Degree Level</th>
<th>SOC Code*</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Minnesota Tuition and Fees</th>
<th>Minnesota Books and Supplies</th>
<th>Room and Board*</th>
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<tbody>
<tr>
<td>Computer Science</td>
<td>Bachelor's</td>
<td>15-1133</td>
<td>NA*</td>
<td>NA*</td>
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<tr>
<td>Game and Simulation Programming</td>
<td>Bachelor's</td>
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<td>64%</td>
<td>67%</td>
<td>$28,165</td>
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<td>$54,119</td>
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<tr>
<td>Information Security</td>
<td>Bachelor's</td>
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<td>NA*</td>
<td>NA*</td>
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<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$4,350</td>
<td>$0</td>
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<tr>
<td>Information Technology Management – Network Security</td>
<td>Associate's</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$4,350</td>
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<tr>
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<td>Diploma</td>
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<td>29%</td>
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<td>$20,183</td>
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<td>37%</td>
<td>83%</td>
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<tr>
<td>Information Technology Management – Computer Information Technology</td>
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<td>29%</td>
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<td>$20,183</td>
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<td>Information Technology Management – Network Administration</td>
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<td>37%</td>
<td>83%</td>
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<td>$27,209</td>
<td>$4,350</td>
<td>$0</td>
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<tr>
<td>Information Technology Management – Network Administration</td>
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<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
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<td>$0</td>
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<td>NA*</td>
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<td>NA*</td>
<td>$27,209</td>
<td>$4,350</td>
<td>$0</td>
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<tr>
<td>Information Technology Management – General</td>
<td>Diploma</td>
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<td>NA*</td>
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<td>NA*</td>
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<td>$20,033</td>
<td>$3,450</td>
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<td>Software Application Development</td>
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<td>$11,960</td>
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<td>83%</td>
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<td>$27,508</td>
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</tbody>
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ACADEMIC INFORMATION AND COLLEGE POLICIES

ADMISSIONS AND ENROLLMENT PROCEDURES

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

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

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

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

• International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that if you are or expect to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.

In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College. The College reserves the right to reject any applicant on the good faith belief that the applicant has demonstrated any reason other than to obtain an educational degree or credential, or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty.

In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College shall be presumed to be the date of delivery of the notice of acceptance; and if delivered by mail, the postmarked date of the letter of acceptance.

*Official and unofficial transcripts and grade reports from 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 accepted.

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.

UNLESS OTHERWISE NOTED, THE POLICIES IN THIS CATALOG REPLACE ALL PREVIOUSLY ISSUED VERSIONS.

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 other activities generally accorded or made available to students at Rasmussen College. Rasmussen College does not discriminate against individuals on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status, in the administration of its educational policies, admissions policies, scholarship and loan programs, and other Rasmussen College administered programs and activities. Otherwise qualified persons are not subject to discrimination on the basis of disability.

Student Definition

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

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
• 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 College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College. Alternatively, applicants providing a college transcript* indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete Entrance Placement Examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level Math course are required to complete the Math portion of the placement examination.
• Successful completion of Rasmussen College Experience Course. 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
  - Students accepted into an Accelerated program
  - Early Honors program and Individual Progress students
  - Re-entry students who have already successfully completed the College Experience Course.
• Early Honors program and Individual Progress students will be required to successfully complete the Online College Readiness Course.
  - All financial arrangements are complete, submitted and verified
• For selected programs, applicants must also pass a criminal background check. See additional information.
• Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
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  - 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.
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that if you are or expect to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.

In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College.
ental and practical skills. These skills are essential for lifelong learning. Among the benefits of study is the time to reflect on concepts and skills learned. The College has an academic assessment plan that it uses to evaluate and improve the quality of learning and teaching. The academic assessments use measured incoming student skills through a placement test to determine students’ reading, writing, and numeracy skills; ongoing skills in a formative fashion in individual courses; and end of program skills through various program outcomes assessments. At designated points in their programs of study students are required to complete with a passing grade a seminar course. Students who have completed E242 Career Development class will not be required to take the seminar course. Following is the most common method by which students will complete the various seminar courses, but there may be some variation from this depending on course sequencing or other scheduled courses that are required for a student’s program completion.

• Students must complete the freshman seminar as part of 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 Associate’s degree requirements to graduate from an Associate’s degree program.

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

The purpose of the non-credit, pass/fail graduation requirement seminar course is to challenge students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments included in the seminar course focus on general education skills that provide the basis for lifelong learning. Among the required assessments compiled in the seminar courses are the components of the Academic Achievement Portfolio (CAP), which include communication, critical thinking, information literacy, and diversity awareness, depending on the course. Other external assessments may also be included in the seminar courses.

ADMISIONS REQUIREMENTS

• 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 courses.

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

A student enrolling in a program that requires a background check will be required to undergo a background check conducted by the College’s background check agency and paid for by the College. The College will send either a possible issue letter or a pre-adverse action letter to all applicants whose background check reveals a potential problem. A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing practicum activities, fieldwork, or finding employment in the field. Applicants who receive a possible issue letter may acknowledge the issue and make an informed decision to continue with the program, or they may change to another program.

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. Applicants who receive a pre-adverse action letter may contact the background check firm 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 background check process will permit 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 appeals committee 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. The appeals committee will provide supplemental or additional information to support such a request for reconsideration.

Minnesota Department of Human Services Background Check Process

A student enrolling in any of the MDHS designated programs must complete a Background Release Form, as well as a Background Check Attestation. The student must complete the background check process before starting the program. The College will determine by using a certain program, based on the background check. Applicants who receive a pre-adverse action letter may contact the background check firm 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 background check process will permit 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 appeals committee 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. The appeals committee will provide supplemental or additional information to support such a request for reconsideration.

Minnesota Department of Human Services Background Check Process

A student enrolling in any of the MDHS designated programs must complete a Background Release Form, as well as a Background Check Attestation. The student must complete the background check process before starting the program. The College will determine by using a certain program, based on the background check. Applicants who receive a pre-adverse action letter may contact the background check firm 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 background check process will permit 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 appeals committee 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. The appeals committee will provide supplemental or additional information to support such a request for reconsideration.

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If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The appeals committee 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. The appeals committee will provide supplemental or additional information to support such a request for reconsideration.

Minnesota Department of Human Services Background Check Process

A student enrolling in any of the MDHS designated programs must complete a Background Release Form, as well as a Background Check Attestation. The student must complete the background check process before starting the program. The College will determine by using a certain program, based on the background check. Applicants who receive a pre-adverse action letter may contact the background check firm 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 background check process will permit 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 appeals committee 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. The appeals committee will provide supplemental or additional information to support such a request for reconsideration.
A student who receives a MDHS disqualification is determined to be ineligible for admission and must complete the following:

- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course materials.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course materials.

A student who receives a MDHS disqualification may choose to appeal the decision for a Committee’s Reconsideration with the MDHS. If the Committee sets aside the disqualification, Rasmussen College will allow the student to apply for re-entry/re-enrollment for the next subsequent start date.

Immunoization Requirements

Minnesota law (M.S. 135A.14) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Non-exempt students must submit the required vaccination information within 45 days after their first enrollment, or they cannot remain enrolled. Please see the campus list for a list of possible exceptions.

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

Applying for Admission to the Medical Laboratory Technician and Surgical Technologist Programs

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

Once applicants have met the Entrance Placement requirements above, they will be scheduled for the Evolve A2 entrance exam. Applicants must pay a $75 non-refundable testing fee (covering the exam and the study guide to be issued to the student) at the time of scheduling. Applicants will take the Evolve A2 at a Rasmussen College campus. To be considered for admission, applicants must provide scores for the study guide exam in the areas of Math, Vocabulary, Reading, and Grammar.

Applicants who achieve the Evolve A2 score will be contacted by the College to complete the following:

- Application
- Background screening
- Any additional program-specific requirements as specified at the time of enrollment. A Health Physical may be required and completed within the six months prior to Internship/Program Enrollment as specified by the clinical facility.

Applicants who wish to repeat the Evolve A2 to increase their score must submit a $30 non-refundable re-test fee. Many current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to retake 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 in the mail. The College may choose two additional applicants as alternates to join the program if another applicant is deemed ineligible or decides not to begin classes. So, if the alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they remain eligible for admission.

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

Applying for Admission to the School of Health Sciences Associate’s Degree or Certificates

In addition to the College entrance requirements, applicants pursuing admittance into the Health Sciences Associate’s degree or Phlebotomy Certificate or ENRGE Certificate or Patient Care Tech Certificates programs must complete the following prior to being deemed eligible for admission:

The student will be required to have current Basic Life Saving & Cardio Pulmonary Resuscitation Certification with Defibrillator (BLS - CPR with Defibrillator). The certificate must have been issued by either the American Heart Association Healthcare Professionals or American Red Cross Professional Rescuers.

Criminal Background Screening

Any additional program specific requirements specified at the time of enrollment. Applicants with prior college credits will receive a transcript evaluation during the admissions process.

Applicants will receive a letter from the College in the mail confirming acceptance once all admissions requirements have been met, including attendance at programmatic orientation. Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend both orientation sessions will result in dismissal from the program. Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the Rasmussen College Entrance Exam or ATI Exam to be deemed eligible for reenrollment into the nursing program through a consultation with the Dean of Nursing.

Applying for Admission into Law Enforcement Programs

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

Once applicants have met the Entrance Placement requirements above, they will be scheduled for the School of Nursing Entrance Exam or the School of Nursing Entrance Exam may be scheduled.

2. School of Nursing Entrance Exam: Applicants who have successfully completed College entrance placement requirements will be given access by admissions to the online registration process for the School of Nursing Entrance Exam. Here the applicant may register and pay registration fees for the study guide exam and exam. Based on exam scores, applicants may apply for a nursing program of study for which they qualify. Applicants not meeting the entry score requirement determined by Rasmussen College at its sole discretion upon first attempt may register for one additional attempt. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing. Applicants who have previously taken the entrance exam within the past twelve months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Dean of Nursing and will count as one of the two attempts allowed in a 12 month period. Any nursing entrance exam results dated more than 12 months prior to application to Rasmussen College will not be considered.

- TEAS Score for admissions eligibility for Associate Degree Nursing (ADN) program and Mobility Bridge Entrance Exam: 65% or higher composite score
- TEAS Score for admissions eligibility for Practical Nursing Diploma program: 55%-64% composite score

3. Complete Application Requirements:

Applicants successful in completing the College entrance placement requirements and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:

- Rasmussen College Application
- Health Physical and proof of vaccinations
- The student will be required to have current Basic Life Saving & Cardio Pulmonary Resuscitation Certification with Defibrillator (BLS - CPR with Defibrillator). The certificate must have been issued by either the American Heart Association Healthcare Professionals or American Red Cross Professional Rescuers.
- Criminal Background Screening

Applicants will receive a letter from the College in the mail confirming acceptance once all admissions requirements have been met, including attendance at programmatic orientation. Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend both orientation sessions will result in dismissal from the program. Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the Rasmussen College Entrance Exam or ATI Exam to be deemed eligible for reenrollment into the nursing program through a consultation with the Dean of Nursing.

Entrance Requirements for Software Application Certificate, Mobile Application Development Certificate, Computer Science Bachelor’s, and Game and Simulation Programming Bachelor’s Programs

Minimum scores of 22 on the Math portion and 25 on the Writing portion of the ACT STEP test are required for entry into these programs. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or college-level algebra courses completed at regionally or nationally accredited institutions of higher learning that have been recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA). Please speak with a Program Manager for details.

Paralegal Certificate Entrance Requirements

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

Entrance Requirements for Health Information Management Bachelor’s Program

Applicants pursuing admittance into the Health Information Management BS degree program must possess an Associate in Health Information Technology (A2HIT) degree from CACHIM accredited program earned within the past five years or have a Bachelors degree and possess a current RHIT credential. If the degree was obtained more than five years ago, the student needs to have work experience in the health information industry within the last five years and approval by the Program Coordinator.

Rasmussen College Early Honors Program

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

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

Rasmussen College Early Honors Program Term and Conditions

By enrolling in the program, students agree to meet the 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 attendance indicating expected graduation date.
- Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Students must submit a signed Early Honors High School Approval Form.
- Students must be high school seniors and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
- Students must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted in 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 into the program for each campus.
- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
Seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the Director of Admissions and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Program.

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

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

- Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses.

Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific information on each course, including textbook prices and technology requirements.

- Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses.

Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.

- Students will receive high school dual enrollment credit for successfully completed Early Honors course at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.

- Students may apply to a full program

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

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

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

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

#### Tuition Rates

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

### ACADEMIC INFORMATION AND COLLEGE POLICIES

#### GIFT AID

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<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
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<tbody>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need</td>
<td>$600 - $5,645</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>MN State Grant</td>
<td>Grant based on financial need</td>
<td>Amounts calculated based on length of degree and current state legislative provisions</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
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#### EMPLOYMENT

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

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<th>Amount Per Year</th>
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<tbody>
<tr>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender Entrance Counseling</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 Entrance Counseling</td>
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<tbody>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note processed through College and Lender</td>
</tr>
</tbody>
</table>

#### MINNESOTA STATE LOAN PROGRAMS

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

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

888-5-RASMUSSEN
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.

**Achieve Scholarship**
New prospective students enrolling at Rasmussen College for the October 7, 2013 academic start and taking 12 or more credits per quarter may be eligible for the Achieve Scholarship. The Achieve Scholarship awards recipients up to $8,000 (U.S.) in quarterly increments (of $500 per quarter) while attending Rasmussen College. Students in the Nursing Programs (Practical Nursing and Professional Nursing) and AcceleratED programs are not eligible for the scholarship.

For a complete list of terms and conditions, visit www.rasmussen.edu/ achieve or talk to a Program Manager.

**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.

**Military Discount**
All current and retired military personnel, as well as veterans, enrolling in a Degree, Diploma, or Certificate program may be eligible for a tuition discount.

In addition, the College will extend the discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above.

**Restrictions**
Students are eligible for only one of the following scholarship and grant programs at a time:
- Early Honors Program
- Military Discount
- Corporate Discount
- AcceleratED Partner Success Grant
- Achieve Scholarship

**Corporate Discount**
Some companies receive a tuition discount as a grant from Rasmussen College for eligible employees. Contact your campus for details.

**SCHOLARSHIP AND GRANT PROGRAMS**

**Academic Policies**

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

Class Standing
Rasmussen College determines class standing by the number of credit hours a student has completed. The College assigns class standings according to the following criteria:
- Freshman: 0-36 credits completed
- Sophomore: 37-72 credits completed
- Junior: 73-129 credits completed
- Senior: 130 or more credits completed

These Programs May Also Be Offered Online

Bachelor’s Degrees
- Accounting
- Business Management
- Criminal Justice
- Digital Design and Animation
- Game and Simulation Programming
- Health Information Management
- Healthcare Management
- Nursing Bachelor of Science (RN to BSN)

Associate’s Degrees
- Accounting
- Business Management
- Criminal Justice
- Early Childhood Education (all specializations)
- Health Information Technician
- Human Services
- Information Technology Management (all specializations)
- Medical Administration
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician
- Web Programming

Diplomas
- Accounting
- Business
- Early Childhood Education (all specializations)
- Human Services
- Information Technology Management (all specializations)
- Medical Administration
- Medical Billing and Coding
- Multimedia Technologies (all specializations)
- Pharmacy Technician
- Web Programming

Certificates
- Accounting
- Business
- Early Childhood Education
- Human Services
- Law Enforcement Academic
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician

Individual Progress
Students may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. To be considered for admission, individual progress students must complete the application form and attestation of high school graduation. The Rasmussen College entrance placement exam is not required for IP students. Individual progress coursework is assessed at the full cost per credit for each course. Individual progress students remain enrolled at Rasmussen College as long as they continue to select coursework and meet all additional requirements.

Upon successful completion of their courses, individual progress students will receive a letter grade and be awarded credits. To enroll in a program at Rasmussen College, students must complete all remaining programmatic application requirements (including the entrance placement test). Eligible individual progress courses will be applied to their degree program, and count as credits. Students are not required to retake the assessment test. The College entrance placement examination may not be re-taken for initial placement purposes after the start of a Foundation level course. On occasion, however, a re-test may be allowed prior to the start of a quarter. Such re-tests are only granted if extenuating circumstances exist that lead the College to determine a re-test is needed to accurately determine the student’s ability level. Only one such re-test may be allowed, at the discretion of the Academic Dean.
Repeating Courses Policy

Students who are meeting Satisfactory Academic Progress may re-take courses up to three times, but only at regular tuition rates. Students repeating a course for a second time may count 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, the credits are included in the financial aid award calculation only if the program requires a higher grade to be considered "passing" than what the student has previously earned. In this case if the student fails the previously passed course all future eligibility to receive financial aid for that course is diminished.. The credits for all repeated courses, along with the credits from prior attempts, will be included in credits attempted for the purposes of determining Satisfactory Academic Progress. The highest grade earned from a repeated course will be used in the calculation of the student's cumulative GPA. The student’s GPA will be recalculated to reflect the highest letter grade. If more than one attempt results in the same letter grade, only the most recent one will be used in the calculation of GPA.

Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be 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. Students who fail a course three times, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. These students cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher and transferring it back to Rasmussen College in accordance with the transfer of credit requirements. In the case of credit transfer, an "F/FA" grade will remain for purposes of GPA calculation. However, all of the course credits both failed and transferred, count in the student’s Cumulative Completion Rate (CCR). Foundation courses may only be repeated one time. Students who fail a Foundation course a second time will be terminated from the program. All attempts of repeated courses, including the grades, remain on academic records and transcripts even though they may not be included in the GPA calculation. Students should be aware that graduate schools and other institutions to which they wish to transfer may not accept repeats and may include all grades in calculating GPA for admission.

Nursing Repeating Courses Policy

The School of Nursing allows students to fail one Nursing course within the core Nursing curriculum (NU, NUR, PN, PRN, HUN coursework). However, a second failure, whether it be the same Nursing course or any other Nursing course, will result in removal from the Nursing program.

Late Assignment Submission Policy

Students who submit assignment work up seven (7) days after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late; an additional 10% penalty is assessed for 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. Online discussions conclude at the end of the current weekly module. Discussion posts made after the end of the current week/module will not be accepted. Instructors may waive the late penalty for timeframe in the case of extenuating circumstances determined by the faculty. In some cases, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities. In no circumstances may students submit work after the last day of the academic term unless an incomplete grade has been requested and granted beforehand.

Incomplete Grade Policy

An ‘I/IN’ indicates an incomplete grade, and is a temporary grade for a course in which the student is unable to complete due to extenuating circumstances. The student must request an incomplete from the instructor prior to the last day of the term. 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 by the instructor which identifies:
   a. The work to be completed,
   b. Qualifications for acceptable work,
   c. The deadline for completing the work (within two weeks of the end of the term),
   d. The grade to be entered should the student not complete the work by the deadline (the calculated grade).
   e. Instructors will have one week for grading, recalculation of grades and processing of all documents required.

2. Incomplete records will be maintained in the student’s file.

3. The student’s Dean must be informed of all incompletes granted by instructor.

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.

c. The student’s grade will be substantially improved.

d. The student has demonstrated a commitment to completing the work in a timely fashion.

e. Granting the incomplete is truly in the best interest of the student.

f. By completing the work, one of the following will apply:

   i. The student will learn substantive information by completing the work.
   ii. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.

4. Allowing the student extra time compensates for events or conditions not within the student’s control (i.e., illness, emergency, etc.).

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

6. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of the term. An incomplete grade not completed by the deadline will be changed to 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.
A student who is not meeting Satisfactory Academic Progress is defined in the Standards of Satisfactory Academic Progress guidelines in this catalog who is changing to a lower credential within the same program, or a student who is selecting a different special emphasis within the same program, is eligible to compute the progress of the student who is requesting to change catalogs within the same program at the time of the request will be allowed to make such change regardless of the prior program changes. No appeal process is required. The request for the program change must be received prior to Friday of the first week of a quarter break.

A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the end of the current quarter and does not meet any of the criteria above must file an appeal with the campus Program Change Appeal Committee. As part of the appeal process, the student will be required to submit a letter following the appeal process guidelines.

The appeal will either be approved or denied based on a review of academic standing or progress to date with Rasmussen College and the letter provided in the appeal letter. A complete description and requirements of the program change appeal process is available through the Campus Registrar. A clear background check is required for students who wish to change programs and the background check section of the catalog. Students who do not successfully pass a background check will be terminated from the College. All program change applications will be received no later than Friday of the first week of break prior to the start of the quarter in which the student wants to change programs.

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

Independent Study Policy

Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and organized. Because an independent study does not provide the student with the classroom interaction normally expected in higher education, it is to be offered only when there is no alternative and as infrequently as possible. Students, including those in the School of Medical Education, 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 satisfy or complete the course in an earlier quarter, or the student’s decision to change programs.
4. The student will complete work of a similar quality and quantity as a regularly scheduled class and will meet the standard performance objectives for the class.
5. The Academic Dean approves the plan for completing the course work.
6. The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.
7. At least twice and at regular intervals during the course, the Dean will evaluate the student’s progress by reviewing work completed.

Independent studies must meet the following guidelines:

Prior to the beginning of the independent study, the student and instructor must meet to define the following:

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

Prerequisites

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

Equipment

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

Graduation Requirements

Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of requirements as outlined in the catalog. The Academic Dean, in his/her discretion, may reduce the 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 Technology, 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 courses of the Graduate Achievement Portfolio (GAP), as assigned in the appropriate seminar courses designated for each program, is a graduation requirement.

Exemptions in Information Technology Management, Information Security, and Game and Simulation Programs must sit for designated, mandatory industry certifications, and final scores must be submitted in the condition of graduation. The College will pay for students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payments will be made only once per certification. Students are responsible for paying for any additional attempts. Certificates or transcripts of credits may be given to those students taking individual courses.

Academic Overload Policy

An academic or credit overload occurs when a student registers for more than 10 credits per week. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College.

The student must also be enrolling in the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average of at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be able to take up to 12 total credits in the approved quarter. For students who are newly transferring to a Rasmussen College campus, no more than 24 credits must be transferred to the College and the most recent GPA on a transcript must be 2.75 or higher. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. Any future overload requests for transfer students must be approved by the Academic Overload Policy for the full term. The Academic Overload Approval Form is available through a Student Advisor.

Drop/Add Class Policy

Students have the responsibility to ensure that the College is able to provide quality instruction through obtaining a minimum class size of 12 students per course.

Full-semester drop/add period:

Students may add courses through the first Friday of the drop/add period.

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

1. On or before the close of the drop/add period, the class will be dropped without being recorded in the student’s transcript and tuition will not be charged.
2. Following the first week of the quarter and on or before the sixth Friday of the quarter, students will receive a W/D on their transcript.

The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the student’s enrollment status for the quarter. Credits will not be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the student’s enrollment status for the quarter. Credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class, the 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.

Drop/add period for five and six week courses:

Students may add courses through the second day of the five or six week term and may drop a course through the first Friday of the term, tuition will be charged at the close of the drop/add period.

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

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.
2. Following the first week of the five or six week term and on or before the third Friday of the term, 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.

The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the third week of the five or six week term, students will receive an FFA for any courses dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period. 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. 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.

**Online Courses**

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

**Academic Honors**

Term Honors and Dean’s List Recognition

Each term, Rasmussen College recognizes outstanding academic achievement by awarding certificates of achievement. Enrolled, degree-seeking students who earn a term grade point average of 3.25-3.749 will receive an Honor Roll certificate. Enrolled, degree-seeking students who earn a term grade point average of 3.75-4.0 will receive a Dean’s List certificate.

**Graduation Honors**

Rasmussen College recognizes outstanding academic achievement by awarding honors to graduates who meet minimum qualifications. Students who earn an Associate’s or Bachelor’s degree, complete all graduation requirements, and earn a cumulative grade point average of 3.50 or higher will graduate with honors and will receive gold cords for the graduation ceremony as a symbol of this achievement. Additionally, the following honors will be noted on the diplomas of Bachelor’s degree students:

- Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.50-3.669
- Magna Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.67-3.749
- Summa Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.75-4.00

**Rasmussen College Standards of Satisfactory Academic Progress (SAP)**

Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe.

Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. Students who do not meet the standard will be expected to participate in Project Rally, which includes online learning tools and consultations with a member of the College team. The student is expected to complete the online learning tool in Project Rally by the Rasmussen College rape date. Failure to complete this tool may result in an administrative withdrawal from the College. **

SAP Components:

- All students must meet the three components of the standards that are used to measure a student’s Satisfactory Academic Progress (SAP) towards the completion of a degree or certificate. The three components are as follows:
  1. **GPA.** Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00.
  2. **Pace/Cumulative Completion Rate (CCR).** This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (e.g., 6 credits earned ÷ 12 credits attempted = 50%). 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 (e.g., maximum time frame for a 90-credit program = 90 X 150%, or 135 credits).

<table>
<thead>
<tr>
<th>Percentage of Credits Attempted Toward Maximum Time Frame</th>
<th>Minimum Successful Completion of Cumulative Credit Hours Attempted</th>
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<tbody>
<tr>
<td>Up to 25%</td>
<td>25%</td>
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<tr>
<td>Greater than 25%, up to 50%</td>
<td>50%</td>
</tr>
<tr>
<td>Greater than 50%</td>
<td>67%</td>
</tr>
</tbody>
</table>

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

- **Online Courses**

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

In calculating Pace/CCR and Duration of Eligibility, the following grades will be considered attempted, but will not be considered as credits successfully completed or earned. F, FA, UUN, WWD, NI, IN. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

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

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

**Not Eligible for Financial Aid:** A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the Financial Aid Warning or Financial Aid Probation period, and who does not successfully appeal, is not eligible for further financial aid funding.

- **Appeals:** A student may appeal his/her assigned status of Not Eligible for Financial Aid to the Academic Review Committee, which will determine whether mitigating circumstances exist, and, if so, will forward the appeal to the Vice President of Compliance and Financial Services. All appeals must be made in writing and must address the nature of the circumstances that the student believes warrant exception to the policy stated above. All appeals will be reviewed and ruled on within ten business days, and students will be notified in writing regarding the outcome of the appeal. The ruling of the Vice President of Compliance and Financial Services is final and cannot be appealed.

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

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

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

Students who withdraw from the College and later re-enter are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Academic Progress calculations for a re-entering student who changes programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, the courses will be included in SAP calculations as described elsewhere in this section. A student terminated due to SAP may not re-enter the College unless he/she has completed coursework elsewhere that is acceptable for transfer into the College and will bring the student back into good standing.
TRANSFER OF CREDIT, PRIOR LEARNING AND WAIVERS

Transfer of Previously Earned College Credit and Prior Learning Assessments

General Transfer Credit Policy
- Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.
- Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
- Students must request that official transcripts containing transfer credits 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 submission of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.
- College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college transfer.
- Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Students in the Medical Assisting, Medical Laboratory Technician, and Surgical Technician programs must complete at least 67% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means, with the exception of “block transfer” candidates for the Surgical Technician and Medical Assisting Associate’s degree programs.
- Students in the Professional Nursing Associate’s degree program must complete at least 67% of their program requirements at Rasmussen College, and no more than 55% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being accepted.
- International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student’s credits are equivalent to Rasmussen College course content. The evaluation is the student’s responsibility.
- Transfer credit is evaluated based on the program in which the student is enrolled.
- Credits earned at Rasmussen College will be transferred directly from one Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted or calculated.
- Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average, but will be counted as credits attempted and earned for determining Satisfaction Academic Progress.

All credits considered to be earned toward program completion, including test-out, transfer, and coursework (ML/ST prefix), are also credits attempted.
- Courses which have been accepted for transfer will be listed on the student’s transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending the receipt of an official transcript will be listed with a Pending Transfer (PT) designation. Any pending transfer credits still remain unprocessed at the end of the student’s quarter removed and the student will be required to complete the program requirements in order to graduate.
- Courses for which a student has received credit by examination will be listed on the student’s transcript with a Test Out (TO) designation.
- Courses for which a student has received credit via waiver will be listed on the student’s transcript with a Course Waiver (CW) designation.
- When courses are not accepted for transfer, a student may file an appeal through the following process:
  1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
  2. The information will be reviewed by the College Registrar.
  3. The student will receive written notice of the decision.
- For students who enter Rasmussen College and are required to take the Rasmussen College entrance placement exam the following will apply: If a student tests at a level of remediation in English or Math, the College will not accept transfer of courses with prerequisites that require the Foundations courses or passing the entrance placement exam. Once the student successfully completes the necessary Foundations courses or passes the placement exams, the College will then post the transfer credit pertaining to the specific course.
- The following Early Childhood Education entrance exams cannot be transferred into the program from another program:

Course By Course Transfer
- Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on a course-by-course basis.
- 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 Rasmussen College campuses, which pertain to the current program, will be computed in the student’s final grade-point average.
- General education credits may be considered for transfer regardless of completion date.
- Credits in information technology or computer science/computer applications must have been earned within the previous three (3) years of the assessment date.
- Associate Nursing Program will not accept any core transfer courses (prefixes NUR/ RP/N in Florida; prefixes PN/NUR/N in Illinois, Minnesota and Wisconsin).
- Health Sciences core courses as designated by the program, as few as five (5) courses.
- The following courses in the Medical Assisting Program are not transferable: MA120 Introduction to Medical Assisting, MA110 Clinical Skills I, MA110 Medical Skills II, MA225 Laboratory Skills, MA265 Medical Assisting Externship, and MA265 Medical Assisting Capstone.
- Transfer of credit for Medical Laboratory Technician and Surgical Technician core courses (ML/ST prefix) has a grade point (GP) limit.
- Students who have completed similar course work that exceeds the one (1) year limit can be considered for transfer with a 75% transfer score on a course assessment. All transfers or test-outs into the Medical Laboratory Technician and Surgical Technician programs are based on the program space availability.
- Seminar Courses cannot be transferred in from another institution of higher learning.
- For students in MN who enroll in the Law Enforcement Associate’s, Law Enforcement Certificate, Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes (L or LE prefix) cannot be accepted if the incoming course is from a regionally accredited college that is NOT Board approved. Students who have credits that are not transferable are required to complete the course specific test out, if available.

2-2 Matriculation for Baccalaureate Candidates
- For students who have completed an Associate’s degree, who enroll in a Rasmussen College Bachelor’s degree in a similar program (i.e., business degrees are required for business, accounting for accounting, criminal justice/ law enforcement for criminal justice), they will receive associate junior-level transfer credit.
- Rasmussen College AS/AS/AS graduates will receive actual credits earned up to 95 credits (97 in Illinois).
- A block of up to 91 quarter credits for graduates from outside institutions will be awarded.
- If a student has more AS/AS degrees than the enrolling program requires, the student may have fewer upper-division courses to take. The school director will provide a list of courses for reduction when needed. This applies only to the Business Management BS degree.
- If the student has taken all of the required upper division courses and is still short credits, the remaining credits will be fulfilled by taking unrestricted electives.
- Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor’s degree.
- For the Bachelor in Computer Science, the two year degree must be in an equivalent computer science field and have a programming course comparable to Programming I and a math course comparable to Calculus II in order to qualify. If those conditions are not met, the 2-2 candidate cannot be approved.
- For the Bachelor in Health Information Management, qualifying Associate degrees have to be from a CAHIIM accredited program and earned within the past five years. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years and approved by the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an earned Associate degree in any field. If so, the student needs to submit his/her ABHI membership card, showing his/her current.
- For Bachelor of Science Healthcare Management program students, credits will be transferred based on the guidelines below.

1) Health Sciences Programs (including Medical Assisting Associate’s, Medical Assisting Technician Associate’s, Medical Administration Associate’s, Pharmacy Technician Associate’s)
- Only the lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 77 credits (79 in Illinois). In addition, these students will need to take English 1, English 2, and Introduction to Business and Introduction to Human Resource Management in the core.

2) Business Programs:
- Business Management AS/AS – Transfer 45 credits in block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 81 credits (83 in Illinois).
- In addition, these students will need to take Introduction to Business and Introduction to Human Resource Management in the core.

Accounting AS/AS – Transfer 44 lower level General Education credits in a block transfer (44 lower level General Education credits (34 in Illinois) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Introduction to Business and Introduction to Human Resource Management in the core.
- For those students who choose a Business major, the Healthcare Management degree will be provided in the 300 and 400 level core courses.

General Education Block Transfer for Baccalaureate Candidates
- For students with a conferred degree, general education coursework will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College.
- Conferring Associate’s degrees may be posted as a 32-credit (34-credit in Illinois) general education block.
- Conferring Baccalaureate degrees may be posted as a 56-credit block (59-credit block in Illinois) comprised of 32 lower-level and 24 upper-level credits (34 lower-level and 24 upper-level credits in Illinois).
- General education coursework must be met with general education requirements.
- For those students without an earned degree, successfully completed general education credits will be applied.

Medical Assisting Associate’s Degree Block Transfer Policy
- A block transfer of 61 core credits may be allowed into the Medical Assistant AAS program if one of the following criteria is met: 1. Graduated from a CAHEP or ABHE accredited MA diploma or certificate program within the past 3 years and holds a current CMA (AMA)/RMA (AMT) certification; or 2. Graduated over 3 years ago from a CAHEP or ABHE accredited MA diploma or certificate program, but has worked as a MA within the past 3 years and holds a current CMA (AMA)/RMA (AMT) certification.
- Students may seek a course-by-course transfer credits or course waiver for MA250/MEA 2290 (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) unless transferred in.
- When applying this policy, the transfer maximum is 67%.
- Rasmussen College Medical Assisting Diploma graduates will receive actual credits earned in their program up to a maximum. The maximum equals the credit value of the current diploma program.

Block Transfer for Health Sciences Associate’s Degree
- For students who have completed a healthcare Certificate or Diploma and enroll into the Health Sciences Diploma program, a block transfer of 19 major core credits may be posted.
- For students who have completed a Diploma or Associate degree in Medical Assisting and enroll in the Health Sciences Diploma program, a block transfer of 25 major core credits may be posted.
- For students who have completed a Diploma or Associate degree in Medical Assisting and are accepted into the Health Sciences AS program, a block transfer of 26 major core credits may be posted.
Previously completed coursework will be considered for transfer on a course-by-course basis. Students must complete 33% of their program at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or examination by other means. A five year transfer limit for SOH core courses, including the block transfer applies to this program.

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

Students who have met the acceptance for admissions requirements and hold a current unencumbered Registered Nurse license and have successfully completed an Associate’s degree in Nursing will receive a block transfer, equivalent to 113 credits for their general education, nursing core and licensure. Students who have met the acceptance for admissions requirements and hold a current RN license without an Associate’s degree will receive 66 credits for their nursing core and licensure. The 47 credits of lower division General Education will need to be completed, unless transferred in from a previous college transcript.

• Upper division core classes are not transferable.
• Upper division General Education coursework is transferable and follows the standard Course by Course Transfer Policy.
• The total percentage of credits that may be transferred into the program is 75%.

Mobility Bridge Entrance Option

Students who have successfully completed a practical nursing program and hold a current unencumbered, registered nursing license will receive credit for NU117/NUR1172 Nutritional Principles in Nursing (4 credits) and NUD05/NUR2034 Fundamentals of Professional Nursing (6 credits) in the Professional Nursing AD program. Students may also transfer in up to 47 credits in successfully completed accredited general education coursework. Graduates of Rasmussen College’s Practical Nursing program will receive credit for G124/ENC1101 English Composition, G253/MAT1031 College Algebra, and the Communication course the student completed in the Practical Nursing program (for a total of 12 additional general education credits). Rasmussen graduates should contact the campus in which they intend to enroll to determine whether they have completed additional coursework that is eligible for transfer. Students must successfully complete all remaining coursework in the Professional Nursing AD program to earn this degree.

Surgeon Technologist AAS Completer Block Policy

Students who have graduated from a CAHEP or ABHES accredited surgical technology program or certificate program and hold the CST (NBSTSA) credential will receive a total block transfer of 60 credits. Students will receive a total of 32 natural sciences general education credits plus a block of 56 core credits. Students will need to complete 28 general education credits and E242 Career Development.

Credit by Examination

• Enrolled students may request credit by examination for courses if an exam has been developed.
• An examination score of 73% or higher is required to earn credit by examination.
• The examination grade will be posted as Test-out (TO) on the student transcript.
• Credits earned count in the transfer maximum.
• Credit by examination will not count as credits for financial-aid eligibility.
• A credit by examination may be taken only once for a course.
• If a student has already attempted the course, as indicated by a posted W/D/F or FFA grade, no test-out attempt will be allowed.

The following are not available for credit by examination: Program specific Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses, and 200- level Pharmacology courses, andnnen 300-level. Healthcare Information Technologies, Pharmacy Software/Automation/Insurance Billing, Career Development, practicum, or designated capstone courses are not available for credit by examination.

Medical Coding Practicum Waiver
• Students will complete a minimum GPA of 3.0 in their program major courses prior to request a waiver for the Medical Coding practicum coursework. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.
• Students must have a variety of experiences in the necessary medical fields rather than from one specialty area, and documentation must be required from the student’s employer. The Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation.
• If the practicum is granted, the grades 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/CDA Application Waivers
• Students who have current and valid CDA Credential, awarded by the Council for Professional Recognition, and are enrolled in the Early Childhood Education Associate’s degree, Early Childhood Education Diploma, or Early Childhood Education Certificate may request a waiver from Foundations of Child Development, Early Childhood Curriculum and Instruction, and Health, Safety and Nutrition/CDA Application.
• The student’s credential will be reviewed, and if the criteria are met the student is accepted to the College Will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

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

School of Design Waivers
• Course waivers will be considered for students who have select professional certifications from Adobe (Certified Associate or Certified Expert) and Autodesk.
• Course waivers will be considered for specific courses within the School of 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, the course requirements will be waived and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Health Sciences Waivers
• Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS) or CCS-P from AHIMA. In addition, an X, Utah, or California certification may 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, the course requirements will be waived and the grades will be posted on the student transcript as a Course Waiver (CW).

Equivalency Credit

Credits earned through college-equivalency programs as evidenced on a transcript based on student transcript as Test-Out credits (TO) and will not be assigned letter grades or applied to cumulative grade-point average. Rasmussen College recognizes the following college equivalencies:
• Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher required.
• College-Level Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher on computer-based testing since 2/23/2013. For paper-based exams taken prior to 2/21/2003, the CLEP ACE recommended score will be used.
• DOST, DANTES, Excelsior College, or Advanced Placement test scores are determined by the individual test requirements.
• 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) transcript, and/or College Board Advanced Placement Examination (College Board). 
• Prior Learning Assessment (PLA) credits may be earned by going through the PLA process as established through The Council for the Accreditation of Educators and the Rasmussen College Learning Associate to request such services. Students who are unsure who to contact should view the Academic Dean or Campus Director.

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 Registrar with questions about transfer to other colleges.

Transcripts

Transcripts for graduates and students who have earned their course of study are provided without charge; however a fee of $5.00 is charged for all other transcripts. The institution reserves the right to withhold official academic transcripts from students who, under certain circumstances such as having an outstanding financial obligation to the College.

EXTERNSHIPS, PRACTICUMS, AND CLINICALS

Health Sciences Externships, Practicums, and Clinicals

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

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

All students associated with the curriculum, especially while the student is completing his or her clinical rotations, will be educated on financial aid. The eligibility for and receipt of 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 the practicum at the College health center or other similar facility. This position will be offered by both parties that should compensation occur for time associated with the practicum requirement, the student may be dismissed from the program and forfeit all accumulated hours.

POLICY AND GRIEVANCES

Accommodations Policy

The mission of Rasmussen College in disability services is to create an accessible college environment where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities.

Students with disabilities do not have to self-disclose or register with the Campus Accessibility Coordinator unless the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the campus Accessibility Coordinator to request such services. Students who are unsure who to contact should view the Academic Dean or Campus Director.

Attendance

A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance in all their classes. Workplace etiquette also requires a cal be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate that they are absent or tardy according to the student’s responsibility to contact the instructor to get missed information, class work, and assignments.

Attendance requirements are met by (a) attending a face-to-face course session either on campus, at another location, or by another class or location, or (b) substantive online activity, including commentary in the discussion section of the online classroom, posting of required assignments and course quizzes and exams in a timely manner. Discussion posts in the student lounge area of the classroom are encouraged but do not count as attendance. Attendance in any course is not equivalent to participation. Students grades will be impacted by the frequency and quality of participation in class, whether face-to-face or online, consistent with the requirements of the particular course and as outlined in the course syllabus.

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards). Faculty are required to keep accurate attendance records which are submitted to the Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

First Week Attendance: Students are expected to meet attendance requirements in their courses on or before the seventh (7th) day of the start of a term. Students who have not met the attendance requirement in at least one scheduled College course within seven days of the start of a term may be administratively withdrawn from the College. Students who have not met the attendance requirement in a course within 14 days of their last date of attendance in that course, he or she may be administratively withdrawn from the course. If the student is otherwise enrolled in a course during 14 days of their last date of attendance, he or she may be administratively withdrawn from the College. Upon withdrawal a student’s financial aid may be adjusted further. The Institution’s refund policy as described in the College catalog and will be assigned grades according to the Rasmussen College Drop/Add Class Policy.
RASMUSSEN COLLEGE MINNESOTA

ACADEMIC INFORMATION AND COLLEGE POLICIES

Practicums/Externships in Nursing and Health Sciences programs have specific requirements that are more stringent than the attendance policy above. Attendance policies for programs with additional requirements can be found in program-specific manuals/handbooks.

Rasmussen College Academic Integrity Policy

I. Introduction

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

II. Definitions

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

b) Cheating: Submitting or causing to be submitted 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 whose class the student is not expressly permitted to work jointly with others.

ii. Impersonation: Assuming another student’s identity or allowing another person to complete an academic exercise on one’s own behalf.

iii. Using or attempting to use unauthorized materials, texts, devices, notes, information or study aids in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, labs).

iv. Collusion: Knowingly assisting, attempting to assist, or receiving assistance from another student or students to commit academic misconduct, or conspiring with any other person in or outside of the College.

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

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

f) Plagiarism is the act of representing an individual or organization’s thoughts, or ideas as one’s own. Examples include:

i. Using information (a paragraph or quotation, in whole or in part) from a source without attempting to give credit to the author of that source.

ii. Using charts, illustrations, images, figures, equations, etc., without citing the source.

iii. Using an academic exercise (in whole or in part) purchased or copied from a ghostwriter or paper/essay mill.

iv. Copyright infringement or piracy. Including the use, storage, or duplication of media, software, code, or information when expressly prohibited or where copyright exists or is implied.

v. Submitting work previously graded in another course without prior approval of the course instructor; or, submitting the same work in two or more concurrent courses without prior approval by all course instructors.

III. Violations

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

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

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

The College reserves the right to dismiss a student from the College if there are more than two offenses. A student dismissed from the College because of Academic Misconduct may not re-enroll.

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

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

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

Confidential Material

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an all encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any students whose conduct is detrimental to the educational environment.

Conduct/dismissal guidelines for School of Health Sciences students enrolled in the Medical Assistant, Health Information Technician/Management, Medical Laboratory Technician and Surgical Technology programs can be found in each programmatic handbook provided at the 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 student, faculty and/or staff.
• That causes damage to the appearance or structure of the College facility and/or its equipment.
• By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
• By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Students, employees and guests using Rasmussen Network 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, or other laws.

Falsifying, altering, or inventing student materials, including but not limited to the following, is prohibited:

• Fabrication
• Falsification
• Forgery

This policy shall be the College’s policy to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of any students for the purpose of assignment or admission into or affiliation with any organization operating under the sanction of the College. This policy applies to any student or other person who may be associated with any organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment.

The Campus Director of the College shall be responsible for the administration of this policy.

Dress Code

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

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

Minimum Technical Requirements

In order to be successful in online courses, you must use a computer system that meets or exceeds the minimum technical requirements specified in the course. If you do not meet those requirements, you may need to attend a campus to complete some assignments. Technical requirements necessary for coursework to run properly and are located on the following website: http://content.learningday.info/course_files/techinfo/techinfo_os.html

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 may petition to be one of the board representatives.

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

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

Exit Interviews

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

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

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 participation and other records, pending settlement of any amount due the College.

Circulation Policy

Library Mission & Introduction

Rasmussen College Library System, in accordance with the mission of the College, promotes life-long learning, develops information literacy skills, and fosters educational achievement.

The library is dedicated to supporting the diverse education and information needs of our online and residential communities.

In support of this mission, we:

• Extend our resources and personalized services to all students and employees of the College;
• Empower students to access information independently in the changing world of technology;
• Support faculty by providing professional development and instructional partnerships;
• Engage in responsive collection development and resource sharing;
• And collaborate with faculty to select resources in a variety of formats.

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

Borrowing Materials: General

The following persons are permitted to check out materials owned by our campus libraries:

• Rasmussen College students and alumni in good financial standing with the College
• Rasmussen College faculty and staff in good standing with the library
• Community, consortia, and interlibrary loan patrons in good standing with the library

A patron in good standing with the library is defined as one who has not incurred any fees, has never overdrawn, and owes no fees toward damaged or lost items.

A library user is responsible for any items checked out in his or her name. Rasmussen College retains the right to deny borrowing privileges to any person in violation of this or any other library policy.

Loan Periods

Circulating materials are loaned for 21 calendar days and may be renewed up to two times if there are no outstanding holds on the material. Special materials are loaned for 3 days or 30 days depending on the type. Restricted materials may not be renewed.

Library materials must be returned to the library on or before the end of the loan period. Returned materials accepted in a library and may be delivered in person or mailed to the campus.

Non-circulating materials are not loaned but may be used in the library.

Fees and Restriction of Borrower Privileges

Users will receive a reminder 2 days in advance of an item’s due date.

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

After 30 days past the end of the grace period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item.

The library will charge $55.00, or the cost of replacing the item plus a $5.00 processing fee.

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

Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late.
Library fees are assessed through the Department of Student Financial Services. Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any arrears due to the College.

Non-Discrimination Policy
Rasmussen is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the only acceptable, fair way to operate. Rasmussen employment practices conform both with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, and can be ended within 30 days.

Anti-Harassment and Sexual Violence Policy
It is Rasmussen College’s policy and responsibility to provide our employees and students an environment that is free from harassment.

Incompliance and the consequences 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 College. Rasmussen 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 with regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or mental disability, military or veteran status, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or President will be notified of all allegations. This will ensure 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.

Informal and Formal Complaints
Members of this College community who believe they have been sexually harassed or have been the victim of sexual assault may properly turn for assistance to the Campus Director, Regional Vice President, Executive Vice President or President. Whether or not a person consents with a school official, he/she has the option of making an informal 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 our College community who serves as an advisor or advocate for any party in any such complaint. No retaliatory actions may be taken against any member of the College community merely because he/she is or is not the object of such a complaint.

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

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.
2. Writing a letter to the person or talking to the person’s supervisor can also be effective.
3. Go to a sexual harassment/violence information center or discuss the matter with a friend.
4. Talk to others who might also be victims of harassment.
5. Any employee, faculty member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Regional Vice President, or College President.

A Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem.

During the informal inquiry process, all information will be kept confidential, as great a degree as legally possible. No specific circumstances, including the names of the people involved, will be reported to anyone else. The campus President, Executive Vice President and the Human Resources Director and Corporate Counsel, without the written permission of the person making the complaint. However, in case of one of the following issues, the Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against, Incognito information in the complaint. 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. If the person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint is made, 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 in the conduct of the investigation will be maintained, and the wishes of the complaining person regarding action by the College can be considered in every instance, they will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wishes to attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.

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

Definitions
Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:
1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement,
2) submission to or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment,
3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

This policy prohibits behavior such as, but not limited to:
1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a refusal to submit to sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
6. Sexually offensive comments, graphic verbal contentory about an individual’s body, address, sexually explicit jokes and innuendos, 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 or as subtle as a touch. Harassment under the part of the definition often consists of calumnious insensitivity to the experience of others. Normal, courteous, mutually respectful, pleasant, non-threatening, or even unobjectionable physical contact, 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 it be supervisors, other employees, or customers.

Hostile environment harassment consists of verbal abuse of a sexual nature, unwelcome sexual advances, verbal or physical conduct that is intended 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 accepted 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 make such choices freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perception of the supervisor’s power differential.

The College requires that individuals involved in the sexual/harassment policy process will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member or other employee who will bear the burden of accountability because of his/her special power and responsibility, and it is exclusively difficult to use his/her status as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/sexual relationship where there is a superior/subordinate relationship.

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, or bodily harm, or to obtain a legal status, or make a position of authority, or when the victim/survivor is mentally or physically disabled or helpless constitutes criminal sexual conduct.

Having a previous relationship of any nature, the relationship being consensual, or the victim/survivor is not an accepted defense for sexual assault. The victim/survivor does not need to prove that she/he reasonably believed that the accused did not need to prosecute the case. The relative age of the persons involved, the victim’s/survivor’s fear of bodily harm to self or another, the use of threat to use force by the person committing the assault is an infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into consideration in state laws on Criminal Sexual Conduct and under the Crime Victims Bill of Rights.

Formal Complaints by Students and Employees
A formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the incident. The complaint must be addressed to the Campus Director or other manager who will immediately report such complaint to an Executive Vice President or President and Human Resources Director or Corporate Counsel.

The Human Resource Director and/or Corporate Counsel, with the assistance of the Campus Director or other manager will formally investigate the complaint and present the findings and recommendations to an Executive Vice President or President.

The College will investigate formal complaints in the following manner:

1. The person who is first contacted, after initial discussions with the complainant, will inform the College specifying the individuals involved. Rasmussen will decide whether the circumstances reported in the complaint warrant a formal investigation or an informal inquiry.
2. If the circumstances warrant an investigation, Rasmussen will inform the person complained against of the name of the person making the complaint as well as of the substance of the complaint. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. If it is necessary for the College to speak to any people other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.
3. The College’s first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

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2013-2014 CATALOG AND STUDENT HANDBOOK

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

5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.

6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

c. After an investigation of the complaint the College will:

   1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President; or

   2. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or

   3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

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

1. The victim is aware that criminal charges can be brought against the accused by local law enforcement officials.

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

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

4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning sexual assault.

5. The complete and prompt assistance of campus administration or Rasmussen management at the request of the victim, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident.

6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding.

7. The assistance of campus and/or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes; and

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

   Minnesota Department of Human Rights
   190 East Seventh Street, Suite 700
   St. Paul, MN 55101
   1-800-657-3704 x 651-296-5663
   TTY 651-296-1283
   Website: hrights.state.mn.us/
   Office of Justice Programs
   651-201-7310 • 800-247-0390
   Website: oip.state.mn.us/
An appropriate grievance is defined as a student’s expression of dissatisfaction regarding any interpretation or application of school-related policies or the College’s personnel. Students should notify the College in a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy the terms “timely fashion,” “reasonable time,” and “promptly” will mean ten days. Students are assured that no adverse action will be taken by the College or any of its representatives for registering a grievance.

Grievance Procedure

In the event an applicant, student, graduate, former student, or other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:

1. The individual must first try to resolve the issue with the other involved member.

2. If the matter is not resolved to the person’s satisfaction he/she has the option to follow the appropriate steps:
   a. Requests for further action on educational issues should be made to the Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   b. Students who feel they have an appropriate non-academic grievance should see the Campus Director for their campus.
   c. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

Students or other interested parties may also contact:

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

- Kansas Board of Regents
  1000 SW Jackson Street, Suite 520
  Topeka, KS 66612
  785-296-3421

- State of Wisconsin Educational Approval Board
  201 West Washington Avenue, 3rd Floor
  Madison, WI 53703
  608-266-1996

- The Higher Learning Commission (cahlc.org), a commission of the North Central Association of Colleges and Schools,
  230 South LaSalle Street, Suite 7-500
  Chicago, IL 60604
  800-621-7440 or 312-263-0456

Appeal Procedure

Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violations of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their appeal.

For appeals involving academic issues such as final grades, students should appeal first to their instructor within one week of the start of a subsequent term. If the issue remains unresolved after appeal to the instructor, who will have one week from the time they are contacted by students to consider any such appeals, students may submit a written statement of appeal to the Assistant Vice President of Academic Institutional Research and Assessment thereafter. Response will be given within 30 days.

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

Arbitration

Any controversy or claim arising out of, or relating to a current or former student’s recruitment by, enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy as noted in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (“the Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereon.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator also shall have no authority to award attorneys’ fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator's fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney’s fees.

Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

Disclosure Policy

Availability of financial information regarding the College may be requested from the Chief Financial Officers.

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

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

STATE CONTACT INFORMATION FOR STUDENT COMPLAINTS*

ALABAMA
Alabama Commission on Higher Education
P.O. Box 302
Montgomery, AL 36130
ache.state.al.us/ferpa-reg.pdf
Alabama Department of Postsecondary Education
P.O. Box 301150
Montgomery, AL 36130
accs.cc/complaintform.aspx
<table>
<thead>
<tr>
<th>School</th>
<th>Course</th>
<th>Credit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas Workforce Commission</td>
<td>Cancer Schools and Colleges - Room 226-T 101 East 15th Street Austin, TX 78778</td>
<td>$299 per credit</td>
</tr>
<tr>
<td>Utah Division of Consumer Protection 100 East 300 South Salt Lake City, UT 84111</td>
<td>$299 per credit for Foundation courses and all 100-200 level courses</td>
<td></td>
</tr>
<tr>
<td>Vermont Department of Education, State Board of Education 120 State Street Montpelier, VT 05602</td>
<td>$299 per credit for all 300-400 level courses</td>
<td></td>
</tr>
<tr>
<td>Washington State Board of Community Colleges 1101 North 14th Street, James Monroe Building Richmond, VA 23219 <a href="mailto:communications@schec.vu.edu">communications@schec.vu.edu</a></td>
<td>$299 per credit for all 300-400 level courses</td>
<td></td>
</tr>
<tr>
<td>Washington Student Achievement Council 917 Laseridge Way, P.O. Box 43430 Olympia, WA 98504</td>
<td>$299 per credit for Foundation courses and all 100-200 level courses</td>
<td></td>
</tr>
<tr>
<td>Washington Student Achievement Council 123 Capitol Building, 200 West 24th Street Cheyenne, WY 82002</td>
<td>$299 per credit for all 300-400 level courses</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School</th>
<th>Course</th>
<th>Credit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas Higher Education Coordinating Board</td>
<td>Early Childhood Education</td>
<td>$310 per credit</td>
</tr>
<tr>
<td>Texas Higher Education Coordinating Board</td>
<td>Medical Administration</td>
<td>$350 per credit</td>
</tr>
<tr>
<td>Texas Higher Education Coordinating Board</td>
<td>Medical Assisting</td>
<td>$310 per credit</td>
</tr>
<tr>
<td>Texas Higher Education Coordinating Board</td>
<td>Practical Nursing Diploma</td>
<td>$375 per credit</td>
</tr>
<tr>
<td>Texas Higher Education Coordinating Board</td>
<td>Professional Nursing</td>
<td>$395 per credit for all 100-200 level courses</td>
</tr>
<tr>
<td>Texas Higher Education Coordinating Board</td>
<td>RN to BSN</td>
<td>$395 per credit for Foundation courses and all 1000-2000 level courses</td>
</tr>
<tr>
<td>Texas Higher Education Coordinating Board</td>
<td>$310 per credit for all 3000-4000 level courses</td>
<td>$299 per credit for all 3000-4000 level courses</td>
</tr>
</tbody>
</table>

**Tuition**

Full-time pricing will be effective for all students as of October 2013:

<table>
<thead>
<tr>
<th>All Programs:</th>
<th>Part Time</th>
<th>Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Business</td>
<td>$395 per credit for Foundation courses and all 100-200 level courses</td>
<td>$299 per credit for Foundation courses and all 100-200 level courses</td>
</tr>
<tr>
<td>School of Health Sciences</td>
<td>$310 per credit for all 300-400 level courses</td>
<td>$299 per credit for all 300-400 level courses</td>
</tr>
<tr>
<td>School of Technology</td>
<td>$350 per credit</td>
<td>$299 per credit</td>
</tr>
<tr>
<td>School of Education:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School of Design</td>
<td>$395 per credit for Foundation courses and all 100-200 level courses</td>
<td>$299 per credit for Foundation 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>
<td>$299 per credit for all 300-400 level courses</td>
</tr>
<tr>
<td>School of Health Sciences:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Administra</td>
<td>$350 per credit</td>
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</tr>
</tbody>
</table>

* Full time students are defined as taking 12 or more credits per quarter. Students taking less than 12 credits are part time students. For tuition purposes only, students taking 8 or more credits during the Mid Quarter term are considered full time.
* There is a required course materials fee of $150 per course. Course numbers ending with “L” or “LL” will not be charged a course materials fee.
* FAST TRACK: Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of $150 for every course over four courses.
* Tuition rate is locked in for continuously enrolled students. A change in the number of credits taken during enrollment in any quarter may lead to different prices if a student moves from part-time to full-time or vice versa.
* Individual Progress students will be charged at the School of Business rate, plus the cost of books and other fees.
* Students not enrolled in an eligible program who elect to take courses without earning college credit are charged $275 per hour, plus the cost of books and other fees. This non-credit option is NOT available for courses beginning with a “CC” “NM” “NM” “NU” “NN” “IR” “IP” “ST” “SD” and “W.” Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts denote a “ZP” upon completion of the course. Students may choose to convert the “ZP” to a letter grade and earn credit for an additional cost of $75 per hour. For information on our graduation rates, median graduate debt levels, and other student investment disclosure information, visit rasmussen.edu/isd.
Refund Policy for Iowa Residents

a. In accordance with Iowa Code §14A.23, students who are residents of the state of Iowa shall receive a pro rata refund of tuition charges if they withdraw from an educational program at Rasmussen College, consistent with federal guidelines. Not less than ninety percent of the amount of tuition charged to the student, multiplied by the ratio of the number of calendar days of the sixtieth percent of the school period until the date equivalent to the completion of sixty percent of the calendar days in the school period to the total number of calendar days in the school period, will be refunded for students who withdraw from school within the number of calendar days in the school period until the date equivalent to the completion of sixty percent of the calendar days in the school period.

b. Notwithstanding the paragraph above, the following tuition refund policy shall apply if a terminating student has completed sixty percent or more of a school period, no tuition refund will be granted. However, if, at any time, a student terminates a program due to the student’s physical incapacity, or for a program that requires the student to attend physical classroom instruction due to the transfer of the student’s spouse’s employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

d. Tuition refunds shall be provided to the student within forty-five days following the date of the determination that a student has been terminated without completion in a program as defined above.

e. In compliance with Iowa Code §71A.23, the $150.00 course materials fee will be refunded for students who are residents of Iowa and who are terminated at any time.

Return of Title IV Funds Policy

If a student withdraws or is expelled, they need to visit with the Campus Director or Dean to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally or in writing to the Campus Director or Dean. Rasmussen College uses the student’s last date of attendance to determine the amount of institutional charges that can be retained. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government, and the state formula dictates the amount of state Title IV aid that must be returned. The federal and state formulas are based on the number of calendar days remaining in the program after the student’s last date of attendance.

The federal formula is as follows:

\[
\text{Return} = \frac{\text{Days Withdrawn}}{\text{Total Days}} \times \text{Total Cost} \times \frac{\text{Amount of Title IV Aid Received}}{\text{Total Amount of Aid Received}}
\]

The federal refund policy for Iowa residents is as follows:

\[
\text{Return} = \frac{\text{Days Withdrawn}}{\text{Total Days}} \times \text{Total Cost} \times \frac{\text{Amount of Title IV Aid Received}}{\text{Total Amount of Aid Received}}
\]

Military Leave and Refund

Rasmussen College supports its students who are also members of the armed forces. Military service members who are given official orders to deploy for state or federal needs, as well as their spouses, are entitled to a leave of absence for a specific period of time, which is authorized by the college at its discretion. The state of Iowa defines a service member as any person who is a member of the Iowa Military Forces, the Iowa Air National Guard, the Iowa Army National Guard, or the Iowa Air National Guard.”

The state of Iowa allows service members to take a leave of absence from their studies, which allows them to return to their studies at a later date. If the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter, no refund of Title IV funds will be made. The state of Iowa allows a limited number of family and medical leave hours for military service members, which allows them to return to their studies at a later date. If the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter, no refund of Title IV funds will be made.

2. A grade of “WX” will be recorded for each course the student fails to complete, and the student’s federal aid status may be re-certified if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter. No refund of Title IV funds will be made. The state of Iowa allows a limited number of family and medical leave hours for military service members, which allows them to return to their studies at a later date. If the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter, no refund of Title IV funds will be made.

The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply to any academic work done by the student while on leave or on time while Medical Withdrawal from the College. All academic prohibitions, warnings and dismissals take precedence over any Medical Leaves or Medical Withdrawals. If a student is already on probation or is placed on probation while on leave, the conditions of his or her probation are continued to the quarter in which he or she returns to the College.

Involuntary Medical Withdrawal Appeal Process

A student who is placed on an Involuntary Medical Withdrawal may appeal the decision to the College President within three (3) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing to the College President or the designee(s) as established by the College for the appeal. The College President (or their designee) has three (3) business days from receipt of the appeal (excluding weekends and federal and state holidays) to either reverse or uphold the decision, which is then considered final. The College President (or their designee) may extend the time set forth if deemed necessary. While the appeal is pending, the original decision of Campus Administration will stand.

When a Student Wants to Return After an Involuntary Medical Withdrawal

All students must submit a completed re-admission application from the student along with a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College. Students must be cleared by all of the following once the re-admission application is received: Dean, Student Financial Services Office and Campus Director.

Federal Distribution of Funds Policy

If the disbursement is made of the Florida State Assistance Grant (FSAG) while the student is enrolled, no refund will be due. If the disbursement is made while the student is no longer enrolled in the program, all FSAG funds will be returned. If the student is a Florida Bright Futures scholarship recipient, any federal Title IV non-federal Title IV funds withdrawn during the term the scholarship funds withdraw from course(s) after the drop/ add period, the student will be required to repay the institution for the amount of the scholarship for those course(s) withdrawn from.
For Minnesota Campuses

Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other Minnesota State Aid Programs (with the exception of the State Work Study Program), the following formula is used:

Amount of funds (financial aid and cash) applied to institutional charges (including post-withdrawal disbursements) of Title IV aid applied to institutional charges less:

Amount of institutional charges that the school can retain per state mandated refund policy less:

Amount of Institutional Share of the Title IV Refund

= Remaining refund due to the State Aid Programs

Ratios are then 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 proportional minimum refund due to both the State Grant and SELF Programs. If the student received funds from other State Aid Programs, then another calculation 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 programs is used.

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

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

For North Dakota Campuses

If the disbursement is made of the North Dakota State Grant while the student is enrolled full-time, no refund is due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota State Grant program is due.

For Illinois, Kansas and Wisconsin Campuses

Please note that Illinois, Kansas and Wisconsin do not have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in Illinois, Kansas or Wisconsin.

Veterans Refund

In the event a veteran discontinues training for any reason, any supplies or textbooks issued to and paid for by the veteran become the property of the veteran.

The remaining amount of the prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.

CAMPUS SECURITY CRIME STATISTICS

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

Rasmussen College provides timely and accurate crime statistics to enrolled students and employees with its current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to the reporting procedure of crime statistics, 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.

ACCREDITATION, LICENSING, APPROVALS AND OWNERSHIP

• Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association. 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604 800-621-7440 or 312-252-0456 The Health Information Technician Associate Degree Program offered at the Brooklyn Park/Maple Grove, Bloomington, Eagan, Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses in Minnesota – the Aurora/Naperville and Rockford College Campuses in Illinois – the Green Bay Campus in Wisconsin – and the Rasmussen College Online Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

• Commission on Accreditation for Health Informatics and Information Management Education 233 North Michigan Ave, 21st Floor Chicago, IL 60601 312-233-1100

The Health Information Management BS Degree program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Medical Assisting Diploma program at the Green Bay, Lake Elmo/Woodbury, and Moorhead campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (caahp.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

• Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756 727-210-2950

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Mokena/ Tinley Park, Rockford, and Romeoville/Juliet campuses in Illinois; the Fort Myers, Ocala, New Port Richey/West Pasco and Tampa/Brandon campuses in Florida; the Appleton and Wausau campuses in Wisconsin; and the Blaine, Brooklyn Park/Maple Grove, Eagan, Mankato, and St. Cloud campuses in Minnesota are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

• Accrediting Bureau of Health Education Schools 7777 Leesburg Pike, Suite 314 North Falls Church, VA 22043 703-917-9503

The Surgical Technologist AAS program at the Brooklyn Park/Maple Grove, Moorhead, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (caahp.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCoSTA).

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

The Medical Laboratory Technician program at the Green Bay, Lake Elmo/Woodbury, Mankato, Moorhead and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS); 5800 N River Road, Rosemont, IL 60018. 713-714-9880.

• National Accrediting Agency for Clinical Laboratory Sciences 5800 North River Road Rosemont, IL 60018 Phone: 773-714-8880 Fax: 773-714-8886 Programs or campuses not listed above are not programmatically accredited.

Registration

Rasmussen College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

• Minnesota Office of Higher Education 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108 651-642-3472 Rasmussen College is registered with the Iowa College Student Aid Commission. Iowa College Student Aid Commission 603 East 12th Street, 5th Floor Des Moines, IA 50319 715-227-4456

Licensing

Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The education programs may not meet the needs of every student or employer.

• Wisconsin Department of Regulation & Licensing P.O. Box 8935 Madison, WI 53708 608-266-2112

• State of Wisconsin Educational Approval Board 211 West Washington Ave., 3rd Floor Madison, WI 53707 608-266-1996

The State of Wisconsin Educational Approval Board has approved all of Rasmussen College’s programs except the Law Enforcement AAS degree and certificates.

The Arkansas Higher Education Coordinating Board has accredited Rasmussen College to offer the following degree programs by distance technology to Arkansas residents: Accounting B.S., Business Management B.S., Marketing B.S., Finance B.S., Healthcare Management B.S., Human Resources and Organizational Leadership B.S., Health Information Management B.S., Criminal Justice B.S., Nursing B.S. (RN to BSN), Cyber Security B.S., Information Technology Management B.S., Accounting A.A.S., Business Management A.A.S., Early Childhood Education A.A.S., Health Information Technology A.A.S., Medical Administration A.A.S., Criminal Justice A.A.S., Human Services A.A.S., Paralegal A.A.S., and Information Systems Management A.A.S.

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing the institutional and program certification as defined in Arkansas Code 6-61-301.

Approved For:

• Veterans’ Benefits by the Minnesota State Approving Agency

• Veterans’ benefits for all National Online students are certified through Bloomington, Minnesota.

State of Wisconsin Educational Approval Board

Statement of Ownership

Rasmussen College, Inc. is a private corporation under the laws of the State of Delaware. Rasmussen, Inc. is the parent company of Rasmussen College, Inc., with campuses located in the States of Florida, Georgia, Kansas, Minnesota, North Dakota, and Wisconsin.

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Limitations

This catalog was prepared using information current at the time of publishing; however all information contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to tuition, administration and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended to be the current 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 course is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add to or delete certain classes, programs, or areas of study to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices. Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impede one’s eligibility to sit for these exams or to secure employment in one’s chosen career field.

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

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

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

The administration of Rasmussen College reserves the right to add or address any issue in this catalog or its operations regarding its meaning.
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M.B.A., M.S.S., University of St. Thomas
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B.S., Metropolitan State University
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B.A., Winona State University
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Sandi Sostak
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Kirk Olson
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B.A., University of Minnesota
Online
## FACULTY AND STAFF

### SCHOOL OF NURSING

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<th>Name</th>
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<tr>
<td>Laurette Hendrickson</td>
<td>M.S.N., University of Utah</td>
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<td>Lori Steffen</td>
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<td>Sandrine Smith</td>
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<td>Shana Deckard</td>
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### SCHOOL OF TECHNOLOGY

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<tr>
<td>Abdul Daud</td>
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<td>Jacob Sorem</td>
<td>Information Technology program Coordinator</td>
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<td>Kristy Reinke</td>
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<tr>
<td>Amy Matthys</td>
<td>M.A., RN</td>
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<tr>
<td>Rebecca Rudel</td>
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### GENERAL EDUCATION & DEVELOPMENTAL EDUCATION

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<td>Pornchai Chaiyamart</td>
<td>M.S., University of Minnesota</td>
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<td>B.S., Chulalongkorn University, Bangkok, Thailand</td>
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<td>Mary Firestone</td>
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<td>Jason Loewen</td>
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<td>Debra Bohman</td>
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<td>Stacey Trushenski-Carlson</td>
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<td>Kristine Wainright-Tadych</td>
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<td>Robert Anderson</td>
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<td>Ronnie Cervantes</td>
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<tr>
<td>Sabine Meyer</td>
<td>Ph.D., University of Minnesota</td>
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<tr>
<td>Rebecca Sims</td>
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<tr>
<td>Charlene Weatherford</td>
<td>M.Ed., Nova Southeastern University</td>
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### LIBRARY AND LEARNING CENTER

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<tr>
<td>Emily O’Connor</td>
<td>Dean of Library and Learning Services</td>
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<tr>
<td>Beth Marie Gooding</td>
<td>Associate Dean of Library</td>
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<td>Erin Lasley</td>
<td>Regional Learning Center Manager</td>
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<td>Kailyn Helget</td>
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<td>Cassandra Sampson</td>
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Aurora, IL 60506  
630-888-3500  

**Mokena/Tinley Park**  
8650 West Spring Lake Road  
Mokena, IL 60448  
815-534-3300  

**Rockford**  
6000 East State Street  
Rockford, IL 61108  
815-316-4800  

**Romeoville/Joliet**  
1400 West Normantown Road  
Romeoville, IL 60446  
815-306-2600  

## Florida

**Fort Myers**  
9160 Forum Corporate Parkway  
Fort Myers, FL 33905  
239-477-2100  

**Land O’Lakes/East Pasco**  
18600 Fernview Street  
Land O’Lakes, FL 34638  
813-435-3601  

**New Port Richey/ West Pasco**  
8661 Citizens Drive  
New Port Richey, FL 34654  
727-942-0069  

**Ocala**  
4755 South West 46th Court  
Ocala, FL 34474  
352-629-1941  

**Tampa/Brandon**  
4042 Park Oaks Boulevard  
Tampa, FL 33610  
813-246-7600  

## Kansas

**Kansas City/ Overland Park**  
11600 College Boulevard  
Overland Park, KS 66210  
913-491-7870  

**Topeka**  
620 South West Governor View  
Topeka, KS 66606  
785-228-7320  

## Minnesota

**Blaine**  
3629 95th Avenue North East  
Blaine, MN 55014  
763-795-4720  

**Bloomington**  
4400 West 78th Street  
Bloomington, MN 55435  
952-545-2000  

**Brooklyn Park/Maple Grove**  
8301 93rd Avenue North  
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**Brooklyn Park Technology and Design Center**  
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**Lake Elmo/Woodbury**  
8565 Eagle Point Circle  
Lake Elmo, MN 55042  
651-259-6600  

**Mankato**  
130 Saint Andrews Drive  
Mankato, MN 56001  
507-625-6556  

**Moorhead**  
1250 29th Avenue South  
Moorhead, MN 56560  
218-304-6200  

**St. Cloud**  
226 Park Avenue South  
St. Cloud, MN 56301  
320-251-5600  

## North Dakota

**Bismarck**  
1701 East Century Avenue  
Bismarck, ND 58503  
701-530-9600  

**Fargo**  
4012 19th Avenue South West  
Fargo, ND 58103  
701-277-3889  

## Wisconsin

**Appleton**  
3500 East Destination Drive  
Appleton, WI 54915  
920-750-5900  

**Green Bay**  
904 South Taylor Street  
Green Bay, WI 54303  
920-593-8400  

**Wausau**  
1101 Westwood Drive  
Wausau, WI 54401  
715-841-8000  

## National Online

888-5-RASMUSSEN  

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