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 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
RASMUSSEN COLLEGE NORTH DAKOTA

SCHOOL OF BUSINESS

ACCOUNTING - CERTIFICATE - DIPLOMA - AAS DEGREE - BS DEGREE

CERTIFICATE

CAREER OPPORTUNITIES:
• Accounting Clerk
• Bookkeeper

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

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

CERTIFICATE COURSES
LOWER DIVISION
A140 Financial Accounting I 4
A141 Financial Accounting II 4
A177 Payroll Accounting 4
A269 Income Tax 4
B136 Introduction to Business 4
B233 Principles of Management 4
B271 Professional Communication 4
D132 Computer Applications and Business Systems Concepts 3
D181 Excel 3
D279 Computer Fundamentals 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 through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

DIPLOMA

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 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 3
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 33 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.

ASSOCIATE’S DEGREE

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

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

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 Macroeconomics 4
G204 Microeconomics 4
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 61

TOTAL AAS DEGREE CREDITS 93*

SEE PAGE 33 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.

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.

rasmussen.edu

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**
- 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 33 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.

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### 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**
- 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 114

**TOTAL PUBLIC ACCOUNTING BS DEGREE CREDITS 231***

This program is only available at the Moorhead campus.

**SEE PAGE 33 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.
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*

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.

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.

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*

SEE PAGE 33 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.

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.

rasmussen.edu
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 (Select 1 Math course; College Algebra recommended) 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
- A177 Payroll Accounting 4
- B119 Customer Service 4
- D279 Computer Focused Principles 3

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

TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 33 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.

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

TOTAL BS DEGREE CREDITS 181*

SEE PAGE 33 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.
HEALTHCARE MANAGEMENT BS DEGREE

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

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 2 courses, including at least 1 Math course; College Algebra recommended) 8
Social Sciences (Select 2 of the following courses)** 8
G123 Principles of Economics 4
G142 Introduction to Sociology 4
G203 Macroeconomics 4
G204 Microeconomics 4

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

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

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

Total Bachelor’s Degree Credits
32

TOTAL BS DEGREE CREDITS 180 *

SEE PAGE 33 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.

**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.

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.
HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP
CERTIFICATE • DIPLOMA • AAS DEGREE

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

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

TOTAL CERTIFICATE CREDITS 37*

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

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

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

TOTAL DIPLOMA CREDITS 61*

SEE PAGE 33 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP ASSOCIATE’S DEGREE

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

OBJECTIVE:
Graduates of this program know fundamental concepts in leadership, human resources, management, marketing, and business ethics. They understand how human resources impact the workplace and can apply critical thinking to issues related to organizations, employment law, compensation, training, and employee development. They can demonstrate management skills including planning and decision-making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value the importance of effective written and interpersonal communication and 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 4
G142 Introduction to Sociology 4
G203 Macroeconomics 4
G204 Microeconomics 4

MAJOR AND CORE COURSES
LOWER DIVISION
B230 Principles of Finance 4
B280 Business Capstone 2
Total Associate’s Degree Credits 32
General Education Credits 4
Major and Core Credits 59

TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 33 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.
BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

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

TOTAL CERTIFICATE CREDITS 37*

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

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

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
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Math/Natural Sciences (Select 1 course) 4
MAJOR AND CORE COURSES
LOWER DIVISION
B245 Online Multimedia Marketing 4
B273 Internet Business Models and E-Commerce 4
B281 Public Relations and Advertising 4

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

TOTAL DIPLOMA CREDITS 57*

SEE PAGE 33 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.
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 4
G142 Introduction to Sociology 4
G203 Macroeconomics 4
G204 Microeconomics 4

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 33 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.
# School of Design

## Multimedia 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
  - NM110 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

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**See page 33 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.

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**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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## 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
  - NM292 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 33 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.**

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

MAJOR AND CORE COURSES

LOWER DIVISION

- Digital Design and Animation Specialization
  - N405 Digital Photography 4
  - N350 Concept Development for Digital Media 4
- Web Design Specialization
  - N415 Digital Effects Creation 4
- Total Associate’s Degree Credits 32
- Major and Core Credits 61

TOTAL AAS DEGREE CREDITS 93*

SEE PAGE 33 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 their 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
- N326 Digital Photography 4
- N345 Advanced HTML Coding with CSS 4
- N346 Digital Video/Audio Project 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 181*

SEE PAGE 33 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.

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RASMUSSEN COLLEGE NORTH DAKOTA

SCHOOL OF EDUCATION

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

CERTIFICATE

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

OBJECTIVE:
Graduates of this program know child development and apply best practices to their work in the early childhood field. Students are prepared for the national Child Development Associate (CDA) credential. Students 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
EC110 Foundations of Child Development 4
EC110 Early Childhood Education Curriculum and Instruction 4
EC121 Health, Safety, and Nutrition/CDA Application 4
EC180 Knowledge: Externship I 6
EC181 Application: Externship II 6
EC182 Reflection: Externship III 6
EC200 Observation and Assessment in Early Childhood Education 4

TOTAL CERTIFICATE CREDITS 36*

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

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the EC120 Career Development course.

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

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

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

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.

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.

rasmussen.edu
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

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th>General Education Credits</th>
<th>Total Associate’s Degree Credits</th>
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<tr>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
<td>32</td>
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<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
<td>32</td>
</tr>
<tr>
<td>Social Sciences (Select 2 courses)</td>
<td>8</td>
<td>32</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th>Major and Core Credits</th>
<th>TOTAL AAS DEGREE CREDITS</th>
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<tr>
<td>Child and Family Studies Specialization</td>
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<td>Child Development Specialization</td>
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<td>Child with Special Needs Specialization</td>
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<td>English Language Learner Specialization</td>
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<td>EC295 Summative Project for Early Childhood Education</td>
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<td>Major and Core Credits</td>
<td>59</td>
<td>91</td>
</tr>
</tbody>
</table>

* 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 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.

**SEE PAGE 33 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.

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

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

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

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

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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.

FOUNDAITON 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

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*

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 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.

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*

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.

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

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES

<table>
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<th>LOWER DIVISION</th>
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<td>Humanities (Select 2 courses)</td>
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<tr>
<td>Social Sciences (Select 2 courses)</td>
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</table>

MAJOR AND CORE COURSES

<table>
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<th>LOWER DIVISION</th>
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<tr>
<td>H200 US Healthcare Systems</td>
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<tr>
<td>M211 Quality Analysis and Management</td>
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<tr>
<td>M218 Management of Health Information Services</td>
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<tr>
<td>M229 Healthcare Information Technologies</td>
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<tr>
<td>M252 Health Information Practicum</td>
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</tbody>
</table>

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

* SEE PAGE 33 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.

HEALTH INFORMATION MANAGEMENT BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES
GENERAL EDUCATION COURSES

<table>
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<tr>
<th>UPPER DIVISION</th>
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<tbody>
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<td>Communication (Select 1 course)</td>
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<td>Humanities (Select 2 courses)</td>
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</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>
</tr>
</tbody>
</table>

MAJOR AND CORE COURSES

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

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 33 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, Bloomingtom, 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.

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

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

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).
DIPLOMA

CAREER OPPORTUNITIES:
• Medical Administrative Assistant/Secretary
• Medical Coder/Biller
• Medical Receptionist

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course)  4
Math/Natural Sciences (Required course)  4
G150  Structure and Function of the Human Body  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
MA135  Pharmacology for the Allied Health Professional  4
S115  Keyboarding I  3

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

TOTAL DIPLOMA CREDITS  58*

SEE PAGE 33 FOR GENERAL EDUCATION COURSE SELECTIONS

ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)  4
G124  English Composition  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 33 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 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.
MEDICAL ASSISTING • DIPLOMA • AAS DEGREE

DIPLOMA

CAREER OPPORTUNITIES:
• Medical Assistant  • Medical Office Administrative Assistant

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
G150 Structure and Function of the Human Body 4

MAJOR AND CORE COURSES
LOWER DIVISION
C242 Career Development 2
M100 Customer Service in Healthcare 1
M120 Medical Terminology 4
M230 Medical Law and Ethics 4
M232 Pathophysiology 5
M270 Electronic Health Records and Medical Office Procedures 4
MA102 Introduction to Medical Assisting 3
MA72 Medical Assistant Externship 3
MA285 Medical Assisting Capstone 2

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

Total Diploma Credits
General Education Credits 8
Major and Core Credits 52
TOTAL DIPLOMA CREDITS 60*

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.

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

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/Utica 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, North Dakota campus applicants to this program must successfully complete and pass a criminal background check. Moorhead applicants must only successfully complete and pass a Minnesota Department of Human Services background check.

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Medical Assistant  • Medical Office Administrative Assistant

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 2 courses) 8
Social Sciences (“Required, Select 1 additional course”) 8
G148 General Psychology

MAJOR AND CORE COURSES
LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3

Total Associate’s Degree Credits
General Education Credits 36
Major and Core Credits 55
TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 33 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 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/Utica 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, North Dakota campus applicants to this program must successfully complete and pass a criminal background check. Moorhead applicants must only successfully complete and pass a Minnesota Department of Human Services background check.
null
ASSOCIATE’S DEGREE

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

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

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

GENERAL EDUCATION COURSES
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 CriminalJustice 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
General Education Credits 32
Major and Core Credits 59
TOTAL AAS DEGREE CREDITS 91*  

BACHELOR’S DEGREE

CAREER OPPORTUNITIES: **
• Detective Investigator
• Police Officer
• Probation/Parole Officer
• Homeland Security Agent
• Crime Victims Advocate
• Homeland Security Supervisor
• 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 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.

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

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

Elective Credits (Select 4 courses for 16 credits) 16
J305 Examination of Forensic Science 4
J320 Criminal Investigations 4
J325 Criminal Evidence 4
J350 Organized Criminal Syndicates 4
J340 Women and Criminal Justice 4
J345 Diversion and Rehabilitation 4
J425 Community Corrections 4
J430 Forensic Psychology 4
J435 Special Populations in Criminal Justice 4
J440 Special Offenders: Sex Offenders 4
J445 Special Offenders: Serial Killers 4

Total Bachelor's Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 59
Upper Division Major and Core Credits 49
Upper Division Elective Credits 16
TOTAL BS DEGREE CREDITS 180*

SEE PAGE 33 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.

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 professional or “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 those programs must successfully complete and pass a criminal background check.

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

** Additional training may be required.

SEE PAGE 33 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.
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
G148 General Psychology

MAJOR AND CORE COURSES
LOWER DIVISION
E242 Career Development 2
HS100 Introduction to Human Services 4
HS110 Cultural Diversity in Human Services 4
HS115 Introductory Strategies to Crisis Intervention 4
HS250 Organization and Leadership in Human Services 4
HS260 Community Psychology 4
HS280 Abnormal Psychology 4
J121 Case Management: Strategies for Rehabilitation 4
J211 Counseling 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 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 exam or by successful completion of the Foundation Courses.

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

DIPLOMA

CAREER OPPORTUNITIES:
• Community Service Specialist
• Human Service Assistant

OBJECTIVE:
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. 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
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 33 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 exam or by successful completion of the Foundation Courses.

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

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

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

OBJECTIVE:
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. 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
G142 Introduction to Sociology

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

SEE PAGE 33 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 COLLEGE NORTH DAKOTA
SCHOOL OF JUSTICE STUDIES

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

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
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<tr>
<td>J120</td>
<td>Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J122</td>
<td>Crime Scene to Conviction: Critical Skills in Documentation</td>
<td>4</td>
</tr>
<tr>
<td>J131</td>
<td>Criminal Law and Procedures: Crime and the Courtroom</td>
<td>4</td>
</tr>
<tr>
<td>J200</td>
<td>Domestic Violence</td>
<td>4</td>
</tr>
<tr>
<td>J213</td>
<td>Juvenile Justice: Delinquency, Dependency, and Diversion</td>
<td>4</td>
</tr>
<tr>
<td>J222</td>
<td>Practical Psychology for Law Enforcement</td>
<td>4</td>
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<tr>
<td>J255</td>
<td>Ethics in Criminal Justice</td>
<td>4</td>
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<tr>
<td>LE240</td>
<td>Minnesota Traffic Code</td>
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<tr>
<td>LE245</td>
<td>Minnesota Criminal Code</td>
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</tr>
<tr>
<td>TOTAL CERTIFICATE CREDITS</td>
<td></td>
<td>36</td>
</tr>
</tbody>
</table>

This program is only available at the Moorhead campus.

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

Admission into the Law Enforcement Academic Certificate program requires applicants to have earned an Associate’s degree or higher (including general education courses equivalent to those in the Law Enforcement AAS) from a regionally accredited school. Applicants are also required to interview with a Program Manager and complete a Rasmussen College placement test as part of the admissions process.

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 to a Minnesota Bureau of Criminal Apprenticeship background check.

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

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

LOWER DIVISION

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
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<tr>
<td>G125</td>
<td>Communication (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Humanities (Select 2 courses)</td>
<td>4</td>
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<tr>
<td>G148</td>
<td>Math/Natural Sciences (Select 2 courses)</td>
<td>4</td>
</tr>
<tr>
<td>G149</td>
<td>Social Sciences (Required courses)</td>
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<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
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MAJOR AND CORE COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>3</td>
</tr>
<tr>
<td>J131</td>
<td>Criminal Law and Procedures: Crime and the Courtroom</td>
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<tr>
<td>PL100</td>
<td>Introduction to Law and the Legal System</td>
<td>4</td>
</tr>
<tr>
<td>PL121</td>
<td>Civil Litigation and Procedure I</td>
<td>4</td>
</tr>
<tr>
<td>PL122</td>
<td>Civil Litigation and Procedure II</td>
<td>4</td>
</tr>
<tr>
<td>PL145</td>
<td>Paralegal Ethics</td>
<td>4</td>
</tr>
<tr>
<td>PL215</td>
<td>Real Estate Law</td>
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<tr>
<td>PL216</td>
<td>Corporate Law</td>
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<tr>
<td>PL226</td>
<td>Law Office Technology: Cyberspace and the Paralegal Profession</td>
<td>4</td>
</tr>
<tr>
<td>PL228</td>
<td>Torts: Auto Accidents and Other Legal Injuries</td>
<td>4</td>
</tr>
<tr>
<td>PL230</td>
<td>Family Law</td>
<td>4</td>
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<td>PL235</td>
<td>Legal Research</td>
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<td>PL240</td>
<td>Legal Writing</td>
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<tr>
<td>PL290</td>
<td>Paralegal Internship</td>
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<td>PL280</td>
<td>Paralegal Capstone</td>
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<td>TOTAL ASS DEGREE CREDITS</td>
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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 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

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

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

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

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

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

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

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
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
B087 Practical Math

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
PL100 Introduction to Law and the Legal System 4
PL121 Civil Litigation and Procedure I 4
PL122 Civil Litigation and Procedure II 4
PL142 Contracts: Managing Legal Relationships 4
PL145 Paralegal Ethics 4
PL226 Law Office Technology: Cyberspace and the Paralegal Profession 4
PL228 Torts: Auto Accidents and Other Legal Injuries 4
PL230 Family Law 4
PL235 Legal Research 4
PL240 Legal Writing 4
Electives (choose 1 course, for 4 credits) 4
PL215 Real Estate Law 4
PL216 Corporate Law 4

Chose either Track I or Track II
Track I
PL290 Paralegal Internship 5
Track II
PL280 Paralegal Capstone 5

Total Certificate Credits
General Education Credits 12
Major and Core Credits 49
TOTAL CERTIFICATE CREDITS 61*

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. ** Students must complete one additional general education course (with a course designator of G) or transfer in the equivalent.

Paralegal Certificate Entrance Requirements. Admission into the Paralegal Certificate program requires candidates to have earned an Associate’s degree which includes general education courses equivalent to those required in Rasmussen College’s Paralegal AAS, or a Bachelor’s degree or higher. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

This program is only available at the Moorhead campus. SEE PAGE 33 FOR GENERAL EDUCATION COURSE SELECTIONS
CAREER OPPORTUNITIES IN:
- Hospitals
- Clinics
- Long-Term Care Facilities
- Assisted Living Centers
- Dental Offices
- Physician’s Offices

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

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOWER DIVISION</td>
<td></td>
</tr>
<tr>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G124 English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Communication (Select 1 course)</td>
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<tr>
<td>Math/ Natural Sciences (Required courses)</td>
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<tr>
<td>G150 Structure and Function of the Human Body</td>
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<tr>
<td>G233 College Algebra</td>
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MAJOR AND CORE COURSES

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<th>COURSES</th>
<th>CREDITS</th>
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<td>LOWER DIVISION</td>
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<tr>
<td>NU117 Nutritional Principles in Nursing</td>
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<tr>
<td>PN106 Fundamentals of Practical Nursing</td>
<td>6</td>
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<tr>
<td>PN108 Introduction to Practical Nursing</td>
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<tr>
<td>PN114 Practical Nursing I</td>
<td>6</td>
</tr>
<tr>
<td>PN123 Basic Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>PN148 Gerontologic Nursing</td>
<td>3</td>
</tr>
<tr>
<td>PN153 Practical Nursing II</td>
<td>6</td>
</tr>
<tr>
<td>PN167 Psychosocial Nursing</td>
<td>4</td>
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<tr>
<td>PN174 Practical Nursing III</td>
<td>6</td>
</tr>
<tr>
<td>PN180 Family Nursing</td>
<td>4</td>
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<tr>
<td>PN197 Practical Nursing Capstone</td>
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<tr>
<td>Total Diploma Credits</td>
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<tr>
<td>General Education Credits</td>
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<tr>
<td>Major and Core Credits</td>
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</tr>
</tbody>
</table>

TOTAL DIPLOMA DEGREE CREDITS 62

SEE PAGE 33 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.

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.

rasmussen.edu
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*

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 33 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.

SEE PAGE 33 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.

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2013-2014 CATALOG AND STUDENT HANDBOOK

SCHOOL OF TECHNOLOGY

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SCHOOL OF TECHNOLOGY
### 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**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math/Natural Sciences (Required course)</td>
<td>5</td>
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<tr>
<td>G246 Advanced Algebra</td>
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**MAJOR AND CORE COURSES**

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<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>E242 Career Development</td>
<td>2</td>
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<tr>
<td>N137 Programming I</td>
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<tr>
<td>N142 Foundations of Software Design</td>
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<tr>
<td>N207 Programming II</td>
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<td>N210 Introduction to Computer Systems</td>
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<tr>
<td>SD110 Discrete Structures for Computer Science</td>
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<tr>
<td>SD140 Mobile Application Development</td>
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<tr>
<td>SD225 Object-Oriented Programming</td>
<td>3</td>
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<td>W107 Programming Fundamentals</td>
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<td>W109 Relational Databases</td>
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<td>W210 Java I</td>
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**TOTAL CERTIFICATE CREDITS**

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<th>CREDITS</th>
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<tr>
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</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 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.

**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
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<tr>
<td>G124 English Composition</td>
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<tr>
<td>Communication (*Required course, select 1 additional course)</td>
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<tr>
<td>G126A English Composition 2*</td>
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<td>Humanities (*Required course, select 2 additional courses)</td>
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<td>G224 Introduction to Critical Thinking*</td>
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<td>Math/Natural Sciences (*Required, select 1 additional course)</td>
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<tr>
<td>G247 Introduction to Discrete Mathematics*</td>
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<tr>
<td>Social Sciences (Select 2 courses)</td>
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**MAJOR AND CORE COURSES**

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<th>COURSE</th>
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**TOTAL ASSOCIATE’S DEGREE CREDITS**

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<td>91</td>
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</tbody>
</table>

SEE PAGE 33 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.
COMPUTER SCIENCE BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

Total Bachelor’s Degree Credits 180

SEE PAGE 33 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.
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
N149 Helpdesk Support
N156 Mac Integration
N233 Software Packaging and Deployment
N259 Mobile Support Principles

General Track**
D250 Microsoft Access
N127 Microsoft Windows Workstation
N149 Helpdesk Support
N208 Linux Administration
N218 Introduction to HTML

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

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

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

SEE PAGE 33 FOR GENERAL EDUCATION COURSE SELECTIONS

IN ADDITION TO ALL DIPLOMA COURSES

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

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

SEE PAGE 33 FOR GENERAL EDUCATION COURSE SELECTIONS

BACHELOR'S DEGREE

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

CAREER OPPORTUNITIES:
• Network Administrator
• Information Technology Manager

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
B351 Management of Information Systems 4
B370 Organizational Behavior Analysis 4
N312 Advanced Networking 4
N323 Asset Management 3
N331 Infrastructure Hardware 4
N344 IT Security for Managers 4
N359 Support Management 4
N370 Virtualization 4
N380 Project Management for IT 3
N404 Cloud Computing 4
N406 IT Operations Management 4
N412 Risk Management and Business Continuity 4
N422 Enterprise Application Support 4
N424 Storage Management 3
N432 Information Technology Management Capstone 2
N433 Operating Systems Design 3
N443 Service Management 4
N458 Systems Monitoring 4

Total Bachelor’s Degree Credits 88
Lower Level General Education Credits 24
Upper Level General Education Credits 64
Lower Level Major and Core Credits 59
Upper Level Major and Core Credits 66

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.

INFORMATION SECURITY BS

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

Total Bachelor’s Degree Credits 96
Lower Level General Education Credits 32
Upper Level General Education Credits 64
Lower Level Major and Core Credits 59
Upper Level Major and Core Credits 67

TOTAL BS DEGREE CREDITS 182*

* 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.

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

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

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

### General Education Courses

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

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

### 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**

- Lower Division General Education Credits 33
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 60
- Upper Division Major and Core Credits 64
- **Total BS Degree Credits** 181

See page 33 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.

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.
ALL BS AND AAS DEGREE PROGRAMS

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

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<td>G270 United States History: 1900 to the Present</td>
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UPPER DIVISION

| Communication       | G324 Advanced Composition |
|                     | G332 Visual Communication in the Media |
| Humanities          | G330 American Literature |
|                     | G335 Contemporary World Literature: 1900 to the Present |
|                     | G435 Literature of American Minorities |
|                     | G440 Political Thought |
| Math/Natural Sciences | G328 Human Uses of the Environment |
|                     | G346 Physical Geography |
|                     | G350 Conservation of Resources |
|                     | G434 Gender in Math and Science |
| Social Sciences     | G333 American Religious History |
|                     | G380 Visions of America Since 1945 |
|                     | G401 Comparative Politics |
|                     | G425 Work and Family |

See specific course requirements on program pages.

GENERAL EDUCATION REQUIREMENTS FOR RASMUSSEN COLLEGE CREDENTIALS

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

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

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

GENERAL EDUCATION COURSE SELECTIONS

ALL BS AND AAS DEGREE PROGRAMS

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

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UPPER DIVISION

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| Humanities          | G330 American Literature |
|                     | G335 Contemporary World Literature: 1900 to the Present |
|                     | G435 Literature of American Minorities |
|                     | G440 Political Thought |
| Math/Natural Sciences | G328 Human Uses of the Environment |
|                     | G346 Physical Geography |
|                     | G350 Conservation of Resources |
|                     | G434 Gender in Math and Science |
| Social Sciences     | G333 American Religious History |
|                     | G380 Visions of America Since 1945 |
|                     | G401 Comparative Politics |
|                     | G425 Work and Family |

*Required courses

See specific course requirements on program pages.

NURSING PROGRAMS

| English Composition | G124 English Composition |
| Communication       | G141 Communication |
| Math/Natural Sciences | G150 Structure and Function of the Human Body |
|                     | G233 College Algebra |

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 general skills, students are expected to refine their communication and critical thinking abilities, apply these concepts to their chosen areas of programmatic study, and interact responsibly and constructively with others in a rapidly changing world.

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

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

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

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

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

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

In the area of Social Sciences, students will demonstrate understanding of the major concepts, issues, ideas and models in social science; methods of scientific inquiry as they affect social science; methods of qualitative and quantitative research; and/or how social, cultural, and political factors influence social and historical change.
Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced or lecture is a class setting in which the student is instructed in the theory, principles, and history of an academic or vocational subject. Students are expected to present their solutions in a class setting that includes laboratory, or 30 clock hours of internship, quarter, or practice) is program-related work experience with indirect instructor supervision and employer assessment, usually coupled with lecture sessions in which the instructor experience is discussed. Three hours of internship have the credit equivalency of one hour of lecture. The individual student’s ability to perform the necessary competencies may influence the number of clock hours necessary to complete an individual course. Prerequisites may be waived in unusual circumstances, but only with the consent of the instructor and approval of the Academic Dean or Campus Director. Program Length A Rasmussen College student is considered full-time when he or she is taking 12 or more credits per term. While a student is considered part-time when the student is taking less than 12 credits per term, a part-time student typically takes an average of 8 credits per term. To calculate program length, the College divides the total program credits by 12 for full-time students and by 8 for part-time students. Credit Definition Credit Hour – The unit by which Rasmussen College credits are awarded. The College awards one credit for each 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of internship, externship, or practicum contained in a quarter, or the equivalent in directed study. Students are expected to spend at least two hours in out-of-class preparation and completion of assignments for each hour they spend in class. How to Read Course Descriptions Course descriptions numbers that fall below 100 are considered development course numbers. Course description numbers that range from 100-199 are considered to be upper division courses. Course description numbers that range from 200-399 are considered to be major courses. Course description numbers that range from 400-499 are considered to be upper division courses that may function as senior-level student requirements for a Bachelor’s degree.

**E170 Introduction to Undergraduate Research/ E242 Career Development**

This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting Associate’s degree program. It study of the major issues and 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 first or second-to-last year for Associate’s degree students.

**A315 Governmental and Not-for-Profit Accounting**

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**

This course will cover topics such as culture and appetite, risk categorization, risk strategies, risk mitigation, enterprise risk management, audit functions, treatments, reporting, and decision making. Prerequisites: Auditing Concepts and Standards; Managerial Accounting Theory and Practice

**A330 Managerial Accounting Theory and Practice**

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**

This course provides a review of accounting objectives and their relation 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: Financial Accounting II

**A340 Advanced Auditing Concepts and Standards**

This course provides a survey of auditing standards and procedures and an integration of professional ethics within the auditing discipline. Emphasis is placed on analytical thinking, evaluation of business risks, and internal control practices and a thorough study of Sarbanes Oxley and related laws and regulations as they relate to publicly traded companies. Prerequisite: Financial Accounting II

**A360 Taxation of Individuals**

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

**A269 Income Tax**

This course is designed to provide knowledge of the field of fraud examination and how fraud occurs and is detected within financial statements. This course will expand in areas of revenue, inventory, liability, tax, and other related disclosures related to financial statement investigations and fraud. Prerequisite: Financial Accounting II

**A270 Intermediate Financial Reporting**

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 I**

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

**A380 Intermediate Financial Reporting III**

This course 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**

The CPA exam preparation course provides students with a comprehensive review of topics tested on the CPA examination. Students learn through class meetings as well as problem solving. Prerequisite: This is the last course students take in the program.

**A402 Advanced Auditing II**

The course is given depth and breadth of generally accepted auditing standards and their applications with emphasis on internal auditing, operational auditing, and integrity auditing. Prerequisites: Auditing Concepts and Standards

**A406 Cost Accounting Principles and Applications**

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. Prerequisite: Financial Accounting II

**A410 Advanced Federal Tax Theory**

This course provides advanced instruction in the tax laws as implemented by the Internal Revenue Service, addressing individuals, partnerships, and corporations. Prerequisite: Taxation of Individuals

**A415 Financial Statement Analysis**

This course introduces the student to the study of financial statement analysis and interpreting and analyzing accounting data and examining financial statements. Prerequisite: Financial Accounting II

**A416 Advanced Financial Accounting**

This course focuses on the importance of the operational functions in organizations today to include business combinations and the related financial accounting transactions necessary, segment reporting, output planning, international transaction accounting, foreign currency transactions, inventory control, and quality control. An introductory emphasis will be placed on quality and its impact in securing a strategic advantage for manufacturing and service entities. Prerequisite: Intermediate Financial Reporting II

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RASMUSSEN COLLEGE NORTH DAKOTA
A420 Accounting Information Systems

This course covers the basic concepts of essential communication skills needed in business to interact 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: Management of Information Systems

A430 International Accounting

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

Prerequisite: Advanced Financial Accounting

A432 Accounting Fraud Investigation

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 through completion of a Capstone project.

Prerequisite: Intended for last quarter of student’s program

B273 Internet Business Models and E-Commerce

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 accounting systems and problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of E-Commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping 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 through 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 a target audience and a target market. Marketing interactions with associated stakeholders, including current and new customers; shareholders; the media; financial and industry analysts will be explored. Other parts of the enterprise, such as senior management and marketing, finance, and human resources departments are studied.

Prerequisite: Principles of Marketing

B293 Business Ethics

40 hours, 4 credits

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

Prerequisite: none

B316 Applied Management Principles

40 hours, 4 credits

This course will review foundational management skills and insights derived from the study of 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

B322 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 Edgar and the 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 business organizations. Topics include capital budgeting, corporate finance, asset pricing, leverage, risk and return, short- and long-term investment decisions, and financial management.
Prerequisite: Financial Accounting II

B333 Principles of Management II 40 hours, 4 credits
This course is a continuation of the study of the fundamentals of management. This includes an understanding of the types of business organizations, property laws, trust and estate planning, bankruptcy, creditor and debtor relationships, commercial paper, securities regulation contracts, and other areas of business law.
Prerequisite: Business Law

B335 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 managing people, information, technology, materials, and facilities to produce goods and services. Special areas covered will include designing and managing operations; purchasing raw materials; controlling and maintaining inventories; and producing goods or services that meet customers’ expectations. Emphasis will be placed on developing new competencies that 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: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.
Prerequisite: none

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

B375 Advanced Human Resource Management 40 hours, 4 credits
This course is designed to enable the student to develop a broad exposure to new approaches, techniques, and future trends in the management of personnel. The course includes a study of the major functional areas of 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 Information Services

B404 Negotiation and Conflict Management 40 hours, 4 credits
This course focuses on negotiation and conflict management in business and other organizational settings. The course is designed to engage students in active learning, and the students will analyze, evaluate, and develop 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 are applied. Students will learn, analyze, and evaluate 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 study 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
In this course, students will develop basic statistical literacy along with the ability to analyze and evaluate real-life business problems using statistical methods. Students will learn to organize and present quantitative data by means of graphical and numerical methods. Topics include descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression.
Prerequisite: none

B439 Business Law and Ethics 40 hours, 4 credits
This course reviews fundamental principles of law applicable to business transactions. This includes an 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. Critical thinking and ethical analysis are key areas of focus throughout the course.
Prerequisite: none

B440 Managing a Diverse Workforce 40 hours, 4 credits
This seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals within organizations, and they will study how these stereotypes affect people within the workplace. Students will also examine issues in conducting business and managing people within a global setting.
Prerequisite: none

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

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

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

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 will learn to become active and effective members of a professional learning community.
Prerequisite: none

B496 Management Capstone 40 hours, 4 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

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, 4 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 and using 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 common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.
Prerequisite: Financial Accounting I

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 and using data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

E170 Introduction to Undergraduate Research 20 hours, 2 credits
This course provides a broad overview of information literacy concepts by introducing skills for locating, evaluating, and ethically using a variety of resources for a specific purpose. The course begins with the information cycle and the protection 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 first 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.
Nutrition/CDA

This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assess their job-seeking portfolio including their/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview.

Prerequisite: none

E270 Sophomore Seminar
0 credits

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

E320 Junior Seminar
0 credits

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

E410 Senior Seminar
0 credits

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

EC100 Foundations of Child Development
40 hours, 4 credits

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

Prerequisite: none

EC110 Early Childhood Education Curriculum and Instruction
40 hours, 4 credits

This course promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized.

Prerequisite: Foundations of Child Development

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: Externship I
180 hours, 6 credits

Under externship supervision, the student will observe and implement developmentally appropriate practices while interacting with children and adults.

Prerequisite: none

EC181 Application: Externship II
180 hours, 6 credits

Students continue their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.

Prerequisite: Knowledge: Externship I

EC182 Reflection: Externship III
180 hours, 6 credits

Students will complete their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.

Prerequisite: Application: Externship II

EC200 Observation and Assessment in Early Childhood Education
40 hours, 4 credits

Students will explore effective strategies for observation and assessment in early childhood education. They will understand the observation, assessment, and planning cycle and its impact on promoting children’s development.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/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 that foster optimal 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. Topics include developmentally appropriate children’s literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, puppetry, and other methods that 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 care and education 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 strategies for advocating for children and families. They will review legislation, social policy, and advocacy techniques. Students will also investigate 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 explore how to create an environment that sustains English Language Learners.

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

EC242 Involving Parents of English Language Learners
40 hours, 4 credits

Students will explore how to engage and support family involvement for English Language Learners. They will examine methods for maintaining effective communication and developing strong relationships with the families of English Language Learners.

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

EC250 Advocating for Children with Special Needs
40 hours, 4 credits

Students will explore current trends, resources and advocacy on behalf of young children with special needs. They will examine their role in supporting and advocating for young children with special needs and their families.

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

EC251 The Inclusive Classroom
40 hours, 4 credits

Students will explore strategies for promoting and supporting an inclusive classroom. They will analyze environmental restrictions and explore how to support young children with special needs in the early childhood setting.

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

EC252 The Exceptional Child
40 hours, 4 credits

This course is designed to explore the benefits of inclusion in the early childhood setting. Students will develop an understanding of exceptional education. Students will identify the parties relevant to exceptional development and their roles as resources in support of the child and their families.

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

EC253 Curriculum and Instruction for Children with Special Needs
40 hours, 4 credits

Students will explore how to adapt developmentally appropriate curriculum to support the development of children with special needs. They will learn from exceptional educators and partnering with other professionals and parents to ensure the achievement of developmental goals.

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

EC290 Early Childhood Education Capstone
20 hours, 2 credits

Students review and apply 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

EC295 Summative Project for Early Childhood Education
20 hours, 2 credits

The course is designed to allow students to reflect upon cumulative learning from the early childhood education program. Students will critically analyze, reflect and problem solve in the lives of the children. Students will identify specialization-specific knowledge to inform best practices. Students will compile research and select the best application/solution to improve care and education for young children.

Prerequisite: none
F108 Financial Markets and Institutions
40 hours, 4 credits
This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.
Prequisite: none

G123 Principles of Economics
40 hours, 4 credits
This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This course includes microeconomics and macroeconomics concepts.
Prequisite: none

G124 English Composition
40 hours, 4 credits
This course is designed to guide students in understanding the writing process and developing their ability to write and express ideas in an organized, unified, and coherent manner. Students will produce college-level writing that reflects awareness of rhetorical strategies, writing purpose, student voice, and appropriate grammar, punctuation, and usage skills. Through reading, writing, discussion, research, and collaborative strategies, students will practice effective writing and apply course concepts.
Prequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

G125 Humanities
40 hours, 4 credits
This course investigates human creative achievements. Students will explore the change in 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.
Prequisite: none

G216 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.
Prequisite: English Composition

G141 Introduction to Communication
40 hours, 4 credits
This course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social and professional contexts. Specific topics will include perception, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings.
Prequisite: 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 sociological terms and concepts. Students will understand how to apply sociological concepts and theories and analyze the structure and relationships of social institutions and the process of social change. Students will explore a number of topics in sociology, including socialization, social inequality, social movements, and the impact of technology and social change on society.
Prequisite: none

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

G146 Human Geography
40 hours, 4 credits
This course will introduce students to the systematic study of patterns and processes that affect the spatial distribution of human populations on the Earth’s surface. Students will employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences.
Prequisite: none

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

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

G149 Technology and Society
40 hours, 4 credits
Students will examine the relationships, benefits, historical significance, and effects of technology on society. This course will investigate the local, national and global impact of technology on both individual and global cultures. This course introduces students to basic diversity and technology terms and concepts. Students will explore the influences that emerging technologies have on diversity awareness, the digital divide, and intercultural knowledge.
Prequisite: 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 will be studied by the study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous system and cardiovascular, digestive, urinary, reproductive, and endocrine systems.
Prequisite: none

G152 Scientific Literacy
40 hours, 4 credits
This course introduces students to topics in modern mathematics that are relevant to everyday life and not typically covered in the standard college math sequence. Students will be exposed to a variety of mathematical tools from diverse branches of mathematics. They will utilize these tools to solve interesting real-world problems. Topics may include, but are not limited to, game theory, graph theory, the mathematics of growth, applications of probability, and statistics.
Prequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

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

G201 Creative Writing
40 hours, 4 credits
This course will develop the student’s talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays and non-fiction. Works by students and others will be critiqued. Students will also develop editorial skills so that each writer may revise and improve his/her work. Students will compose a minimum of 6000 words over the course of the program.
Prequisite: 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 (economic growth, unemployment, inflation, GDP, and policy decisions which affect the American economy at home and abroad will be covered.
Prequisite: 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 allocation of income in regulated and unregulated industries. Other topics may include industrial relations, monopolies, and corporate economic systems.
Prequisite: none

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

G224 Introduction to Critical Thinking
40 hours, 4 credits
A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional, language-centered context rather than a systems; Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is the process of solving problems dealing with our knowledge of reality.
Prequisite: 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 the nature of audience, analysis, and organizational speech patterns. Students will research, use supporting materials, and use effective language to develop and present a narrative, informative and persuasive speech.
Prequisite: 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 the genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts. Reading is an essential part of this course; students will engage in activities to develop literary meaning, form, and value.
Prequisite: none (English Composition recommended)

G233 College Algebra
40 hours, 4 credits
This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.
Prequisite: 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 may use to build a working vocabulary which will enable them to communicate with Spanish-speaking individuals in their personal and professional lives. Although oral communication is stressed, included is an overview of Spanish grammar, phonetic pronunciation and Hispanic culture.
Prequisite: 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 of the evolutionary history of the earth, including its life forms, oceans and atmosphere.
Prerequisite: none

G246 Advanced Algebra
50 hours, 5 credits
Students will learn about topics including functions and functional notation, domains and ranges in relation to functions, graphing functions and relations, and various function operations. Students will be able to solve linear equations and inequalities as well as quadratic equations and higher-order polynomial equations. This course will review algebraic 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.
Prerequisites: Calculus I; Discrete Structures for Computer Science

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 cultures, 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, researching, and analytical skills, through the application of these skills to various historical 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 an understanding of the evolution of ecology as seen in the structure and function of the ecosystem; pollution of air, soil and water resources; population explosion and the relationship of people, plants, and food; 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 literature 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, as visual gatherers, process, and interpret information presented through media sources.
Prerequisite: none

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

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

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

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

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 mass culture. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions from the Cold War through the 1990s. Through these issues, students will explore the evolving relationship of family and culture, with an emphasis on the cultural and social context of film and its role in society.
Prerequisite: none

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

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

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

G435 Literature of American Minorities
40 hours, 4 credits
This course introduces students to a variety of texts by American minority authors from the mid-19th century to the present. The central focus of this course will be on literary responses to social, cultural, and political challenges. Students will explore the development of American literature from a national perspective and as a reflection of the historical and social conditions of the time.
Prerequisite: English Composition

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

H210 Marketing and Consumer Behavior
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 programs, and general strategies and techniques. This course also includes educational resources from Harvard Business Publishing.
Prerequisite: none

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

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

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

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

H340 Regulation and Compliance in Healthcare
40 hours, 4 credits
This course is an exploration of the many entities that regulate the healthcare sector, including federal, state, and local government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities and the legal and ethical implications of the operation of healthcare as a business is explored. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management
H490 Healthcare Management Capstone 30 hours, 4 credits
This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management B5 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. Prerequisite: Students must be enrolled in the Healthcare Management Bachelor's Degree program and in their last or second-to-last quarter.

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

H350 Health Information Management Systems 40 hours, 4 credits
A study of the various clinical, administrative, and specialty service applications used in healthcare organizations is emphasized. This course applies information systems development concepts and integrates the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored. Prerequisite: Program Admission

HS20 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. Prerequisite: Program Admission

HS30 Financial Management of Health Information Services 40 hours, 4 credits
An exploration of health information finance principles required to manage a health information management department or project. Accounting, cost accounting, budgeting, financial reports, financial management, cost benefit analysis, capitalization, and cost containment techniques are introduced. Prerequisite: Program Admission

HS340 Project Management 40 hours, 4 credits
An exploration of the application of general principles of project management in the administration of health information services. Students will learn to implement process engineering and project management techniques to ensure efficient work flow and appropriate outcomes. Prerequisite: Program Admission

HS50 Electronic Health Record Application 70 hours, 4 credits
A lab-based course focusing on the use and application of electronic health records. Projects will be completed to simulate real-world activities that occur in the health information department and healthcare facility that will require critical thinking and problem solving. Prerequisite: Program Admission

H430 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. This 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.

H435 Health Data Management 20 hours, 4 credits
This course addresses the fundamental concepts of managing health records both manually and electronically in today’s healthcare facilities. This course introduces students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. This course covers management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, storage and retrieval systems, and chart tracking. Secondary records such as indexes, registers, and registries are covered in this course, along with an exploration of data sources, data capture, healthcare information infrastructure and documentation requirements. In this course, students analyze healthcare data sets, such as the MEDIS, UHDDS, OASIS including the history, purpose, and uses of each. Prerequisite: Program Admission

H450 Health Information Management Alternative Facility Professional Practice Experience 30 hours, 4 credits
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 health information profession. The experience will include health information-related shadowing, observation, and 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.

H310 Cultural Diversity in Human Services 40 hours, 4 credits
Introduction to Human Services exposes the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how current economics shape programs. Human service intervention strategies utilized in daily practice are examined along with stresses faced in the workplace. Comparisons of human services systems from a variety of cultures will also be examined. Prerequisite: none

H510 Cultural Diversity in Human Services 40 hours, 4 credits
This course will examine diversity in many communities and the cross-cultural service delivery available in those communities. Specific client populations will be explored, with an understanding of what cultural, physical, and mental diversity is and why it is important. Special attention will be paid to working with people of both mental and physical disabilities. Those disabilities include, but are not limited to, mental retardation, autism, and Asperger’s Syndrome. Prerequisite: Introduction to Human Services

HS115 Introductory Strategies to Crisis Intervention 40 hours, 4 credits
This course sets the foundation for students to develop the morals, ethics, and attitude necessary to strategically help those in crisis situations. The values and ethics intrinsic to the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function as change agents and must therefore attain and develop a core of intervention knowledge, theory, and skills to effectively deal with people in crisis. The ability to create genuine and empathetic relationships with others is central to those entering the human services field. Intervention strategies are also explored. Prerequisite: Introduction to Human Services
HS250 Organization and Leadership in Human Services
40 hours, 4 credits
Working and managing within a human services organization takes high morals, standards, and ethics. Through this course, students will consider the complexity of moral and ethical dilemmas in navigating and managing in the human service industry. Students will learn decision-making techniques to include the necessary components for an ethical reasoning process. In order to have a strong foundation 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 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 understanding that setting or environment is as important as the individual in it.
Prerequisite: General Psychology

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

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

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

HS295 Human Services Capstone
50 hours, 4 credits
This course will provide students with an opportunity to integrate learning, skills, and knowledge from the Human Services program in the completion of a Capstone Project. Contemporary issues and future trends will also be analyzed.
Prerequisite: Students must be in their last or second-to-last quarter.
J100 Introduction to Criminal Justice
40 hours, 4 credits
An introductory course designed to provide students with a general foundation of knowledge in the criminal justice field. Course participants will explore the different parts of the criminal justice system, their interrelationships, and the role of each in the criminal justice process. Students will examine the historical basis for the contemporary American legal system, policing styles and the evolution of crime prevention, the structure of the judicial system and its professional participants from pre-sentencing through post-conviction, corrections strategies for criminal offenders, and special considerations for juveniles in the criminal justice system.
Prerequisite: none
J106 Criminology: Motives for Criminal Deviance
40 hours, 4 credits
This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals.
Prerequisite: none
J115 Introduction to Corrections
40 hours, 4 credits
A general overview of U.S. corrections, jails and prisons, the correctional process, and the concepts of innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice
J120 Policing in America
40 hours, 4 credits
Students will examine the theoretical underpinnings of police work in the United States, including its historical roots, its current status, and the trends that will shape its future. They will explore the problems and solutions facing citizens, patrol officers, administrators, and agencies. They will also cover contemporary practices such as Community Oriented Policing, Problem Oriented Policing, and Directed Patrol. In investigating these topics, student will develop skills in critical thinking and problem solving. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice
J121 Case Management: Strategies for Rehabilitation
40 hours, 4 credits
Students will learn how to manage caseloads of clients, document casework, and use strategies for clients’ rehabilitation. They will learn how to write effective court reports, case entries, recommendations and violation summaries. Students will explore client-interview skills and motivation techniques. Examination of special populations of diverse clients, such as substance abusers and the mentally ill are reviewed.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services
J122 Crime Scene to Conviction: Critical Skills in Documentation
40 hours, 4 credits
Students will master the skills of both oral and written communication. They will examine grammar and the mechanics of writing. They will also explore special communication issues, such as communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.
Prerequisite: Policing in America
J130 Introduction to Homeland Security
40 hours, 4 credits
This course provides an introduction to the philosophical, historical, and multidisciplinary challenges of Homeland Security in combating terrorism. This course includes a review of the driving forces that resulted in the creation of the current Department of Homeland Security. This will be accomplished through a review of the field of homeland security, its evolution and critical issues, and in examination of current threats and vulnerabilities. The course also looks at the complexities of defining the roles of federal, state, local government, and the private sector.
Prerequisite: Introduction to Criminal Justice
J211 Criminal Law and Procedures: Crime and the Courtroom
40 hours, 4 credits
This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process in the criminal process. Students develop skills in the use of legal authorities, mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are examined. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice or Introduction to the Legal System.
J101 Field Communications in Criminal Justice
20 hours, 2 credits
This course emphasizes the skills of 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
In this course, 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 use case studies for application of general principles to the law. Statutory defenses, mitigating factors, and circumstances which may excuse criminal responsibility and common law principles are 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 the 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 court system; intervention; legal responses; the role of the police; when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide.
Prerequisite: Introduction to Criminal Justice
J211 Counseling Clients
40 hours, 4 credits
Students will examine the process and effects of counseling. Assessment tools, methods of evaluation, and case plans are explored. They will consider a variety of counseling settings, including prisons, jail, group homes, in-patient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse clients including juveniles and adults, men and women, and people from various cultures.
Prerequisite: Introduction to Corrections or Introduction to Human Services
J212 Legal Principles in Corrections
40 hours, 4 credits
Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders’ rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to the special populations of offenders.
Prerequisite: Introduction to Corrections
J213 Juvenile Justice: Delinquency, Dependency, and Diversion
40 hours, 4 credits
This course examines the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and secure 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 have 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 explore short- and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisite: Policing in America
J226 Legal Code for Law Enforcement
40 hours, 4 credits
Students will use states’ criminal and traffic codes to become familiar with law and statutes. They will review statutes governing issues from homicide to misconduct, and will examine legislation and statutes that govern law-enforcement duties and responsibilities. Students will also examine laws and procedures that apply to specific populations like juveniles and domestic-violence victims.
Prerequisite: Policing in America
**COURSE DESCRIPTIONS**

**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 with the necessary skills and knowledge of acts of terrorism and gain insight into terrorists’ perceptions and motivations.) The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community-based national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism. 

Prerequisite: Intro to Criminal Justice

**J245 Security Challenges** 40 hours, 4 credits

This course is an examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Students will examine threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security. 

Prerequisite: Intro 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, both for those in the field 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 occupation experiences unique to the profession.

Prerequisites: General Psychology; Intro 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 will be explored. In addition, policy implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as “club drugs,” inhalants, herbal stimulants, and designer drugs will also be discussed.

Prerequisite: Intro to Criminal Justice or Intro to Human Services

**J255 Ethics in Criminal Justice** 40 hours, 4 credits

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

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

**J270 Critical Thinking and Evidence-Based Practices in Criminal Justice** 40 hours, 4 credits

This course is designed to 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 a criminal justice context 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 Procedures; and Introduction to Corrections

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

The capstone class examines the future of the criminal justice system. The current cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected. This course provides 30 hours of field experience.

Prerequisite: Intro to Criminal Justice. Students must be enrolled in the Criminal Justice program and in their last second to last quarter

**J305 Examination of Forensic Science** 40 hours, 4 credits

Students will critically examine the role of forensic science in the criminal justice process and the court of law. They will review historical events in criminalistics, and analyze problems in forensic science in order to formulate recommendations for change. They will also explore best practices and the future of forensic science. 

Prerequisite: Constitutional Law

**J320 Criminal Investigations** 40 hours, 4 credits

Students will learn to conduct full criminal investigations. They will examine various techniques, methods, and processes for interviewing and interrogating crime suspects and witnesses. They will also explore techniques for conducting investigations with special populations.

Prerequisite: Constitutional Law

**J325 Criminal Evidence** 40 hours, 4 credits

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

Prerequisite: Criminal Law and Procedures: Crime in the Courtroom (or equivalent for students enrolled in the Cyber Security Program)

**J326 Criminal Behavior: Profiling Violent Offenders** 40 hours, 4 credits

This course will examine serial behavior by crime type and criminal profile. Crimes such as stalking, arson, murder, and sexual assault will be examined through case files to enhance investigative methods. Students will analyze psychological profiles and behavior patterns.

Prerequisite: Criminal Justice: Motives for Criminal Violence (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 sentencings of syndicates. 

Prerequisites: Criminology: Motives for Criminal Deviance; Juvenile Justice: Delinquency, Dependency, and Diversion

**J331 Constitutional Law** 40 hours, 4 credits

This course challenges students to examine the 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 fieldwork examination of criminal-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 policy across national and homeland security disciplines, including law enforcement, public education, medical, public health, emergency management (including FBIEM, incident command operations, defense, diplomacy, commerce, transportation, and intelligence).

Prerequisite: Terrorism

**J335 Risk Analysis** 40 hours, 4 credits

Students will examine the importance of risk management through analysis and evaluation as a means of ensuring the protection of communities, facilities, and personnel. They will gain an understanding of the identification and assessment of hazards, vulnerabilities, and risks, which is critical to comprehensive management of security operations. They will learn skills to aid in planning for natural or man-made disaster recovery, and for crisis management.

Prerequisites: Introduction to Homeland Security; Security Challenges

**J340 Women and Criminal Justice** 40 hours, 4 credits

Students will examine counseling and intervention methods used for adult and juvenile, and male and female offenders. They will explore theories proven by research and applied to treatment. 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 ethnic theories, 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 movement of 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. Popular representations of crime are evaluated. The mass media and “spectacular” cases are used to exemplify the media’s influence on crime and justice.

Prerequisites: Ethics in Criminal Justice

**J360 Social Problems 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 SPSS and NOV’s 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 explore the role of private and public managers in planning for response to natural or man-made emergencies. Response plans will be detailed and developed with the essential elements and participants. Types of hazards and risks of all involved with managing the response and the public will be explored.

Prerequisites: Introduction to Homeland Security; Security Challenges

**J410 Criminal Justice Leadership and Management** 40 hours, 4 credits

This course will familiarize students with common management theory and practice in criminal-justice organizations. The application of management techniques and the effect of management on the criminal justice system will be explored, along with leadership and administration techniques and issues particular to criminal justice. Organizational philosophy, visioning, planning, and goal development will be examined.

Prerequisite: Ethics in Criminal Justice

**J415 Crime Prevention** 40 hours, 4 credits

This course will explore the goals and types of various crime-prevention strategies. Physical environments and crime, neighborhood crime prevention, the media and crime, displacement of crime will be explored. The course will examine persons and conditions associated with high rates of deprivation. 

Prerequisites: Introduction to Criminal Justice: Corrections; Policing in America; Research Methods in Criminal Justice

**J420 Crimes Across Borders** 40 hours, 4 credits

This course will explore the global economy of crime. Various types of transnational crime, and the investigation and prosecution of global crimes, are examined. The issues of global crime will be examined via rotating articles, books, and other publications.

Prerequisites: Intro to Criminal Justice; Research Methods in Criminal Justice
and analyze resulting data, and integrate their
practical
students will
be involved in serial killer cases or mass murder
profiling
40 hours, 4 credits
This course will examine the role and function of
profiling
General Psychology
J435 Special Populations in Criminal Justice
40 hours, 4 credits
Students will examine the special populations of
offenders in the criminal justice system.
Cases will explore motor vehicle laws and
statutes related to traffic enforcement in Minnesota.
The course will examine the role of professional
judgment and ethical reasoning in traffic
law enforcement.
Prerequisite: Criminal Justice Capstone
LE240 Minnesota Traffic Code
20 hours, 2 credits
Students will learn about Minnesota traffic
and motor vehicle laws and related enforcement
practices.
Prerequisite: Criminal Justice
Career Issues in Criminal Justice
40 hours, 4 credits
This course will examine the causes of sexual
offenses and treatment of offenders.
Prerequisite: Criminal Justice
LE245 Minnesota Criminal Code
20 hours, 2 credits
Students will explore Minnesota’s criminal law
and related statutes.
Prerequisite: Introduction to Criminal Justice
M100 Customer Service in Healthcare
10 hours, 1 credit
This course will prepare students to provide
excellent customer service in healthcare settings.
Prerequisite: Medical Terminology
M120 Medical Terminology
40 hours, 4 credits
This course covers the medical terminology
required for medical professionals.
Prerequisite: None
M121 Anatomy and Pharmacology for Coders
30 hours, 6 credits
This course provides an in-depth exploration
of human anatomy and physiology as well as
pharmacology.
Prerequisite: Basic ICD-9-CM Coding
M140A Intermediate ICD-9-CM Coding
40 hours, 4 credits
This course is designed to prepare students
for the ICD-10-CM transition.
Prerequisite: Basic ICD-9-CM Coding
M141 Ambulatory Care Coding
40 hours, 3 credits
This course introduces the student to the
system of medical billing, including the
administration and implementation of medical
billing systems.
Prerequisite: Medical Terminology
M208 Introduction to Health Information Management
40 hours, 4 credits
This course provides an introduction to
the principles of health information
management.
Prerequisite: None
M209 Medical Insurance and Billing
40 hours, 3 credits
This course introduces the student to the
laws and regulations governing medical billing.
Prerequisite: None
M300 Medical Writing, Style and Grammar
Introduction to Medical Transcription
Medical Terminology
M400 Medical Terminology
40 hours, 4 credits
This course is designed to prepare students
for the ICD-10-CM transition.
Prerequisite: Basic ICD-9-CM Coding
M211 Quality Analysis and Management 40 hours, 4 credits
This course covers quality improvement methodologies used in acute and long-term care, and the quality issues of health information services. This course includes data collection and compilation of healthcare statistics.
Prerequisites: Introduction to Health Information Management; Computer Applications; 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
M218 Management of Health Information Services 40 hours, 4 credits
The study of management, supervision, and human resource principles with application to health information service departments in various healthcare settings. Students will learn how to measure and manage the productivity of HIM staff and explore the HIM management role in relation to other hospital departments.
Prerequisites: Introduction to Medical Transcription; Medical Terminology; Keyboarding
M229 Healthcare Information Technologies 40 hours, 4 credits
This course covers the elements of the electronic health record recording and implementing best practices of 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; Business Systems Concepts
M230 Medical Law and Ethics 40 hours, 4 credits
A study of the United States legal system and court process with emphasis on legal and ethical issues within the healthcare environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student's program of study.
Prerequisite: none
M232 Pathophysiology 50 hours, 5 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, cause, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.
Prerequisite: Human Anatomy and Physiology I; or Structure and Function of the Human Body
M243 Health Information Law and Ethics 40 hours, 4 credits
A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information data collection environment. Fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored.
Prerequisite: none
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 integrals 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

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; Calculus II

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

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

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.
Prerequisite: 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 included. Methods of microbe control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.
Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I

ML157 Co-requisites: ML201 Clinical Chemistry II
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 explanation of the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values.
Prerequisite: Clinical Chemistry I

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

ML203 Immunology
40 hours, 4 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 serologic screening, blood collection, blood component processing and administration of blood components.
Prerequisite: 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.

ML210 Clinical Practice I
360 hours, 12 credits
Students will perform in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate.
Prerequisite: Approval by campus coordinator; completion of all coursework required by clinical affiliate

ML232 Clinical Practicum II
360 hours, 4 credits
Students will continue in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate.
Prerequisite: Clinical Practicum I

N127 Microsoft Windows Workstations
40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course helps prepare students to take the Microsoft Windows Configuring (70-680) Certification Exam, which counts towards Microsoft Certified Solutions Associate/MCSA Windows 7 certification.
Prerequisite: Fundamentals of Hardware & Software II

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

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

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

N138 Game Preproduction
40 hours, 4 credits
This course has been designed to teach you the fundamental philosophies of game design and apply them in a hands-on manner using a step-by-step process that develops problem solving strategies. The techniques taught in this course exist to provide the practical resources needed to build a firm understanding of game development from a production standpoint. In addition, the information this course provides is a grounded study for any real life application where inspiration must combine with practical knowledge and application to create a marketable product.
Prerequisite: Game Design Theory I

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

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 will assist in building the student’s 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 safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Security+ exam.
Prerequisite: 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 how computational techniques are applied in solving a variety of problems. Topics will include variables, procedural abstraction utilizing handlers, conditionals, loops, and data types. The course will also provide students with an understanding of software engineering and how to write small but useful computer programs using pseudo-code as well as a high-level programming language.
Prerequisite: Introduction to Networks

N145 Fundamentals of PC Hardware and Software
60 hours, 4 credits
In this course, students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician to reinforce the materials in this course, the instructor will assign direct hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exam. Each student will assemble a computer using prescribed parts and materials.
Prerequisite: Logic and Troubleshooting

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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 computing hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the materials in this course, the instructor will assign direct hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exams. 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 computer systems security, mobile devices, and troubleshooting. Using the Windows operating system, students will learn how to set up networking, printers, tablets, file 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 covers 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, 2 credits
This course provides a broad overview of major technology trends and developments in the late 20th and 21st centuries along with their current impact, and societal impact. Topics include the uses of technology tools in science, industry, education, and the arts. Categories such as communication, 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

N156 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 OSX 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

N165 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 covers a lesson 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

N171 Introduction to Networks
40 hours, 4 credits
This course introduces the foundation to understanding computer networks, including structure and function, components, and models of Local Area Networks (LAN), Wide Area Networks (WAN), and the Internet. Students will learn the fundamentals of Ethernet concepts like IP addressing, protocols, hardware, and network topologies. Students will learn basic configuration of computer networks and apply basic troubleshooting techniques. A variety of hands-on activities and simulations will be used. This course introduces some of the concepts covered in the Cisco Certified Entry Network Technician (CCENT) certification exam. CCENT education continues in the Cisco Routing and Switching course.

Prerequisite: Fundamentals of Hardware and Software I

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

Prerequisite: College Algebra

N200 Systems Analysis
40 hours, 3 credits
This course covers analysis of information systems including networks, server environments, business solutions, and databases. Students will be exposed to different projects that have complex systems and be asked to create analysis documents and diagrams. Improving the efficiency of the systems will be a primary goal of this course.

Prerequisite: Introduction to Networks

N201 Cisco Network 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 this course will include routing protocols like RIPv1, RIPv2, OSPF, VLSNs and VLAN routing in both IPv4 and IPv6 networks, as well as OSPF, RIP, RIPv2, DHCP, and VLAN support. In addition, we 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 and troubleshooting practical, real-world principles.

Prerequisites: Introduction to Networks; Microsoft Windows Server

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

Prerequisite: Programming 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 this important element in creating games.

Prerequisite: Programming II

N212 Fundamentals of Game Development II
60 hours, 4 credits
This course builds on 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

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 leave this course able to install and configure an industry accepted Linux–certified system and understand what additional security measures need to be implemented to secure devices that are utilizing public networks.

Prerequisite: Networking Security

N272 Game Theory 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

N275 Interactive Storytelling
40 hours, 3 credits
This course explores the integration of story and gameplay. From the fundamentals of creating stories to the integration of game technology, students will write and build worlds where story interacts with game structure. Subjects will include linear narrative, myths and the hero’s journey, chatterbots and MUDs, exploration and dialogue trees, spatial narratives and storylines, and a range of interactive storytelling methodologies from campfires to LARPs and text adventures.

Prerequisite: Game Preproduction

N226 Windows Active Directory
40 hours, 3 credits
This course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, set up, configure, utilize, maintain and troubleshoot Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.

Prerequisite: Microsoft Windows Server

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

Prerequisite: Fundamentals of PC Hardware and Software II
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, 4 credits

This course is designed to provide students with an introduction to current web application development techniques. Topics include HTML5 and CSS3 as well as an introduction in scripting using PHP as well as Javascript. In addition, the core principles of social media application development are covered.

Prerequisite: Fundamentals of Programming

N232 Software Packaging and Deployment
50 hours, 3 credits

The goal of this course is to provide students an understanding of how to quickly develop applications and operating environments. Students will utilize various methods of application deployment including creating automated installation packages and application systems. 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

This course will teach students how to provide information management services. This includes: installation, configuration, administration, troubleshooting, and maintenance. The course introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real-world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.

Prerequisite: Windows Active Directory

N235 Cisco Networking Fundamentals and Routing
40 hours, 3 credits

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

Prerequisite: Networking Fundamentals; Microsoft Windows Server

N236 Database Security
60 hours, 4 credits

This course covers the basic principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application 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. Conceptual knowledge of fundamental concepts, use of language features, design of classes, object-oriented programming, and development of applications will be explored.

Prerequisite: Object-Oriented Programming

N235 Managing Information Security
30 hours, 3 credits

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

Prerequisite: Networking Security

N259 Mobile Support Principles
40 hours, 4 credits

The Mobile Support Principles course covers the challenge of supporting mobile devices within a business. Topics covered are how to install and configure mobile applications onto very mobile operating systems as well as deploying standard operating images across multiple mobile devices. Additional time is spent on configuring the various mail clients, network configuration and general device troubleshooting.

Prerequisite: Introduction to Networks

N266 Console Development
60 hours, 4 credits

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

Prerequisite: Programming II

N273 Business Intelligence Reporting
40 hours, 3 credits

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

Prerequisite: SQL Server Administration

N274 SQL Server Administration
40 hours, 3 credits

The goal of this course is to prepare individuals to work with and administer SQL Server 2008. Students will learn how 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 “Sims” to educational and military simulations. This course combines reading and critical thinking exercises with hands-on game simulations with a 3D game engine. Students will study the theory behind the production of different types of simulations as they learn to apply software to create short simulations.

Prerequisite: Platform Design and Human-Computer Interaction

N285 Math for Game and Simulation Production II
40 hours, 4 credits

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

Prerequisite: Math for Game and Simulation Production I

N290 Information Technology Capstone
20 hours, 2 credits

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

Prerequisite: This course is intended to be completed in 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: content generation, distribution, production, management, and content delivery. Important workforce assets of individual drive and assessment, success within creative teams, management of timelines and other effective leadership are explored as they pertain to the multimedia development pipeline.

Prerequisite: Introduction to Business

N302 Graphics Development with OpenGL
60 hours, 4 credits

The goal of the course is to teach fundamental principles of computer graphic algorithms in relation to video game and simulations. The focus is on practical methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves solutions to problems such as how we represent light, model the way objects reflect light, and the path that light takes as it refracts through the scene.

Prerequisite: Programming II

N303 Software Systems Principles
40 hours, 4 credits

This course provides a historical perspective of programming languages and their development. Students will study techniques for understanding and translating lexical analysis, grammar, syntax, and parsers. Topics include the structure and functionality of modern operating system software with an emphasis on concurrent process execution, process scheduling, communication, and API services. The design and development of programs using dedicated OS features is also considered.

Prerequisite: Introduction to Computer Systems

N304 Operating Systems Design
50 hours, 4 credits

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

Prerequisite: Software Systems Principles

N305 Figure Drawing
40 hours, 4 credits

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

Prerequisite: Color Theory and Techniques

N306 Advanced Network Security
50 hours, 4 credits

This course provides a detailed examination of techniques and concepts surrounding the topic of network defense. Students will learn how to implement strategies for information asset security, utilizing industry tools and techniques. Both hardware and software issues within the field of Information Security will be explored. Students will 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 brings to light the concepts needed for network defense techniques. Students will examine the tools, techniques, and technologies used in the securing of information assets. This course is designed to identify and utilize both operating system and 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. The focus is on practical methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves solutions to problems such as how we represent 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 is created from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.

Prerequisite: 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 shader programming to achieve more realistic "looks" in games. 3D lighting, texturing, alpha blending, and stenciling are covered in detail in this course.
Prerequisite: Graphics Development with OpenGL

N312 Advanced Networking 50 hours, 4 credits
This course offers an in-depth study of current networking technologies. Topics include OSI model, communication protocols, routing protocols, WAN architecture (ATM, VPN, MPLS, and hybrid networks). Wireless and VoIP. Additionally, students will learn about implementing 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 understand the features 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

N313 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

N314 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 fundamental 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

N315 Flash Animation 60 hours, 4 credits
This course is an introduction to Macromedia’s Flash. The course will cover the basics of Flash: importing, creating & editing vector graphics and creating simple animations, creating interactive elements and incorporating sound and video and testing Flash movies. Also, students explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making and output.
Prerequisite: Multimedia Technologies

N316 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 stenciling 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, Mudbox, and Zbrush will be discussed, and students will have the opportunity within an actual software modeling environment to create a variety of polygon objects.
Prerequisite: The Study of Animation

N321 Application Architecture and Design 50 hours, 4 credits
This course presents key concepts in distributed designs for network enabled software systems and applications. Distributed designs allow applications to span multiple machines and require deliberately planned design approaches. Students will learn to build systems that are scalable, reliable, and secure in the environment within network infrastructures. Topics include object-oriented programming to networked web services, including database applications deployed on very large-scale websites.
Prerequisite: Java I

N323 Asset Management 30 hours, 3 credits
This course is designed to teach students best practices in inventory management. Topics include hardware and software audits, asset tracking systems, software licensing, and vendor 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 printing, students will learn scanning, digital camera usage, the mechanics of calibration and other more advanced sets of controls in Photoshop, all within a framework of artistically professional sensibility which will allow the student to develop their own professional work.
Prerequisite: 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 SSCP Certification Preparation 60 hours, 4 credits
The SSCP 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 50 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 array systems, fiber channel, iSCSI, SAS, and SATA. Students will be able to design a data center for both operational efficiency (Green IT), and to provide adequate fault tolerance and capacity for anticipated growth.
Prerequisite: Introduction to Networks

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

N333 Wireless, Mobile and Cloud Security 50 hours, 3 credits
Wireless, mobile and cloud computing are some of the hottest technologies on the market today. Securing these emerging platforms are often an afterthought, leaving many systems vulnerable to attacks. This course will cover techniques necessary to ensure operational integrity and customer data protection.
Prerequisite: Networking Security

N334 Game Engines and Integrated Game Development Environments 60 hours, 4 credits
This goal of this course is to introduce students to the world of game engines and integrated game development environments for game production. Topics will include a general overview of the available game engines as well as an in depth introduction to the use of Unity. Students will learn how to use JavaScript and C# within Unity and how to utilize external game assets within an integrated game development environment.
Prerequisite: Fundamentals of Game Development II

N335 Digital Photography 60 hours, 4 credits
This course shows students how to evaluate images for communicative effectiveness and aesthetic appeal. They will also digitize images, adjust and manipulate them in the computer, and output them for on-screen and printed use. Through the course students will gain a firm foundation on the fundamental differences between digital photography and traditional manual film including lighting and print.
Prerequisite: Audio/Video Editing

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

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

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

N344 IT Security for Managers 40 hours, 3 credits
This course offers the perspective of how to manage security within a business environment from the IT Manager’s point of view. Students will gain the overarching idea of securing not only the network but also implementation of physical security and change management. Topics covered include security solution requisition, deployment strategies, bug reporting and penetration testing.
Prerequisite: Network Security

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, table, forms, CSS, frames, design principles and accessibility issues. Emphasis will be placed on understanding values and creation of CSS for business environments. We will also explore the availability of tools for site management, validation and accessibility checks.
Prerequisite: Fundamentals of Web Authoring and Design
This course approaches the study of computer games from different viewpoints. First is an example of media that can be analyzed and criticized 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: Storyboard Development for Digital Media

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 use 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 development, character development, 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 cameras 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 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 for 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 is designed to introduce to the student the design and analysis of time 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 documents. Topics include outlining your organization, glosaries, appropriate use of graphics, tables, lists, wikis, and cross referencing. Students will be able to determine the effective and effective use of the user interface in a written technical document, and will understand the pros and cons of wikis and other documentation portals.

Prerequisite: English Composition

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

Prerequisite: 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 (IscS & VDI) and virtual appliances. Students will gain hands-on experience with deploying and managing virtual systems and applications.

Prerequisites: Introduction to Networks

N380 Project Management for IT
40 hours, 3 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 purposes 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: Support Management

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 will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and Tcl scripts and examine 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 as it relates to common sense and creativity will also be explored.

Prerequisite: Programming II

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

Prerequisite: Operating Systems Design

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

Prerequisite: Mobile Application Development

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

Prerequisite: Virtualization

N405 Advanced Applications of Digital and Experimental Art
60 hours, 4 credits
In this course, students will combine their knowledge of art techniques with the psychology of art reception and how digital arts aimed at producing specific reactions. Students will experiment with different elements of art, including shape, form, light, color, and movement, and use techniques including digital photography and imaging. In addition, students will learn to analyze mainstream graphic design projects in terms of their intended effects, and to use their analyses to produce experimental art projects. The course builds upon traditional and digital visual-art skills learned in previous courses to create imaginative solutions to digital problems.

Prerequisite: Advanced Methods of Computer Graphics

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 metrics, and apply these to the proper operation of the IT department. This course will also cover how to properly read and 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 a tracking system will also be covered to ensure an IT department has the proper foundation to start metrics reporting.

Prerequisites: Project Management for IT, IT Security for Managers

N407 Networking and Multiplayer Game Development
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 Game Development

N409 Auditing Information Technology Infrastructure
40 hours, 4 credits
This course covers the principles, the approaches, and the methodologies behind an auditing information systems to ensure the processes and the procedures are in compliance with pertinent laws and regulatory provisions especially 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 analyze risks within an IT department. Topics covered are Disaster Recovery Planning, Business Continuity Plan development to detect risk analyses for all applications for all applications assessing their long-term viability and backup solutions. Students will learn how to analyze key areas 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.

Prerequisites: IT Operations Management; Storage Management
N413 Asset Development I
60 hours, 4 credits
This course provides a brief introduction to the development of 2D and audio assets for game and simulation development. Students learn the production process involved in 2D and audio asset creation and develop the skill necessary to create 2D and audio assets for the games developed within this program.
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 composing footage, digital imagery and color. Topics include virtual cinematography, morphing, lightning, 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 managing for end-users and system administrators will be covered. In addition, security controls for access control including firewalls, encryption, 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 enforcing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.
Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Networks

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 a deep 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.
Prerequisite: Risk Management and Business Continuity

N423 Windows Security Strategies
40 hours, 4 credits
This course discusses security implementations for various Windows platforms and applications. Areas of study involve identifying and examining security risks, security solutions, and tools available for a variety of 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 Storage System administration. Students will cover topics such as data de-duplication, cloud backup and managing both physical and virtual data backups. Topics also covered will be how to manage both onsite and offsite data backups and creating a backup rotation policy.
Prerequisites: Advanced Networking; Infrastructure Hardware: Cloud Computing

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

N426 Asset Development II
40 hours, 4 credits
This course provides a brief introduction to development of 3D assets, including the use of 3D modeling, rigging and animation. 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 within this program.
Prerequisite: Asset Development I

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

N431 Multiplayer Game Programming
60 hours, 4 credits
The trend in games is to have many people simultaneously playing a game utilizing the Internet or some other network. Topics include: This course includes scripting, server architecture, data transfer, 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 print queue, 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, pagination, 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 exploration and production for simulations. Throughout the course we will explore concepts in modeling, simulation, and design common to many domains, and develop specific prototypes from 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 Production
60 hours, 4 credits
This advanced course in Audio/Video production is for students to create a final product that exemplifies the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video and associated audio using After Effects, Premiere, Sound Forge and Director. Also considered will be the preparation of digital video for use in interactive media such as CD, DVD and Web casts. Students will produce a final project on DVD. Students may work as a team on this project.
Prerequisites: Digital Media Production

N436 Simulation Analysis and Design
50 hours, 4 credits
This course allows 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 various environments including medical, industrial, military, and scientific simulation.
Prerequisite: Analysis and Probability

N437 Linux Security Strategies
40 hours, 4 credits
This course explores students' in-depth study of a variety of Linux-based operating systems and applications. Areas of study include identifying and examining methods of securing Linux platforms and applications and implementing these methods.
Prerequisite: Linux Administration

N440 Web Design Project
60 hours, 4 credits
The purpose of this course is the advanced application of knowledge gained by students in the process of developing websites. This course will take a user-centered approach to designing websites and will focus on the entire lifecycle of a website, from the idea of creating a website, through requirements gathering, conceptual design, physical design, testing, and implementation.
Prerequisite: 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. Student will engage in the study of character posing and rigging for games, advanced animation, creative character animation as well as morphing and blending to create expressive characters.
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 instruction include various tools and vulnerabilities of operating systems, network protocols, and protocols used by hackers to access unauthorized information. This course also addresses incident handling methods used by law enforcement when information security is compromised.
Prerequisite: 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.

N444 Simulation Production Project II
60 hours, 4 credits
This course 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 summary and 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, asset management and coding best practices and areas like cross-platform porting and multi-lingual techniques.
Prerequisite: Applied Game and Simulation Theory

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

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 course encompasses 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 based on standard real physics principles. This course is designed to allow the game or simulation programmer to be able to translate the ideas and sequences of a game into realistic actions. Key components in this class will be the opportunity for students to work on their projects, 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 course is a continuation of the Game Production Project I 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 exploration and presentation through simulations. Throughout the course we will explore concepts in modeling, simulation, and design common to many domains, and investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity.
Prerequisite: Multiplayer Game Programming

N466 Unified Communications and Mobile Computing 50 hours, 4 credits
This course teaches students about the trends in telecommunication, the convergence of voice and data communications systems, and how mobile computing is an integral part of business today. Topics include simplifying 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, such as: animation synthesis, autonomous character behaviors, building structures for interactive system, solving multiplayer interface and social issues are covered in the course. Students utilize these skills to produce a final project, demonstrating comprehension of the process of professional game creation.
Prerequisite: Multiplayer Game Programming

N471 Engineering Virtual Worlds 50 hours, 4 credits
In this course, students will learn how to create multi-user virtual worlds. Virtual worlds allow network-connected users to interact in real time within shared two-dimensional and three-dimensional environments. Students will gain an understanding of how virtual worlds change the concept of user interface from location. The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.
Prerequisite: Programming II

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

N5113 Introduction to Multimedia Design and Mobile Computing 50 hours, 4 credits
This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Preproduction of all multimedia elements are stressed throughout the class with an emphasis on trouble shooting and problem solving. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics

N5115 Networking and Internet Technologies 40 hours, 3 credits
This course provides students with a practical understanding of the structure and operation of the Internet, including various communications and data-transfer protocols, an overview of programming for the Internet, how to manage Internet security and e-commerce. Further, students will explore in-depth a variety of technologies and methodologies such as network models and topologies as well as a range of security considerations. Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information.
Prerequisite: none

N5121 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

N5122 Digital Publishing 40 hours, 3 credits
This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is placed on the exploration of illustration, photo retouching and manipulation, and working toward finished results primarily in printed form as well as web. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Typography

N5124 Color Theory and Techniques 40 hours, 3 credits
This course introduces basic compositional principles of harmony and contrast through the practice of color applications, digital input devices and graphic software packages. Basic exercises are introduced and practiced to learn how to achieve different visual effects and create visual effectiveness. The use of color in printing is also explored. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics

N5131 Introduction to 3D Arts and Animation 40 hours, 3 credits
This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images. This course will provide training in a variety of industry-accepted Autodesk 3D design software.
Prerequisite: Introduction to Multimedia Design

N5141 Digital Media Production 40 hours, 3 credits
This course is a study of the integration of components used in multimedia applications using authoring software. Students use industry-standard software as tools for producing interactive projects. Topics include basic animation techniques, special effects, transitions, and user interactivity. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Audio/Video Editing

N5240 3-Dimensional Animation 40 hours, 3 credits
Once students have learned the basics of 3D modeling and rendering, they will explore the fundamentals of animation and the more advanced methods of modeling and texturing. Students will create photo-realistic products and environments utilizing complex technical techniques and through creative design. Emphasis will be placed on detailed modeling and texture mapping complementing elementary 3D animation and story development. This course will provide training in a variety of industry-accepted Autodesk 3D design software.
Prerequisite: Introduction to 3D Arts and Animation

N5250 Dynamic Content Management 40 hours, 3 credits
This course introduces students to the standards for designing relational databases. The course focuses on record creation, modification, and deletion as well as on database modeling and database design. In addition, Structured Query Language is utilized to obtain dynamic information for multimedia authoring.
Prerequisite: Fundamentals of Web Authoring and Design

N5252 Fundamentals of Web Authoring and Design 40 hours, 3 credits
This course focuses on the students’ basic authoring skills by focusing on the demands, details, and subtleties of creating web pages. HTML and supplemental client side scripting are the primary focus of the course. In addition, processes of graphic and multimedia creation – adding interactivity, color use, file management, and formats, testing, publishing, and publicizing are addressed. Students use interactivity and multimedia elements to enhance their site design.
Prerequisite: Introduction to Multimedia Design

N5260 Server Dynamic Content Management 40 hours, 3 credits
This course focuses on dynamic interactive websites from a multimedia perspective. Emphasis is on designing effective interactivity through client side scripting, dynamic web content and database access through server side scripting, providing response to user input, and designing user interfaces for mobile devices.
**PL100 Introduction to Law and the Legal System**
40 hours, 4 credits

Students will examine the American legal system from a variety of perspectives. They will survey topics including essential history, the foundations of law, 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 learn the roles and paralegal's responsibilities during the litigation process. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.

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 their client interview skills. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.

Prerequisite: Introduction to Law and the Legal System

**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 PL154 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 issues arise in paralegal studies, but also how to resolve these issues with sound ethical decision-making abilities.

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 purchase and sales agreements, deeds, mortgages, closing statements with warranties and other real estate-related documents.

The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.

Prerequisite: Introduction to Law and the Legal System

**PL216 Corporate Law**
40 hours, 4 credits

This course will provide students an overview of the formation, operation, and dissolution of business entities. Students will learn the law governing business transactions, both inside and outside the corporate entity. The course will include an introduction to corporate law and the legal relationships between the corporation and its shareholders, directors, and officers.

Prerequisite: Introduction to Law and the Legal System

**PL226 Law Office Technology: Cybersecurity and the Legal 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. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and docket management and computer-based research and document management.

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 how to handle client interviews on specific legal issues as they arise. Students will be introduced to 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 Legal Research**
40 hours, 4 credits

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

Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate PL240 Legal Writing
40 hours, 4 credits

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

Prerequisites: Legal Research; English Composition

**PL280 Paralegal Capstone**
50 hours, 5 credits

This course will provide students with an opportunity to integrate learning, skills, and theoretical knowledge from the Paralegal program in the form of real-world paralegal activities simulated in the online environment. Interview videos will be reviewed and analyzed, paralegal simulations will be conducted, and "paperless office" methods will be practiced.

Prerequisite or Co-requisite: Law Office Technology: Cybersecurity and the Legal Profession

**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 theoretical and a practical component. Students are introduced to the concepts and nursing abilities required to meet basic human needs. Emphasis is placed on safety, psychomotor skills, theory, skills, communication, and adult growth and development. The student must achieve a variety of nursing competencies to successfully complete the course.

Prerequisite: Program admission

**PN102 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 fundamental concepts and nursing abilities required to meet basic health and wellness needs. The theoretical basis for nursing judgment, knowledge of disease states, growth, development, and basic physiological concepts are presented. Emphasis is placed on knowledge, skills, and attitudes needed to provide quality care for a diverse population of clients across the lifespan. Special emphasis is placed on teamwork, communication, and nursing informatics as it pertains to the healthcare infrastructure. The student must demonstrate proficiency in a variety of nursing skills in order to successfully complete this course.

Prerequisite: Admission to the Practical Nursing Program

**PN104 Introduction to Practical Nursing**
20 hours, 2 credits

This course introduces the student to key concepts of Practical Nursing. The student will be exposed to the practical nursing expectations and scope of practice in diverse 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 safely 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 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.
Prerequisite: Fundamentals of Practical Nursing Pre or Co-requisites: Basic Pharmacology; Nutritional Principles for Nurses

PN115 Nursing I 90 hours, 5 credits
This course is an introduction to medical/surgical nursing and is comprised in both a theoretical and clinical component. Content includes nursing documentation, medication administration, the nursing process, and transcultural considerations. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the cardiovascular and respiratory systems.
Prerequisites: Nursing Foundations; Comprehensive Pharmacology; Comprehensive Pharmacology Lab; Human Anatomy and Physiology I
Co-requisite: Psychosocial Nursing

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

PN123 Basic Pharmacology 40 hours, 3 credits
This course is comprised of a theory and lab component where students acquire knowledge, skills, and attitudes to safely and effectively provide pharmacologic therapies to patients. Theoretical Emphasis is placed on Absorption, Distribution, Metabolism, and Excretion (ADME), as well as the current “rights of medication 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 knowledge and skills needed. Emphasis is placed on understanding medications at a beginning Practical Nurse skill level. The student must demonstrate proficiency in a variety of clinical skills, including medication administration within the lab setting, in order to successfully complete this course.
Pre or Co-requisite: Structure and Function of the Human Body; College Algebra

PN125 Nursing II 120 hours, 4 credits
This course is a continuation of Nursing I and is comprised of both a theory and a clinical component. Content includes surgical care, fluid and electrolyte balance, pain management, and care environments. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the reproductive, musculoskeletal, urologic, and endocrine systems. 
Prerequisites: Nursing I; Psychosocial Nursing
Co-requisites: Maternal-Child Nursing; Nutrition and Diet Therapy

PN130 Maternal - Child Nursing 80 hours, 4 credits
This course introduces maternal-child nursing and is comprised of both a theory and clinical component. Students explore concepts relevant to care of the obstetrical, newborn, and pediatric patient as well as sexuality and fertility issues. Emphasis is placed on family-center of care. Theoretical 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-requisites: 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-requisites: Nursing Seminar; Geriatric Nursing

PN140 Geriatric Nursing 80 hours, 5 credits
This online course explores care for the older adult and is comprised of both a theory and clinical component. The content builds on previous learning experiences to incorporate a more in-depth study of the normal aging process to assure comprehensive nursing care for the older adult. Content includes psychological, cultural, spiritual, legal, and ethical aspects related to geriatric nursing care. 
Prerequisites: Nursing II; Maternal - Child Nursing; Human Nutrition
Co-requisites: Nursing III; Nursing Seminar

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

PN148 Gerontology: Nursing 20 hours, 3 credits
This course is comprised of a theory component where students acquire knowledge, skills, and attitudes to safely and effectively support the functional abilities of the aging adult. Emphasis is placed on concepts such as Emotional and Cognitive Integrity, Neurological Adaptation, and End-Stage Integrity. This course will continue to build on concepts required to meet basic health and wellness needs that are specific to the aging adult. Communication, as well as Nursing Ethics and values, is applied to this specific population. Students are expected to apply Nursing Judgment and Critical Thought to principles presented in this course throughout concurrent and future Nursing Lab and Clinical Experiences. 
Prerequisite: Fundamentals of Practical Nursing Pre or Co-requisites: Basic Pharmacology; Nutritional Principles in Nursing

PN153 Practical 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 Practical Nursing I. Emphasis is placed on concepts such as Surgical Integrity, Pain Management, and Infection Control – the theoretical basis for Nursing Judgment, as it relates to Communication and Teamwork in the Clinical Setting. Students are expected to apply successful completion of the 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

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 Integrity, Motivational Wellness, Psychosocial Integrity, Addiction, and Violence. Special emphasis will be placed on Nursing Judgment related to Patient-Centered Care, Teamwork, and Communication when approaching this diverse group of clients. The theoretical basis for Complementary and Alternative Medicine, as it relates to pharmacological therapies for this setting, will be introduced. The student must achieve proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and effective interactions in the clinical setting, in order to successfully complete this course.
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 nursing abilities required for the Practical Nursing Role. Emphasis is placed on concepts such as Neurological Adaptation, Celluar Regulation, Holistic Therapy, and Crisis: Basic Nursing. This course will continue to build on previous concepts with a special emphasis on Thermoregulation, Cardiovascular Integrity, Tissue Integrity, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Quality Improvement, Patient-Centered Care, and Leadership in the Clinical Setting is required for successful completion of 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 in order to successfully complete the series.
Prerequisite: Practical Nursing II

PN180 Family Nursing 30 hours, 3 credits
This course consists of both a theory and clinical component that focus on the Knowledge, Skills, and Attitudes required to function in the appropriate role of the Practical Nurse in a Family Health Clinic, Pediatric Clinical Setting, or similar environment. Emphasis is placed on Reproduction as well as Growth and Development. Special Emphasis is placed on Surgical Integrity, Glucose Regulation, Infection Control, and Patient-Centered Care as it applies to this diverse group of clients. The theoretical basis for Complementary and Alternative Medicine, in conjunction with specific pharmacologic therapies for these clients will be introduced. Students are required to critically apply all previously introduced Health and Wellness Concepts, as well as Metabolism and Nursing Judgment, to content-specific exemplars presented in this course. The student must achieve proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and effective interactions in the clinical setting, in order to successfully complete this course.
Prerequisite: Practical Nursing II
Pre or Co-requisite: Psychosocial Nursing

PN197 Practical Nursing Capstone 20 hours, 2 credits
This course requires 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

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

S120 Word for Windows 40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to tables and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam.

Prerequisite: Computer Applications and Business Systems Concepts

S130 Discrete Structures for Computer Science 40 hours, 3 credits
This course will provide a basic understanding of discrete mathematical topics that form the basis of computer science. Topics to be covered include truth tables, logical propositions, elements of set theory, as well as basic notions of functions and mathematical induction. Students will explore the logical constructs that are the underlying model of discrete systems.

Prerequisite: Fundamentals of Programming
ST125 Surgical Microbiology  
20 hours, 2 credits  
This course is 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, gynecological, orthopedic, cardiothoracic, peripheral vascular, and neurosurgery. This course is a preparatory class for Surgical Practicum I and II. 
Prerequisites: Surgical Procedures II  
ST215 Surgical Tech Practicum I  
30 hours, 3 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. 
Prerequisites: Successful completion of all ST core courses except Surgical Tech Practicum II, Career Development and Seminar courses  
ST220 Surgical Tech Practicum II  
250 hours, 10 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. 
Prerequisites: Surgical Tech Practicum I  
W108 Introduction to Website Design  
40 hours, 3 credits  
Intended for beginning- to intermediate-level web authors, this course provides an overview of the World Wide Web and an introduction to HTML, JavaScript, and webpage design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation. 
Prerequisite: Computer Applications and Business Systems Concepts  
W109 Relational Databases  
40 hours, 3 credits  
This course covers relational databases and their efficient design. The course will include the definition of tables and indexes, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized. 
Prerequisite: Fundamentals of Programming  
W110 JavaScript  
40 hours, 3 credits  
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  
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 scripting 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 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.

### TABLE: SCHOOL OF BUSINESS

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Stafford Loan (includes PLUS loans)</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>North Dakota Tuition and Fees</th>
<th>North Dakota Room and Board</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.
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.

*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.

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 loan debt for completers from Federal Student Loans
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
9 Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.

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### SCHOOL OF HEALTH SCIENCES

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree Level</th>
<th>SOC Code*</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans1</th>
<th>North Dakota Tuition and Fees1</th>
<th>North Dakota Books and Supplies1</th>
<th>Room and Board2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Information Management</td>
<td>Bachelor's</td>
<td>29-2071</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,820</td>
<td>$7,350</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Health Information Technician</td>
<td>Associate's</td>
<td>29-2071</td>
<td>42%</td>
<td>81%</td>
<td>$23,919</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,750</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Medical Administration</td>
<td>Associate's</td>
<td>43-6013</td>
<td>23%</td>
<td>82%</td>
<td>$25,871</td>
<td>$0</td>
<td>$26,910</td>
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<td>$0</td>
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</tr>
<tr>
<td>Medical Administration</td>
<td>Diploma</td>
<td>43-6013</td>
<td>10%</td>
<td>NA*</td>
<td>$16,882</td>
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<td>$17,342</td>
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<tr>
<td>Medical Assisting</td>
<td>Associate's</td>
<td>31-9092</td>
<td>49%</td>
<td>83%</td>
<td>$21,045</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
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<tr>
<td>Medical Assisting</td>
<td>Diploma</td>
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<td>44%</td>
<td>67%</td>
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<td>$0</td>
<td>$17,940</td>
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</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>Certificate</td>
<td>29-2071</td>
<td>39%</td>
<td>NA*</td>
<td>$13,052</td>
<td>$0</td>
<td>$11,960</td>
<td>$1,800</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>Diploma</td>
<td>29-2071</td>
<td>45%</td>
<td>75%</td>
<td>$15,629</td>
<td>$0</td>
<td>$16,744</td>
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<tr>
<td>Medical Laboratory Technician</td>
<td>Associate's</td>
<td>29-2012</td>
<td>95%</td>
<td>91%</td>
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<td>$0</td>
<td>$33,189</td>
<td>$9,000</td>
<td>$0</td>
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</tr>
<tr>
<td>Surgical Technologist</td>
<td>Associate's</td>
<td>29-2055</td>
<td>73%</td>
<td>100%</td>
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<td>$27,508</td>
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### SCHOOL OF JUSTICE STUDIES

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree Level</th>
<th>SOC Code*</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans1</th>
<th>North Dakota Tuition and Fees1</th>
<th>North Dakota Books and Supplies1</th>
<th>Room and Board2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice</td>
<td>Associate's</td>
<td>33-3051</td>
<td>31%</td>
<td>74%</td>
<td>$25,751</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
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</tr>
<tr>
<td>Criminal Justice</td>
<td>Bachelor's</td>
<td>33-3051</td>
<td>66%</td>
<td>77%</td>
<td>$32,956</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,750</td>
<td>$0</td>
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</tr>
<tr>
<td>Human Services</td>
<td>Associate's</td>
<td>21-1093, 21-1094, 21-1099</td>
<td>40%</td>
<td>85%</td>
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<td>$26,910</td>
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<td>$0</td>
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<tr>
<td>Human Services</td>
<td>Certificate</td>
<td>21-1093, 21-1094, 21-1099</td>
<td>28%</td>
<td>NA*</td>
<td>$15,730</td>
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<tr>
<td>Human Services</td>
<td>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>NA*</td>
<td>NA*</td>
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</tr>
<tr>
<td>Law Enforcement Academic</td>
<td>Certificate</td>
<td>33-3051, 33-3012</td>
<td>64%</td>
<td>89%</td>
<td>$6,271</td>
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<td>$10,764</td>
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</tr>
<tr>
<td>Paralegal</td>
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<td>23-2011, 23-2099</td>
<td>41%</td>
<td>78%</td>
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<td>$28,106</td>
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<tr>
<td>Paralegal</td>
<td>Certificate</td>
<td>23-2011, 23-2099</td>
<td>NA*</td>
<td>75%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$18,239</td>
<td>$2,250</td>
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### SCHOOL OF NURSING

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree Level</th>
<th>SOC Code*</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans1</th>
<th>North Dakota Tuition and Fees1</th>
<th>North Dakota Books and Supplies1</th>
<th>Room and Board2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing RN to BSN</td>
<td>Bachelor's</td>
<td>29-1141</td>
<td>79%</td>
<td>NA*</td>
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<tr>
<td>Practical Nursing</td>
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<td>29-2061</td>
<td>94%</td>
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<td>$0</td>
<td>$21,700</td>
<td>$2,250</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>
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### STUDENT INVESTMENT DISCLOSURE INFORMATION

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### LOANS AND FINANCIAL AID

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

### TUITION AND FEES

The tuition shown is the full tuition cost and does not reflect scholarships, grants, loans, or any credit transfers—all of which can lower your tuition cost. Contact a program manager to discuss your unique situation and tuition costs for your degree.

#### TABLE OF DEGREES AND PROGRAMS

<table>
<thead>
<tr>
<th>SCHOOL OF TECHNOLOGY</th>
<th>Degree Level</th>
<th>SIC Code*</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Stafford Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>North Dakota Tuition and Fees</th>
<th>North Dakota Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>Bachelor’s</td>
<td>15-1133</td>
<td>NA*</td>
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<tr>
<td>Game and Simulation Programming</td>
<td>Bachelor’s</td>
<td>15-1131</td>
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<tr>
<td>Information Security</td>
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<tr>
<td>Information Technology Management–CIT</td>
<td>Associate’s</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$27,209</td>
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<tr>
<td>Information Technology Management–CIT</td>
<td>Diploma</td>
<td>15-1150</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
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<td>$4,350</td>
<td>$0</td>
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</tr>
<tr>
<td>Information Technology Management–General</td>
<td>Associate’s</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>$0</td>
<td>$27,209$4,350</td>
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<tr>
<td>Information Technology Management–General</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,033</td>
<td>$0</td>
<td>$27,209$4,350</td>
<td>$0</td>
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</tr>
<tr>
<td>Information Technology Management–Network Administration</td>
<td>Associate’s</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$27,209</td>
<td>$4,350</td>
<td>$0</td>
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</tr>
<tr>
<td>Information Technology Management–Network Administration</td>
<td>Diploma</td>
<td>15-1150</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
<td>$0</td>
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</tr>
<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>$27,209</td>
<td>$4,350</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Information Technology Management–Network Security</td>
<td>Diploma</td>
<td>15-1150</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
<td>$0</td>
<td>$20,033</td>
<td>$3,450</td>
<td>$0</td>
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</tr>
<tr>
<td>Information Technology Management</td>
<td>Bachelor’s</td>
<td>15-1142</td>
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<td>NA*</td>
<td>NA*</td>
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<tr>
<td>Software Application Development</td>
<td>Associate’s</td>
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<td>$27,508$3,750</td>
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<tr>
<td>Software Application Development</td>
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<tr>
<td>Web Programming</td>
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<td>29%</td>
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<tr>
<td>Web Programming</td>
<td>Associate’s</td>
<td>15-1134</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$27,508</td>
<td>$4,050</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

1 The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2 Internal placement rate methodology can be found at rasmussen.edu/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
9 Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.

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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 in all the rights, privileges, programs, and other activities generally accorded to 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 other 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 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 Entrance Course. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Entrance Course with a cumulative score of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Entrance 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 Entrance Course requirement: graduates of Rasmussen College within the last two years; students accepted into an AcceleratedED program; Early Honors program and Individual Progress students and 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.

888-5-RASMUSSEN

2013-2014 CATALOG AND STUDENT HANDBOOK

ACADEMIC INFORMATION AND COLLEGE POLICIES

• 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.
• International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  – TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  – Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. If the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  – 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 Visa. It certifies that (1) 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 is seeking to enroll for any reason other than to obtain an education; the College is not concerned with the student’s race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status, so long as 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.

• Official and unofficial transcripts and grade reports for courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) 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 experience led orientation 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.
Re-Enter Policy
Students may re-enroll in certificate or diploma programs one time, Associate's degree programs two times, and Bachelor's degree programs up to four times, unless the Dean of Campus or Director of Student Affairs determines that mitigating circumstances exist. Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return in a subsequent quarter is defined as a re-enter. Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of Satisfactory Academic Progress, re-entering students are treated as continuing students and must meet progress requirements. All reentering students, regardless of time away from the College, must successfully complete the College Experience Course or have a record of successfully completing the College Experience Course as part of the acceptance process for returning to the College. All re-entering students must comply with all other college acceptance criteria as outlined in the current catalog before being accepted into the College as a re-enter. Determination of whether a student is eligible to re-enroll is based on the criteria below. A student will be allowed to start the enrollment process and re-enroll if the student meets the following criteria:

- All other enrollment qualifications are met at the time of re-enrollment: the student is in good academic standing as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the most recent withdrawal; the student has no outstanding balance owed to the College; and the student has successfully completed all required Foundations Writing courses or placed into Reading and Writing Strategies previously or re-tested, and has a previous clear background check.

- A re-entry process will be initiated for a student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of pre-adverse action taken from the College or a request and/or re-entry request and/or has an outstanding balance with the College or has not met the foundations course requirements at the time of the request. As part of this process, the student will be required to participate in Project Rally following the Re-entry Process Guidelines. The re-entry request will either be approved or denied based on a review of the student's current academic standing at the time of withdrawal, financial status and completion of online learning tools within Project Rally. A complete description and the requirements of the re-entry application process are available through the Campus Registrar.

Students in Health Sciences programs who wish to re-enter into the School of Health Sciences programs must complete a pre-adverse action assessment in order to determine an appropriate level of re-entry. These students will be allowed to re-enter at the appropriate level in a current program if a space in the program is available. Students who wish to re-enter into a Nursing program must complete a programmatic assessment in order to determine an appropriate level of re-entry. Nursing students will have their previously completed Nursing core courses as designated by course prefix (NU, NUR, PN, PRN, HNU) assessed against the current program requirements which will be used in the program into which they are enrolling, all previously completed general education courses will be applied as required in the program. Rasmussen College will allow the student to re-enter at the appropriate level in a current program if a space in the program is available and all other re-entry requirements are met.

Admissions Requirements
Background Checks
For some programs, Rasmussen College requires applicants to pass a background check before admission. Note that “passing” a criminal background check is determined by Rasmussen College, in its sole discretion. The background check is designed to alert students to issues that may impair their ability to complete clinical, externship or practicum activities, obtain an employment upon graduation, or accumulate unnecessary student loan debt. The following programs require a general background check for admission in all states:

- Criminal Justice
- Early Childhood Education
- Fire Science
- Health Information Management
- Health Information Technician
- Healthcare Management
- Human Services
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician

The following programs require a general background check for admission in all states except Minnesota. In these programs, Rasmussen College requires a Minnesota Department of Human Services background check for admission:

- Health Sciences
- Medical Assisting
- Medical Laboratory Technician
- Practical Nursing
- Professional Nursing

Programs listed here may not be available in each state. See program pages in this catalog or program listings on rasmussen.edu for program availability.

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

- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course materials.

If a student is taking transferable general education courses, the student may elect to finish those courses for the quarter, if the student pays for the course materials.

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 re-enroll in the next quarter.

A student enrolling in a program that requires a background check will not have his/her aid submitted until the student is determined to be eligible either through a clear or possible letter or suggestion by going through the appeals process. This process may delay a student’s funding until the background check process is complete. The college will send either a possible issue letter or 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 the background check may prevent the student from completing practicum activities, field trip experiences, and/or engaging in other student field activities. Applicants who receive a possible issue letter may acknowledge the issue and make an informed decision to continue with the program, or they may choose to change programs.

A pre-adverse action letter informs the student that the college is about to take adverse action by either not allowing the applicant to enroll in a certain program or not allowing a student from a certain program, based on the background check. After receiving a pre-adverse letter the student may contact the background check firm directly to dispute the information contained in the background check. Within seven days of sending the pre-adverse action letter the College will allow a student to submit an appeal action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available. If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The college will review the appeal and issue a final decision.

A student whose appeal has been denied has the right to request to file one request for reconsideration of their appeal, but must provide evidence and submit 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. If a student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender. A student enrolling in a program that requires a MDHS background check will not have his/her aid submitted until the student is determined to be eligible either through a MDHS blue clearance letter or set aside letter. This process may delay a student’s funding until the background check process is complete. A student who receives a MDHS yellow letter may attend class for one quarter while the MDHS finalizes its decision. If the MDHS has not finalized its decision by the end of the student’s first quarter of enrollment, the student will be withdrawn from the College and not allowed to continue into the second quarter. If the MDHS finalizes its decision with a blue clearance letter after the withdrawal, the student will be eligible to re-enter the school for enrollment for the next subsequent start date.

A student who receives a MDHS disqualification is determined ineligible for admission and must complete the following:
Students must attend programmatic orientation as well as general orientation and risk being dismissed from the cohort.

Applying For Admission into the School of Nursing Applicants pursuing admission into a Practical Nursing or for RN Practical Nursing Program must meet the following standards in order to be deemed eligible for admission:

1. Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement score above that requiring a Foundation course 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. For more information, see Admission Placement requirements above, 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 will register and pay associated fees for the study materials and exam. On exam scores, applicants may apply for a nursing program of study for which they qualify. Applicants not meeting the exam score requirements determined by Rasmussen College at its sole discretion upon first attempt may register for an additional attempt. Applicants not successful after the second attempt will wait 12 months before reapplying to the School of Nursing. Applicants who have previously taken the entrance exam within the past twelve months may reapply to an alternate institution at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Dean of Nursing and counted 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 accepted.

TEAS Score for admissions eligibility for Practical Nursing Diploma program: 55%-64.9% composite score

Complete Application Requirements:

Applicants successful in completing the College entrance placement exam requirements and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for program consideration:

• 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

• Any additional program specific requirements as 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 in 2 weeks. 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 as 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 in 2 weeks. 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 as 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 in 2 weeks. 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 as 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 in 2 weeks. 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.
The College will provide specific information on each course, including textbook prices and technology requirements.

Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.

Students will receive high school dual enrollment credit for successfully completed Early Honors course at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.

Students may apply to a full program of study by completing an Application for Admission.

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 the difference between the cost of college and your ability to pay for it. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

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

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

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GIFT AID</strong></td>
<td></td>
<td></td>
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</tr>
<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>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td>ND State Grant</td>
<td>Gift aid based upon undergraduate student status with ND residency. Student must attend full time to receive and is notified by the state regarding eligibility.</td>
<td>$1200</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>MN State Grant*</td>
<td>Grant based on financial need and the student’s individual tuition and fees. Must be an undergraduate student with MN residency. Student is notified by the College regarding eligibility.</td>
<td>Amounts calculated based on length of degree and current state legislative provisions</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td><strong>EMPLOYMENT</strong></td>
<td></td>
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</tr>
<tr>
<td>Federal Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td>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><strong>FEDERAL LOAN PROGRAMS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500 2nd Year - $4,500 3rd Year+ - $5,500</td>
<td>Free Application for Federal Student Aid (FAFSA) – Promissory Note processed through College and Lender and 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 and Entrance Counseling</td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note processed through College and Lender and Entrance Counseling</td>
</tr>
<tr>
<td><strong>VETERANS’ BENEFITS</strong></td>
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<tr>
<td>Veterans’ Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component. Monthly benefit based on service contributions</td>
<td>Veterans Administration or Veterans Service Officer</td>
<td></td>
</tr>
<tr>
<td><strong>MINNESOTA STATE LOAN PROGRAMS</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Student Educational Loan Fund (SELF)*</td>
<td>Supplemental, variable interest rate loan, allows deferment of principal while in college, requires credit-worthy co-signer.</td>
<td>$7,500 per grade level</td>
<td>SELF application processed through College and the Higher Education Services Office</td>
</tr>
</tbody>
</table>

Gift aid and work study are awarded annually based on the fiscal year dates of July 1 through June 30. Students attending in more than one fiscal year period must reapply for financial aid assistance.

*These programs are available only for Moorhead site students.
SCHOLARSHIP AND GRANT PROGRAMS

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

Achieve Scholarship

Now 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 stipends 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 AccelerED programs are not eligible for the scholarship. For a complete list of terms and conditions, visit 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 eligible dependents, age 18-23, of any service member on active duty as outlined above.

Corporate Discount

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

Restrictions

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

- Early Honors Program
- Military Discount
- Corporate Discount
- AccelerED Partner Success Grant
- Achieve Scholarship

Employer Tuition Reimbursement

Many employers today offer tuition reimbursement to their employees earning a degree. Whether it’s full reimbursement or partial, we want to make sure your tuition reimbursement plan is as seamless as possible so you can reduce the cost of your education, as well as possibly reduce the amount of money you need to fund your degree. To take advantage of tuition reimbursement, check with your employer about what tuition reimbursement options may be available to you. Then, contact your program director or the Student Financial Services Department to discuss your tuition reimbursement options.

High School Professional Program

Rasmussen College waives tuition for High School Teachers and Counselors who meet the required criteria. This program is only available to teachers and counselors who are employed at a high school (grades 9-12) in Minnesota, North Dakota, Florida, Illinois, Kansas and Wisconsin. Current status as a high school professional will be verified by Rasmussen College prior to the initial start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the professional’s first course.

Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in online courses will be made available to high school teachers and counselors each quarter. The number of seats is determined by the cumulative number of classes that may be taken. Tuition free courses for high school professionals are offered on a space-available basis, with priority given to other enrolled Rasmussen students who must complete the course as part of their degree program at Rasmussen College. Participants are responsible for purchasing books or supplies needed for the course. Books may be purchased through the online bookstore. Grades will be recorded as audit grades with the student classified as an audit student.

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 courses or programs where enrollment is under 12 students.

Class Standing

Rasmussen College determines class standing by the number of credit hours a student has completed. The College assigns class standings according to the following criteria:

- Freshmen: 0-36 credits completed
- Sophomore: 37-72 credits completed
- Junior: 73-108 credits completed
- Senior: 109 or more credits completed

These Programs May Also Be Offered Online

Bachelor’s Degrees

- Human Resources
- 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 Billing and Coding
- Medical Administration
-参谋
- Paralegal
- Pharmacy Technician
- Web Programming

Certification

- Accounting
- Business
- Early Childhood Education
- Human Services
- Law Enforcement Academic
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician
- Web Programming

Individual Progress

Students may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program. 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 attempted and earned for purposes of Satisfactory Academic Progress (SAP).

ACADEMIC INFORMATION AND COLLEGE POLICIES

Developmental Education and Rasmussen College College Entrance Placement Exam Readiness Policy

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college-level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and building educational opportunities to those who enroll. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests.Applicants providing a college transcript* indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the reading and writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination.

Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the College entrance placement examination. Returning students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the College entrance placement examination. Coursework in Math or English that is numbered below 100 is considered to be developmental. College entrance placement examination scores are used to appropriately place students in English and Math courses according to skill level. See Entrance Assessment Table for placement guidelines. These credits are not counted toward graduation, and each must be passed with a grade of ‘SX’ in order for the student to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation courses. Students who test at remediation level, and who wish to transfer courses that have Foundation courses as prerequisites, must first successfully complete the Foundation courses. Students enrolled in Foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program. Students who place below the level of B080 Reading and Writing Strategies are not admitted to Rasmussen College. Students who place below the level of B080 Reading and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test. The College entrance placement examination may not be re-taken for initial placement purposes after the start of a Foundation level course. On occasion, however, a re-test may be allowed prior to the start of a quarter. Students are only granted if extenuating circumstances exist that lead the College to determine a re-test is needed to accurately determine the student’s ability level. Only one such re-test may be allowed, at the discretion of the Academic Dean.

These include official and unofficial transcripts and grade reports for courses completed at regionally or nationally accredited institutions of higher learning, as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA).

Foundation Courses Timeframe

To help ensure student success, students requiring a Foundation course must complete one such course in their first full quarter of enrollment. Additionally, all required Foundation courses must be taken in the student’s first two full quarters of enrollment. If a student withdraws from or does not pass a Foundation course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the College. Foundation courses are B080 and B087. A “full quarter” is defined as the mid-quarter start.

Foundation Course Grading

1. All Foundation courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students pass B080 Reading and Writing Strategies if they achieve a final grade percentage of 73% or higher.
3. Students pass B087 Practical Math if they achieve a final grade percentage of 73% or higher.

The following grading scale is used to determine if students have passed the courses:

Reading and Writing Strategies

- 73% or higher
- Below 73%
- Practical Math

- 73% or higher
- Below 73%

Seminar Course Grading

1. The E185, E270, E320, and E410 seminar courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students are to complete and submit the components of their Graduate Achievement Portfolio (GAP), a general college-level skills assessment, as assigned in the appropriate seminar courses designated for each program.
3. If a student does not successfully submit an assigned GAP assessment piece in the appropriate seminar course, then he or she will be unable to earn enough points to pass that seminar course.

Common Grading System

Grade of SX may be used to indicate that a student is in progress or at the earliest stages of completing a course. The SX grade is assigned if students have not completed the course. The SX/UX grade is assigned if students have not completed the course but have evidence of completing course work.

Point Scale

Alphabetical Grading System

Grade of SX applies to Foundation and College Experience courses. Grade of UX applies to Foundation and College Experience courses. Grades of SX/UX apply to Seminar courses. Grade of WX applies to Foundation, Military Leave, and Medical Leave Withdrawals.

Grade Point Scale

Description

A- 3.75
B+ 3.50
B 3.00
C+ 2.50
C 2.00
Average 1.75
D+ 1.50
D 1.00
Below Average 0.75
Failure
Course Waiver
Incomplete

See “Incomplete Policy”
Repeating Courses Policy
Students who are meeting Satisfactory Academic Progress requirements 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 aid award calculation only if the original grade earned was an "F/FW". If a student elects to repeat a course for which a grade above "FW" was earned, the credits are included in the financial aid aid 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 for receiving financial aid for that course is discontinued. 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 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 allowed 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, another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher and transferring it back in to Rasmussen College, in accordance with the transfer of credits. In the case of credit transfer, an “FW/FWA” grade will remain for purposes of GPA calculation. However, all of the course credits both earned and transferred, will be included 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 College. 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 repeated courses and may include all grades in calculating GPA for admission.

Nursing Programs Grade Scale
Students are required to earn at least a "C" in their Nursing courses. This applies to all courses in the Nursing curriculum (i.e., all courses at all RN, BSN, BSN, and PHD coursework level 0 through level 1600). Students are required to achieve an overall exam score average of at least 3.0 for each Nursing course for the purposes of determining Academic Progress. Students who are meeting Satisfactory Academic Progress requirements 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 aid award calculation only if the original grade earned was an "F/FW". If a student elects to repeat a course for which a grade above "FW" was earned, the credits are included in the financial aid aid 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 for receiving financial aid for that course is discontinued. 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 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 allowed 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, another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher and transferring it back in to Rasmussen College, in accordance with the transfer of credits. In the case of credit transfer, an “FW/FWA” grade will remain for purposes of GPA calculation. However, all of the course credits both earned and transferred, will be included 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 College. 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 repeated courses and may include all grades in calculating GPA for admission. Students repeating a course for a second time may count the credits for that course in a financial aid aid award calculation only if the original grade earned was an "F/FW". If a student elects to repeat a course for which a grade above "FW" was earned, the credits are included in the financial aid aid 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 for receiving financial aid for that course is discontinued. 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 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 allowed 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, another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher and transferring it back in to Rasmussen College, in accordance with the transfer of credits. In the case of credit transfer, an “FW/FWA” grade will remain for purposes of GPA calculation. However, all of the course credits both earned and transferred, will be included in the student’s Cumulative Completion Rate (CCR).
Program Changes

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

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

A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the end of the current quarter and does not meet any of the criteria above must file an appeal with the campus Program Change Appeal Committee. As part of the appeal process, the student will be required to submit a letter following the appeal process guidelines. The appeal will be either approved or denied based on a review of the student’s academic progress and progress to date with Rasmussen College and the information provided in the appeal letter.

A complete description and requirements of the program change appeal process is available through the Campus Registrar. A clear background check is required for enrollment in certain programs as determined in the background check section of the catalog. Students who do not successfully pass a background check will be terminated from the College. All program change appeals must be received no later than Friday of the first week of break prior to the start of the quarter in which the student wants to change programs.

If a student chooses to change his/her academic program, the student defaults to the current catalog curriculum requirements. On occasion, a student may remain in his/her original catalog, assuming 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 an Rasmussen College faculty instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives specified by the student. Independent study requires a student to be motivated and organized. Because an independent study does not provide the student with the classroom interaction normally associated with higher education, it is to be offered only when there is no alternative and as infrequently as possible.

Students may take, and the College may offer, a course through independent study under the following conditions:

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for completion of the student’s program.
3. The need for the course in the quarter in question does not arise from the student’s decision to withdraw from the course in an earlier quarter, the student’s failure to satisfactorily complete the course in an earlier quarter, or the student’s decision to change programs.
4. The student will complete work of a similar quantity and quality as required in a regularly scheduled class and will meet the same standard performance objectives for the class.
5. The Academic Dean approves the plan for completing the course work.
6. The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.

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

Independent studies must meet the following guidelines:

Prior to the beginning of the independent study, the student and instructor must meet to define the following:

1. When and where they will meet each week.
2. Weekly objectives for work to be completed based upon the 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 complete a course listing a prerequisite, the student must have received a passing grade in the prerequisite.

Equipment

Rasmussen College strives to maintain its role as an educational leader by incorporating current technology. Rasmussen College provides technology and computer access, and internet access at each campus. Students will also have access to printers, additional software packages, electronic databases, and a helpdesk lab as provided at a Rasmussen College campus.

Graduation Requirements

Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of requirements listed, and on not the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a Degree, Diploma, or Certificate with a passing grade in each area. Completion and submission of the components of the Academic Achievement Examination, or certification in the appropriate seminar courses designated for each program, is a graduation requirement.

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

Academic Overload Policy

An academic or credit overload occurs when a student register for more than 20 credits per quarter. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the Rasmussen College Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average of 2.75 or above. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 24 total credits in the approved quarter. Students must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. The Academic Overload Approval Form is available through a Student Advisor.

Academic Overload Approval Form for Five and Six Week Courses

An academic or credit overload occurs when a student registers for more than 10 credits per six-week session. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the Rasmussen College Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average of 2.75 or above. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 12 total credits in the approved quarter. Students who are transferring to the College, a minimum of 24 credits must be transferred to the College and the most recent GPA on a transcript must be 2.75 or higher. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. Any future overload requests for transfer students must follow the Academic Overload Policy for the full term. The Academic Overload Approval Form is available through a Student Advisor.

Drop/Add Class Policy

Course registration practices ensure that the College is able to provide quality instruction through obtaining a minimum class size of 12 students per course.

Full-quarter drop/add period:

Students may add courses through the first Friday of the quarter, which is the close of the drop/add period.

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

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.
2. Following the first week of a five or six-week term and on or before the third Friday of the term, students will receive a W/DN on their transcript. The student’s grade point average will not be affected. Grades 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 FF/A for any classes dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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.

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—4.00 will receive a Dean’s List certificate.

Graduation Honors

Rasmussen College recognizes outstanding academic achievement by awarding honors to graduating students. 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 bestowed to students with 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 the 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 first Friday of the quarter. Failure to comply with the standard may result in an administrative withdrawal from the College.

SAP Components: All students must meet all three of the components that are used to measure a student’s Satisfactory Academic Progress (SAP) toward 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 2.0.
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 total number of credits required for the program (e.g., maximum time frame for a 90-credit program – 90 x 1.50 = 135 credits).

Total credits are indicated for each program listing in the catalog. A student who exceeds 150% of the maximum time frame is no longer eligible for financial aid.

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, F/A, U, UN, W, WD, U/N. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

<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>
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</table>

3. Duration of Eligibility: This is the maximum time frame for program completion and is equal to 150% of the total number of credits required for the program (e.g., maximum time frame for a 90-credit program – 90 x 1.50 = 135 credits). Total credits are indicated for each program listing in the catalog. A student who exceeds 150% of the maximum time frame is no longer eligible for financial aid.

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, F/A, U, UN, W, WD, U/N. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

TRANSFER OF CREDIT, PRIOR LEARNING AND WAIVERS

Transfer of Previously Earned College Credit and Prior Learning Assessments

General Transfer Credit Policy
- Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.
- Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
- Students must request that official transcripts containing coursework for which credits are to be transferred 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 application process, official transcripts will be evaluated for credit transfer. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.
- A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.
- College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college 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 Technologist programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means, with the exception of “block transfer” candidates for the Surgical Technologist and Medical Assisting Associate’s degree programs.
- Students in the Professional Nursing Associate’s degree program must complete at least 45% 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.
- Students eligible and approved for the Surgical Technology AAS Completer Block Transfer must only complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
- 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 quarter credits will be subject to rounding as appropriate to the transfer credit.
- International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student’s credit transfer is equivalent to Rasmussen 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 on a direct transfer from one Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted or calculated.
- Grade point 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 Satisfactory Academic Progress. All credits considered to be earned toward program completion, including Tech-out, transfer, and course waiver credits, are also credits attempted. 
- Courses which have been accepted for transfer will be listed on the student’s transcript with a Transfer Teacher (TR) designation. Transfer credits which have been conditionally accepted pending the receipt of an official transcript will be listed with a Pending Transfer (PT) designation. Any pending transfer credits still remaining at the end of the student’s program will be removed and the student will be required to complete the program requirements in order to graduate.
- Courses for which a student has received credit by examination will be listed on the student’s transcript with a Test Out (TD) designation.
- Courses for which a student has received credit through waiver will be listed on the student’s transcript with a Course Waiver (CW) designation.
- When courses are not accepted for transfer, a student may file an appeal through the following process:
  1. The student completes an appeal form.
  2. Information such as a syllabus, course description, or text may be required.
  3. The information will be reviewed and approved by the College Registrar.
- Students who have not completed a course will be reviewed for transfer regardless of completion date.
- Credit for some courses transferred from regionally or nationally accredited institutions of higher learning will be evaluated on a course-by-course basis. 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.
- Only courses completed with grades from institutions other than Rasmussen College will not be computed in the Rasmussen College grade-point average. Grade point averages and grades from courses taken at any of the Rasmussen College campuses, which pertain to the current program, will be computed in the student’s final grade-point average.
- General education credits may be considered for transfer regardless of completion date.
- Credits in information technology or computer science/computer applications must have been earned within the previous three (3) years of the assessment date.
- Associate Nursing Program will not accept any core course transfers (prefixes NUR/ PN in Florida; prefixes RN/NU/RN in Illinois, Minnesota and Wisconsin).
- Health Sciences core courses as designated by course prefix, have a five (5) year transfer limit.
- The following courses in the Medical Assisting Program are not transferable: MA102 Introduction to Medical Assisting, MA110 Clinical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills, MA225 Medical Assisting Extremity, and MA225 Medical Assisting Capstone.
2-2 Matriculation for Baccalaureate Candidates

For students who have completed an Associate’s degree, who enroll in a Rasmussen College Bachelor’s degree in a similar program area (i.e., business degrees are required for business, accounting for accounting, criminal justice/ law enforcement for criminal justice/law enforcement specific courses that are transferable), they will receive immediate junior-level standing.

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

A block of up to 91 quarter credits for graduates from institutions that are comparable to Rasmussen College or based on a mutually agreed upon computer science curriculum and syllabus, or a math block transfer comparable to Calculus II in order to qualify. If those conditions are not met, the 2+2 policy cannot be applied.

For the Bachelor in Health Information Management, qualifying Associate’s degrees are available from a CAHIM accredited program and earned within the past five years. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years and be approved by the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an earned Associate degree in any field. If so, the student needs to submit his/her AHA/ HIMIM member card, showing it as current.

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

1) Health Sciences Programs (including Medical Assisting AAS/AS, Health Informatics technician AAS/AS, Medical Administration AAS/AS, Pharmacy Technician AAS/AS):
   - Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits (34 Illinois credits) for a total of 77 credits (79 Illinois). In addition, these students will need to take Financial Accounting I, Financial Accounting II, Introduction to Business and Introduction to Human Resource Management in the core.

2) Business Programs:
   a) Business Management AAS/AS – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits (34 Illinois credits) for a total of 81 credits (83 in Illinois). In addition, these students will need to take Medical Terminology, Electronic Health Records and Medical Office Procedures, and Medical Law and Ethics in the core.
   b) Accounting AAS/AS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits (34 Illinois credits) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Electronic Health Records and Medical Office Procedures, and Medical Law and Ethics in the core.
   c) The remaining core content necessary for the healthcare management degree will be provided in the 300 and 400 level core courses.

General Education Block Transfer for Baccalaureate Candidates

For students with a conferred degree, general education coursework will be transferred as a block regardless of conferred degree or program through Rasmussen College.

• Confirmed Associate’s degrees may be posted as a 32-credit (34-credit in Illinois) general education block.
• Confirmed Baccalaureate degrees may be posted as a 56-credit block (58-credit block in Illinois) comprised of 32 lower-level and 24 upper-level credits (34 lower-level and 26 upper-level credits in Illinois).
• All general education courses must be met due to accreditation requirements.
• For those students without an earned degree, successfully completed general education credits will be applied.

Medical Assisting Associate’s Degree Complete Block Transfer Policy

A block transfer of 54 core credits may be allowed into the Medical Assisting AAS/AS program if one of the following criteria is met:

1. Graduated from a CAHEP or ABHES accredited MA Diploma or Certificate program within the past 3 years and holds a current CMA (AAPA) or RMA (AMT) certification; or
2. Graduated over 3 years ago from a CAHEP or ABHES accredited diploma or certificate program, but has worked as an MA within the past 3 years and holds a current CMA (AAPA) or RMA (AMT) certification.

Students will need to complete 32 general education credits and ECU242 (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 transfer maximum of the current program.

Block Transfer for Health Science Associate’s Degree

For students who have completed a healthcare Certificate or Diploma and enrolled into the Health Sciences AS program a total block transfer of 19 major core credits may be posted.

For students who have completed a Diploma or Associate’s degree in Medical Assisting and enrolled in the Health Sciences AS program a total block transfer of 25 major core credits may be posted.

For students that have completed a Diploma or Associate’s degree in Medical Assisting and enrolled into the Health Sciences AS program Prophetic Track a total block transfer of 25 major core credits may be posted.

Previous completed coursework will be considered for transfer if the course-by-course basis, and automatic credits for 2.0 or higher, applied to the student transcript. Transfer guidelines are as follows:

• For students who have earned a cumulative GPA of 3.0 in their program major courses may request a waiver for the Medical Coding practicum coursework.
• Students must complete and submit the required paperwork (CAPS) to the Coordinators/Directors of the program 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 institution, and documentation will be required from the student’s employer. The Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation.
• If the criteria is met, the grade will be posted on the student transcript as a Course (CW).

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

Students who have a current CHED 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 Education; and Health, Safety and Nutrition/CDA Application.

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

School of Technology Waivers

• Course waivers will be considered for students who have selected professional certifications from the Computer Technology Industry Association (CompTIA); Microsoft Certified Technology Specialist (MCTS); Cisco Certified Entry Network Technician (CCENT); or CIW 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’s transcript as a Course (CW).

School of Design Waivers

• Course waivers will be considered for students who have select professional certifications from Adobe (Creative Suite or or Rasmussen College 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’s transcript as a Course (CW).

School of Health Sciences Waivers

• Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS) or CCA-PP from AHIMA. In addition, an X-ray operator license may also be considered.
• Course waivers will be considered for specific courses related to the certification.
• 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’s transcript as a Course (CW).

College Equivalency Credit

Credits earned through college-equivalency programs will be applied to student transcripts as Test-Out credits (TO) and will not be assigned letter grades or applied to cumulative grade-point average. Rasmussen College recognizes the following college equivalency programs:

Advanced Placement (AP) examinations administered by the College Board.
• A score of 3 or higher required.

Medical Coding Practicum Waiver

Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for the Medical Coding practicum coursework.

Students must complete and submit the required paperwork (CAPS) to the Coordinators/Directors of the program 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 institution, and documentation will be required from the student’s employer. The Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation.

If the criteria are met, the grade will be posted on the student transcript as a Course (CW).
ACADEMIC INFORMATION AND COLLEGE POLICIES

- College-Level Examination Program (CLEP) examination must be administered by the College's Testing Board. A score of 50 or higher is required for computer-based testing since 2/15/2003. For paper-based exams taken prior to 2/15/2003, the CLEP ACT recommended score will be used.
- DSST, DANTES, Excelsior College Exams. Passing 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 transfer credit. These credits are usually listed on Sailor/Marine American Council on Education Registry Transcript (SMART), Defense Activity for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) score, Coast Guard Institute (CGI) transcript, Army American Council on Education Registry Transcript System (AARTS) transcript and/or Community College of the Air Force (CCAF) transcript.
- Prior Learning Assessment (PLA) credits may be earned by going through the PLA process and may be earned through The Council for Adult Experiential Learning (CAEL).
- Other types of college-equivalency courses and/or examinations may be evaluated for eligibility with the Campus Registrar.

Transfer to Other Colleges
Graduates or students who would like to transfer credits earned at Rasmussen College to another school should understand that the college’s 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 completed their course of study are provided without charge; however a fee of $5.00 is charged for all other transcripts. The institution reserves the right to withhold official academic transcripts from students under certain circumstances such as having an outstanding financial obligation to the College.

Academic Information and College Policies

Practicums/Externs in Nursing and Health Sciences programs are conducted under the supervision of licensed professional nurses, health educators, physical therapists, and/or occupational therapists with advanced degrees in the respective field.

EXTERNSHIPS, PRACTICUMS, AND CLINICALS

Health Sciences Externships, Practicums, and Clinicals
Externs, practicals, and clinical rotations for Health Sciences programs are 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/Externs in Health Sciences programs have attendance expectations that differ from the general Rasmussen College Attendance Policy. These attendance policies can be found in the program-specific manuals/handbooks. In order to successfully complete a practicum experience, students must complete the required number of practicum hours for the course. Students who do not complete all required practicum hours during the quarter in which the course is scheduled will fail the practicum course.

All student activities associated with the curriculum, especially while the student is completing his or her clinical rotations, will be educational in nature. The College will not receive any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution.
ACADEMIC INFORMATION AND COLLEGE POLICIES

The Student Financial Services Office is available for your assistance for the duration of your student loan. Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due the College.

Circulation Policy

Rasmussen College Library System, in accordance with the mission of the College, promotes lifelong 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 institutional partnerships;
• Engage in responsive collection development and resource sharing; and
• Collaborate with faculty to select resources in a variety of formats.

This circulation policy supports the library mission by ensuring that library materials are available to members of the Rasmussen College community and other library users on an equitable basis. Exceptions to this policy may be granted by the Campus Librarian on a case-by-case basis if need is demonstrated.

Borrowing Materials: General

The following persons are permitted to check out materials owned by our campus libraries:
• Rasmussen College students and alumni in good financial standing with the College
• Rasmussen College faculty and staff in good standing with the library
• Community, consortia, and interlibrary loan patrons in good standing with the library

A patron in good standing with the library is defined as a person who has no overdue items and owes no fines toward damaged or lost items.

A library user is responsible for any items checked out in his or her name. Rasmussen College retains the right to deny borrowing privileges to any person in violation of this or any other library policy.

Loan Periods

Circulating materials are loaned for 21 calendar days and may be renewed up to two times if there are no outstanding holds on the material. Special materials are loaned for three hours or overnight depending on the material. Restricted materials may not be renewed.

Library materials must be returned to the library on or before the end of the loan period. Returned materials are accepted at any campus library and may be 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 two 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 until items are renewed 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 a surcharge on your individual item. The library will charge $55.00, or the cost of replacing the item plus $5.00 processing fee.

In the event that a library material is returned damaged, the borrower will be assessed a fee to replace the item or replace the damaged item. In the event that an irreparable item is damaged, the library will assess a $55.00 fee.

Rasmussen College cannot override fines incurred for the duration of the student loan.

Copyright/intellectual property

Students may be associated with any student organization. However, student groups vary from campus to campus. 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 online courses to run properly are located on the following website: http://content.learntoday.info/course_files/techinfo/techinfo_ols.htm

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 a Virtual PC environment. You may need to take some required courses and assignments at a campus site.

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 exit interviews have been completed. All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. In this interview, students receive information regarding their loan(s) including address and telephone numbers of lenders, deferment requests, list of qualifications, a sample repayment guide, loan consolidation information, and review of loan terms.
ACADEMIC INFORMATION AND COLLEGE POLICIES

This policy prohibits behavior such as:
1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements;
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 blatant as rape or as subtle as a touch. Harassment under the third part of the definition often consists of calous insensitivity to the experience of others.

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

There are basically two types of sexual harassment:

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

Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, anyone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

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

Hostile work environment can be created by anyone in the work environment, whether he be supervisors, other employees, or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the workday. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

For further information please refer to the EEOC’s website at www.eeoc.gov or call the EEOC Publications Distribution Center at www.800-669-3362 (TTY), 800-800-3302 (TTY). Sexual orientation harassment: Sexual harassment includes harassment based on sexual orientation. Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, persistent, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

Romantic/sexual relationships between superior and subordinate: Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties.

The respect and trust accorded a faculty member or employee by a student can be used to 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, give recommendations, assign and oversee the work activities of employees may interfere with the employee’s ability to choose freely in the relationship. Further, it is inherently risky where age, background, status, credentials or other characteristics contribute to the perceptions that a power differential exists between the involved parties. Therefore, the limits the student or employee’s ability to make informed choices about the relationship.

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the individual who will bear the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/sexual relationship with anyone in a superordinate/ subordinate relationship.

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, through the use of bodily harm, through a position of authority, or when the victim/survivor is mentally or physically disabled or helpless constitutes criminal sexual assault.

Having a previous relationship of any nature, including prior sexual contact with the victim/ survivor is not an accepted defense for sexual assault. The victim/survivor does not need to prove that the accused resisted and another witness was needed to prosecute the case. The relative age of the persons involved, the victim/survivor’s fear of bodily harm to self or another, the use of threat to use a weapon by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by the courts.

A. Complaints by employees and students:

A formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The complaint may be filed directly to the Campus Director or other manager who will immediately report such complaint to an Executive Vice President or President and Human Resource Director or Corporate Counsel.

B. The College will investigate formal complaints in the following manner:

1. The person who is first contacted, after initial discussions with the complainant, will inform the College the specifics of the incident, as well as the complainant specifying the incident(s) of sexual harassment. The College will then investigate the allegations to determine the necessity 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.

Rasmussen College will inform the complainant against the name of the person making the complaint as well as 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.

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 and notified of the specific conversations 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 determining that there is insufficient evidence to support the complaint.

D. Victims’ Rights Under Sexual Assault Policy

If the assault is alleged to have been committed by a member of our college community on property owned by the College the following additional policy applies:

1. The victim is aware that criminal charges can be made with local law enforcement officials.

2. The prompt assistance of campus administration, or Rasmussen management at the request of the victim, in notifying the appropriate local law enforcement officials of a sexual assault incident;

3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint; and

4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data privacy.

5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;

6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;

7. The assistance of campus and/or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, in providing the 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 E 5th Street, Suite 700 St. Paul, MN 55101 (651) 676-3700 • 651-296-5663 TTY 651-296-1283 humanrights.state.mn.us/ Office of Justice Programs (651) 221-7311 • 800-376-0939 Website: ojp.state.mn.us

9. The campus administration will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Reparations Board.

For further information refer to the Office of the Crime Victim Ombudsman website at ojf.state.mn.us/ 651-642-0550 or the Crime Victims Reparations Board website at ojpf.state.mn.us/MCCVS/ 651-296-2456.

Nothing in this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state or federal agencies or the courts.

Drug-Free School and Workplace

In accordance with the Drug-Free Schools and Communities Act (34 CFR Part 85), Rasmussen College campuses are hereby declared a drug-free college and workplace. For more information visit The U. S. Department of Education’s Higher Education Center for Alcohol and Other Drug Prevention and Education at www.ed.gov.

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol on the premises belonging to the College including but not limited to parks, areas, or anywhere within the building(s); or while participating in College-related activities including but not limited to clinical, externship, or practicum experiences. Students who violate this policy will be subject to disciplinary action up to and including expulsion or termination of enrollment.

As a condition of enrollment, students must abide by the terms of this policy or the College will take one or more of the following actions within 30 days of respect to any student who violates this policy by:

1. Reporting the violation to law enforcement officials.

2. Taking appropriate disciplinary action against such student up to and including expulsion or termination of enrollment.

3. Requiring such student to participate in a substance abuse rehabilitation program approved by the College; or a state, local, health, law enforcement, or other appropriate agency.

In compliance with the law, the College will make drug-free school and workplace policy information at www.drugfree.ed.gov available to students and faculty. The College provides publications, such as but not limited to, the Drug-Free School and Workplace policy, list of applicable sanctions under federal, state, or local law, description of health risks, list of drug and alcohol programs that are available, and list of imposed disciplinary sanctions for students.

The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which administers public housing funds, has the authority to evict residents found to be involved in drug related crimes or on near the public housing premises. Businesses with federal contracts are subject to a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved in drug offenses may lose their eligibility for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security benefits. As a result of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.
Drugs and alcohol are highly addictive and injurious to the person and can cause serious effects to virtually every aspect of a person’s life, i.e., relationships, family, job, school, physical, and mental health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, and anxious, or experience sexual indifference, loss of physical coordination and appetite, go into a coma, experience convulsions, or even death.

Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be impaired as well. Some examples of this are a hangover, or a feeling of being “burned out”, being preoccupied with plans for the next drink, or “high” or slowed reflexes that can be especially dangerous while driving. There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

- inability to get along with family or friends
- uncharacteristic temper flare-ups
- increased “secret” type behavior
- abrupt changes in mood or attitude
- resistance to discipline at home or school
- getting into a “slump” at work or school
- increased borrowing of money
- a complete set of new friends

We recommend that anyone observing any of the above changes in any student of Rasmussen College immediately notify the Academic Dean or Campus Director.

Drug Abuse Policy

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees, based on our concern for the safety, health and welfare of our students and their families, as well as our employees and the community. The organization also wishes to protect its business from unnecessary financial loss due to drug or other illegal or improper use of substances.

Consistent with this commitment, Rasmussen College strictly prohibits:

1. The presence of students or employees on campus or off campus at activities sponsored by the College, while under the influence of intoxicants, drugs or any other controlled substances.
2. The use, manufacturing, furnishing, possession, transfer, or delivery of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or off campus at activities sponsored by the College.

Rasmussen College has the right to:

1. Discipline students, including dismissal, for felony convictions regarding illegal use, possession or trafficking of drugs.
2. Take disciplinary action against students who violate this policy. Students may also be suspended pending outcome of an investigation regarding compliance with this policy.

Weapons Policy

Rasmussen College prohibits the possession of weapons of any kind inside campus buildings. Prohibited items include but are not limited to firearms, BB/pepper guns, slingshots, paint guns, arrows, swords and knives other than cooking utensils and utility pocket knives with a blade length of 3 inches or less. Prohibited items include weapons that are loaded or unloaded, functional or non-functional, because anything that could be perceived as a weapon, including toys and weapons used for decorative, display and/or simulation purposes. This policy applies to all staff, faculty, students and visitors with the exception of licensed peace officers and law enforcement/security agents as allowed by applicable statute.

The approved storage and use of weapons for training purposes as part of a course or as a part of the Rasmussen College Studies program is permitted. This policy includes both campus buildings and offsite events sponsored and controlled by the College including graduation ceremonies, competitions, and the like. Where the policy does not include Rasmussen College parking lots, where weapons are allowed to be stored in private, weapon-related prohibited items in a secured parking facility owner or operator. Rasmussen College defers to agency-specific site rules regarding School of Justice Studies training facilities.

Family Educational Rights and Privacy Act (FERPA)

Amended 10/01 to include the USA Patriot Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate office, written requests that identify the records to be inspected. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students may request that the institution to amend records that they believe are inaccurate or misleading. They should write the Campus Director, clearly identify the part of the record they want changed, and specify what they feel is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

4. A school official is a person employed by the institution in an administrative, supervisory, academic, or research, or support staff position (including law enforcement unit personnel and health staff), a parent or a person with whom the institution has a contract (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

5. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation of a crime against the United States, any case under specified in sections 2332b(g)(9)(G) and 2331 of title 18, U.S. Code. In addition, the institution is required to disclose the name and address of such information in the student’s file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

6. The right to disclose – without the written consent or knowledge of the student or parent – information from a student’s education records in the following circumstances:

a. Grand Jury Subpoenas – the institution may disclose education records to the Grand Jury, or persons designated by the Grand Jury, in connection with a civil or criminal case.

b. Law Enforcement Subpoenas – the institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause, cast the institution to disclose to anyone the existence or contents of the subpoena or the institution’s response. Notice requirements or record retention requirements apply.

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

7. The right to file a complaint with the U.S. Department of Education regarding alleged failures by the College to comply with the requirements of FERPA. The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office,
U.S. Department of Education,
400 Maryland Avenue, SW,
Washington, DC 20202

Edumcational Records Definition

A student’s education records are defined as files, materials, or documents that contain information directly related to the student and maintained by the Institution. Access to a student’s education records is afforded to school officials who have a legitimate educational interest in the record, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.

Directory Information

Directory Information is that information which may be unrestrainedly released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Campus Director within fifteen (15) days after the student starts classes.

Directory Information includes:

- Student’s name, date of birth, address(es);
- course of study;
- extracurricular activities;
- degrees and/or awards received;
- last school attended; dean’s list or equivalent;
- attendance status (full-time, part-time) and dates of attendance (the period of time a student attended or attended Rasmussen College not to include specific daily records of attendance).

Students may request the release of Directory Information except to school officials with legitimate educational interests or as otherwise outlined above. To do so, a student must make the request in writing to the Business Office. Once filed this becomes a permanent part of the student’s record until the student instructs the institution, in writing, to have the request removed.

Grievance Policy

Rasmussen College recognizes that students, applicants, employees, former employees, and other parties who have dealings with the College as they relate to due process in matters of academic policy and are subject to the regulations of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their appeal.

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 initial step must first be taken with the party with whom the issue happened. If this party is not able to resolve the issue, then the student is encouraged to resolve the issue with the other member involved.

2. If the matter is not resolved to the person’s satisfaction he/she has the option to follow the appropriate steps:

a. Requests for further action on educational issues must 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 need to file a grievance should see the Campus Director for their campus. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.

c. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigations 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
  1400 Energy Park Drive, Suite 550
  St. Paul, MN 55108
  651-642-0533
- North Dakota State Board
  for Higher Education
  State Capitol, 15th Floor,
  600 East Boulevard Avenue, Dept. 270
  Bismarck, ND 58505
  701-329-3189
- Kansas Board of Regents
  1000 SW Jackson Street, Suite 520
  Topeka, KS 66612
  785-296-3432
- State of Wisconsin Educational Approval Board
  201 West Washington Avenue, 3rd Floor
  Madison, WI 53703
  608-266-9966
- The Higher Learning Commission (cahc.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 employees, and other parties who have dealings with the College as they relate to due process in matters of academic policy and are subject to the regulations of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their appeal.

ACADEMIC INFORMATION AND COLLEGE POLICIES
Many will work to obtain such additional approvals. Laws in each state in which it enrolls students and, if North Dakota licensed to operate in: Alabama, Arkansas, Rasmussen from
Availability Disclosure Policy may the
shall prevailing
The entered on the award rendered by the arbitrator may be
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 proceeding without the consent of both the Student and Rasmussen College.
Disclosure Policy Availability of financial information regarding the College may be requested from the Chief Financial Officer. Rasmussen College is currently authorized or licensed "to operate in: Alabama, Arkansas, Delaware, Florida, Illinois, Iowa, Kansas, Minnesota, North Dakota, Wisconsin, Wyoming. Rasmussen College will continue to monitor developments in state laws in each state in which it enrolls students and, if authorization or licensure is becoming necessary, will work to obtain such additional approvals.

*Many states do not require specific authorization or licensure for their residents to enroll in online programs.

STATE CONTACT INFORMATION FOR STUDENT COMPLAINTS*

ALABAMA
Alabama Commission on Higher Education P.O. Box 302000 Montgomery, AL 36130 achcclt.al.us/federal-reg.pdf
Alabama Department of Postsecondary Education P.O. Box 302130 Montgomery, AL 36130 accs.ccomplaintform.aspx

ALASKA
Alaska Commission on Postsecondary Education PO Box 110505 Juneau, AK 99811 EED.AOPE@alaska.gov akadvantage.alaska.gov/EDUCATOR-SCHOOL/Postsecondary_Institutions/ ConsumerProtection.aspx

ARIZONA
Arizona State Board for Private Postsecondary Education 1400 West University Street, Room 260 Phoenix, AZ 85007 aappse.student_info@azdohp.gov

ARKANSAS
Arkansas Higher Education Coordination Board Arkansas Department of Higher Education 114 East Capitol Ave. Little Rock, AR 72201 ADHE.Info@ag.edu adhe.edu/SiteCollectionDocuments/ AcademicAffairsDivision/Deleges/APELLIX2020%20Student%20Grievance%20Complaint%20Process%20Final.pdf
Arkansas State Board of Career Education 501 Woodlawn, Suite 3125 Little Rock, AR 72201 sbpce.arkansas.gov sbpce.arkansas.gov/students/ Pages/complaintProcess.aspx

CALIFORNIA
Approved Institutions: California Bureau of Private Postsecondary Education P.O. Box 90018, West Sacramento, CA 95798 bppe.dca.ca.gov bppe.ca.gov/forms_pci投诉表.pdf
Exempt Institutions: Attorney General's Office California Department of Justice Attn: Public Inquiry Unit P.O. Box 904255 Sacramento, CA 94244 ago.ca.gov/contact/complaint_form.html cmpht-FL

COLORADO
Colorado Department of Higher Education 1560 Broadway, Suite 1600 Denver, CO 80202 highered.colorado.gov/Academics/Complaints/ default.html highered.colorado.gov/DOS/ Students/student.html

CONNECTICUT
Consumer Complain Hotline: 800-842-2649

DELAWARE
Delaware Higher Education Office Carvel State Office Building, 5th Floor, 820 North French Street Wilmington, DE 19801 dhoa@doe.del.us

LOUISIANA
Louisiana Attorney General Office Consumer Protection Section P.O. Box 94005 Baton Rouge, LA 70804 Consumerinfo@ag.state.la.us 1-800-351-4889, 225-326-6465 ag.state.la.us/Complaint.aspx

DISTRICT OF COLUMBIA

FLORIDA
Florida Commission for Independent Education 350 West Gaines Street, Suite 1414 Tallahassee, FL 32399 flsbe.org/ec/Complaint.asp

GEORGIA
Georgia Nonpublic Postsecondary Education Commission 2082 Easy Exchange Pl. #220 Tucker, GA 30084 rules.ga.gov/sites/dsgs/395/506/0.pdf

HAWAII
Hawaii State Board of Education P.O. Box 2380 Honolulu, HI 96804 hawaii.gov/education hawaii.gov/edc/cm/pcc/complaint_consumer.asp

IDAHO
Idaho State Board of Education Coordinator for Private Colleges and Proprietary Schools 650 West State Street P.O. Box 83720 Boise, ID 83720-0037

ILLINOIS
Board of Higher Education Illinois Board of Higher Education 415 E. Adams, 2nd Floor Springfield, IL 62701 info@ihbe.org Institutional Complaint Hotline: 217-557-7359

INDIANA
Indiana Board for Proprietary Education Attn: Director of Regulatory Compliance 302 West Washington Street, Room E201 Indianapolis in.46204 in.gov/che/2744.html Department of Workforce Development, Office of Career and Technical Schools Complaint Adjudicator DWO/OICE of Career and Technical Schools 10 North Senate Avenue, Suite 203 Indianapolis, IN 46204 in.gov/dwd/files/StudentComplaintForm.pdf

IOWA
Iowa Student Aid Commission 603 East 12th Street, 5th Floor Des Moines, IA 50319 info@iowacollegeaid.gov apps.iowacollegeaid.gov/marketing/ docs/consumerrequestform.pdf

KANSAS
Kansas Board of Regents 1000 SW Jackson Street, Suite 520 Topeka, KS 66612 kansasregents.org/resources/PDF/524- ComplaintProcedureandForm.pdf

KENTUCKY
Kentucky Council on Postsecondary Education 1024 Capital Center Dr. #320 Frankfort, KY 40601 sarah.levy@ky.gov Kentucky Commission on Postsecondary Education 911 Leawood Drive Frankfort, KY 40601 bpe.ky.gov/Applications%20and%20Forms/ Form%20%20F%20%20%20.pdf Office of the Attorney General Capitol Suite 118, 700 Capitol Avenue, Frankfort, KY 40601 consumer.protection@ag.ky.gov ky.gov/ky/ConsumerProtection/complaints/ Lists/consumer_complaint_form.aspx

MARYLAND
Maryland Higher Education Commission 6 North Liberty Street, 10th Floor Baltimore, MD 21201 410-767-3388 mhec.state.md.us/higherEd/lacad/Attt MHEC/StudentComplaintProcess.pdf Office of the Attorney General, Consumer Protection Division 200 St. Paul Place Baltimore, MD 21202 Consumer Protection Hotline: 410-582-8662 consumer@oag.state.md.us oag.state.md.us/Consumer/complaint.htm

MASSACHUSETTS
Massachusetts Board of Higher Education One Ashburton Place Room 1401 Boston, MA 02108 mass.edu/forstudents/complaints/ complaintprocess.asp

MICHIGAN
Michigan Department of Licensing and Regulatory Affairs, Office of Commercial Services, Licensing Division Proprietary School Unit Staff 201 North Washington Square Lansing, MI 48913 michigan.gov/complaint.aspx

MINNESOTA
Minnesota Office of Higher Education 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108 ohe.state.mn.us/hmg/cfm/pageID=1078

MISSISSIPPI
Mississippi Commission on College Accreditation 3825 Ridgewood Road Jackson, MS 39211-6453 mississippi.edu/mcc/a/downloads/ studentcomplaintform.pdf

Mississippi Commission of Proprietary Schools and Career Technical Schools 3825 Ridgewood Road Jackson, MS 39211-6453 sbpce.arkansas.gov/students/ StudentComplaintProcedure.pdf

Consumer Protection Division, Office of the Attorney General P.O. Box 22947 Jackson, MS 39225-2947 ago.state.ms.us/index.php/contact (email ago.state.ms.us/images/uploads/forms/ MSACPD_Complaint_Form.pdf)
REFUNDS

The State of North Dakota Cancellation, Termination, Refund Policy (Bismarck Campus and Fargo Site students)

Rasmussen College shall refund tuition and other charges when written notice of cancellation is given by the student, in accordance with the following schedule:

• When notice is received prior to, or within seven days after completion of the first day of instruction, all tuition and other charges except 25% thereof must be refunded to the student.
• When notice is received prior to, or within thirty days after completion of the first day of instruction, or prior to the completion of one-fourth of the educational services, all tuition and other charges except 50% thereof must be refunded to the student.
• When notice is received upon or after completion of one-fourth of the educational services, but prior to the completion of one-half of the educational services, all tuition and other charges except 60% thereof must be refunded to the student.
• When notice is received upon or after the completion of fifty percent of the educational services, no tuition or other charges will be refunded.

Refund of Book and Supply Costs (Bismarck and Fargo Site students)

The cost of books and supplies is included in tuition. Students are welcome to return books and supplies within 30 days of the date of withdrawal for consideration of a refund.

If books and supplies are not returned unused or in a condition such that they can be returned to the supplier, the student will be assessed a $125 per course for those books and supplies.

The State of Minnesota Cancellation, Termination, Refund Policy (Moorhead site students)

If a student is cancelled or terminated, for whatever reason, the following apply:

• Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term with an unearned portion of the term may withdraw from the College and must give written notice to the College. Date of withdrawal is the last day of recorded attendance.

• The College will acknowledge in writing any notice of cancellation within 10 business days of the receipt of request and will refund the amount due within 30 business days.

• Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.

• Notwithstanding anything to the contrary, if a student has written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged (“Period of Instruction”), all tuition and fees paid will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be resold to the supplier, the student will be assessed a fee of $150 per course for these books and supplies.

• If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the period of instruction for which he/she has been charged, but before completion of 60% of the period of instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the period of instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the period of instruction bears to its total length. After the completion of 60% of the period of instruction, no refund shall be made.

• In compliance with Iowa Code 714.23, the $150 course fee will be refunded for students who withdraw due to the state of Iowa compulsions.

• Student refunds are made within 45 days of the date of determination of withdrawal if the student does not provide written notice of withdrawal.

• The refund policy is not linked to compliance with the College’s regulations or rules of conduct.

• Any promissory note instrument received as a condition for receiving educational services, no tuition or other charges will be returned unused and before the rejection of the instrument, but before 60% of the period of instruction.

The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision.

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this mandate by refunding monies in the following sequence: Federal Stafford Loans, Federal PLUS Loans, Private Loans, and Federal Parent PLUS Loan. Federal regulations require that the student be provided with a copy of the Student Rights and Responsibilities document within three days of enrollment.

Extended Quarter Break Stop Out Policy

Rasmussen College encourages students to remain continuously enrolled in their program throughout the quarter. Rasmussen College recognizes that on occasion a student may experience an extraordinary personal situation for which the student may not be able to break between quarters. A student with an extenuating circumstance may apply for the Extended Quarter Break Stop Out. Students who are enrolled and meeting the standards of Satisfactory Academic Progress at the end of one term may apply for an extended break for the following term. The student must not complete more than half of the term immediately prior to the Stop Out term. The student must commit to returning on the mid-quarter start (week 6) of the subsequent course if the student wishes to continue from Rasmussen College. The student must meet with his or her Student Advisor in order to obtain a Stop Out Request Form. The Student Advisor will provide the student with the necessary information to make an informed decision. Stop Out Request Forms must be signed prior to the first day of quarter for which the Stop Out is being requested. Students will remain continuously enrolled and will not be eligible to receive financial aid at any other institution during this break. Students who are approved to take a Stop Out are eligible to receive aid only on the mid-start courses of the term the student returns. A Stop Out is not permitted in consecutive terms.

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, who cannot complete the academic quarter due to the deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and mandatory fees for the term, subject to applicable laws governing federal or state financial aid programs and allocation or refund as required under those programs. The student will receive a grade of "W" or "X" for any class completed during this period. Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student’s Excess Funds Form (completed upon enrollment). Students in good standing who withdraw under this policy may be readmitted and receive any financial aid or grants to which they were entitled at the time of re-enrollment, without penalty or re-determination of admission eligibility, within one year following their release from active military service. Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of re-enrollment.

TUITION

Full time pricing will be effective for all students as of October 2013:

<table>
<thead>
<tr>
<th>Program</th>
<th>Part Time Price</th>
<th>Full Time Price</th>
</tr>
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<tbody>
<tr>
<td>School of Business</td>
<td>$350 per credit</td>
<td>$299 per credit</td>
</tr>
<tr>
<td>School of Health Sciences</td>
<td>$310 per credit</td>
<td>$299 per credit</td>
</tr>
<tr>
<td>School of Technology</td>
<td>$310 per credit</td>
<td>$299 per credit</td>
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<tr>
<td>School of Design</td>
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<tr>
<td>School of Justice Studies</td>
<td>$310 per credit</td>
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<tr>
<td>Early Childhood Education</td>
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<tr>
<td>Medical Assisting</td>
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</tr>
<tr>
<td>Practical Nursing</td>
<td>$350 per credit</td>
<td>$350 per credit</td>
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</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 or more credits may be charged for sixteen (16) credits and must provide written acceptance of all additional course materials. The fee for $150 for every course over 16 credits.

• Tuition rate is locked 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 credit hour; plus the cost of books and other fees. This non-credit option is NOT available for courses beginning with the prefixes “NU” “PN” “PFT” “ST” “ML” 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 credit hour.

For information on our graduation rates, median graduate debt levels, and other student investment disclosure information, visit rasmussen.edu/ISD.
Involuntary Medical Withdrawal Appeal Process
A student who is placed on an Involuntary Medical Withdrawal may appeal the decision to the College President within three (3) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The College President (or their designee) has three (3) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final. The College President (or their designee) may extend the time limits set forth above as necessary. While the appeal is pending, the original decision of Campus Administration will stand.

When a Student Wants to Return After an Involuntary Medical Withdrawal
Re-enrollment will require 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 and 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:

1. An updated Student Financial Services Office and Campus Director.

Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal
1. If the student takes Medical Leave or a Medical Withdrawal without the prior approval of the student's counselor and the student's medical condition improves, the student's grades will be removed from their permanent record.

2. If the student does not meet the requirements for satisfactory academic progress while taking Medical Leave or a Medical Withdrawal, the student's grades will be removed from their permanent record.

NOTE: Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been met. The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply to any academic work done by the student while on Medical Leave or while on Medical Withdrawal from the College.

All academic probations, 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.
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
877-272-4456

**Licensing**
Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board. License is not an endorsement of the institution. Credits earned at the institution may not transfer to 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
  201 West Washington Avenue, 3rd Floor
  Madison, WI 53703
  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 certified Rasmussen College to offer the following degree programs by distance technology to Arkansans 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 Technician 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 institutional and program certification as defined in Arkansas Code 6-61-301.

**Authorization**
(Bismarck campus and Fargo site)
- North Dakota State Board for Career and Technical Education
  State Capitol, 15th Floor,
  600 East Boulevard Avenue,
  Dept. 270
  Bismarck, ND 58505
  701-328-3180

**Approved For:**
- Veterans’ Benefits by the North Dakota State Approving Agency
- Veterans’ Benefits by the Minnesota State Approving Agency
- Veterans’ benefits for all National Online students are certified through Bloomington, Minnesota
- Minnesota Board of Nursing

**Statement of Ownership**
Rasmussen College, Inc. is a private corporation under the laws of the State of Delaware. Rasmussen, Inc. is the parent company of Rasmussen College, Inc., with campuses located in the States of Florida, Illinois, Kansas, Minnesota, North Dakota, and Wisconsin.

Corporate Officers:
- Robert E. King, Executive Chairman
- J. Michael Locke, Vice Chairman, Secretary
- Thomas M. Slagle, President

**Limitations**
This catalog was prepared using information current at the time of publishing, however all information contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College’s curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices. Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams or to secure employment in one’s chosen career field. 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, these 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 POST 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 performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, processes, and functions as an educational institution and business. The administration of Rasmussen College reserves the right to address any issue in this catalog or its operations regarding its meaning.
### CENTRAL OFFICE

<table>
<thead>
<tr>
<th>Name</th>
<th>Title &amp; University/City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristi A. Waite</td>
<td>President, B.A., Concordia University</td>
</tr>
<tr>
<td>Trenda Boyum-Breen</td>
<td>Chief Academic Officer, Ed.D, University of Minnesota, M.S., Winona State University, B.A., Concordia College</td>
</tr>
<tr>
<td>Dwayne Bertotto</td>
<td>Regional Admissions Vice President, B.S., University of Wisconsin – Superior</td>
</tr>
<tr>
<td>Brent Dobisch, CPA</td>
<td>Chief Financial Officer, M.I.S., M.B.A., Katz Graduate School of Business, B.S., University of Delaware</td>
</tr>
<tr>
<td>Tawnie L. Cortez</td>
<td>Vice President of Student Affairs, B.A., Montana State University</td>
</tr>
<tr>
<td>Donato J. DeVito</td>
<td>Regional Vice President, Senior Vice President, Admissions Services, B.S., Excelsior College</td>
</tr>
<tr>
<td>George Fogel</td>
<td>Vice President of Compliance and Financial Services, M.B.A., University of Chicago, B.A., DePauve University</td>
</tr>
<tr>
<td>Douglas Gardner</td>
<td>Campus President, B.A., Buena Vista College</td>
</tr>
<tr>
<td>Susan M. Hammerstrom</td>
<td>Vice President, Admissions &amp; Training, B.S., St. Cloud State University</td>
</tr>
<tr>
<td>Amy King</td>
<td>Campus President, M.B.A., Benedictine University, B.S., Northern Illinois University</td>
</tr>
<tr>
<td>Tom Slagle</td>
<td>Chief Executive Officer, B.S., University of Toledo</td>
</tr>
<tr>
<td>Julia Sollien</td>
<td>Director of Academic Operations, M.A., B.A., University of Iowa</td>
</tr>
<tr>
<td>Claire Walker</td>
<td>Vice President of Nursing Operations, B.A., Ithaca College</td>
</tr>
<tr>
<td>Greg Witte</td>
<td>Regional Vice President, B.M.E., Central Missouri State University</td>
</tr>
</tbody>
</table>

### CAMPUS ADMINISTRATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Title &amp; University/City</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith-Coppes</td>
<td>Campus President, M.B.A., Bethel University, B.Acc., University of San Diego, Bismarck/Fargo/Moorhead</td>
</tr>
<tr>
<td>Amy Beito</td>
<td>Director of Student Affairs, M.S., The Chicago School of Professional Psychology</td>
</tr>
<tr>
<td>Sandra Buchholz</td>
<td>Director of Admissions, B.S., Minnesota State University – Moorhead, Fargo/Moorhead</td>
</tr>
<tr>
<td>Chris Phillips</td>
<td>National Director of Online Admissions, B.A., University of Wisconsin – Madison, Online</td>
</tr>
<tr>
<td>Jessica Jacobs</td>
<td>Director of Admissions, B.S., Rasmussen College, Online</td>
</tr>
<tr>
<td>Sharon Richardson</td>
<td>Director of Admissions, M.S., Troy State University, Orlando, B.S., University of Louisville, Online</td>
</tr>
<tr>
<td>Kevin Roberts</td>
<td>Senior Director of Admissions, M.B.A., University of Scranton, B.S., University of South Dakota, Online</td>
</tr>
</tbody>
</table>

### BOARD OF DIRECTORS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position &amp; Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Henry S. Bienen</td>
<td>Chairman, Rasmussen College</td>
</tr>
<tr>
<td>J. Michael Locke</td>
<td>Vice Chairman, Rasmussen College</td>
</tr>
<tr>
<td>Herman Bulls</td>
<td>International Director, Jones Lang LaSalle</td>
</tr>
<tr>
<td>John A. Canning, Jr.</td>
<td>Co-Founder and Chairman, Madison Dearborn Partners, LLC</td>
</tr>
<tr>
<td>James E. Cowie</td>
<td>Managing Director, Frontenac Company</td>
</tr>
<tr>
<td>Gerald A. Gagliardi</td>
<td>Managing Partner, Net Wolves Corporation</td>
</tr>
<tr>
<td>Stanford J. Goldblatt, Esq.</td>
<td>Of Counsel, Winston &amp; Strawn LLP</td>
</tr>
<tr>
<td>Bernard Goldstein</td>
<td>Founder, Broadview International, LLC</td>
</tr>
<tr>
<td>Robert E. King</td>
<td>Chairman, Rasmussen, Inc.</td>
</tr>
<tr>
<td>Thurston E. Manning</td>
<td>Former Executive Director of the Commission on Institutions of Higher Education of the North Central Association</td>
</tr>
<tr>
<td>Thomas M. Slagle</td>
<td>CEO, Rasmussen College</td>
</tr>
<tr>
<td>John C. Staley</td>
<td>Former Managing Partner, Ernst &amp; Young Lake Michigan Area</td>
</tr>
<tr>
<td>Kristi A. Waite</td>
<td>President, Rasmussen College</td>
</tr>
</tbody>
</table>
# FACULTY AND STAFF

## ACADEMIC ADMINISTRATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution and Program</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Segaard</td>
<td>Assistant Vice President of Institutional Research and Assessment</td>
<td>Ph.D., University of Minnesota</td>
<td>Twin Cities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.A., Ohio University</td>
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<tr>
<td></td>
<td></td>
<td>M.A., B.A., Bowling Green State University</td>
<td>Twin Cities</td>
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<tr>
<td>Matthew Petz</td>
<td>Assistant Vice President of Academic Affairs</td>
<td>M.A., St. Mary’s University of Minnesota</td>
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<tr>
<td></td>
<td></td>
<td>B.A., St. Cloud State University</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Kathe Kacheroski</td>
<td>Dean of Curriculum and Instruction</td>
<td>M.A., University of Illinois – Urbana-Champaign</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Carrie Daninhiirsch</td>
<td>Regional Dean</td>
<td>M.S., Lesley College</td>
<td>Orlando</td>
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<td>B.S., Northeastern University</td>
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<tr>
<td>Joy Heinrich</td>
<td>Regional Dean</td>
<td>M.S., B.S., Cardinal Stritch University</td>
<td>Chicago</td>
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<tr>
<td>Karen Meyer</td>
<td>Regional Dean</td>
<td>M.S., B.S., Kansas State University</td>
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<tr>
<td>Shadd Piehl</td>
<td>Academic Dean</td>
<td>M.F.A., Minnesota State University – Moorhead</td>
<td>Bismarck</td>
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<td>Sue Magyar</td>
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<td>Ann Morgan</td>
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<tr>
<td>Nicole Shoppell</td>
<td>Faculty Manager</td>
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<tr>
<td>Shawn Uwelling</td>
<td>Online Dean</td>
<td>M.S., B.S., University of Minnesota-Twin Cities</td>
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## SCHOOL OF BUSINESS

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<tbody>
<tr>
<td>Deidre Walker</td>
<td>Faculty Manager</td>
<td>M.A., Trinity International University</td>
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<td></td>
<td>B.A., Loyola University</td>
<td>Online</td>
</tr>
<tr>
<td>Heather Zink</td>
<td>Hybrid Classroom Manager</td>
<td>B.S., Ohio Northern University</td>
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<tr>
<td></td>
<td></td>
<td>Clinical Lab Science Certificate - Wright State University</td>
<td>Online</td>
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## ACADEMIC ADMINISTRATION

<table>
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<th>Name</th>
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<tr>
<td>Brad Schaffer</td>
<td>Online Dean</td>
<td>M.A., B.S., University of Mary</td>
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<tr>
<td>Sarah Dixon</td>
<td></td>
<td>M.B.A., University of Mary</td>
<td>Bismarck</td>
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<tr>
<td></td>
<td></td>
<td>B.A., Concordia College</td>
<td>Fargo/Moorhead</td>
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<tr>
<td>Roxanne Visser</td>
<td></td>
<td>M.B.A., University of Mary</td>
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<td>B.S., Minnesota State University – Moorhead</td>
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<tr>
<td>Latria Roundtree</td>
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<td>M.B.A., Webster University</td>
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<tr>
<td></td>
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<td>B.S., Florida State University</td>
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## SCHOOL OF DESIGN

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<th>Name</th>
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<tbody>
<tr>
<td>Jennifer Ayotte</td>
<td>Dean, School of Design</td>
<td>M.B.A., St. Joseph’s University</td>
<td>Twin Cities</td>
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<tr>
<td></td>
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<td>B.F.A., University of Missouri – Columbia</td>
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<tr>
<td>Vijay Shannugusundaram</td>
<td></td>
<td>M.S., North Dakota State University</td>
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<tr>
<td>Drew Blom</td>
<td></td>
<td>B.F.A., Rocky Mountain College of Art and Design</td>
<td>Online</td>
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<tr>
<td>Ed Sargeant</td>
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<td>M.A., Camberwell College of Arts – London</td>
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<td></td>
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## SCHOOL OF EDUCATION

<table>
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<th>Name</th>
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<tr>
<td>Cecelia Westby</td>
<td>Dean, Early Childhood Education</td>
<td>M.A., University of Minnesota</td>
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<tr>
<td>Melissa Amundson</td>
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<td>B.S., University of Minnesota – Crookston</td>
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<td>Heather Howland</td>
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<td>Christyal Alkins</td>
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<td>Joni Kuhn</td>
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## SCHOOL OF HEALTH SCIENCES

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<td>Christian Wright</td>
<td>Dean, School of Health Sciences</td>
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<td>M.A.C.C., Argosy University</td>
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<tr>
<td>Tammy Renners, MT (ASCP)</td>
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<td>Medical Laboratory Technician Program Director</td>
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<tr>
<td>Corinne Zarr, RMA</td>
<td>Medical Assisting Program Coordinator</td>
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<tr>
<td>Kali Hieb</td>
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<td>Laurie Bjerleke, MT (ASCP)</td>
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<td>Sallie Vance, CST (NBSTA)</td>
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<td>Amy Dusek, DC</td>
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<td>D.C., M.S., B.S., Logan College of Chiropractic</td>
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</table>
SCHOOL OF JUSTICE STUDIES
Matthew Petz
Dean, School of Justice Studies
M.A., St. Mary’s University of Minnesota
B.E.S., St. Cloud State University
Twin Cities
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