MISSION

Rasmussen College is an institution of higher learning dedicated to global enrichment and meeting the evolving needs of our diverse communities.

With an emphasis on innovative programs, dynamic curriculum, and general education skills, we are committed to being a pioneer in the field of career-focused education.

We empower our students, faculty and staff to exceed the expectations of society through academic excellence, community enrichment, and service to the public good.

PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

1. Educational Excellence and Assessment: Rasmussen College fosters a learning and teaching community that is challenging, stimulating and student-focused. The College uses continuous evaluation and a number of assessment tools and methods to ensure student learning, effective teaching, student persistence and institutional effectiveness.

2. Teaching, Learning, and Development: Rasmussen College provides learning opportunities in an environment of mutual respect in an unbiased atmosphere, preparing students and team members for success, lifelong learning and continued improvement in a global environment.

3. Mission and Service: Rasmussen College publicly states its mission and demonstrates its commitment to the public good by supporting career-focused education that empowers local communities. The College builds community through education and interacts with its constituency with integrity and transparency.

4. Resources and Effectiveness: Rasmussen College allocates resources to human capital, facilities and technology in its commitment to accuracy, connectedness and timeliness. The College is dedicated to effective use and investment of resources and a quality learning and teaching environment for students, staff and faculty.

5. Diversity and Inclusion: Rasmussen College promotes diversity awareness, respect for multiple perspectives, and inclusion among all College stakeholders in and out of classrooms.
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**SUPPORT**

- Summer Quarter
  - July 7 – September 21
- Early Fall Quarter
  - August 11 – September 21
- Fall Quarter
  - October 6 – December 21
- Early Winter Quarter
  - November 10 – December 21
- Winter Quarter
  - January 5 – March 22
- Early Spring Quarter
  - February 8 – March 22
- Spring Quarter
  - April 6 – June 21
- Early Summer Quarter
  - May 11 – June 21
- Summer Quarter
  - July 6 – September 20

**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

I am honored that you have selected Rasmussen College as your institution to achieve your educational goals. At Rasmussen College, we are constantly researching and developing new programmatic offerings and course delivery methodologies that meet the needs of employers in our communities and our ever-changing student body. It is with this consistent programmatic focus that Rasmussen College continuously updates existing programs and launches new programs in order to stay relevant with the careers of today.

We understand there are many reasons that aided in your decision to complete your education. Whether it was for career advancement opportunities, to make yourself more in-demand in the job market or even a personal life goal that you set for yourself—our programs are specifically designed for students like you to affordably complete your degree at a pace that’s right for you.

Whatever your reasons may be for returning to school, you have taken the right step toward accomplishing your goals. Combined with SUPPORT+, our network of student support services, Rasmussen College provides you with a solid foundation of customized academic support tools and resources, so you can be successful on your path toward earning your degree.

At Rasmussen College, serving the diverse needs of the communities around us is ingrained in the culture. By becoming a Public Benefit Corporation, we can continue to make an impact on the social welfare of communities through career-focused education and volunteer efforts that are not only sustainable, but potentially life-changing.

I wish you the best of luck achieving your educational goal, and I look forward to seeing you at graduation.

Sincerely,

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

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

At no additional cost to you, our team of SUPPORT+ professionals—from your program manager, to your career services advisor, to everyone in between—is available 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
- Records credentials on your transcript as you achieve them
- Monitors graduation requirements
ACCOUNTING

CERTIFICATE • DIPLOMA • ASSOCIATE’S DEGREE • BACHELOR’S DEGREE

CERTIFICATE

CAREER OPPORTUNITIES:
- Accounting Clerk
- Bookkeeper

OBJECTIVE:
Grads 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. Grads value the ability to effectively communicate in a variety of situations, in the workplace and in their communities.

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

GENERAL EDUCATION COURSES
LOWER DIVISION
- Communication (Required course) 4
G171 Communicating in Your Profession

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
- D132 Computer Applications and Business Systems Concepts 3
- D181 Excel 3
- D279 Computer Focused Principles 3
- E242 Career Development 2

Total Certificate Credits
- General Education Credits 4
- Major and Core Credits 35
- TOTAL CERTIFICATE CREDITS 39*

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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. Grads 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 4
B234 Business Law 4
B293 Business Ethics 4
F108 Financial Markets and Institutions 4

Total Diploma Credits
- General Education Credits 16
- Major and Core Credits 57
- TOTAL DIPLOMA CREDITS 73*

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

ASSOCIATE’S DEGREE

Associate of Applied Science 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. Grads 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 one pairing) 8
- G123 Principles of Economics
- Select 1 Social Sciences Elective OR G203 Macroeconomics
- G204 Microeconomics

Total Associate’s Degree Credits
- General Education Credits 36
- Major and Core Credits 57
- TOTAL DEGREE CREDITS 93*

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

SCHOOL OF BUSINESS

MISSION STATEMENT
The Rasmussen College School of Business prepares students to be confident, results-oriented business leaders who are active contributors in their chosen fields and diverse communities. Our programs focus on building a strong business foundation while helping students acquire the skills employers demand, including critical thinking, communication, teamwork, and digital fluency, as they relate to various business settings. We measure our success through the academic performance, commitment to lifelong learning, and ethical and professional contributions of our graduates.

rasmussen.edu

STUDENT INVESTMENT DISCLOSURE:
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
BACHELOR’S DEGREE
Bachelor of Science Degree

CAREER OPPORTUNITIES:

• Auditor
• Cost Accountant
• Financial Analyst
• Managerial Accountant
• Accounts Payable Manager
• Accounts Receivable Manager

OBJECTIVE:

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

Total Bachelor’s Degree Credits 181*

See page 41 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 E410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.
BUSINESS MANAGEMENT
CERTIFICATE • DIPLOMA • ASSOCIATE’S DEGREE • BACHELOR’S 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. 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
Communication (Required course) 4
G171 Communicating in Your Profession
Humanities (Required course) 4
G153 Ethics Around the Globe

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
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2

Total Certificate Credits
General Education Credits 8
Major and Core Credits 29
TOTAL CERTIFICATE CREDITS 37*

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
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 20
Major and Core Credits 39
TOTAL DIPLOMA CREDITS 59*

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 E320 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

SCHOOL OF BUSINESS
MISSION STATEMENT
The Rasmussen College School of Business prepares students to be confident, results-oriented business leaders who are active contributors in their chosen fields and diverse communities. Our programs focus on building a strong business foundation while helping students acquire the skills employers demand, including critical thinking, communication, teamwork, and digital fluency, as they relate to various business settings. We measure our success through the academic performance, commitment to lifelong learning, and ethical and professional contributions of our graduates.
BUSINESS MANAGEMENT ASSOCIATE’S DEGREE

Associate of Applied Science 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.

GENERAL EDUCATION COURSES

Lowers Division

Humanities (Select 2 courses) 8
Math/Natural Sciences 4
(Select 1 Math course; College Algebra recommended)
Social Sciences (Select one pairing) 8
G203 Principles of Economics
Select 1 Social Sciences Elective OR
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 40
Major and Core Credits 50

Total Degree Credits 90*

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

BUSINESS MANAGEMENT BACHELOR’S DEGREE

Bachelor of Science 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.

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 40
Upper Division General Education Credits 24
Lower Division Major and Core Credits 50
Upper Division Major and Core Credits 67

Total Degree Credits 181*

SEE PAGE 41 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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.
HEALTHCARE MANAGEMENT BACHELOR’S DEGREE

Bachelor of Science 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 (*Required, Select 1 additional course) 8
G171 Communicating in Your Profession* 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 one pairing) 8
G123 Principles of Economics 4
Select 1 Social Sciences Elective 8
OR
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
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 4
G148 General Psychology 4
H200 US Healthcare Systems 4
H210 Marketing and Communications in Healthcare 4
M120 Medical Terminology 4
M270 Electronic Health Records and Medical Office Procedures 4

UPPER DIVISION
B371 Research and Report Writing 4
B440 Managing a Diverse Workforce 4
B473 Leading Change 4
B492 Contemporary Leadership Challenges 4
H300 Introduction to Healthcare Administration 4
H310 Foundations of Managed Care 4
H320 Financial Management of Healthcare Organizations 4
H330 Quality Improvement in Healthcare 4
H340 Regulation and Compliance in Healthcare 4
H350 Healthcare Statistics 4
H360 Healthcare Planning and Policy Management 4
H400 Healthcare Information Systems 4
H410 Healthcare Operations Management 4
H420 Advanced Healthcare Law and Ethics 4
H430 Epidemiology 4
H440 International Healthcare 4
H490 Healthcare Management Capstone 3

Total Bachelor’s Degree Credits
Lower Division General Education Credits 36
Upper Division General Education Credits 24
Lower Division Major and Core Credits 53
Upper Division Major and Core Credits 67

TOTAL DEGREE CREDITS 180 *

SEE PAGE 41 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 E410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.
HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP
CERTIFICATE • DIPLOMA • ASSOCIATE’S DEGREE

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

OBJECTIVE:
Graduates of this program know concepts in accounting, 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
B087 Practical Math

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Required course)
G171 Communicating in Your Profession
Humanities (Required course)
G153 Ethics Around the Globe

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

Total Certificate Credits
General Education Credits
Major and Core Credits

TOTAL CERTIFICATE CREDITS 37*

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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
English Composition (Required course)
G124 English Composition
Math/Natural Sciences (Select 1 course)

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

Total Diploma Credits
General Education Credits
Major and Core Credits

TOTAL DIPLOMA CREDITS 61*

SEE PAGE 41 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 E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP ASSOCIATE’S DEGREE

Associate of Applied Science Degree

CAREER OPPORTUNITIES:
• Human Resource Generalist
• Training and Development Specialist
• Job Analysis/Recruiting Specialist

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course)
Humanities (Select 2 courses)
Math/Natural Sciences (Select 1 course)
Social Sciences (Select one pairing)
G123 Principles of Economics
G124 Principles of Economics
G203 Microeconomics
G204 Microeconomics

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

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

TOTAL DEGREE CREDITS 91*

SEE PAGE 41 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 E242 Junior Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

MISSION STATEMENT
The Rasmussen College School of Business prepares students to be confident, results-oriented business leaders who are active contributors in their chosen fields and diverse communities. Our programs focus on building a strong business foundation while helping students acquire the skills employers demand, including critical thinking, communication, teamwork, and digital fluency, as they relate to various business settings. We measure our success through the academic performance, commitment to lifelong learning, and ethical and professional contributions of our graduates.

STUDENT INVESTMENT DISCLOSURE:  For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
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

GENERAL EDUCATION COURSES
- Communication (Required course) 4
- Humanities (Required course) 4
- Ethics Around the Globe 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
- D132 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2

Total Certificate Credits
- General Education Credits 8
- Major and Core Credits 29

TOTAL CERTIFICATE CREDITS 37*

MARKETING DIPLOMA

CAREER OPPORTUNITIES:
- Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
- English Composition (Required course) 4
- Math/Natural Sciences (Select 1 course) 4
- Humanities (Required course) 4
- Ethics Around the Globe 4

MAJOR AND CORE COURSES
- 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 16
- Major and Core Credits 41

TOTAL DIPLOMA CREDITS 57*

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

SCHOOL OF BUSINESS
MISSION STATEMENT
The Rasmussen College School of Business prepares students to be confident, results-oriented business leaders who are active contributors in their chosen fields and diverse communities. Our programs focus on building a strong business foundation while helping students acquire the skills employers demand, including critical thinking, communication, teamwork, and digital fluency, as they relate to various business settings. We measure our success through the academic performance, commitment to lifelong learning, and ethical and professional contributions of our graduates.
MARKETING ASSOCIATE’S DEGREE

Associate of Applied Science 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 one pairing)  8
G123 Principles of Economics
Select 1 Social Sciences Elective
OR
G203 Macroeconomics
G204 Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION
B165 Introduction to Human Resource Management  4
B230 Principles of Finance  4
B280 Business Capstone  2
Total Associate’s Degree Credits
General Education Credits  40
Major and Core Credits  51
TOTAL DEGREE CREDITS  91*

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.
# SCHOOL OF DESIGN

## GRAPHIC DESIGN

**DIPLOMA • ASSOCIATE’S DEGREE • BACHELOR’S DEGREE**

### ANIMATION AND MOTION GRAPHICS

#### CAREER OPPORTUNITIES:
- Graphic Designer
- Print Designer
- Digital Designer
- Animation Designer
- Animation Artist

#### OBJECTIVE:
Graduates of the Animation and Motion Graphics Diploma program know the fundamentals of design, motion graphics, and animation. They can create and combine multiple forms of media to generate animation and motion-based projects involving graphic, video, and audio assets. Students will complete the program with a graphic portfolio that demonstrates their skills, knowledge, and techniques in design, animation, video, and motion. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

### FOUNDATION COURSES

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

**LOWER DIVISION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>English</td>
<td>Composition (Required Course)</td>
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<tr>
<td>Math/Natural</td>
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<tr>
<td>G120</td>
<td>General Education Math</td>
<td></td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
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</table>

**MAJOR AND CORE COURSES

**LOWER DIVISION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>NM100</td>
<td>Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>NM105</td>
<td>Design Foundations</td>
<td>3</td>
</tr>
<tr>
<td>NM112</td>
<td>Drawing from Observation</td>
<td>3</td>
</tr>
<tr>
<td>NM114</td>
<td>3D Modeling</td>
<td>3</td>
</tr>
<tr>
<td>NM120</td>
<td>Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>NM121</td>
<td>Typography</td>
<td>3</td>
</tr>
<tr>
<td>NM123</td>
<td>3D Lighting, Texturing and Rendering</td>
<td>3</td>
</tr>
<tr>
<td>NM130</td>
<td>Audio/Video Editing</td>
<td>3</td>
</tr>
<tr>
<td>NM140</td>
<td>Digital Illustration</td>
<td>3</td>
</tr>
<tr>
<td>NM142</td>
<td>3D Animation</td>
<td>3</td>
</tr>
<tr>
<td>NM150</td>
<td>Introduction to Animation</td>
<td>3</td>
</tr>
<tr>
<td>NM200</td>
<td>Interactive Media</td>
<td>3</td>
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<tr>
<td>NM210</td>
<td>Print Design</td>
<td>3</td>
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<tr>
<td>NM222</td>
<td>User Experience Design</td>
<td>3</td>
</tr>
<tr>
<td>NM230</td>
<td>Digital Photography</td>
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<td>NM241</td>
<td>Motion Graphics</td>
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<td>NM251</td>
<td>Digital Media Project</td>
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<td>NM261</td>
<td>Portfolio Development</td>
<td>3</td>
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<tr>
<td>NM270</td>
<td>Character Modeling</td>
<td>3</td>
</tr>
</tbody>
</table>

- Total Diploma Credits
  - General Education Credits: 12
  - Major and Core Credits: 59

**TOTAL DIPLOMA CREDITS 71**

SEE PAGE 41 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 E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

### ASSOCIATE’S DEGREE

**Associate of Applied Science Degree**

**CAREER OPPORTUNITIES:**
- Graphic Designer
- Print Designer
- Digital Designer
- Animation Designer
- Animation Artist
- Production Artist
- Motion Graphics Artist
- 3D Animation Artist

**OBJECTIVE:**
Graduates of the Animation and Motion Graphics Associate’s Degree program know intermediate theories of design, motion graphics, animation, project management, and portfolio development. They can create and combine multiple forms of media to generate animation and motion-based projects involving graphic, video, and audio assets. Students will complete the program with a graphic portfolio that demonstrates their skills, knowledge, and techniques in design, animation, video, and motion graphics. Graduates value written and interpersonal communication, critical thinking and problem solving, information literacy, and diversity awareness skills and their significance in academic and workplace situations.

### IN ADDITION TO ALL DIPLOMA COURSES

**GENERAL EDUCATION COURSES

**LOWER DIVISION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>Humanities</td>
<td>(“Required, Select 1 additional course”)</td>
<td>8</td>
</tr>
<tr>
<td>GI47</td>
<td>Art Appreciation*</td>
<td></td>
</tr>
<tr>
<td>Math/Natural</td>
<td>Sciences (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences (Select 2 courses)</td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

**Total Associate’s Degree Credits**

- General Education Credits: 32
- Major and Core Credits: 59

**TOTAL DEGREE CREDITS 91**

SEE PAGE 41 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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.
IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

UPPER DIVISION

Communication (Required Course) 4
G332 Visual Communication in the Media 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
NM301 Interactive Publishing 4
NM311 Graphic Design History 3
NM321 Advanced Typography 4
NM341 Advanced Digital Photography 4
NM350 Animation History 4
NM361 Advanced 3D Modeling 4
NM401 Advanced Motion Graphics 4
NM411 Advanced User Experience Design 4
NM420 Media Campaign Design 4
NM430 Digital Short Film Project 4
NM441 Advanced Portfolio Development 4
NM450 Digital Effects 4
NM460 Advanced Character Modeling 4
NM470 Advanced 3D Rigging 4
NM483 Animation Capstone Project 3

Total Bachelor's Degree Credits 181*

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.
WEB AND INTERACTIVE DESIGN

DIPLoma

CAREER OPPORTUNITIES:
- Graphic Designer
- Print Designer
- Digital Designer
- Website Designer
- Interactive Designer

OBJECTIVE:
Graduates of the Web and Interactive Design Diploma program know the fundamentals of design, website design, and interactivity. They can create and combine multiple forms of media to generate web-based projects involving graphic, video, and audio assets. Students will complete the program with a web-based portfolio that demonstrates their skills, knowledge, and techniques in graphic and web design as well as interactivity. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

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

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required Course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Math/Natural Sciences (Select one of the following) 4
G180 General Education Math 4
G233 College Algebra 4

MAJOR AND CORE COURSES

LOWER DIVISION
E242 Career Development 2
NM105 Design Foundations 3
NM112 Drawing from Observation 3
NM120 Color Theory 3
NM121 Typography 3
NM130 Audio/Video Editing 3
NM132 Fundamentals of Web Design 3
NM140 Digital Illustration 3
NM150 Introduction to Animation 3
NM160 User-Centered Web Design 3
NM170 Introduction to Web Scripting 3
NM200 Interactive Media 3
NM210 Print Design 3
NM222 User Experience Design 3
NM230 Digital Photography 3
NM241 Motion Graphics 3
NM251 Digital Media Project 3
NM261 Portfolio Development 3
NM281 Scripting for Web Servers 3
NM290 Mobile Web Design 3

Total Diploma Credits
General Education Credits 12
Major and Core Credits 59

TOTAL DIPLOMA CREDITS  71*

Associate’s Degree

Associate of Applied Science Degree

CAREER OPPORTUNITIES:
- Graphic Designer
- Print Designer
- Digital Designer
- Website Designer
- Interactive Designer
- Web Developer
- User Interface Designer

OBJECTIVE:
Graduates of the Web and Interactive Design Associate’s Degree know intermediate theories of visual and interactive design, website design, project management, and portfolio development. They can create and combine multiple forms of media to generate web-based projects involving graphic, video, and audio assets. Students will complete the program with a web-based portfolio that demonstrates their skills, knowledge, and techniques in graphic and web design as well as interactivity. Graduates value written and interpersonal communication, critical thinking and problem solving, information 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, Select 1 additional course) 8
G147 Art Appreciation 4
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 59

TOTAL DEGREE CREDITS  91*

SEE PAGE 41 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 E242 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.

rasmussen.edu

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
BACHELOR’S DEGREE

Bachelor of Science Degree

CAREER OPPORTUNITIES:

• Graphic Designer
• Print Designer
• Digital Designer
• Website Designer
• Interactive Designer
• Web Developer
• User Interface Designer
• Art Director
• Visual Media Producer
• Web Operations Manager

OBJECTIVE:
Graduates of the Web and Interactive Design Bachelor’s Degree program will be able to conceptualize, plan, design, produce, and implement successful design solutions to complex visual projects. Students will know advanced theories of design and interactivity, web design, user experience design, project management, and portfolio development. They can create and combine multiple forms of media with a high level of craft and proficiency to generate interactive and web-based projects involving graphic, video, and audio assets. Students will complete the program with a web-based portfolio that demonstrates their skills, knowledge, and techniques in web, interactivity, video, and design. They value written and interpersonal communication, critical thinking and problem solving, information literacy, and diversity awareness skills and their significance in academic and workplace situations. Graduates will be employable in entry-level positions in graphic design, web design, user experience design, interactive design, or web development.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

UPPER DIVISION

Communication (Required Course)  4
G332  Visual Communication in the Media
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
NM301 Interactive Publishing  4
NM311 Graphic Design History  3
NM321 Advanced Typography  4
NM331 Advanced Color Theory  4
NM341 Advanced Digital Photography  4
NM370 Web Content Management Systems  4
NM380 Search Engines, Optimization and Analytics  4
NM390 Information Architecture for Web  4
NM401 Advanced Motion Graphics  4
NM411 Advanced User Experience Design  4
NM420 Media Campaign Design  4
NM430 Digital Short Film Project  4
NM441 Advanced Portfolio Development  4
NM471 Advanced PHP for E-Commerce  4
NM490 Internet History and E-Commerce  4
NM491 Web Capstone Project  3

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  66

TOTAL DEGREE CREDITS  181*

SEE PAGE 41 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 E410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.
CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

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

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

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

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

TOTAL CERTIFICATE CREDITS 36*

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

In addition to the courses listed, at designated points in their programs of study, students are required to complete a passing grade a seminar course. Students must complete the E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

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

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

Graduates of Early Childhood Education programs at Rasmussen College are not eligible for licensure as a teacher in an elementary or secondary school. A Bachelor’s degree and a state teaching license are typically required to work as a teacher in a public school and 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.
DIPLOMA

CAREER OPPORTUNITIES:
- Early Childhood Teacher's Aide

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
- English Composition (Required course) 4
- G124 English Composition 4
- Communication (*Required, Select 1 additional course) 6
- G194 Locating and Evaluating Information* 4
- Math/Natural Sciences (Select 1 course) 4

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

LOWER DIVISION
- Child and Family Studies Diploma
  - EC225 Parent Education and Support 4
  - EC230 Guiding Children's Behavior 4
  - EC232 Child and Family Advocacy 4
  - G142 Introduction to Sociology 4
- Child Development Diploma
  - EC210 Infant and Toddler Development 4
  - EC211 Dynamics of the Family 4
  - EC212 Emerging Literacy Through Children's Literature 4
  - EC252 The Exceptional Child 4
- English Language Learner Diploma
  - EC240 Introduction to English Language Learners 4
  - EC241 Language and Literacy Acquisition 4
  - EC242 Involving Parents of English Language Learners 4
  - EC243 Curriculum and Instruction for English Language Learners 4
- Child with Special Needs Diploma
  - EC250 Advocating for Children with Special Needs 4
  - EC251 The Inclusive Classroom 4
  - EC252 The Exceptional Child 4
  - EC253 Curriculum and Instruction for Children with Special Needs 4
- Total Diploma Credits
  - General Education Credits 34
  - Major and Core Credits 55
- TOTAL DIPLOMA CREDITS 69*

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Early Childhood Education Diploma is offered at Minnesota and Wisconsin campuses. The Early Childhood Education Diploma is not offered in North Dakota.

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 E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

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

ASSOCIATE'S DEGREE

Associate of Applied Science 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 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. Students are prepared for the National Child Development Associate (CDA) credential.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 1 course) 4
- Social Sciences (Select 2 courses) 8
- Students in the Child and Family Studies Specialization may not count Introduction to Sociology as a general education Social Science requirement.

MAJOR AND CORE COURSES

LOWER DIVISION
- Child and Family Studies Specialization
  - EC295 Summative Project for Early Childhood Education 2
- Child Development Specialization
  - EC295 Summative Project for Early Childhood Education 2
- English Language Learner Specialization
  - EC295 Summative Project for Early Childhood Education 2
- Child with Special Needs Specialization
  - EC295 Summative Project for Early Childhood Education 2
- Total Associate's Degree Credits
  - General Education Credits 34
  - Major and Core Credits 57
- TOTAL DEGREE CREDITS 91*

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Early Childhood Education Associate's Degree is offered at Minnesota and Wisconsin campuses. The Early Childhood Education Associate's Degree is not offered in North Dakota.

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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

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

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

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

STUDENT INVESTMENT DISCLOSURE:
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.

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**HEALTH SCIENCES**  
**CERTIFICATE • ASSOCIATE’S DEGREE**

### CERTIFICATE

**CAREER OPPORTUNITIES:**
- Phlebotomist
- Phlebotomy Services Representative
- Laboratory Assistant

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

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

**GENERAL EDUCATION COURSES**

#### LOWER DIVISION
- Communication (Required course) 4
- G141 Introduction to Communication 4
- Math/Natural Sciences (Required course) 4
- G150 Structure and Function of the Human Body 4

#### MAJOR AND CORE COURSES

- PB275 Phlebotomy Externship and Capstone 5
- PB130 Phlebotomy 3
- M230 Medical Law and Ethics 4
- M105 Introduction to Electronic Health Records 3
- M120 Medical Terminology 4
- PB220 Phlebotomy II 4
- PB275 Phlebotomy Externship and Capstone 5
- Total Certificate Credits 38*

**TOTAL CERTIFICATE CREDITS 38***

The Phlebotomy Certificate is offered at all Minnesota campuses except for the Moorhead campus. The Phlebotomy Certificate is not offered in North Dakota or Wisconsin.

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 E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

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

### ASSOCIATE’S DEGREE

**Associate of Science Degree**

**CAREER OPPORTUNITIES:**
- Phlebotomist
- Phlebotomy Services Representative
- Laboratory Assistant
- Healthcare Associate

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

#### LOWER DIVISION
- English Composition (Required course) 4
- G124 English Composition 4
- Communication (Select 1 course other than G141) 4
- Humanities (Select 3 courses) 12
- Math/Natural Sciences (Select 2 courses other than G150) 8
- Social Sciences (Select 3 courses) 12

#### MAJOR AND CORE COURSES

- H200 US Healthcare Systems 4
- M232 Pathophysiology 5
- MA135 Pharmacology for the Allied Health Professional 4
- Total Associate’s Degree Credits 48
- Major and Core Credits 43
- **TOTAL DEGREE CREDITS 91***

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS

The Health Sciences Associate of Science Degree is offered at all Minnesota campuses except for Moorhead. The Health Sciences Associate of Science Degree is not offered in North Dakota or Wisconsin.

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 E320 Junior Seminar the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

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

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

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**For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.**
MEDICAL BILLING AND CODING  
**CERTIFICATE • DIPLOMA**

HEALTH INFORMATION TECHNICIAN  
**ASSOCIATE’S DEGREE**

HEALTH INFORMATION MANAGEMENT  
**BACHELOR’S DEGREE**

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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.

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

**GENERAL EDUCATION COURSES**

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

**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
- M250 ICD-10 Coding Practicum 1

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

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**MEDICAL BILLING AND CODING DIPLOMA**

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

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENER AL EDUCATION COURSES**

**LOWER DIVISION**
- English Composition (Required course) 4
- G124 English Composition
- 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**

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SEE PAGE 41 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 E242 Career Development course.

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

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**STUDENT INVESTMENT DISCLOSURE:**
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.

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HEALTH INFORMATION TECHNICIAN ASSOCIATE’S DEGREE

Associate of Applied Science Degree

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (Select 2 courses)  8
Social Sciences (Select 2 courses)  8

MAJOR AND CORE COURSES
LOWER DIVISION
H200 US Healthcare Systems  4
M211 Quality Analysis and Management  4
M218 Management of Health Information Services  4
M229 Healthcare Information Technologies  4
M253 Health Information Professional Practicum  2
Total Associate’s Degree Credits
General Education Credits  32
Major and Core Credits  58
TOTAL DEGREE CREDITS  90*

SEE PAGE 41 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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

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

This program may require specific immunizations prior to professional practice experience. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check. Applicants must also attend a programmatic orientation.

HEALTH INFORMATION MANAGEMENT BACHELOR’S DEGREE

Bachelor of Science Degree

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

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

MAJOR AND CORE COURSES
UPPER DIVISION
B375 Advanced Human Resource Management  4
H340 Regulation and Compliance in Healthcare  4
H350 Healthcare Statistics  4
H360 Information and Communication Technologies  4
H365 Health Information Management Systems  4
H320 Data, Information, and File Structures  4
H330 Financial Management of Health Information Services  4
H340 Project Management  4
H350 Electronic Health Record Application  4
H360 Reimbursement Methodologies  4
H370 Advanced Quality Management in Healthcare  4
H400 Electronic Data Security  3
H410 Applied Research in Health Information Management  4
H420 Health Information Management Professional Practice Experience  4
H430 Strategic Planning and Development  4
H435 Health Data Management  2
H450 Health Information Management Alternative Facility Professional Practice Experience  1
H460 Advanced Health Information Law and Ethics  4

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

TOTAL DEGREE CREDITS  180*

SEE PAGE 41 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 E410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

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

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

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).
MEDICAL ADMINISTRATION DIPLOMA • ASSOCIATE’S DEGREE

DIPLOMA

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

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

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

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

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

Total Diploma Credits
General Education Credits  8
Major and Core Credits  50
TOTAL DIPLOMA CREDITS  58*

ASSOCIATE’S DEGREE

Associate of Applied Science 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
Social Sciences (Select 2 courses)  8
Math/Natural Sciences (Select 1 course other than G150)  4

MAJOR AND CORE COURSES
LOWER DIVISION
A140  Financial Accounting I  4
H200  US Healthcare Systems  4

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

SEE PAGE 41 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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

STUDENT INVESTMENT DISCLOSURE: For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.

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

CAREER OPPORTUNITIES:
• Medical Assistant  • Medical Office Administrative Assistant

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
E242 Career Development  2
M100 Customer Service in Healthcare  1
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
MA110 Clinical Skills I  4
MA135 Pharmacology for the Allied Health Professional  4
MA145 Clinical Skills II  4
MA225 Laboratory Skills for Medical Assisting  4
MA281 Medical Assisting Clinical Externship  8
MA285 Medical Assisting Capstone  2

Additional Required Course in either Track I or Track II
Track I (required for students enrolled in Minnesota)
MA250 Radiography Skills  3
Track II (required for students enrolled in North Dakota or Wisconsin)
M130 Medical Writing, Style and Grammar  3

Total Diploma Credits
General Education Credits  8
Major and Core Credits  52

TOTAL DIPLOMA CREDITS  60*

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

• Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314, North Falls Church, VA 22043, 703-917-9503

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 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 E270 Seminar Seminar during the quarter in which they finish the Diploma course requirements or the quarter immediately prior.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

ASSOCIATE’S DEGREE

Associate of Applied Science Degree

CAREER OPPORTUNITIES:
• Medical Assistant  • Medical Office Administrative Assistant

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

IN ADDITION TO ALL DIPLOMA COURSES

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

MAJOR AND CORE COURSES
LOWER DIVISION
D132 Computer Applications and Business Systems Concepts  3
Total Associate's Degree Credits  36
Major and Core Credits  55

TOTAL DEGREE CREDITS  91*

SEE PAGE 41 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 E270 Seminar 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

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

This program requires specific immunizations prior to professional practice experience.

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STUDENT INVESTMENT DISCLOSURE: For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
## MEDICAL LABORATORY TECHNICIAN ASSOCIATE’S DEGREE

**Associate of Applied Science Degree**

**CAREER OPPORTUNITIES:**
- Medical Laboratory Technician

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

**GENERAL EDUCATION COURSES**

### LOWER DIVISION

| English Composition (Required course) | 4 |
| Communication (Select 1 course) | 4 |
| Humanities (Select 2 courses) | 8 |
| Math/Natural Sciences (Required courses) | 8 |
| G150 Structure and Function of the Human Body | 8 |
| G233 College Algebra | 8 |

**MAJOR AND CORE COURSES**

### LOWER DIVISION

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<td>E242</td>
<td>Career Development</td>
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<td>M120</td>
<td>Medical Terminology</td>
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<td>MA278</td>
<td>Human Anatomy and Physiology I</td>
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<td>Human Anatomy and Physiology II</td>
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<td>ML110</td>
<td>Introduction to Clinical Laboratory Science</td>
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**Total Associate’s Degree Credits**

| General Education Credits | 32 |
| Major and Core Credits | 79 |
| **TOTAL DEGREE CREDITS** | **111** |

See page 41 for general education course selections.

The Medical Laboratory Technician Associate’s Degree is only offered at the Lake Elmo/Woodbury, Mankato, St. Cloud, Moorhead, and Green Bay 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 E320 Junior Seminar during the quarter prior to beginning their first Practicum course as a requirement to graduate from an Associate’s degree program.

This program requires specific immunizations prior to professional practice experience.

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

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

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

CAREER OPPORTUNITIES:
• Retail Pharmacy
• Clinical Pharmacy

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

FOUNDATION COURSES
B080  Reading and Writing Strategies
B087  Practical Math

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

MAJOR AND CORE COURSES
LOWER DIVISION
D132  Computer Applications and Business Systems Concepts
M120  Medical Terminology
M230  Medical Law and Ethics
MA135  Pharmacology for the Allied Health Professional
PT105  Introduction to Pharmacy
PT111  Pharmacy Technician Overview
PT129  Pharmacy Math and Dosages
PT125  Pharmacy Software/Automation/Insurance Billing
PT235  Pharmacy Technician Practicum I – Outpatient/Retail
PT240  Unit Dose and Medication Preparation

Total Certificate Credits
General Education Credits
Major and Core Credits
TOTAL CERTIFICATE CREDITS

The Pharmacy Technician Certificate is not offered in North Dakota.

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 E242 Career Development course as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

DIPLOMA

CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

MAJOR AND CORE COURSES
LOWER DIVISION
B119  Customer Service
E242  Career Development
PT236  Pharmacy Technician Practicum II – Unit Dosage/IV
PT285  Pharmacy Technician Capstone
S115  Keyboarding I

Total Diploma Credits
General Education Credits
Major and Core Credits
TOTAL DIPLOMA CREDITS

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Pharmacy Technician Diploma is not offered in North Dakota.

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

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

ASSOCIATE’S DEGREE

Associate of Applied Science Degree

CAREER OPPORTUNITIES:
• Retail Pharmacy
• Clinical Pharmacy
• Hospitals and Healthcare Facilities

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course)
Humanities (Select 2 courses)
Social Sciences (Select 2 courses)

MAJOR AND CORE COURSES
PT238  Pharmacy Technician Practicum III

Total Associate’s Degree Credits
General Education Credits
Major and Core Credits
TOTAL DEGREE CREDITS

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS. The Pharmacy Technician Associate’s Degree is not offered in North Dakota.

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 E242 degree requirements to graduate from an Associate’s degree program.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.
PHARMACY TECHNICIAN CERTIFICATE • DIPLOMA • ASSOCIATE’S DEGREE
(WISCONSIN ONLY)

CERTIFICATE

CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
Math/Natural Sciences (*Required, select 1 additional course) 8
G150 Structure and Function of the Human Body*

MAJOR AND CORE COURSES

LOWER DIVISION
D132 Computer Application Business Systems Concepts 3
E242 Career Development 2
M120 Medical Terminology 4
M230 Medical Law and Ethics 4
M232 Pathophysiology 5
MA135 Pharmacology for the Allied Health Professional 4
PT105 Introduction to Pharmacy 4
PT120 Pharmacy Math and Dosages 4
PT125 Pharmacy Software/Automation/Insurance Billing 3
PT240 Unit Dose and Medication Preparation 3
Total Certificate Credits 44*
SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Pharmacy Technician Certificate is not offered in North Dakota.

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 E242 Career Development course as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

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

DIPLOMA

CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition Communication (*Required, Select 1 additional course) 8
G171 Communicating in Your Profession*

MAJOR AND CORE COURSES

LOWER DIVISION
B119 Customer Service 4
H200 US Healthcare Systems 4
PT285 Pharmacy Technician Capstone 3
S115 Keyboarding I 3
Total Diploma Credits 20
Major and Core Credits 50

TOTAL DIPLOMA CREDITS 70*
SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Pharmacy Technician Diploma is not offered in North Dakota.

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 E242 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

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

ASSOCIATE’S DEGREE

Associate of Applied Science Degree

CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy
• Hospitals and Healthcare Facilities

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course other than G150) 4
Social Sciences (Select 2 courses) 8
Total Associate’s Degree Credits 40
General Education Credits 50

TOTAL DEGREE CREDITS 90*
SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Pharmacy Technician Associate’s Degree is not offered in North Dakota.

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 E242 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.
SURGICAL TECHNOLOGIST ASSOCIATE’S DEGREE

Associate of Applied Science Degree

CAREER OPPORTUNITIES:
• Surgical Technologist
• Surgical Assistant

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

GENERAL EDUCATION COURSES

LOWER DIVISION

English Composition (Required course) 4
G124 English Composition
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (“Required, select one additional course”) 8
G150 Structure and Function of the Human Body*
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
E242 Career Development 2
M120 Medical Terminology 4
M232 Pathophysiology 5
MA278 Human Anatomy and Physiology I 5
MA279 Human Anatomy and Physiology II 5
ST100 Fundamentals of Surgical Technology 4
ST110 Surgical Procedures I 4
ST120 Surgical Pharmacology 2
ST125 Surgical Microbiology 2
ST209 Surgical Procedures II 4
ST214 Surgical Procedures III 4
ST215 Surgical Tech Practicum I 8
ST220 Surgical Tech Practicum II 8

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

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Surgical Technologist Associate’s Degree is offered in Minnesota at the Brooklyn Park/Maple Grove, Moorhead, and St. Cloud campuses. The Surgical Technologist Associate’s Degree is not offered in North Dakota or Wisconsin.

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 E320 Junior Seminar during the quarter prior to beginning their first Practicum course as a requirement to graduate from an Associate’s degree program.

This program requires specific immunizations prior to professional practice experience.

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

• Commission on Accreditation of Allied Health Education Programs (CAAHEP)
  1361 Park Street,
  Clearwater, FL 33756
  727-210-2350
cahaep.org

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

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

ASSOCIATE’S DEGREE

Associate of Applied Science Degree

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

OBJECTIVE:
Graduates of this program know the history and development of the criminal justice system and its effect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system. They can apply critical thinking to issues in criminal justice such as law enforcement, corrections, security, juvenile justice, and domestic violence. Graduates value 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
B089 Practical Math 4

GENERAL EDUCATION COURSES
English Composition (Required course) 4
G124 English Composition 4
Communication (“Required, Select 1 additional course”) 6
G194 Locating and Evaluating Information* 16
Humanities (“Required, Select 2 additional courses”) 16
G153 Ethics Around the Globe 4
G224 Introduction to Critical Thinking* 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
J100 Introduction to Criminal Justice 4
J106 Criminology: Motives for Criminal Deviance 4
J115 Introduction to Corrections 4
J120 Policing in America 4
J140 Field Communications in Criminal Justice 2
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
J280 Contemporary Issues in Criminal Justice Capstone 4

Total Associate’s Degree Credits
General Education Credits 42
Major and Core Credits 49

TOTAL DEGREE CREDITS 91*

SEE PAGE 41 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 E410 Senior 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

** Additional training may be required.

***Track I includes an internship, which is not available to students in all states. Please speak to a Program Manager for more details.

BACHELOR’S DEGREE

Bachelor of Science Degree

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

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
J433 Criminal Justice Seminar 5
J457 Criminal Justice 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
J330 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 42
Upper Division General Education Credits 24
Lower Division Major and Core Credits 49
Upper Division Major and Core Credits 49
Upper Division Elective Credits 16

TOTAL DEGREE CREDITS 180*

SEE PAGE 41 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 E410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

** Additional training may be required.

***Track I includes an internship, which is not available to students in all states. Please speak to a Program Manager for more details.

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 fulfill the Minnesota Peace Officer Standards and Training (MN POST) Board licensing exam, students are required to successfully complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response, and 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 these programs must successfully complete and pass a criminal background check.

STUDENT INVESTMENT DISCLOSURE: For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
**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 courses) 8
- G148 General Psychology
- G202 Abnormal Psychology

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- E242 Career Development 2
- HS110 Introduction to Human Services 4
- HS111 Cultural Diversity in Human Services 4
- HS115 Introductory Strategies to Crisis Intervention 4
- HS250 Organization and Leadership in Human Services 4
- HS260 Community Psychology
- J121 Case Management: Strategies for Rehabilitation 4
- J211 Counseling Clients 4

Total Certificate Credits:
- General Education Credits 8
- Major and Core Credits 30
- **TOTAL CERTIFICATE CREDITS 38**

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E185 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

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

**DIPLOMA**

**CAREER OPPORTUNITIES:**
- Community Service Specialist
- 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

Total Diploma Credits:
- General Education Credits 36
- Major and Core Credits 54
- **TOTAL DIPLOMA CREDITS 90**

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E230 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

**ASSOCIATE’S DEGREE**

Associate of Applied Science 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 36
- Major and Core Credits 54
- **TOTAL DEGREE CREDITS 90**

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E230 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
PARALEGAL ASSOCIATE’S DEGREE

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

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Humanities (*Required, Select 2 additional courses) 12
G153 Ethics Around the Globe* 4
Math/Natural Sciences (Select 2 courses) 8
Social Sciences (Required courses) 8
G142 Introduction to Sociology 4
G148 General Psychology 4

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
PL215 Real Estate Law 4
PL216 Corporate Law 4
PL226 Law Office Technology: Cyberspace and the Paralegal Profession 4
PL228 Torts: Auto Accidents and Other Legal Injuries 4
PL230 Family Law 4
PL235 Legal Research 4
PL240 Legal Writing 4

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
PL215 Real Estate Law 4
PL216 Corporate Law 4
PL226 Law Office Technology: Cyberspace and the Paralegal Profession 4
PL228 Torts: Auto Accidents and Other Legal Injuries 4
PL230 Family Law 4
PL235 Legal Research 4
PL240 Legal Writing 4

Electives (Select 1 course)
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 36
Major and Core Credits 58

TOTAL DEGREE CREDITS 94*

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

PARALEGAL CERTIFICATE

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

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Math/Natural Sciences (Select 1 course) 4
Humanities (Required course) 4
G153 Ethics Around the Globe
General Education Elective** 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 16
Major and Core Credits 45

TOTAL CERTIFICATE CREDITS 61*

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

** Track I includes an internship, which is not available to students in all states. Please speak to a Program Manager for more details.

***Track I includes an internship, which is not available to students in all states. Please speak to a Program Manager for more details.

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

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

STUDENT INVESTMENT DISCLOSURE: For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
LAW ENFORCEMENT ASSOCIATE'S DEGREE

MAJOR AND CORE COURSES

LOWER DIVISION

D132 Computer Applications and Business Systems Concepts 3
J100 Introduction to Criminal Justice 4
J120 Policing in America 4
J122 Crime Scene to Conviction: Critical Skills in Documentation 4
J131 Criminal Law and Procedures: Crime and the Courtroom 4
J200 Domestic Violence 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J222 Practical Psychology for Law Enforcement 4
LE210 Traffic Enforcement: Managing Traffic Violators 4
LE219 Firearms I: Fundamentals of Armed Police Response 2
LE220 Firearms II: Tactics for Combat Gunfighting 2
LE227 Use of Force I: From Empty Hands to TASERs 2
LE228 Use of Force II: Winning Violent Confrontations 2
LE233 Crime Scene Response: The Real CSI 3
LE240 Minnesota Traffic Code 2
LE245 Minnesota Criminal Code 2
LE284 Patrol Practical: Handling Calls in Progress 4
LE290 Law Enforcement Capstone 2
Total Associate's Degree Credits 36
General Education Credits 3
Major and Core Credits 33
TOTAL DEGREE CREDITS 91

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Law Enforcement Associate's Degree is offered in Minnesota. The Law Enforcement Associate's Degree is not offered in North Dakota or Wisconsin.

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 understand the policy and practice of traffic enforcement, firearms use, defensive tactics, investigations, and pursuit driving, and can perform skills in each area. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations. Upon completing this program and additional required first responder training, graduates will be eligible to take the Minnesota Peace Officer Standards and Training (POST) licensing exam.

GENERAL EDUCATION COURSES

LOWER DIVISION

English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Humanities ("Required, Select 2 additional courses") 12
G153 Ethics Around the Globe 8
Math/Natural Sciences (Select 2 courses) 8
Social Sciences (Required courses) 8
G142 Introduction to Sociology 8
G148 General Psychology 8

TOTAL CERTIFICATE CREDITS 36

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 Academic Certificate) at 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.

The Law Enforcement Academic Certificate is offered in Minnesota. The Law Enforcement Academic Certificate is not offered in North Dakota or Wisconsin.
CAREER OPPORTUNITIES:
• Police Officer
• Deputy Sheriff
• Law Enforcement Officer
• State Trooper
• Conservation Officer

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

MAJOR AND CORE COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LE210</td>
<td>Traffic Enforcement: Managing Traffic Violators</td>
<td>3</td>
</tr>
<tr>
<td>LE219</td>
<td>Firearms I: Fundamentals of Armed Police Response</td>
<td>2</td>
</tr>
<tr>
<td>LE220</td>
<td>Firearms II: Tactics for Combat Gunfighting</td>
<td>2</td>
</tr>
<tr>
<td>LE227</td>
<td>Use of Force I: From Empty Hands to TASERs</td>
<td>2</td>
</tr>
<tr>
<td>LE228</td>
<td>Use of Force II: Winning Violent Confrontations</td>
<td>2</td>
</tr>
<tr>
<td>LE233</td>
<td>Crime Scene Response: The Real CSI</td>
<td>3</td>
</tr>
<tr>
<td>LE240</td>
<td>Minnesota Traffic Code</td>
<td>2</td>
</tr>
<tr>
<td>LE245</td>
<td>Minnesota Criminal Code</td>
<td>2</td>
</tr>
<tr>
<td>LE284</td>
<td>Patrol Practicals: Handling Calls in Progress</td>
<td>4</td>
</tr>
<tr>
<td>LE290</td>
<td>Law Enforcement Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE CREDITS: 24

The Law Enforcement Skills Certificate is offered in Minnesota. The Law Enforcement Skills Certificate is not offered in North Dakota or Wisconsin.

STUDENT INVESTMENT DISCLOSURE:
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.

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

Admission to the Law Enforcement Skills Certificate program requires applicants to have earned an Associate’s degree or higher (including general education courses equivalent to those in the Law Enforcement AAS) from a regionally accredited school in a program that is approved by the Minnesota Peace Officer Standards and Training (MN POST) Board. Applicants are also required to interview with a Program Manager and complete a Rasmussen College placement test as part of 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 Apprehension background check.
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.

STUDENT INVESTMENT DISCLOSURE:

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.
PROFESSIONAL NURSING ASSOCIATE’S DEGREE

ASSOCIATE OF SCIENCE DEGREE

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

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

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course) 4
G124  English Composition
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Mathematics (Required course) 4
G233  College Algebra
Natural Sciences (Required courses) 19
G150  Structure and Function of the Human Body
G282  Introduction to Microbiology
MA278  Human Anatomy and Physiology I
MA279  Human Anatomy and Physiology II
Social Sciences (Required courses) 8
G148  General Psychology
G217  Human Growth and Development

MAJOR AND CORE COURSES

LOWER DIVISION
NU117  Nutritional Principles in Nursing 4
NU124  Introduction to Professional Nursing 4
NU138  Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing 4
NU211  Fundamentals of Professional Nursing 6
NU222  Comprehensive Pharmacology 6
NU231  Professional Nursing I 6
NU249  Mental Health Nursing 4
NU254  Professional Nursing II 6
NU265  Maternal Child Health Nursing 4
NU278  Professional Nursing III 6
NU280  Role, Scope, Quality, and Leadership in Professional Nursing 4
NU294  Professional Nursing Capstone 2

Total Associate’s Degree Credits
General Education Credits 47
Major and Core Credits 56

TOTAL DEGREE CREDITS 103

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Professional Nursing Associate’s Degree is only offered at the Blaine, Bloomington, Mankato, Moorhead, and St. Cloud campuses in Minnesota, and at the Green Bay and Wausau campuses in Wisconsin. The Professional Nursing Associate’s Degree is not offered in North Dakota.

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 E320 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.

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

MOBILITY BRIDGE ENTRANCE OPTION

Students who have successfully completed a practical nursing program and hold a current practical nursing license will receive credit for NU117 Nutritional Principles in Nursing (4 credits) and NU211 Fundamentals of Professional Nursing (6 credits) in the Professional Nursing AS Degree program. 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 Waiver (CW). Students may also transfer in up to 47 credits in successfully completed applicable general education coursework; graduates of Rasmussen College’s Practical Nursing program will receive credit for G124 English Composition, G233 College Algebra, and the Communication course the student completed in the Practical Nursing program (for a total of 12 additional general education credits). Students must successfully complete all remaining coursework in the Professional Nursing AS Degree program to earn this degree.
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

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

MAJOR AND CORE COURSES

LOWER DIVISION
NU117 Nutritional Principles in Nursing 4
PN108 Introduction to Practical Nursing 2
PN111 Fundamentals of Practical Nursing 6
PN129 Practical Nursing I 6
PN138 Basic Pharmacology 3
PN146 Practical Nursing II 6
PN148 Gerontologic Nursing 3
PN155 Psychosocial Nursing 4
PN161 Practical Nursing III 6
PN192 Family Nursing 4
PN197 Practical Nursing Capstone 2

Total Diploma Credits: 62

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

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 • ASSOCIATE’S 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
- Communication (Required course) 4
- G171 Communicating in Your Profession 4
- Humanities (Required course) 4
- G153 Ethics Around the Globe 4
- Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES
LOWER DIVISION
- B119 Customer Service 4
- B136 Introduction to Business 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 16
- Major and Core Credits 52
- TOTAL DIPLOMA CREDITS 68*

ASSOCIATE’S DEGREE

Associate of Applied Science 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 40
- Major and Core Credits 52
- TOTAL DEGREE CREDITS 92*

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

STUDENT INVESTMENT DISCLOSURE:
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
SOFTWARE APPLICATION DEVELOPMENT
CERTIFICATE • ASSOCIATE’S DEGREE

SOFTWARE APPLICATION DEVELOPMENT
CERTIFICATE

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

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

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

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

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

SOFTWARE APPLICATION DEVELOPMENT
ASSOCIATE’S DEGREE

Associate of Science Degree

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

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

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

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

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

SEE PAGE 41 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 E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

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

Bachelor of Science Degree

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS 4

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

TOTAL DEGREE CREDITS 180

SEE PAGE 41 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 E410 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 • ASSOCIATE’S DEGREE • BACHELOR’S DEGREE

INFORMATION SECURITY BACHELOR’S 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
Communication (Required course)  G171  Communicating in Your Profession
Math/Natural Sciences (Required Course)  G233  College Algebra

MAJOR AND CORE COURSES
LOWER DIVISION
B119  Customer Service  B136  Introduction to Business
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 DIPLOMA:
- Computer Information Technology Diploma**
- N127  Microsoft Windows Workstations  3
- N149  Helpdesk Support  3
- N156  Mac Integration  3
- N233  Software Packaging and Deployment  3
- N259  Mobile Support Principles  3

General Diploma**
D283  Access  3
N127  Microsoft Windows Workstation  3
N149  Helpdesk Support  3
N208  Linux Administration  3
W118  Introduction to HTML  3

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

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

Total Diploma Credits
General Education Credits  12
Major and Core Credits  55

4  TOTAL DIPLOMA CREDITS  67*

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

4  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 E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

4  Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

4  NOTE: N208 Linux Administration and N201 Cisco Network Routing and Switching are prerequisite to courses contained in the Information Security BS degree program. Students that continue into the Information Security BS degree program must complete N208 prior to taking N437 Linux Security Strategies and must complete N201 prior to taking N334 Advanced Cisco Network Security – CCNA.

4  **NOTE: N208 Linux Administration and N201 Cisco Network Routing and Switching are prerequisite to courses contained in the Information Security BS degree program. Students that continue into the Information Security BS degree program must complete N208 prior to taking N437 Linux Security Strategies and must complete N201 prior to taking N334 Advanced Cisco Network Security – CCNA.

4  TOTAL DEGREE CREDITS  91*

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

4  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 E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

4  Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

4  Consult the double-asterisked note (**NOTE) at the diploma level for students intending to continue into the Information Security BS program.

INFORMATION TECHNOLOGY MANAGEMENT ASSOCIATE’S DEGREE

Associate of Applied Science Degree

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

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

IN ADDITION TO ALL DIPLOMA COURSES

LOWER DIVISION
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math/Natural Sciences  4
(Select 1 additional course, other than College Algebra)
Social Sciences (Select 2 courses)  8
Total Associate’s Degree Credits
General Education Credits  36
Major and Core Credits  55
TOTAL DEGREE CREDITS  91*

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

4  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 E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

4  Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

4  Consult the double-asterisked note (**NOTE) at the diploma level for students intending to continue into the Information Security BS program.

Student Investment Disclosure:
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
INFORMATION TECHNOLOGY MANAGEMENT
BACHELOR’S DEGREE

Bachelor of Science Degree

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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 3
N359 Support Management 4
N370 Virtualization 4
N380 Project Management for IT 4
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 181*

TOTAL DEGREE CREDITS

SEE PAGE 41 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 E410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.

SCHOOL OF TECHNOLOGY

INFORMATION SECURITY BACHELOR’S DEGREE

Bachelor of Science Degree

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
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 3
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 182*

TOTAL DEGREE CREDITS

SEE PAGE 41 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 E410 Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

Consult the double-asterisked note (**NOTE**) at the diploma level for students intending to continue into the Information Security BS program.

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.
GAME AND SIMULATION PROGRAMMING BACHELOR’S DEGREE

Bachelor of Science Degree

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

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

GENERAL EDUCATION COURSES

LOWER DIVISION

English Composition (Required course) 4
G124 English Composition 4
Communication (Required*, Select 1 additional course) 6
G194 Locating and Evaluating Information* 6
Humanities (Select 2 courses) 8
Math/Natural Sciences (“Required, Select 1 additional course”) 9
G246 Advanced Algebra* (5 credits) 9
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
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 35
Upper Division General Education Credits 24
Lower Division Major and Core Credits 58
Upper Division Major and Core Credits 64

TOTAL DEGREE CREDITS 181

SEE PAGE 41 FOR GENERAL EDUCATION COURSE SELECTIONS.

This program is only available to students enrolled at a campus located in Florida, Illinois, Kansas, Minnesota, North Dakota, or Wisconsin.

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 E410 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.

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
## All Bachelor's and Associate's Degree Programs

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

### Lower Division

<table>
<thead>
<tr>
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<th>Credits</th>
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<tr>
<td>G141</td>
<td>Introduction to Communication</td>
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<td>G171</td>
<td>Communicating in Your Profession</td>
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<tr>
<td>G194</td>
<td>Locating and Evaluating Information**</td>
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<td>G227</td>
<td>Oral Communication</td>
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<td>Film Appreciation</td>
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<td>Ethics Around the Globe</td>
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<tr>
<td>G201</td>
<td>Creative Writing</td>
<td>4</td>
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<tr>
<td>G224</td>
<td>Introduction to Critical Thinking*</td>
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<tr>
<td>G230</td>
<td>Introduction to Literature</td>
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<td>G238</td>
<td>Conversational Spanish</td>
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<td>Math/Natural Sciences</td>
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<td>G150</td>
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<td>G233</td>
<td>College Algebra</td>
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<td>Introduction to Astronomy</td>
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<td>G245</td>
<td>Introduction to Geology</td>
<td>4</td>
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<tr>
<td>Social Sciences</td>
<td>Social Sciences</td>
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<tr>
<td>G123</td>
<td>Principles of Economics</td>
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<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
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<td>Human Geography</td>
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<tr>
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### Upper Division

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<td>American Literature</td>
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<td>G335</td>
<td>Contemporary World Literature: 1900 to the Present</td>
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<td>Literature of American Minorities</td>
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<td>American Religious History</td>
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<td>G360</td>
<td>Contemporary World Religions</td>
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<td>Visions of America Since 1945</td>
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<td>G401</td>
<td>Comparative Politics</td>
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<td>Work and Family</td>
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**Required courses**

See specific course requirements on program pages.

See specific course requirements on program pages.

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

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### Nursing Programs

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</table>

### General Education Philosophy

General Education inspires commitment to lifelong learning by providing learners transferable skills desirable in the workplace, such as communication, critical thinking, information literacy, diversity & teamwork, ethics & professional responsibility, and digital fluency. General Education courses may adhere to a learner’s major program, satisfy an intellectual curiosity, or both. General Education allows learners to flourish amid change, better understand their own learning, and assists in applying ideas to the modern world and workplace.

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

In the areas of English Composition and Communications, students will demonstrate understanding and proficiency through various arts and humanities courses that include both lecture and laboratory methods of instruction. These courses are designed to introduce students to the major concepts, issues, and ideas in relevant fields of study, such as literature, history, philosophy, and the arts. The courses are intended to develop critical thinking, problem-solving, and communication skills, as well as to foster an appreciation for the diversity and richness of human experiences.

The College Experience Course, 0 credits
This course provides an introduction to the academic and institutional environment of the College. It is a requirement for all new students and is typically taken in their first term. The course is designed to familiarize students with the resources and services available to them, as well as to introduce them to the expectations and responsibilities of college life.

College Experience Course, 0 credits
The College Experience Course is an instructor-led, project-based course designed to help students develop skills in critical thinking, problem-solving, and effective communication. It is a requirement for all new students and is typically taken in their first term. The course is designed to help students develop the skills and knowledge necessary for success in college and in their future careers.

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

Clock Hour – Equal to 50 minutes of instruction.

How to Read Course Descriptions
Course description numbers that range from 100-199 are generally considered to be freshman-level courses. Course description numbers that range from 200-299 are considered to be more advanced courses and may function as sophomore-level or capstone courses. Course description numbers that range from 300-399 are considered to be more advanced upper division courses that may function as junior-level courses. Course description numbers that range from 400-499 are considered to be more advanced upper division courses that may function as senior-level student requirements for a Bachelor’s degree.

170 Introduction to Undergraduate Research / E242 Career Development
This course introduces students to the basics of conducting research and to the expectations and responsibilities of engaging in research. It is typically taken in the first year of study and is designed to help students develop skills in critical thinking, problem-solving, and effective communication.

A177 Payroll Accounting
This course focuses on the principles and practices of payroll accounting, including the preparation of payroll records and the calculation of payroll taxes. It is typically taken in the first year of study and is designed to help students develop skills in critical thinking, problem-solving, and effective communication.

A380 Advanced Federal Tax Theory
This course covers the fundamental concepts and principles of federal taxation, including the determination of taxable income, the calculation of tax liabilities, and the preparation of tax returns. It is typically taken in the second or third year of study and is designed to help students develop skills in critical thinking, problem-solving, and effective communication.

A406 Cost Accounting Principles and Applications
This course focuses on the principles and practices of cost accounting, including the analysis of cost behavior, the use of cost data in decision-making, and the preparation of cost reports. It is typically taken in the second or third year of study and is designed to help students develop skills in critical thinking, problem-solving, and effective communication.

A410 Financial Accounting I
This course introduces students to the fundamentals of financial accounting, including the preparation of financial statements and the analysis of financial data. It is typically taken in the first year of study and is designed to help students develop skills in critical thinking, problem-solving, and effective communication.

A411 Financial Accounting II
This course continues the study of financial accounting, focusing on the preparation of financial statements for external users and the analysis of financial data. It is typically taken in the second year of study and is designed to help students develop skills in critical thinking, problem-solving, and effective communication.

A422 Risk Management for Accountants
This course introduces students to the principles and practices of risk management, including the identification and evaluation of business risks, and the design and implementation of risk management strategies. It is typically taken in the second year of study and is designed to help students develop skills in critical thinking, problem-solving, and effective communication.

A475 Intermediate Financial Reporting
This course covers the principles and practices of financial reporting, including the preparation of financial statements and the analysis of financial data. It is typically taken in the second year of study and is designed to help students develop skills in critical thinking, problem-solving, and effective communication.

A501 CPA Exam Preparation
This course prepares students for the CPA exam, focusing on the principles and practices of accounting, auditing, and taxation. It is typically taken in the third or fourth year of study and is designed to help students develop skills in critical thinking, problem-solving, and effective communication.
A416 Advanced Financial Accounting
40 hours, 4 credits
This course focuses on the importance of the operational functions in organizations today to include business combinations and the related financial accounting transactions, operational control, segment reporting, output planning, international transaction accounting, foreign currency translation, financial disclosure, cash flow project roles and phases. The students will work through related issues and produce multiple problem solving strategies. This course is taught in six-week sessions.
Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

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

A421 Customer Service
40 hours, 4 credits
This course covers the basics of essential communication skills needed in business to interact/work effectively with individuals and/ or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction.

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

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

A440 Accounting Research Methods and Techniques
40 hours, 4 credits
In this course students learn accounting research tools and processes, how to conduct accounting research, and how to apply findings and results to solve business problems.

A490 Accounting Capstone II
40 hours, 4 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferrable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, interpersonal communication and class presentation.

B199 Professional Communication
40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.

B207 Practical Math
40 hours, 4 credits
Mathematics is learned through communication. In this course, students will learn to communicate how problems are solved and how solving problems can be applied in real-world settings. Students will have opportunities to learn multiple problem solving strategies. This course also provides practice and skill building. This course is taught in six-week sessions.

B219 Concepts and Standards
40 hours, 4 credits
This course provides students with an opportunity to learn the fundamental theory and practical application of organizational behavior in the context of diversity. Emphasis is placed on a foundation of theoretical concepts and their practical applications to enable students to understand the chaotic and rapidly changing world of organizations and help them develop their own skills to become effective leaders. This course includes educational resources from Harvard Business Publishing.

B235 Introduction to Organizational Leadership
40 hours, 4 credits
This course presents fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business and sales contracts. Principles of law that apply to government, regulations, commercial paper, property, bailments, agency and business organizations are addressed.

B316 Introduction to Business Research
40 hours, 4 credits
This course is an introduction to the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied will include opportunities, organizations, management, marketing, analysis, and any other activities related to general ownership and operation.

B317 Accounting Capstone I
40 hours, 4 credits
This course offers an introduction to the management of an organization’s human resources. It explores the importance of establishing or administrating the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes educational resources from Harvard Business Publishing.

B318 Foundations of Finance
40 hours, 4 credits
This course is a study of foundational investment, management, and capital structure. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.

B321 Applied Management Principles
40 hours, 4 credits
This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include consumer buying behavior, business-to-business market, and organizational buying behavior, market research techniques, foundational pricing concepts, marketing channel integration and logistics, integrated marketing communications, and marketing's role in electronic commerce.

B322 Principles of Marketing
40 hours, 4 credits
This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include consumer buying behavior, business-to-business market, and organizational buying behavior, market research techniques, foundational pricing concepts, marketing channel integration and logistics, integrated marketing communications, and marketing’s role in electronic commerce.

B323 Principles of Management
40 hours, 4 credits
Students enrolled in this course will develop managerial skills and insights by studying management practices. In addition, they will develop an understanding of the manager/ employee relationship and the legal and ethical issues that impact these relationships. This course includes educational resources from Harvard Business Publishing.

B324 Business Law
40 hours, 4 credits
This course presents fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business and sales contracts. Principles of law that apply to government, regulations, commercial paper, property, bailments, agency and business organizations are addressed.

B330 Principles of Finance
40 hours, 4 credits
This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.

B335 Introduction to Human Resource Management
40 hours, 4 credits
This course is an introduction to the management and leadership of an organization’s human resources. It explores the importance of establishing or administrating the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes educational resources from Harvard Business Publishing.

B340 Accounting Capstone II
40 hours, 4 credits
This course is a study of business organizations and the related financial accounting transactions, internal financial accounting, and 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.

B341 Business Ethics
40 hours, 4 credits
This course offers an introduction to the management and leadership of an organization’s human resources. It explores the importance of establishing or administrating the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes educational resources from Harvard Business Publishing.

B350 Internet and E-Commerce Models
40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to consumer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of E-Commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of E-Business.

B360 Business Capstone
20 hours, 4 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 lab experience, students will synthesize and demonstrate their understanding of core business concepts via completion of a Capstone project.

B370 Business Ethics
40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to consumer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of E-Commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of E-Business.

B380 Marketing Core
40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to consumer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of E-Commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of E-Business.

B390 Principles of Marketing
40 hours, 4 credits
This course is a study of training and development fundamentals including how training relates to Human Resource Management and Human Resource Development, how knowledge and external factors influence employee behavior, and the role of adult learning in training. Students will examine how training needs are determined, best practices in developing and implementing training programs, and how to evaluate training efforts.

B601 Internet Business Models and E Commerce
40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to consumer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of E-Commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of E-Business.
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B323 Advanced Principles of Marketing
40 hours, 4 credits
This course addresses developing, designing, and implementing marketing programs, processes, and activities. Key areas of focus include capturing market insights, brand positioning, market segmentation, and delivering and communicating this value. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Principles of Marketing

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

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

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

B351 Management of Information Systems
40 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to searching, utilizing and managing integrated management information systems.
Prerequisites: none

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

B360 Operations Management
40 hours, 4 credits
In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations; purchasing raw materials; controlling and maintaining inventories; and producing goods or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: none

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 methodologies, literature reviews, information literacy, and academic report writing.
Prerequisite: English Composition or Communicating in Your Profession

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

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

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

B420 Organizational Development
40 hours, 4 credits
This seminar course builds upon the theories introduced in Organizational Behavior Analysis. In this course, students examine how qualitative approaches, quantitative approaches, and process-based approaches to organizational development through the stories of professionals involved in organizational change. Students critically examine the design, management, and control of organizational development projects. The 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 use statistical software to help determine the key functions of organizations and integration of these functions to understand the best practices used to achieve competitive advantage.
Prerequisite: none

B431 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. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Ethics Around the Globe or Business Law

B440 Contemporary Leadership Challenges
40 hours, 4 credits
This seminar course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in researching, presenting, and discussing course materials. In addition to gaining in-depth exposure to a current key topic in the field, students learn to become active and effective members of a professional learning community.
Prerequisite: none

B456 Management Capstone
30 hours, 3 credits
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts they have learned 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 second-to-last quarter

B473 Leading Change
40 hours, 4 credits
This course will focus on the impact of change in an organizational setting. Various change management models will be explored, providing students with a foundation for approaching change and developing effective skills and techniques to perform in the workplace when change occurs. Students apply business concepts to real-world case study examples and determine strategies for bringing about effective change to an organization.
Prerequisite: none

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. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Ethics Around the Globe or Business Law

B496 Management Capstone
30 hours, 3 credits
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts they have learned 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 second-to-last quarter

B497 Advanced Human Resource Management
40 hours, 4 credits
This course will focus on developing the skills necessary for managing people within a global setting. Students will study how these stereotypes affect people within the workplace. Students will apply these issues in managing business and managing people within a global setting.
Prerequisite: none

B444 Statistics for Managers
40 hours, 4 credits
This course will focus on the impact of change in an organizational setting. Various change management models will be explored, providing students with a foundation for approaching change and developing effective skills and techniques to perform in the workplace when change occurs. Students apply business concepts to real-world case study examples and determine strategies for bringing about effective change to an organization.
Prerequisite: none

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. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Ethics Around the Globe or Business Law

B505 Advanced Management
40 hours, 4 credits
This course teaches students basic to advanced concepts available in Microsoft Office Excel. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

D181 Excel
40 hours, 3 credits
This course is designed to introduce 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 Access portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

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

D250 Microsoft Access
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

D279 Computer Focused Principles
40 hours, 3 credits
This course is designed to help 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

D293 Access
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

E170 Introduction to Undergraduate Research
20 hours, 2 credits
This course provides a broad overview of information literacy concepts 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 production of information, followed by the identification of a topic & research question, and the selection, evaluation and integration of sources into an annotated bibliography.
Prerequisite: none

E185 Freshman Seminar
0 credits
This seminar course challenges students at the end of their freshman year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the freshman seminar as part of Certificate course requirements the quarter they are scheduled for the E242 Career Development course.
EC242 Career Development 20 hours, 2 credits
This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a personal job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview. Prerequisite: none

E270 Sophomore Seminar 0 credits
This seminar class 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 class 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 class challenges students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. The course is required for graduation from a Bachelor’s degree program.

EC100 Foundations of Child Development 40 hours, 4 credits
This course will explore characteristics of children at different ages, children’s developmental needs, and the foundation of early childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family, and the cultural, social, class, and ethnic variations in the family as a social system. Prerequisite: none

EC110 Early Childhood Education Curriculum and Instruction 40 hours, 4 credits
This course promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies 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

EC183 Teacher Reflection I: Early Childhood Education as a Profession 60 hours, 6 credits
This course is an introduction to the field of early childhood development as a profession and examines historical influences on the field. The identification of early childhood educator’s personal attributes, knowledge, skills, and professional codes of conduct are included. Prerequisite: none

EC184 Teacher Reflection II: Morality and Ethics in Early Childhood Education 60 hours, 6 credits
This course will provide an examination of morality and ethics in early childhood development. Topics include childhood ethics, ideals, and principles. Professional values and teaching styles will be explored. Prerequisite: Teacher Reflection I: Early Childhood Education as a Profession

EC185 Teacher Reflection III: The Intentional Teacher 60 hours, 6 credits
Students will learn about intentionality in teaching and selecting best practices for young children’s learning and development. Both child-guided and adult-guided methods will be examined in the areas of language and literacy, mathematics and scientific inquiry, social skills and understandings, physical movement and visual arts. Prerequisite: Teacher Reflection II: Morality and Ethics in Early Childhood Education

EC200 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 infant/toddler programs in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care which foster optimum social/ emotional, physical, and cognitive development. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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

EC212 Emerging Literacy Through Children’s Literature 40 hours, 4 credits
This course covers the history, selection, and integration of literature and language in the early childhood education curriculum. 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 flannel board use will be emphasized. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC225 Parent Education and Support 40 hours, 4 credits
Students will investigate how resources are assessed, allocated, and utilized within families. They will explore strategies for helping families manage resources through various problem-solving methods. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC230 Guiding Children’s Behavior 40 hours, 4 credits
Students will explore how to use guidance in the early childhood setting, with an emphasis on understanding why young children exhibit certain behaviors and how we can meet the child’s needs effectively and with support. Students will learn how to provide positive guidance to young children with challenging behavior. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC231 The Inclusive Classroom 40 hours, 4 credits
Students will explore how to engage and support children with special needs. They will review legislation, social policy, and advocacy techniques. Students will also investigate several current and controversial issues within the early childhood profession, and explore current research on early childhood education issues. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC240 Introduction to English Language Learners 40 hours, 4 credits
Students will explore how to engage and support children with special needs. They will review legislation, social policy, and advocacy techniques. Students will also investigate several current and controversial issues within the early childhood profession, and explore current research on early childhood education issues. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC241 Language and Literacy Acquisition 40 hours, 4 credits
Students will explore how to engage and support children with special needs. They will review legislation, social policy, and advocacy techniques. Students will also investigate several current and controversial issues within the early childhood profession, and explore current research on early childhood education issues. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC242 Language and Literacy Acquisition 40 hours, 4 credits
Students will explore how to engage and support children with special needs. They will review legislation, social policy, and advocacy techniques. Students will also investigate several current and controversial issues within the early childhood profession, and explore current research on early childhood education issues. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC250 Advocating for Children with Special Needs 40 hours, 4 credits
Students will explore how to engage and support children with special needs. They will explore the 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 how to engage and support children with special needs. They will review legislation, social policy, and advocacy techniques. Students will also investigate several current and controversial issues within the early childhood profession, and explore current research on early childhood education issues. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC252 The Exceptional Child 40 hours, 4 credits
Students will explore how to engage and support children with special needs. They will review legislation, social policy, and advocacy techniques. Students will also investigate several current and controversial issues within the early childhood profession, and explore current research on early childhood education issues. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
F108 Financial Markets and Institutions 40 hours, 4 credits
This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.
Prerequisite: none
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 major economies will be explored. This course includes microeconomic and macroeconomic concepts.
Prerequisite: 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, relevant evidence, appropriate grammar, punctuation, and usage skills. Through reading, writing, discussion, research, and collaboration, students will practice editing and applying course concepts.
Prerequisite: 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 achievement. It is designed to increase the student’s understanding of the development and evolution of cultural literacy and the pursuit of humanist goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.
Prerequisite: none
G126A English Composition 2 40 hours, 4 credits
This course builds on students’ understanding of the writing process through an exploration of various writing strategies and research. Students will analyze readings and apply critical reading and writing skills. This course will develop argumentative writing and application of research.
Prerequisite: English Composition G141 Introduction to Communication 40 hours, 4 credits
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.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
G142 Introduction to Sociology 40 hours, 4 credits
This course introduces students to basic sociological terms and concepts. Students will understand how to apply sociological concepts and theories and analyze the structure and relationships of social institutions and the process of social change. Students will explore a variety of topics of sociological interest, including socialization, social inequality, social movements, and the impact of technology and social change on society.
Prerequisite: none
G145 Film Appreciation 40 hours, 4 credits
Students will study different elements, forms, techniques and styles of film and will learn a critical approach to film and the motion picture medium. Students will critique films and filmmakers through various approaches and assessments that demonstrate analysis, interpretation, and evaluation of films as well as fostering a deeper appreciation and understanding of film as an art form.
Prerequisite: none
G146 Human Geography 30 hours, 4 credits
This course will introduce students to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of Earth’s surface. Students will employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences.
Prerequisite: none
G147 Art Appreciation 40 hours, 4 credits
Students will examine the historical, social, and technological factors that have contributed 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 exploring a full range of media used to make art, and the fundamental concepts of art criticism. Western and non-Western art is represented, with a strong emphasis on a global perspective in relation to culture, communication, politics, and economics.
Prerequisite: none
G148 General Psychology 40 hours, 4 credits
This course introduces students with a general understanding of basic methodologies, concepts, theories, and practices in contemporary psychology. Areas of investigation may include the goals and research methodologies of psychology, the science of the brain, theories of human development and intelligence, concepts of motivation and emotions, the science of sensation and perceptions, and the current practices pertaining to psychological disorders, therapies, and treatments.
Prerequisite: none
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 their ability to adapt and function in a community and the influence of mental illness on criminal behavior, the impact of family dysfunction on the individual, and the influence of mental illness on criminal behavior. Variables which may affect a person’s ability to adapt and function in a community will be considered, such as genetic makeup, physical condition, reasoning, and socialization.
Prerequisite: General Psychology 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, with a study of basic supply and demand analysis and a review of fiscal and monetary policy to phases of the business cycle. Unemployment, inflation, GDP, and policy decision making and the American economy at home and abroad will be covered.
Prerequisite: none
G201 Creative Writing 40 hours, 4 credits
This course will develop the student’s talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays and non-fiction poems. Works of students will be critiqued. Students will also develop editorial skills so that each writer may revise and improve his/her work. Students will compose a minimum of 6000 words over the course of the program.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
G202 Abnormal Psychology 40 hours, 4 credits
This course teaches students the applied discipline of abnormal psychology. Students will explore abnormal behavior in disparate societies and cultures. Applications include individuals who have difficulty functioning effectively in everyday life, the impact of family dysfunction on the individual, and the influence of mental illness on criminal behavior. Variables which may affect a person’s ability to adapt and function in a community will be considered, such as genetic makeup, physical condition, reasoning, and socialization.
Prerequisite: General Psychology
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, with a study of basic supply and demand analysis and a review of fiscal and monetary policy to phases of the business cycle. Unemployment, inflation, GDP, and policy decision making and the American economy at home and abroad will be covered.
Prerequisite: none
G217 Communicating in Your Profession 40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse workplace communities and disciplines. Students will develop their own oral and written communication 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.
G204 Microeconomics 40 hours, 4 credits
Students will be introduced to the field of microeconomics in this course, including theories of production, determination of price, and application of income in regulated and unregulated industries. Other topics may include industrial relations, monopolies, and comparative economic systems.
Prerequisite: none

G217 Human Growth and Development 40 hours, 4 credits
This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development.
Prerequisite: none

G224 Introduction to Critical Thinking 40 hours, 4 credits
A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.
Prerequisite: English Composition

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

G230 Introduction to Literature 50 hours, 4 credits
This course offers an introduction to the most common literary genres: fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts. Reading and analysis of texts will include a variety of literary forms and periods. Students will engage in approaches to determine literary meaning, form, and value.
Prerequisite: none (English Composition recommended)

G231 Introduction to Human Biology 50 hours, 4 credits
G231 Lecture (30 hours, 3 credits)
G231L Lab (20 hours, 1 credit)
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. Students will complete laboratory exercise coordinated with course content.
Prerequisite: none

G233 College Algebra 40 hours, 4 credits
G233 Lecture (30 hours, 3 credits)
G233L Lab (20 hours, 1 credit)
This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

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

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

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

G246 Advanced Algebra 50 hours, 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

G282 Introduction to Microbiology 70 hours, 5 credits
G282 Lecture (30 hours, 3 credits)
G282L Lab (40 hours, 2 credits)
This course provides an overview of the United States healthcare system. The history of the evolution of healthcare will be explored, along with the role of local, state, and federal government in healthcare delivery. An introduction to a variety of provider models and service delivery systems found in both private and public healthcare facilities will be covered, including different types of healthcare facilities. The influence of reimbursement methodologies and financing on healthcare delivery will be explored.
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 different and rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their work in an organized, unified, and coherent manner to diverse audiences.
Prerequisite: English Composition

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

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

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

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

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

G346 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

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

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

G425 Work and Family 40 hours, 4 credits
This course focuses on the overlapping worlds of work and family. It examines both the nature of the links that exist between the two major social institutions as well as the issues and problems that result from the combination of 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 marginalization based on race/ethnicity, gender, national origin, sexuality/sexual orientation, ability, and other factors. Students will study the effects of exclusionary and oppressive practices, both historical and present day, on writers’ perceptions and literary representations of their times, contexts, and identity. Students will also be introduced to samples of the most common critical-theoretical approaches to the primary texts they will study in this class.
Prerequisite: English Composition

G440 Political Thought 40 hours, 4 credits
The aim of this course is to understand and appreciate some important authors and traditions of political thought. The course will cover such topics as authority, consent, freedom, and obligation.
Prerequisite: none
H210 Marketing and Communication in Healthcare
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, marketing research techniques, pricing concepts, marketing channels, and promotional strategies and techniques. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

H300 Introduction to Healthcare Administration
This course provides an overview 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 Healthcare Management; Human Resource Management; Electronic Health Records and Medical Office Procedures

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

H320 Financial Management of Healthcare Organizations
This course examines methods for assessing quality in the healthcare industry and the statistical applications of measuring outcomes. There will be an emphasis on performance improvement and the relationship between healthcare quality, organizational performance, and the role of governing and accrediting bodies in healthcare organizations. Common methods for measuring outcomes, such as Six Sigma, will be examined. This course 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
This course examines methods for assessing quality in the healthcare industry and the statistical applications of measuring outcomes. There will be an emphasis on performance improvement and the relationship between healthcare quality, organizational performance, and the role of governing and accrediting bodies in healthcare organizations. Common methods for measuring outcomes, such as Six Sigma, will be examined. This course will discuss the development and management of department budgets, and the common sources of healthcare revenues and expenses.
Prerequisite: Introduction to Healthcare Administration

H340 Quality Management
This course is an exploration of the various clinical, administrative, and specialty service applications used in healthcare organizations. This course applies information systems development concepts and integrates the concepts of managed care with healthcare quality management in the healthcare field. The course will also address the role of managed care organizations in the healthcare industry and the role of governing and accrediting bodies in healthcare organizations.
Prerequisites: Principles of Management; Introduction to Healthcare Administration

H420 Advanced Healthcare Law and Ethics
This course examines ethical theories and the principles of health care ethics in the healthcare industry. Students will analyze these theories and principles and apply them to ethical problems that arise in the healthcare field.
Prerequisites: Principles of Management; Introduction to Healthcare Administration

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

H440 International Healthcare
This course examines the foreign healthcare systems and the challenges of healthcare in a global context. Students will compare and contrast foreign healthcare systems and their impact on the global healthcare industry.
Prerequisite: Introduction to Healthcare Administration

H490 Healthcare Management Capstone
This course is a capstone experience that integrates the knowledge and skills gained in the Healthcare Management BS program. Through a combination of case analysis, class discussion, and research projects, students will synthesize and apply the healthcare management concepts learned in the program to real-world healthcare problems.
Prerequisite: Healthcare Statistics

H530 Information and Communication Technologies
This course is an exploration of the technologies available to manage all aspects of health information systems. Students will learn to use standards to achieve interoperability of healthcare information systems and will be introduced to the principles of project management in the development of networks, including intranet and internet applications to facilitate the electronic health record. Students will also learn the importance of security and privacy in healthcare information systems.
Prerequisite: Program Admission

H5350 Electronic Health Record Application
This course is an exploration of the use and application of electronic health records. Students will be introduced to the principles of project management in the development of networks, including intranet and internet applications to facilitate the electronic health record. Students will also learn the importance of security and privacy in healthcare information systems. Topics will include compliance strategies and reporting, charting management, case management, the Joint Commission, and the National Correct Care Coding Initiative. Students will explore payment systems such as MIPS, ARDs, ACOs, RBRVS, and RUGs.
Prerequisite: Program Admission

H5370 Advanced Quality Management in Healthcare
This course is an exploration of the principles of developing strategic and operational plans for facility-wide systems and how to assess organization-wide information needs. Students will demonstrate and apply principles of organization behavior to facilitate team building, negotiation, and change management. Strategic leadership, entrepreneurialism, and benchmarking will be explored.
Prerequisite: Program Admission
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 health information management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, storage and retrieval systems, and chart tracking. Secondary records such as indexes, registers, and registries are covered in this course, along with an exploration of data sources, data capture, healthcare information infrastructure and documentation requirements.

In this course, students analyze healthcare data sets, such as the HEDIS, UMDOs, OASIS including the history, purpose, and uses of each.

Prerequisite: Program Admission

HI435 Health Data Management 20 hours, 2 credits
This course addresses the fundamental concepts of managing health records both manually and electronically in today's healthcare facilities. This course introduces students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. This course covers health information management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, storage and retrieval systems, and chart tracking. Secondary records such as indexes, registers, and registries are covered in this course, along with an exploration of data sources, data capture, healthcare information infrastructure and documentation requirements.

In this course, students analyze healthcare data sets, such as the HEDIS, UMDOs, OASIS including the history, purpose, and uses of each.

Prerequisite: Program Admission

HI450 Health Information Management Alternative Facility Professional Practice Experience 30 hours, 3 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

HI460 Advanced Health Information Law and Ethics 40 hours, 4 credits
This course presents an advanced analysis of the impact of the United States legal system and various health care laws, regulations, and standards on the healthcare organization, patient and health information management environment and infrastructure. Patient privacy, confidentiality, security principles, identity management, protected health information, access to and disclosure of personal health information including e-discovery, legal health records, personal health records, compliance programs, information security and privacy training programs will be taught. Professional certification, ethical practices and issues as well as ethical issues and their impact on the legal health record will be reviewed.

Prerequisite: Program Admission

HS110 Introduction to Human Services 40 hours, 4 credits
Introduction to Human Services exposes the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how current economics shape programs. Human service intervention strategies utilized in daily practice are examined along with stress faced in the workplace. Comparisons of human services systems from a variety of countries will also be examined.

Prerequisite: none

HS110 Cultural Diversity in Human Services 40 hours, 4 credits
This course will examine diversity in many communities and the cross-cultural service delivery available in those communities. Specific client populations will be explored, with an understanding of what cultural, physical, and mental diversity is and why it is important. Special attention will be paid to working with people of both mental and physical disabilities. Those disabilities included are Alzheimer's, mental retardation, autism, and Asperger's Syndrome.

Prerequisite: Introduction to Human Services

HS115 Introductory Strategies to Human Services 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 throughout the course.

Prerequisites: Case Management; Strategies for Rehabilitation; Counseling Clients

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

Prerequisite: General Psychology

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

Prerequisite: General Psychology

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

Prerequisite: none

J110 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-arrest through conviction, corrections strategies for criminal offenders, and special considerations for juveniles in the criminal justice system.

Prerequisite: none

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 the proper documentation of 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 and accurately written written work in courtroom testimony.

Prerequisite: Policing in America

J131 Criminal Law and Procedures: Crime Scene to Courtroom 40 hours, 4 credits
This course provides an introduction to the philosophical, historical, and multidisciplinary challenges of Homeland Security. This course includes a review of the driving forces that resulted in the creation of the current Department of Homeland Security. This class will be accomplished through a review of the field of homeland security, its evolution and critical issues, and an examination of current threats and vulnerabilities. The course also seeks to examine the contemporary policy and legal issues regarding the role of the United States in the world, its security and the trends that will shape its future. They will explore the problems and solutions facing citizens, police officers, administrators, and agencies. They will also consider contemporary practices such as Community Oriented Policing, Problem Oriented Policing, and Directed Patrol. In investigating these topics, students will develop skills in critical thinking and problem solving. For residential only, this course includes a fieldwork assignment.

Prerequisite: Introduction to Criminal Justice

J121 Career Development and Strategies for Rehabilitation 40 hours, 4 credits
Students will learn how to manage caseloads of clients, document casework, and develop strategies for clients' rehabilitation. They will learn how to write effective report cases, report entries, recommendations and violation summaries. Students will explore critical thinking and essential communication skills and motivation techniques. Examination of special populations of diverse clients, such as substance abuses and those mentally ill will be reviewed.

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

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

Prerequisite: Introduction to Criminal Justice

J131 Criminal Law and Procedures: Crime Scene to Courtroom 40 hours, 4 credits
This course provides an introduction to the philosophical, historical, and multidisciplinary challenges of Homeland Security. This course includes a review of the driving forces that resulted in the creation of the current Department of Homeland Security. This class will be accomplished through a review of the field of homeland security, its evolution and critical issues, and an examination of current threats and vulnerabilities. The course also seeks to examine the complexities of defining the roles of federal, state, local government, and the private sector.
J140 Field Communications in Criminal Justice 20 hours, 2 credits
This course emphasizes the skills of both oral and written communication with emphasis on writing formats used by justice professionals. Students will acquire and practice the skills necessary to clearly and effectively communicate with 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 Rights and its applicability to the criminal justice process.
Prerequisite: Introduction to Criminal Law
J200 Domestic Violence 40 hours, 4 credits
This course examines violence in the family; social and legal relations within families; theories and solutions on family violence; survivors and the consequences of violence; adult and 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 special populations of offenders.
Prerequisite: Introduction to Corrections
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 40 hours, 4 credits
An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services
J222 Practical Psychology for Law Enforcement 40 hours, 4 credits
Students will examine how principles of psychology relate to law-enforcement work. They will explore fundamental concepts from a policing perspective, focusing on the real-world effects these principles produce on police officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim-witness interviewing strategies, offender behavior-modification approaches, and officer coping methods. They will review the short- and long-term psychological and physiological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisite: Policing in America
J230 Terrorism 40 hours, 4 credits
This course will examine an in-depth overview of terrorism, both domestic and international. (This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists’ perceptions and motivations.) The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.
Prerequisite: Introduction to Criminal Justice
J245 Security Challenges 40 hours, 4 credits
This course is an examination of the field of security and the security challenges faced by the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.
Prerequisite: Introduction to Criminal Justice
J246 Practical Psychology for the Criminal Justice Professional 40 hours, 4 credits
Students will examine how principles of psychology relate to the field of criminal justice. They will explore fundamental concepts from a criminal justice perspective, focusing on the real-world effects these principles produce on criminal justice professionals, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim-witness interviewing strategies, offender behavior-modification approaches, and coping methods. They will review the immediate and long-term psychological and physiological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisites: General Psychology; Introduction to Criminal Justice
J250 Drugs and Crime 40 hours, 4 credits
The course will focus on the physical, psychological, and sociological aspects of drugs and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug enforcement will be explored. Such recent developments as “club drugs,” inhalants, herbal stimulants, and designer drugs will also be discussed.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services
J255 Ethics in Criminal Justice 40 hours, 4 credits
This course provides a strong theoretical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in the criminal justice, but also of how sound moral decisions are made in response to them.
Prerequisites: Policing in America; Criminal Law and Procedures; Crime in the Courtroom
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 complex 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 practice will be explored and the incorporation of such practices in the field of criminal justice will be analyzed.
Prerequisites: Policing in America; Applied Criminal Procedures; Introduction to Corrections
J280 Contemporary Issues in Criminal Justice Capstone 40 hours, 4 credits
This course will explore the future of the criminal justice system. The current cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected. This course includes ten hours of field experience.
Prerequisite: Introduction to Criminal Justice.
Students must be enrolled in the Criminal Justice program and in their last or second to last quarter Co-requisite: Junior Seminar
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 learn to conduct full criminal investigations. They will examine various techniques, methods, and processes for investigating and interrogating criminal suspects and witnesses. They will also explore techniques for conducting investigations with special populations.
Prerequisite: Constitutional Law
J325 Criminal Evidence 40 hours, 4 credits
This course will familiarize students with the fundamentals of criminal evidence as it pertains to the legal presentation of evidence in criminal trials, and with the role of legal counsel. Constitutional issues involving evidence are examined. Different varieties of evidence, from hearsay to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.
Prerequisite: Criminal Law and Procedures; Crime and the Courtroom
J330 Behavioral Profiling Violent Offenders 40 hours, 4 credits
This course will examine serial behavior by criminal type and criminal profile. Criminologies 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-Motives for Criminal Deviance
J330 Organized Criminal Syndicates 40 hours, 4 credits
This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the cause of organized crime, the law enforcement response; recognizing child abuse; recognizing elder abuse; associated public warning, and protective actions. They will also explore the coordination of structure and policy across national and homeland security disciplines, including law enforcement, public education, medical, public health, emergency management (including FEMA), information operations, defense, diplomacy, commerce, transportation, and intelligence.
Prerequisite: Terrorism
J335 Risk Analysis 40 hours, 4 credits
Students will examine the importance of risk management in addition to the assessment of hazards, vulnerabilities, and risks, which is critical to comprehensive management of security operations. They will learn skills to aid in planning for natural or man-made disaster recovery, and for crisis management.
Prerequisites: Introduction to Homeland Security; Security Challenges
J340 Women and Criminal Justice 40 hours, 4 credits
This course examines the role of women as offenders, victims, and professionals in criminal justice. Theories and research have focused on the differentiated women in the criminal-justice system will be explored. The rise of female criminality and criminal-justice professionals will be examined and will be analyzed.
Prerequisite: Domestic Violence
J345 Diversion and Rehabilitation 40 hours, 4 credits
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 system, 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, research and practice of behavior and victimization affecting the criminal justice system.
Prerequisite: Ethics Around the Globe
and the investigation and prosecution of crime. Various types of transnational crime, J420 Crimes Across Borders Prerequisites: Introduction to Corrections; Policing prevention, the media, and crime displacement will be explored, along with the responsibilities and tasks of forensic psychologists when working with law enforcement, courts, and corrections. A psychological approach to personal and systemic risk assessment will be explored.

Prerequisites: Criminal Behavior: Profiling Violent Offenders; General Psychology

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

Prerequisites: Criminal Behavior: Profiling Violent Offenders

J440 Special Offenders: Sex Offenders 40 hours, 4 credits This course will examine the causes of sexual offenses and treatment of offenders. Laws and policies pertaining to sex offenders will be analyzed. Research on sex offenders, including recidivism, treatment, and re-entry into the community, will be examined.

Prerequisites: Introduction to Criminal Justice

J445 Special Offenders: Serial Killers 40 hours, 4 credits Students will study issues and controversies involved in serial killer cases or mass murder investigations. They will cover topics including maintaining justice, victim's rights, interrogation techniques, media coverage of crimes, and grief.

Prerequisites: Criminology; Motives for Criminal Deviance; Criminal Behavior: Profiling Violent Offenders

J453 Criminal Justice Seminar 50 hours, 4 credits This course provides students with the opportunity to explore an area of criminal justice that is of specific interest for their career or an area of relevant interest in the field. Topics may include any area of justice studies, with the approval of the instructor. Students will conduct a thorough review of the area and present their work in the form of a final project.

Prerequisites: Statistics in Criminal Justice; Research Methods in Criminal Justice

J457 Criminal Justice Senior Thesis 40 hours, 4 credits Students will apply their knowledge of criminal justice issues and social research methodology by completing a research project on an approved thesis proposal. Students will design and carry out a research study, collect and analyze resulting data, and integrate their research and findings into a formal thesis.

Prerequisites: Criminal Justice Seminar. Students should be in their last or second-to-last quarter

J460 Criminal Justice Internship 250 hours, 9 credits This course provides students with an opportunity to apply their learning through an internship experience involving participation in an established criminal justice setting. During the internship experience, students will concurrently participate in discussions, learn about special course work, and integrate their academic and internship experiences.

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

J490 Critical Issues in Criminal Justice 40 hours, 4 credits This course will examine trends, policies, processes, and programs in criminal justice. Careful analysis of criminal-justice successes and failures in the focus of this course. Students will brainstorm future initiatives in policing, courts, corrections, juvenile justice, and homeland security.

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

J491 Criminal Justice Internship 250 hours, 9 credits This course provides students with an opportunity to apply their learning through an internship experience involving participation in an established criminal justice setting. During the internship experience, students will concurrently participate in discussions, learn about special course work, and integrate their academic and internship experiences.

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

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

Prerequisites: Ethics Around the Globe; Practical Psychology for Law Enforcement or enrolled in Certificate

LE219 Firearms I: Fundamentals of Armed Police Response 40 hours, 2 credits Students will learn the fundamental principles of marksmanship for firearms competency, and will be trained in specific police-specific skills needed for proficiency in firearms use. They will practice the care and maintenance of firearms.

Prerequisites: Ethics Around the Globe; Practical Psychology for Law Enforcement or enrolled in Certificate

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

Prerequisites: Firearms I: Fundamentals of Armed Police Response

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

Prerequisites: Ethics Around the Globe; Practical Psychology for Law Enforcement or enrolled in Certificate

LE228 Use of Force II: Winning Violent Confrontations 40 hours, 2 credits Students will build on fundamental police defensive tactics to synthesize physical knowledge with use-of-force decision-making. They will learn decision-making skills in ambiguous use-of-force incidents, demonstrating in a manner to allow them to present their reasoning, respond appropriately, and apply reasonable force, and articulate their reasoning. They will use practical application exercises and scenario-based training to maximize training efficiencies.

Prerequisites: Use of Force I: From Empty Hands to TASERS
This course provides in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in coding in various healthcare settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.

Prerequisite: Medical Terminology
Pre or Co-requisite: Pathophysiology
M140 Intermediate ICD-9-CM Coding
40 hours, 3 credits
This course is a continuation of Basic ICD-9-CM with developmental practice to increase proficiency in coding with ICD-9-CM using patient records. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. Use of coding and grouper software will be introduced as well as the use of registries and indices.

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

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

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

Prerequisite: Medical Terminology
Pre or Co-requisite: Medical Writing, Style and Grammar
M203 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
M204 Introduction to Health Information Management
40 hours, 4 credits
This course introduces the student to the history of the profession of health information technician and the management of health information. Students learn about the organization of healthcare facilities, the members of the healthcare team who contribute to and use health information, and trends in the management of healthcare records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.

Prerequisite: none
M209 Medical Insurance and Billing
40 hours, 3 credits
In this course students will receive an introduction to common third party payers, insurance terminology, and medical billing. They will learn skills including claim forms preparation and processing, and electronic claim submission, and will review introductory medical coding. They will also examine plan options, payer requirements, state and federal regulations, and abstraction of source documents.

Prerequisite: Medical Terminology
M214 Medical Transcription
60 hours, 3 credits
The student will transcribe medical reports generated by speech recognition from various specialties, edit medical reports from CD-ROM, and abstract patient health information in a medical care environment. This course includes data collection and compilation of healthcare statistics.

Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts
M218 Management of Health Information Services
40 hours, 3 credits
This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a Coding Instructor.

Pre or Co-requisite: Ambulatory Care Coding
M251 Medical Coding Practicum
30 hours, 1 credit
This course is designed to provide a simulated practical experience utilizing medical records and medical coding software in an online setting under the direction of a Coding instructor.

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

Prerequisites: Health Information Law and Ethics; Healthcare Information Technologies; Quality Analysis and Management
M253 Health Information Professional Practicum
60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HIM departments and other hospital departments. This practicum allows students to gain experience as a health information technician in a simulated healthcare work setting and is essential to training and certification.

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

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

Prerequisite: Medical Administration student in last or second-to-last quarter
MA102 Introduction to Medical Assisting 40 hours, 3 credits
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid. This course must be completed during the first full quarter of enrollment.
Prerequisite: none

MA110 Clinical Skills I 60 hours, 4 credits
In this course students will begin their study of the essential and basic core of front-office and back-office medical assisting job duties. Students will learn medical terminology. Students will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill development and performance objectives.
Prerequisite: Medical Terminology Pre or Co-requisite: Introduction to Medical Assisting; Structure and Function of the Human Body

MA135 Pharmacology for the Allied Health Professional 40 hours, 4 credits
This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to their therapeutic applications. Pertinent physiology and related diseases are reviewed before the pharmacology of the drug is discussed. The approach by body system in this course serves to provide the necessary clinical ground information and to refresh the student’s memory of previously learned material through which the therapeutic action of the drugs can be clearly understood.
Prerequisite: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body

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

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

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

MA265 Medical Assistant Externship 240 hours, 8 credits
In conjunction with a Medical Assisting Capstone, this course consists of 240 hours of a Medical Assisting training experience in a physician’s office/clinic or medical center. While on the clinical site, the extern will perform medical-assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked.
Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-step Mantoux screening test within 6 months of starting externship; Completion of all immunizations or screenings of immunity required by program and site; Successful completion of background check (clear background check obtained); Attendance at Rasmussen College Externship meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator

MA 287 Human Anatomy and Physiology I 60 hours, 5 credits
MA 287 Lecture (40 hours, 4 credits) MA 287 Lab (20 hours, 1 credit)
This course provides an introduction to physiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminths; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.
Prerequisite: none

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

MH200 Calculus I 40 hours, 4 credits
This course takes students into a deeper exploration of functions within the framework of the Fundamental Theorem of Calculus. Topics include limits, derivatives, and methods of integration will be discussed. Students will cover numeric, graphical, and symbolic approaches to problem-solving for real-world scenarios. Technology including graphing calculators and computer applications will be used to solve problems and property input results.
Prerequisite: Pre-calculus

MH210 Calculus II 40 hours, 4 credits
In this course we will review 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

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

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

ML110 Introduction to Clinical Laboratory Science 40 hours, 3 credits
ML110 Lecture (20 hours, 2 credits) ML110L Lab (20 hours, 1 credit)
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

ML200 Clinical Chemistry I 40 hours, 3 credits
ML200 Lecture (20 hours, 2 credits) ML200L Lab (20 hours, 1 credit)
An introduction to analytical techniques instrumentation, and basic principles of clinical chemistry methods. Presents the theory and application of biochemical analytes, including clinical significance and normal reference ranges.
Prerequisite: Introduction to Clinical Laboratory Science
Co-requisites: Human Anatomy and Physiology I, College Algebra
ML130 Hematology I
40 hours, 3 credits
Prerequisite: none

ML130 Lecture (20 hours, 2 credits)
ML130L Lab (20 hours, 1 credit)
Introduces and applies the practical application of routine and special hematology procedures. Presents red-blood-cell function, hemodynamics, and associated diseases. The student laboratory focuses on identifying normal and abnormal red-blood-cell morphology and the evaluation of stained blood smears.

ML140 Uroanalysis
40 hours, 3 credits
ML140 Lecture (20 hours, 2 credits)
ML140L Lab (20 hours, 1 credit)
Introduces and applies the practical application of routine and special hematology procedures. Presents red-blood-cell function, hemodynamics, and associated diseases. The student laboratory focuses on identifying normal and abnormal red-blood-cell morphology and the evaluation of stained blood smears.

Prerequisites: Introduction to Clinical Laboratory Science; Human Anatomy and Physiology I

ML240 Immunohematology
40 hours, 3 credits
ML240 Lecture (20 hours, 2 credits)
ML240L Lab (20 hours, 2 credits)
An introduction to the basic and principles of the immune system and the theory of genetics as they apply to blood group inheritance and blood banking procedures. Includes donor selection, blood grouping, blood compatibility, and administration of blood components. Utilizes a student laboratory for experiences in routine blood banking procedures.

Prerequisites: Hematology I, Immunology

ML250 Clinical Microbiology I
60 hours, 4 credits
ML250 Lecture (30 hours, 2.5 credits)
ML250L Lab (30 hours, 1.5 credits)
Expanding on concepts learned in Clinical Microbiology I, this course further examines the theoretical and practical application of routine and special hematology procedures. Presents white blood cell function, hemopoiesis 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

ML230 Immunology
40 hours, 3 credits
ML230 Lecture (20 hours, 2 credits)
ML230L Lab (20 hours, 1 credit)
Basic immunology and serologic concepts will be presented with an emphasis on selected infectious diseases and autoimmune disorders. The theory of immunologic and serologic procedures will also be presented.

Prerequisite: Human Anatomy and Physiology I

ML360 Operating Systems Fundamentals
60 hours, 4 credits
Students are introduced to the principles of various types of microcomputer operating systems. Topics include user interface, memory management, process manager, user interface and operating system functions especially related to database resource management. Emphasis is placed on how the user, hardware, and software interface with the operating system.

Prerequisite: none

ML137 Programming I
60 hours, 4 credits
This course is designed to teach the student C++ programming utilizing object oriented terminology. C++ expressions, decisions, and loops within the C++ realm are explored and practiced. This first course in a two course sequence ends with an analysis of functions and classes and how these elements are used in different programming projects.

Prerequisite: Object-Oriented Programming

ML38 Preproduction
40 hours, 4 credits
This course has been designed to teach you the fundamental principles of television production and to 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 theoretical and practical knowledge needed to function within the world of film and television. This course will cover the practical skills necessary to make decisions and function within the television production environment. This course is designed for students who have no prior knowledge and/or training in any aspect of the television production field.

Prerequisite: none

N127 Microsoft Windows Workstations
360 hours, 12 credits
Students will perform in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate. 

Prerequisite: Approval by campus coordinator; completion of all coursework required by the clinical affiliate.

N140 Critical Thinking and Troubleshooting
40 hours, 4 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+ 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 is designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks and how communications are accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course helps prepare students to take the CompTIA Network+ certification exam.

Prerequisites: Fundamentals of PC Hardware and Software

N146 Fundamentals of Hardware and Software I
40 hours, 3 credits
This course introduces 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 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

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

Prerequisites: 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: Communicating in Your Profession

N150 Technology’s Role in the 21st Century
20 hours, 2 credits
This course provides a broad overview of major technology trends and developments in the late 20th and 21st centuries along with their cultural, economic, and societal impacts. Topics include the technology tools in science, industry, education, and the arts. Categories such as communications, entertainment, and commerce 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 OS X operating system. Students will learn how to integrate a Mac client into a Windows network and connect a Mac Client to services such as Active Directory and Microsoft Exchange. Also covered is basic user configuration. This course maps to the Mac Integration Basics Certification Exam.  
Prerequisite: Microsoft Windows Server  

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 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 in 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 such as IP addressing, protocols, hardware, and network topologies. Students will learn basic configuration of network devices 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 N201 Cisco Routing and Switching course.  
Prerequisite: Fundamentals of Hardware and Software I  

N180 Math for Game and Simulation Production I 40 hours, 4 credits  
This course is 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: Advanced 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 the course will include routing protocols like RIPV1, RIPV2, OSPF, VLANs and VLAN routing in both IPv4 and IPv6 networks, as well as DHCP, DNS, and NAT. This course will help prepare students to take the Cisco Certified Entry Network Technician (CCENT) Exam by using a variety of hands-on activities and simulations to understand router and switch configuration by emphasizing 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 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  

N205 Platform Design and Human-Computer Interaction 60 hours, 4 credits  
This course is designed to teach students basic scripting skills that can be used to automate administrative tasks and reporting. Topics will include an introduction to programming structures, variables, decisions, loops, arguments, and functions. Students will create Microsoft Windows-based scripts using technologies such as VBScript, PowerShell and take advantage of additional features in windows components such as WMI and ADSI.  
Prerequisite: Windows Active Directory  

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

N212 Fundamentals of Game Development II 60 hours, 4 credits  
This course 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 selection process of choosing the best engine platform for a game.  
Prerequisite: Fundamentals of Game Development I  

N215 Mobile and Mac OS Security 40 hours, 3 credits  
This course gives students an alternative perspective on securing multiple mobile operating systems. Students will learn how to apply security principles to Android, iOS, and Mac operating systems. They will learn how hackers penetrate these systems and how to properly secure each environment. Students will learn about aspects of BYOD (Bring Your Own Device) and understand what additional security measures need to be implemented to secure devices that are utilizing public networks.  
Prerequisite: Networking Security  

N222 Physics for Game and Simulation Production 40 hours, 3 credits  
This course gives students an introduction to classical 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: Math for Game and Simulation Production I  

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

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 on the student’s own computer. 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: Microsoft Windows Server  

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 by hackers to gain unauthorized access. 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 using 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: Programming Fundamentals  

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

N234 Microsoft Exchange Server 40 hours, 3 credits  
In this course students will learn a wide range of functions of a Microsoft Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real-world examples of networking and messaging issues. The course uses a combination of text, reading, lab work 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  

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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 Cisco network. Throughout this course students will be provided with a wide range of information, starting with a review of the basic building blocks of networks through advanced concepts in network design. 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.
Prerequisite: 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 skills with hands-on experience with simulations of a 3D game engine. Students will study the theory behind the production of different types of simulations as they learn to apply software to create short simulations.
Prerequisite: Platform Design and Human-Computer Interaction
N286 Math for Game and Simulation Production II
40 hours, 4 credits
This course 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
60 hours, 4 credits
This course is designed to prepare students for multiple levels of project completion across the broad spectrum of digital media such as: concept development, production management, and content delivery. Important workforce assets of individual drive and assessment, success within creative teams, management of timelines, deadlines, and budgets, and effective leadership are explored as they pertain to the multimedia development pipeline.
Prerequisite: Portfolio Development
N302 Graphics Development with OpenGL
60 hours, 4 credits
The goal of the course is to teach fundamental principles of computer graphic algorithms in relation to video game and simulations. The focus is on graphics methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves solving problems such as how we represent light, how the way objects reflect light, and the path that light takes as it refracts through the scene.
Prerequisite: Programming II
N303 Software Systems Principles
40 hours, 3 credits
This course provides a historical perspective of programming languages and their development. Students will study techniques of language translation including lexical, parsing, reconstruction, grammar, syntax, and parsers. Topics include the structure and functionality of modern operating systems and software environments in concurrent process execution, process scheduling, communication, and API services. The design and development of programs using modern C++ features is explored.
Prerequisite: Introduction to Computer Systems
N304 Operating Systems Design
50 hours, 4 credits
In the course, students learn how operating systems such as Windows, Linux, and the Mac OS X are a fundamental component of all computing systems. This course explores how the 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, system process design, virtual memory, file systems, synchronization, and security.
Prerequisite: Software Systems Principles
N305 Figure Drawing
60 hours, 4 credits
Figure Drawing will emphasize the traditional and traditional approaches used to draw the human figure accurately. There will be an emphasis on gesture, proportions and form development using the human figure in student major. The basic structural and anatomical concepts will be covered along with an in-depth study of motion and gesture drawing skills.
Prerequisites: 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 security, digital security, and incident response strategies.
Prerequisites: Cisco Networking Fundamentals and Routing; Principles of Network Security
N307 Principals of Network Security
40 hours, 3 credits
This course brings to light the concepts needed for network defense techniques. Students will examine the tools, techniques, and technologies used in the securing of information assets. This course is designed to provide in-depth information on the software and hardware components of Information Security. Topics covered include: intrusion detection, virtual private networks (VPN), and incident response strategies and planning, wireless network security.
Prerequisites: Cisco Networking Fundamentals and Networking I
N308 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 graphics methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves solving problems such as how we represent 3D models, describe their position and motion in 3D, project them into 2D images, and render these 2D projections with pixels. We will also consider photometric problems, such as how we represent light, how 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 works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.
Prerequisite: 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.
Prerequisites: 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, network devices, LAN and WAN architecture (ATM, VCN, MPLS, and hybrid networks), Wireless and QoS. Additionally, students will learn about implementing a defined network architecture to meet 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 Security
40 hours, 3 credits
This course explores 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 in information systems.
Prerequisites: Microsoft Windows Server; Network Security
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 foundational network security knowledge and increases confidence in the integrity of your employer’s network. CCNA Security is for Network Security Specialists, Security Administrators, and Network Security Support Engineers. This course will help students prepare for the CCNA Security certification by using hands-on labs and simulations to understand network security principles by emphasizing practical, real-world principles.
Prerequisite: Cisco Network Routing and Switching
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 effects. Students will explore the stop motion animation process. Students will learn the use of keyframes and how to create and manipulate sound and video. Students will create short Flash animations. This course offers an overview of the Flash platform for game development.
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, Zbrush, and MudBox will be discussed, and students will have the opportunity to work within an actual software modeling environment to create a variety of polygon objects.
Prerequisite: The Study of Animation

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

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

N325 Advanced Methods of Computer Graphics
60 hours, 4 credits
This course is for photographers and artists, who wish to go well beyond the basics of Photoshop. In addition to covering more sophisticated techniques of color correction, image manipulation and printing, students will learn scanning, digital camera usage, the mechanics of calibration and others, advanced set 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: Network Security and Cryptography

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 tools that can detect and isolate the breach, and achieving compliance 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: Software Engineering for Game and Simulation Production

N331 Infrastructure Hardware
50 hours, 4 credits
In this course, students will learn how to design and plan a network for large and small scale data center operations. Topics include data center design (power, cooling, space planning), server racks, storage area networks, 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

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 is 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
The goal of this course is to introduce students to the use of game engines and integrated development and analysis, networks and communications. Topics will include a general overview of the available game engines as well as in-depth instruction on their use and features. Students will learn how to use Java, Javascript, and C# within Unity and how to utilize external game assets within the Unity development environment.
Prerequisite: C#
Prerequisite: Support Management

40 hours, 4 credits

managing virtual systems and applications.

This course offers an in-depth study of current
strategies to mitigate the risk associated with
data center network design considerations, and
Topics include cloud networking, cloud bridging,
and disaster recovery strategy that aligns with business needs
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 Planning,
and backup solutions. Students will also perform
a risk assessment and develop a disaster
recovery plan and how to process and implement
each phase of the plan they have developed.
Prerequisite: Programming II

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

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

N422 Enterprise Application Support
40 hours, 4 credits

This course gives students the challenges of supporting complex enterprise applications like E-commerce and ERP systems. Topics include application architecture concepts (front-end, middleware, backend, and client/server), working with application specialists, application performance monitoring (end-to-end), security, support and maintenance, and disaster recovery.
Prerequisites: Risk Management and Business Continuity

N423 Windows Security Strategies
40 hours, 4 credits

This course discusses security implementations for various Windows platforms and applications. Areas of study include identifying and examining security risks, security solutions, and tools available for various Windows platforms and applications.
Prerequisite: none

N424 Storage Management
40 hours, 3 credits

This course is designed to cover various aspects of the storage management and backup strategies. Students will learn about Storage Area Networks, Disk Arrays, and data backup. Students will cover topics such as data de-duplication, cloud backup and managing the physical and virtual backup environments. Topics also covered are how to maintain 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 type, angles, cuts, and transitions. Students will analyze existing storyboard samples as a guide to creating their own storyboard project. During the course the students will also examine cinematic visual techniques and terminology.
Prerequisite: Digital Media Production

N426 Asset Development II
60 hours, 4 credits
This course provides a brief introduction to development of 3D assets, including the use of 3D modeling, rigging and animation tools. Students learn the production process involved in 3D asset creation and develop the skill necessary to create 3D assets for the games and simulations developed within this program.
Prerequisite: Software Engineering for Game and Simulation Production

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

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

N434 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 printer 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: 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 presentation through simulations. Throughout the course we will learn 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: Software Engineering for Game and Simulation Production

N435 Digital Video/Audio Project
60 hours, 4 credits
This advanced course in Audio/Video production is for students to create a final product that exemplifies the aesthetic and technical aspects of digital video and audio 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 must work as a team on this project.
Prerequisite: Digital Media Production

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

N440 Cyber Security Strategies
40 hours, 4 credits
This course is an introduction to the securing of Linux platforms and applications. Areas of study include identifying and examining methods of securing Linux platforms and applications and implementing those methods.
Prerequisite: Linux Administration

N440 Web Design Project
60 hours, 4 credits
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 a website proposal, 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. Throughout the course, students will learn advanced 3D modeling and animation theory and principles which focus on character animation as it applies to the gaming environment. Specifically, the theories and principles 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, software, and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used 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) framework of best practices in IT service management. Topics include incident and service level agreements (SLAs), availability and capacity management. Students will write SLAs covering incident response times, availability, and capacity/infrastructure performance.
Prerequisite: Support Management

N444 Simulation Production Project II
60 hours, 4 credits
This course is a continuation of the Simulation Project I course. Students will continue on their project from the prototype stage 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 create a professional summative 3D animation project.
Prerequisite: 3D Game Character Creation

N450 Game Assets
60 hours, 4 credits
This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as performance tuning, debugging, designing for test, pipeline management and distribution, student research, design of architecture platforms, object oriented practices for game play, asset management and coding best practices. It also covers areas like cross-platform development 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’ sounds and multi-channel audio from an external device. They will then use these building blocks to create 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 fundamentals and principles in this class will be the opportunity for students to develop tools, demos, and working games that are based on real physics.
Prerequisite: Programming II

N461 Computer Graphics Programming
40 hours, 4 credits
This course offers a survey of computer industry-standard graphic hardware, foundation graphic operations and implementations, two- and three-dimensional graphics. 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: Software Engineering for Game and Simulation Production

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 stage 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 telecommunications, the convergence of voice and data communications systems, and how mobile computing is an integral part of business and consumer interactions. Topics include network infrastructure architecture, video conferencing, IM, 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 game prototype to be used in 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 "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.
Prerequisites: In the Game & Simulation Programming BS Degree program: Network and Multiplayer Game Development; Programming II
Prerequisite: In the Computer Science BS Degree program: Programming II
NM105 Design Foundations
40 hours, 3 credits
This course introduces students to the fundamentals of design through observation, analysis, and manipulation, and working toward finished compositions. This course will provide training in a variety of industry-standard design software. Emphasis will be placed on observation of basic foundation principles through original compositional designs. Prerequisite: none

NM115 Networking and Internet Technologies
40 hours, 3 credits
This course provides an overview 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

NM120 Color Theory
40 hours, 3 credits
This course will cover methods and exercises for the study of color theory using the computer. Exploring color on the computer holds the advantage of speedily experimenting with many color techniques and solutions, as well as immediate application to projects. The digital approach used in this course will give students the knowledge and practice that is immediately relevant as the student moves from color study to color application. Prerequisite: Design Foundations

NM121 Typography
40 hours, 3 credits
This course is an introduction to typographic design for static contexts in web and print and kinetic contexts in web and broadcast. Basic typographic vocabulary and fundamentals are emphasized. Theoretical presentation is explored through design practice both on paper and utilizing industry standard Adobe software. Multiple exercises are culminated in major typographic projects for print, web, and broadcast. Prerequisite: Design Foundations

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

NM123 3D Lighting, Texturing, and Rendering
50 hours, 3 credits
This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Preproduction of all multimedia elements are strength areas about the class with 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

NM140 Digital Illustration
40 hours, 3 credits
In this course students will create illustrations using industry standard digital software. Concepts and themes developed in print and digital formats will be explored. Illustrations will be created for print and screen. The process of illustrating an idea or story, from thumbnails to sketching, color and style studies, color comprehensive, to final illustrations, will be presented. Prerequisites: Drawing; Design Foundations

NM141 Digital Media Production
30 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 well as skills developed in earlier coursework to produce interactive projects that incorporate graphics, sound, and interactive elements. Combining multimedia elements into HTML pages are explored. This course will provide training in a variety of industry-accepted Adobe design software. Prerequisite: Typography

NM142 3D Animation
40 hours, 3 credits
Building upon knowledge of 3D modeling and rendering and 3D animation from earlier coursework, this course will focus on advancing 3D animation skills, techniques, and proficiencies towards creating an animated digital short film. Emphasis on refining application of the 12 animation principles, life-like animation, inverse kinematics, scene staging, and camera work. This course will provide training in a variety of industry-standard 3D design software. Prerequisites: Introduction to Computer Graphics, Digital Drawing and Painting, and Perspective Drawing.

NM150 Introduction to Animation
40 hours, 3 credits
This course introduces students to the 12 basic principles as well as the processes of animation. Students will learn about research, previsualization, storyboarding, animatics, character model sheets, and other processes integral to accomplishing a finished animated film. Sketches, source imagery, and audio are used to effectively communicate ideas for time-based media. Documentation techniques are employed to chart progress with character and scene development, as well as cameras and lighting. Students will be able to relate the 12 basic principles to examples from animation history while applying them through hands-on analog and digital animation projects. Prerequisite: Design Foundations

NM160 User-Centered Web Design
40 hours, 3 credits
This course builds upon the fundamentals of web development and focuses on user-centered design. Expanding upon basic HTML and style sheets, the student is introduced to best practices, interface design, the development of flexible, multi-use sites. Usability and accessibility are also explored in greater depth, using advanced web development tools. Needs of the visitor will be examined, including detecting and responding to the visitor’s browser, as well as utilizing the advanced media capabilities of HTML5 and CSS. Prerequisites: Fundamentals of Web Design; User Experience Design

NM170 Introduction to Web Scripting
50 hours, 3 credits
This course introduces the advanced interaction capabilities through the use of client-side scripting languages. Students are introduced to basic logic and programming concepts, with a focus on JavaScript and AJAX (Asynchronous JavaScript and XML). Enhancement of usability and function are explored and emphasized, with attention on collecting and validating user input and interacting with the site visitor. Prerequisites: Fundamentals of Web Design

NM200 Interactive Media
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 well as skills developed in earlier coursework to produce interactive projects that incorporate graphics, sound, and interactive elements. Combining multimedia elements into HTML pages are explored. This course will provide training in a variety of industry-accepted Adobe design software. Prerequisite: Typography

NM210 Print Design
40 hours, 3 credits
This course utilizes techniques associated with designing computer graphics and multi-page and package design for both desktop publishing and digital distribution. Students will learn professional practices such as typography, laying out and exporting, and delivery. Emphasis is on the exploration of combining illustration, images, and type in an effective manner while working toward industry-standard published files in the printed form. Prerequisite: Typography

NM300 3D Lighting, Texturing, and Rendering
40 hours, 3 credits
This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Preproduction of all multimedia elements are strength areas about the class with emphasis on trouble shooting and problem solving. This course will provide training in a variety of industry-accepted Adobe design software. Prerequisite: Typography

NM113 3D Lighting, Texturing, and Rendering
50 hours, 3 credits
Expanding upon prior experience with 3D modeling and animation, students will take a deeper look into the specifics of lighting, texturing, and rendering. Advanced texturing techniques and methods, in combination with best practices for lighting various model scenarios, will be explored. Students will further refined their understanding of output from multiple renderers. Prerequisite: 3D Modeling

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

NM130 Audio/Video Editing
40 hours, 3 credits
Students learn the theory and processes of audio/ video editing using non-linear editing software. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short videos for web and broadcast. Narration and non-narrative forms are explored in audio and video. This course will provide training in a variety of industry-accepted Adobe design software.

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

NM132 Fundamentals of Web Design
50 hours, 3 credits
This course is an introduction to the World Wide Web and the design and development of web sites. It provides a foundation in the planning, designing, and production of web pages through the creation of HTML and CSS using industry-standard web development software. Key components of the course include web design principles, the planning and management of content and structure, optimized image production, web typography and usability. Prerequisite: Interactive Media

NM140 Digital Illustration
50 hours, 3 credits
In this course students will create illustrations using industry standard digital software. Concepts and themes developed in print and digital formats will be explored. Illustrations will be created for print and screen. The process of illustrating an idea or story, from thumbnails to sketching, color and style studies, color comprehensive, to final illustrations, will be presented. Prerequisites: Drawing; Design Foundations

NM200 Interactive Media
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 well as skills developed in earlier coursework to produce interactive projects that incorporate graphics, sound, and interactive elements. Combining multimedia elements into HTML pages are explored. This course will provide training in a variety of industry-accepted Adobe design software. Prerequisite: Typography

NM210 Print Design
40 hours, 3 credits
This course utilizes techniques associated with designing computer graphics and multi-page and package design for both desktop publishing and digital distribution. Students will learn professional practices such as typography, laying out and exporting, and delivery. Emphasis is on the exploration of combining illustration, images, and type in an effective manner while working toward industry-standard published files in the printed form. Prerequisite: Typography

NM400 3D Animation
40 hours, 3 credits
Building upon knowledge of 3D modeling and rendering and 3D animation from earlier coursework, this course will focus on advancing 3D animation skills, techniques, and proficiencies towards creating an animated digital short film. Emphasis on refining application of the 12 animation principles, life-like animation, inverse kinematics, scene staging, and camera work. This course will provide training in a variety of industry-standard 3D design software. Prerequisites: Introduction to Computer Graphics, Digital Drawing and Painting, and Perspective Drawing.

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

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

NM112 From Observation to Animation
40 hours, 3 credits
Students in this course will develop and hone their drawing and design skills. The course will focus on writing in paper on from still life and life scenes observations. The course will progress from basic sketching and contour lines to gestural drawing and perspective drawing. Developing observation skills for line, form, light, shade, and design will be emphasized. Techniques learned in this course will be utilized later in digital drawing and painting courses. Professionalism to and after the completion of the student’s own work and that of others will be practiced. Prerequisite: none

NW80 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 the 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
NM222 User Experience Design
40 hours, 3 credits
This course expands on student’s knowledge of interactive design learned in earlier course work, exploring interactive design from the perspective of user experience. Metaphors for graphic interfaces and icon design are studied through industry product examples, student practice exercises and projects. Organizing, scopeing, planning, design, prototype models, and creating, working and aesthetic interactive experiences of complex informational content through rich multimedia experiences are covered. Software training builds on previous knowledge to advance student’s skills with a variety of industry-standard design software.
Prerequisite: Interactive Media

NM230 Digital Photography
Building upon skills already accomplished in earlier course work, students will advance their skills, aesthetic, and technique in digital image making. Professional artist’s sample work will be viewed, analyzed, deconstructed, and discussed in terms of concept, message, technique, and approach. A variety of techniques for digital image-based art making will be demonstrated, explored, and practiced. Images will be combined with typographic and written messages. Images for web output, print, screen, and broadcast will be presented. Software training builds on previous knowledge to advance student’s skills with a variety of industry accepted Adobe design software.
Prerequisite: Color Theory

NM240 3-Dimensional Animation
40 hours, 3 credits
Once students have learned the basics of 3D modeling and rendering, they will explore the fundamentals of animation and the more advanced methods of modeling and texturing. Students will create photo-realistic products and environments utilizing complex technical techniques and through creative design. Emphasis will be placed on detailed modeling and texture mapping complementing elementary 2D 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

NM241 Motion Graphics
40 hours, 3 credits
Moving graphic 2D animation is the primary focus of this course. Students will combine video, digital images, motion graphics, and particle and pixel graphics, titles, and kinetic typography into cohesive motion graphics pieces. Narrative and non-narrative form will be explored. Projects include: kinetic logo design, animated PSAs, broadcast titling, and advertising spots. Students will include instruction on: setting project 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

NM260 Server Side Scripting
40 hours, 3 credits
This course focuses on dynamic interactive websites from a multimedia perspective. Emphasis is on data driven pages, interactivity through client side scripting, dynamic web content and database access through server side scripting. Prerequisites: Dynamic Content Management, Fundamentals of Web Authoring and Design

NM261 Portfolio Development
40 hours, 3 credits
In this course, students create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/deem reel using a consistent theme and targeting an intended market. The course will provide training in a variety of industry accepted Adobe design software.
Prerequisite: User Experience Design

NM262 Digital Media Assembly
40 hours, 3 credits
In this course, students will develop and apply skills to control sound, light, video, rich sound, and interactivity for informational and entertainment animations using authoring software. This project produces in this class will be available for use on CD-ROM. This course will provide training in a variety of industry accepted Adobe design software.
Prerequisite: Multimedia Technologies

NM270 Character Modeling
40 hours, 3 credits
This course is designed to refine skills in 3D character creation and effects. During this course students will explore advanced 3D modeling, animation, modeling principles that 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 video games. Students will engage in the study of character posing and rigging for games, advanced animation, and morphing, blending, and similar techniques to create more expressive characters. This course will further prepare a student for industry certification in Autodesk 3ds Max.
Prerequisites: Figure Drawing: 3D Lighting, Texturing, and Rendering

NM272 Multimedia Technologies
40 hours, 3 credits
In this course students will learn aspects of advanced programming languages that allow for scripting of complex interactive applications, multiplayer and virtual environments. Students will also explore the newest technologies and their impact on multimedia and visual design. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Multimedia Design

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

NM281 Scripting for Web Servers
40 hours, 3 credits
This course delves deeper into the power of web development through server-side scripting. Building upon Introduction to Web Scripting, the student will explore and interact with server-side scripting and collect and manipulate data using general PHP scripting language. Students will create dynamic content for web pages to perform simple calculations, collect visitor information, and interact with basic databases.
Prerequisite: Introduction to Web Scripting

NM290 Mobile Web Design
40 hours, 3 credits
This course focuses on current trends in mobile web usage, specifically on the expansion of mobile platforms from laptops to tablets and smartphones. Emphasis is placed on responsive design: creating cross-platform web sites that provide equal and optimal usability across a wide range of devices, screen sizes, and resolutions. Various web tools and techniques are utilized to provide a fluid and flexible experience for the web visitor.
Prerequisite: User-Centered Web Design

NM301 Interactive Publishing
60 hours, 4 credits
This course builds on prior coursework in interactive media, animation, motion graphics, kinetic typography, audio, and video. The course focuses on graphic, interactive, and animation design for mobile devices such as smart phones and tablets. Issues with user interface, user experience, usability, troubleshooting, and compatibility are explored, and strategies are developed to establish best practices.
Prerequisite: User Experience Design

NM311 Graphic Design History
30 hours, 3 credits
Students will examine the historical, cultural, technological, and social factors that contribute to the development of animation as a commercial and experimental art form. Key animated films from the turn of the 20th century through modern independent filmmakers as well as larger production houses will be viewed and discussed with an emphasis on critical analysis. A strong emphasis is placed on writing, critical thinking, information literacy, global perspectives, and cultural impacts.
Prerequisite: Introduction to Animation

NM361 Advanced 3D Modeling
60 hours, 4 credits
This course is designed to explore advanced techniques of 3D modeling. Students refine modeling techniques, texture, lighting, and environmental effects to create original portfolio-quality project. Further development of primitive objects, polygon modeling, nurbs, bevels, extrusions, lofting and revolved/lofting will be explored. This course will provide additional training in industry-standard 3D design software.
Prerequisite: 3D Modeling

NM370 Web Content Management Systems
60 hours, 4 credits
This course explores open-source, web-based content management systems (CMS) which allow the Web designer to create rich and flexible interactive sites. Using a CMS, the student can update a complex web site dynamically and rapidly to meet client needs and visitor expectations. Students will be introduced to key PHP-based content management systems like Joomla, Drupal, and Wordpress, and will develop their own topic and theme-based web sites.
Prerequisite: Information Architecture for the Web
NM380 Search Engines, Optimization, and Analytics
60 hours, 4 credits
This course introduces the student to the utilization of web sites for search engine placement. Students will learn how search engines collect and organize information and make it useful and accessible. Search engines and search results are explored for their impact on information access, copyright and privacy issues, and the changing business landscape. Students will research techniques such as metadata, link writing techniques, header and footer optimization, site submission, and linking methods used to improve site ranking and guide visitors to business sites and information.

The course also examines how to track the success—or failure—of those procedures.

Prerequisites: Mobile Web Design; Internet History and E-commerce

NM390 Information Architecture for the Web
60 hours, 4 credits
This course explores the use of design principles to positively affect the web visitor’s experience. Subjects include traditional architecture, industrial design, library science, and software design. Additional topics include the evolving standards of web information architecture, such as navigation structure, financial transactions, screen paradigms, gesturing and redundant linking. The student will learn how to organize content into appropriate cabrets and develop interfaces to support those categories, and develop key project deliverables.

Prerequisites: Scripting for Web Servers; Advanced User Experience Design

NM401 Advanced Motion Graphics
60 hours, 4 credits
Building on knowledge and techniques from Motion Graphics, students will advance their work with computer generated animation, 2D and 3D animation, vector and pixel graphics, titles, and kinetic typography into professional motion graphics pieces. Film titling, logo burners, broadcast titling, and special effects will be explored. Students will build upon and add to their demo reel of motion work. Software training builds on previous knowledge to advance student’s skills with a variety of industry-accepted Adobe design software.

Prerequisite: Motion Graphics

NM411 Advanced User Experience Design
60 hours, 4 credits
Students expand on their knowledge of user experience design to deepen their knowledge of the development of user experiences and user experiences. Various kinds of software will be examined, from browser-based apps to interfaces for mobile device applications. Authoring software will be employed for demo, testing, and prototyping of interface projects. User data will be planned, tested materials such as paper prototypes will be built and tested on user groups and the data examined then incorporated into user interface projects.

Prerequisite: Interactive Publishing

NM420 Media Campaign Design
60 hours, 4 credits
Students create a project around an original concept, theme, and purpose resulting in a portfolio project that advertises, promotes, or presents a product or service. Some examples may be a new product launch of a real or fictitious product or service, or a public service announcement of a social issue or public concern. The final portfolio piece must contain a component for print, broadcast, and web and may include graphic design, animation, CGI, interactivity, social media, or video. The final project will be presented to the instructor and the class for critique. This course will incorporate a variety of software technology aligned with industry standards.

Prerequisite: Digital Media Project

NM430 Digital Short Film Project
60 hours, 4 credits
This course combines the accumulated knowledge of narrative and non-narrative digital film creation as well as motion graphics. The culmination of this knowledge will be a final digital short film project using video, audio, story writing, storyboarding, casting, and production techniques. Students are expected to explore various theories and techniques to complete a professional short film project.

Prerequisite: Advanced Motion Graphics

NM441 Advanced Portfolio Development
60 hours, 4 credits
In this course, students build upon their previous knowledge of portfolio design and construction. Students gather projects from all coursework to date, assess any gaps in their portfolio work, design new projects to fill in those gaps, and incorporate them into their final portfolio. Students will create any documentation needed to incorporate the projects into their portfolio, including, but not limited to: video, image capture, audio recording, 3D renderings, website design, motion graphics, and user interface design. Students will present the included projects within the class to receive feedback from their instructor and colleagues, as well as build and assemble a polished web-based portfolio or demo reel as well as a print-ready portfolio.

Prerequisite: Portfolio Development

NM450 Digital Effects
60 hours, 4 credits
This course focuses on the use and application of effects in film and video as an advanced, post-production level. Professional methods of controlling light and video representation and 3D effects are examined. Students exhibit a mastery of the digital workflow by composing footage, digital imagery, and computer graphics. Topics include compositing, color grading, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters.

Prerequisite: Advanced Motion Graphics

NM460 Advanced Character Modeling
60 hours, 4 credits
This course is designed to explore advanced techniques of 3D character creation and effects. During this course students will explore advanced 3D modeling and animation theory as well as principles that focus on character design and animation as it applies to virtual environments. The various principles of modeling and animation are applied to the context of interactive narratives, simulations, and games. Students will engage in the study of character rigging, posing, advanced animation, morphing and blending, and other techniques to create expressive characters.

Prerequisite: Advanced 3D Modeling

NM470 Advanced 3D Rigging
60 hours, 4 credits
In this course, students expand on knowledge from 3D modeling, rigging, and animation to explore advanced techniques of rigging such as: facial deformation, rigging deformations, rigging non-human format characters, analysis of musculature for weight painting, and rigging falling or precise articulation.

This course will further prepare a student for industry certification in Autodesk software.

Prerequisite: Advanced Character Modeling

NM471 Advanced PHP for E-commerce
60 hours, 4 credits
This course focuses further into the use of server-side scripting and the development of web sites utilizing dynamic databases. Students will apply e-commerce concepts and knowledge of information architecture to develop a reliable, stable, expandable, and secure infrastructure for e-commerce, including content development and shopping cart management. Students will learn to use PHP to collect visitor information and interact with a MySQL database.

Prerequisite: Web Content Management Systems

NM483 Animation Capstone Project
60 hours, 4 credits
Students will apply their accumulated knowledge of animation and motion graphics to create an original animated short. The culmination of this knowledge will be a final animated project using 2D and/or 3D animation techniques. Students will explore various theories and techniques to complete a professional short film project.

Prerequisite: Advanced 3D Rigging

NM490 Internet History and E-commerce
50 hours, 4 credits
This course focuses on the history and evolution of the Internet including its influence on business applications for government, corporate, and retail sectors. Various topics will be explored including business structures and operations, communications and data transfer protocols, web browsers, browser development history and compatibility issues, web security, and E-commerce. Strategies and organizational models for web-based businesses are emphasized, with a focus on the impact of E-commerce on consumerism, customer relations, advertising, and site maintenance.

Prerequisite: Web Content Management Systems

NM491 Web Capstone Project
50 hours, 4 credits
Students will apply their accumulated knowledge of web design and interactivity to create a dynamic, interactive, multi-level website. The culmination of this knowledge will be a comprehensive site delivered online utilizing standard development techniques, languages, and interactive components for multiple devices.

Prerequisite: Advanced PHP for E-commerce

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

Prerequisite: Admission to the Nursing program

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

Co-requisite: Critical Thinking in Nursing

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

Prerequisite: none

NU115L Comprehensive Pharmacology Lab
40 hours, 2 credits
Students will be introduced to basic physiological processes that occur on a cellular level related to nutrient intake and digestion. Emphasis is placed on the concept of Metabolism and the body’s ability to meet basic health and wellness needs as it pertains to a diverse set of clients across the life span. Students are introduced to basic physiological concepts and are encouraged to explore Clinical and Nursing Judgment, Education and Health Promotion, and Motivational Wellness. Special emphasis is placed on growth and development, Cellular Regulation, and clinical nutrition in order to prepare the student to critically apply these principles throughout the nursing program in the form of knowledge, skills, and attitudes.

Prerequisite: Admission to a Nursing Program

NU20 Adult Medical Surgical Nursing I
100 hours, 6 credits
This course utilizes the nursing process to examine areas of medical surgical nursing in adult populations. Students review infections and states of altered immunity, the integumentary, gastrointestinal, and renal body systems. Additionally students learn about fluid and electrolyte, acid and base balance.

Prerequisites: LPN licensure; Introduction to Professional Nursing; Comprehensive Pharmacology

NU214 Introduction to Professional Nursing
40 hours, 2 credits
This introduction course the student to key concepts of Professional Nursing. The student will be exposed to the professional expectations and responsibilities of the Registered Nurse in diverse healthcare settings. Also included are aspects of patient-centered care based upon quality and safety. The Concept-based framework for the Professional Nursing Program is introduced, along with the fundamental QSEN Core Competencies. Special emphasis is placed on interdisciplinary communication, and Professionalism. Students will gain the knowledge, skills, and attitudes needed to practice nursing in the nursing profession in the role of the Registered Nurse by discovering their own learning styles and personal identities.

Prerequisite: Admission to the Professional Nursing Program or entry into the Mobility Bridge Option

NU215 Clinical Nursing Skills I
70 hours, 5 credits
In this laboratory course, students are introduced to skills and abilities to meet basic human needs while using psychomotor skills. Students incorporate safety, therapeutic communication, and technical and professional skills used by professional nurses.

Prerequisite: Introduction to Professional Nursing

NU30 Transitions in Nursing
30 hours, 3 credits
This course facilitates the transition between practical and professional nursing. It introduces and examines issues of scope of practice, assessment, and care planning, and ethical and legal issues at the professional nurse level.

Prerequisite: LPN licensure

NU38 Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing
40 hours, 4 credits
This course introduces students to critical thinking as a professional nurse by providing the theoretical basis for problem-solving embedded in Clinical Judgment. Building upon these critical thinking skills, clinical judgments are critically examined and nursing informatics is introduced within the healthcare infrastructure. Special emphasis is placed on EHR, Ethics and Law, Clinical Judgment, Evidence-Based Practice, Nursing Informatics, and Quality Improvement. Students are challenged to explore evidence-based solutions to key issues that are relevant to the Professional Nurse’s role based on current trends and issues in healthcare.

Prerequisite: Admission to the Professional Nursing Program or entry into the Mobility Bridge Option Entry

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NU205 Human Nutrition
40 hours, 4 credits
This course introduces the student to principles of nutrition and the role of nutrients in health and common alterations in health throughout the life cycle. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community, and clinical areas.
Prerequisite: none

NU210L Medical Surgical Nursing Review for LPNs
100 hours, 6 credits
This course reviews medical surgical content for practicing LPNs for adults with complex health problems. This course is comprised of theory and clinical content. Content covered includes issues in hematology, oncology, homeostasis, fluid and electrolyte balance, and nutritional support.
Prerequisite: none

NU211 Fundamentals of Professional Nursing
107.5 hours, 6 credits
NU211 Lecture (30 hours, 3 credits)
This course is comprised of a theory, lab, and clinical component where professional nursing students are introduced to the fundamental concepts and nursing abilities required to meet basic health and wellness needs. The theoretical basis for patient-centered care, functional ability, and basic physiologic concepts are presented. Emphasis is placed on skills related to mobility, elimination, communication, and complex wound issues.
Prerequisites: LCNP license; or Introduction to Microbiology; College Algebra

NU225 Clinical Nursing Skills II
50 hours, 3 credits
This course is a continuation of Clinical Nursing Skills I and is comprised of theory and laboratory components. Students develop advanced psychomotor skills used by the professional nurse in working with clients with compromised respiratory systems, cardiac monitoring, and complex wound issues.
Prerequisites: LPN license; or Introduction to Microbiology; College Algebra

NU230 Pediatric and Maternity Nursing
100 hours, 6 credits
This course examines concepts of care related to pediatric and maternal populations. It is comprised of a theory, lab, and clinical component. Pediatric content includes growth and development, fundamentals of disease prevention, health maintenance, and care during illness. Maternal content includes the profession through prenatal care, delivery and postpartum care in health populations. Students utilize critical thinking skills to develop teaching and learning strategies in this population.
Prerequisites: Adult Medical Surgical Nursing I; Clinical Nursing Skills I

NU231 Professional Nursing I
107.5 hours, 6 credits
NU231 Lecture (32.5 hours, 3 credits)
NU231L Lab (15 hours, 1 credit)
This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and clinical judgment, professionalism, and nursing informatics. The student must demonstrate proficiency in a variety of nursing skills in order to successfully complete this course.
Pre or Co-requisites: Introduction to Professional Nursing; Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing

NU240 Mental Health Nursing
100 hours, 6 credits
This course covers the principles of mental health nursing noting the application of psychiatric and social issues in a variety of settings. This course has both lecture and clinical content. Content includes therapeutic communication, pathophysiology, pharmacology, current treatments using evidence-based practice and the nursing process as the framework.
Prerequisites: Adult Medical Surgical Nursing II; Clinical Nursing Skills II

NU249 Mental Health Nursing
55 hours, 4 credits
NU249 Lecture (32.5 hours, 3 credits)
NU249LL Clinical (22.5 hours, 1 credit)
This course is comprised of a theory and clinical component where students are building on previous concepts with a special emphasis on Cardiovascular Integrity, Perfusion, Gas Exchange, Fluid/Electrolyte and Acid/Base Balance, and Thermoregulation. The student must achieve proficiency in a variety of clinical skills and attitudes to safely and effectively care for clients with mental health and behavioral disorders across the lifespan in a variety of clinical environments. Emphasis is placed on Functional Ability, inclusive of concepts such as Cognition, Addiction, Mood and Affect, Stress and Coping, Anxiety, Psychosis, and Violence. Special emphasis is placed on Communication, Motivational Wellness, Nursing Ethics and Law, and Advocacy as it relates to this nursing specialty. The student must demonstrate proficiency in a variety of clinical skills and attitudes, inclusive of therapeutic communication, appropriate aftercare for discharge, education, and patient-centered, holistic care in order to successfully complete this course.
Prerequisites: Fundamentals of Professional Nursing

NU250 Nursing Care of the Elderly
100 hours, 6 credits
This course explores caring for the elderly client in theory and clinical settings. The content builds on previous learning experiences in order to plan and implement care in a comprehensive approach to normal aging. Content addresses psychosocial, psychological and cognitive functioning, review legal and ethical issues, and examine the normal aging process.
Prerequisite: Mental Health Nursing

NU254 Professional Nursing II
110 hours, 6 credits
NU254 Lecture (32.5 hours, 3 credits)
NU254LL Clinical (67.5 hours, 2 credits)
This course is comprised of a theory and clinical component where students are building on the fundamental concepts and nursing abilities required for the Professional Registered Nurse Role. Emphasis is placed on concepts such as Cellular Regulation, End-of-Life Integrity, Intercultural and Alternative Therapies, and Crisis/Diagnostic Nursing. This course is designed to continue building on previous concepts with a special emphasis on Cardiovascular Integrity, Perfusion, Gas Exchange, Fluid/Electrolyte and Acid/Base Balance, and Thermoregulation. The theoretical basis for Clinical Judgment, as it relates to Patient-Centered Care, Evidence-Based Practice, and Nursing Informatics in the Clinical Setting is required for successful completion of this course. The student must demonstrate increasing proficiency in knowledge, skills, and attitudes necessary to provide safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Professional Nursing II

NU260 Role, Scope, Quality, and Leadership in Professional Nursing
80 hours, 4 credits
NU260 Lecture (20 hours, 2 credits)
NU260LL Clinical (60 hours, 2 credits)
This course is comprised of a theory and clinical component where students are able to demonstrate the knowledge, skills, and attitudes gained throughout the Professional Nursing Program. Emphasis is placed on Clinical Judgment, Professionalism, Quality Improvement, and Leadership. In order to successfully complete this course, the student must exhibit appropriate characteristics in the clinical setting related to Communication, Intercultural Collaboration, Advocacy, Patient-Centered Care, Evidence-Based Practice, Education, Health Promotion, and Motivational Wellness. The student must also demonstrate proficiency in knowledge, skills, and attitudes necessary to provide safe, quality care for a diverse set of clients across the lifespan at the level of a beginning graduate Professional Registered Nurse to complete this course.
Prerequisite: Professional Nursing III
RASMUSSEN COLLEGE

COURSE DESCRIPTIONS

NU294 Professional Nursing Capstone
20 hours, 4 credits
This course reflects on the student’s journey through the Professional Nursing Program, prepares the student for licensure, and mentors the student on transition to practice. The Concept-Based Framework is reviewed, along with the fundamental QSEN Core Competencies with special emphasis on Professionalism, Individual Functional Ability, and Leadership. Students will delve into the knowledge, skills, and attitudes needed to successfully complete the NCLEX-RN and safely transition to a beginning Graduate Professional Registered Nurse role.
Pre or Co-requisites: Professional Nursing III; Role, Scope, Quality, and Leadership in Professional Nursing

NU295 Leadership in Nursing
80 hours, 4 credits
This capstone course examines the role of the professional nurse in leadership settings. Content includes review of leadership and management issues, responsibilities of team leader and nurse manager, in addition to issues such as managing multiple patients and disaster nursing. This course has both a theoretical and a clinical component.
Prerequisite: Mental Health Nursing
Co-requisite: Nursing Care of the Elderly

NUR 1020C Fundamentals of Nursing
230 hours, 13 credits
This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standard of nursing practice. The nursing process is introduced and used as an approach to nursing care. Pharmacology is integrated with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, communication, and mobility. Critical thinking as embodied in the nursing process is emphasized and the concept of the nurse as a provider of care, organizer, manager, and member of a profession is expanded and provided the framework for clinical applications and evaluation. Theoretical knowledge and principles are integrated with skills laboratory and clinical setting.
Prerequisite: Fundamentals of Nursing
NUR 1460C Maternal-Child Nursing
220 hours, 12 credits
In this course the student continues to develop the role as a member of the profession of nursing as a provider of care to women, children and families in meeting their basic needs in a variety of settings. This course integrates community health concepts and prepares entry-level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as provider of care, communicator, manager, and member of a profession provide the framework for the clinical application and evaluation in pediatric and childbirth settings.
Prerequisite: Adult Nursing I
NUR 2711C Adult Nursing II
230 hours, 13 credits
This is the second of three adult-health nursing courses. The focus of this course is on the care of older adults with altered health status. The course will provide the student with the knowledge, skills, and attitudes needed to promote safe clinical practice in the care of the older adult population.
Prerequisite: none

NUR 1144 Comprehensive Pharmacology
40 hours, 4 credits
This course provides an overview of essential concepts and principles of pharmacology as applied in the nursing management of client care, to include an overview of drug classifications, drug interactions, and therapeutic and adverse reactions to medications. Students demonstrate proficiency with the use of problem-solving skills and mathematical calculations necessary to perform the nursing role. This course provides the foundation for subsequent coursework.
Prerequisite: none

NUR 114L Comprehensive Pharmacology Lab
40 hours, 2 credits
This course assists the student to administer medications. The six “rights” of administration, dosage calculation, routes of administration, proper use and storage of medications, patient observation and documentation are included. Clinical skills are practiced in the nursing lab. This course includes the practice and demonstration of medication administration.
Prerequisite: none

Co-requisite: Comprehensive Pharmacology

NUR 1211C Adult Nursing I
230 hours, 13 credits
This is the first of three adult-health nursing courses. In this course, students continue to develop their role as a member of the profession of nursing as a provider of care to clients across the lifespan with uncomplicated medical/surgical alterations in health. Pathophysiologic mechanisms of diseases are covered as well as assessment and nursing management with a special emphasis on the chronically ill client. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as provider of care, communicator, manager, and member of a profession expand and provide the framework for the clinical application and evaluation in pediatric and childbirth settings.
Prerequisite: Fundamentals of Nursing
NUR 1460C Maternal-Child Nursing
220 hours, 12 credits
This course provides an overview of major contemporary issues in nursing, including an overview of the roles of the registered nurse are stressed.

NUR 3177 Health Assessment
40 hours, 4 credits
This course provides an opportunity for students to develop proficiency in comprehensive health assessment as viewed through the lens of holistic, patient-centered care. Assignments designed to develop knowledge and skills for obtaining and recording a systematic, comprehensive health history and physical examinations of the adult client are integrated within the course. Opportunities will be presented to provide for the collaboration and integration of physiological, psychological, and sociocultural issues and theories as they apply to the health assessment. Collaborating with interprofessional teams, utilizing evidence-based treatment guidelines, and additional updated information needed to promote effective clinical practice in the nursing setting will be utilized to gather and analyze data relevant to common health problems.
Prerequisite: Quality and Safety in Nursing Practice

NUR 3205 Applied Pathophysiology
40 hours, 4 credits
This course is designed to enhance the student’s knowledge and understanding of pathophysiological concepts and processes related to human illness and disease. A patient centered systems approach is used to explore the pathophysiology, etiology, risk factors, clinical presentation, and diagnostics of selected illness and disease. This course will aid in the student’s ability to develop sound nursing practice, critical reasoning abilities, and foster skills that provide safe, quality patient care.
Prerequisite: Quality and Safety in Nursing Practice

NUR 3418 Introduction to Alternative and Complementary Therapies
40 hours, 4 credits
This course provides an introduction to the use of complementary and alternative therapies used in healthcare. The goal is to provide the student with knowledge and experience of mind/body self-healing skills, multi-cultural alternative medicine theories, practice environments and interventions that can be integrated safely into nursing and/or the nurse’s personal lifestyle. The philosophical assumptions of complementary and alternative approaches will be examined through the application of critical thinking and the scientific evidence body of knowledge.
Prerequisite: Applied Pathophysiology

NUR 3508 Quality and Safety in Nursing Practice
40 hours, 4 credits
This course focuses on the critical review of current quality and safety issues in healthcare and nursing. “Quality & Safety Education for Nurses” (QSEN), “Institute of Medicine” (IOM) reports, regulatory bodies, and the impact of Magnet Status are identified and examined within the course. Students will increase their understanding of best practices, safety standards, and quality initiatives in the healthcare setting. Emphasized within this course is the Quality and Safety Education for Nurses (QSEN) Competencies. This course examines QSEN as a conceptual framework which can lead to improvement of patient safety outcomes through managing human behavior and system design.
Prerequisite or Co-requisite: Dimensions of Professional Nursing

NUR 3655 Transcultural Nursing
40 hours, 4 credits
This course recognizes the importance of providing and incorporating cultural beliefs and experiences of patients, families, and their health care professionals within the care setting. Topics include: comparative analysis of communication styles, fostering open communication, family roles, dietary preferences, safety and concerns associated with cultural beliefs, values and practices of cultural norms and the impact on health care practice. Nursing interventions that integrate and examine evidence based practice related to various cultural beliefs will be discussed. The importance of incorporating a holistic approach in the care and treatment of the patient will be demonstrated within this course.
Prerequisite: Quality and Safety in Nursing Practice; Health Assessment

NUR 3816 Dimensions of Professional Nursing
40 hours, 4 credits
This course investigates the evolution of nursing with an emphasis on professional values, standards and ethics. Students will explore how social and economic factors influence the nursing practice. This course includes an overview of major contemporary issues in nursing with a critical-thinking approach to evidence-based nursing practice. Opportunities will be presented that provide for strengthening critical thinking skills and the development of a personal philosophy statement of nursing practice.
Prerequisites: Current, unencumbered RN license that is valid in the United States; completion of all college prep work, including a minimum of 32 credit hours of transferable general education course work required for admission to the program.
NUR 4232 Integration of Evidence-Based Practice and Research in Nursing
40 hours, 4 credits
This course is designed to support the baccalaureate nurse scholar who contributes to the science of nursing practice by translating current evidence into practice. Students will study the use of evidence based practice models to identify practice issues, search and critique published research, and to propose creative, innovative, or evidence-based solutions to clinical practice problems. Emphasis is on developing a straightforward understanding of the research and using the evidence to improve professional nursing practice.
Prerequisite: Quality and Safety in Nursing Practice

NUR 4529 Public Health and Community Nursing
40 hours, 4 credits
This course provides an overview of concepts and theories related to public health/community health nursing. The role of the professional nurse in sustaining and promoting health among diverse populations is explored. Topics include core functions and essences of public health, health promotion and prevention, population focused practice, community assessment, and interdisciplinary collaboration. Principles of epidemiology and the influence of factors impacting health and well-being of local and global communities are incorporated. This course provides the student the opportunity to demonstrate critical thinking and collaborative communication through community assessment.
Prerequisites: Transcultural Nursing; Integration of Evidence-Based Practice and Research in Nursing

NUR 4773 Leadership and Management in Nursing
40 hours, 4 credits
This course explores leadership theories and concepts that impact the professional role of nursing. Emphasis will be placed on nursing leadership roles that create a culture of advocacy, safety and quality through individual and team performance. The student will develop knowledge related to improvement priorities in the work environment that will encourage organizational excellence. Additional topics include leadership styles, decision making, planned change, conflict resolution, communication, finance, healthcare policy, legal issues, and evaluation.
Prerequisite: Successful completion of all other BSN courses
Pre or Co-require: Public Health and Community Nursing

NUR 4870 Nursing Informatics
40 hours, 4 credits
This course integrates nursing science, information science, computer science and cognitive science to acquire, process, design, and disseminate knowledge. The student will explore the use of information technology applications used by health care professionals to support the delivery of health care. Students will discuss the impact information technology has on the delivery of health care and the delivery of services. The course will also consider and address in this course.
Prerequisite: Quality and Safety in Nursing Practice
Pre or Co-require: Integration of Evidence-Based Practice and Research in Nursing

NUR 4909 Nursing Capstone
40 hours, 4 credits
This course is designed to provide students with the opportunity to synthesize and comprehensively apply and integrate theoretical and clinical experiences from previous nursing courses into a capstone experience. Students will use critical thinking skills and evidence-based practice to promote patient centered nursing care that encompasses quality and safety. Students will plan and implement a practicum experience consistent with the professional standards of the baccalaureate nurse essentials. The capstone preceptorship supports the role transformation of students and promotes clinical competence at the BSN preparation level.
Prerequisites: Successful completion of all other BSN courses and/or Co-require: Leadership and Management In Nursing

PB115 Introduction to Laboratory Processing
50 hours, 4 credits
PB115 Lecture (20 hours, 2 credits)
PB115 Lab (20 hours, 1 credit)
This course will introduce the role of the phlebotomist in a clinical laboratory setting. Students will learn how to adhere to safety and compliance regulations related to specimen collection and processing. This course also focuses on pre-analytic factors of the sample or patient as they relate to and influence laboratory procedures.
Prerequisite: none

PB130 Phlebotomy
40 hours, 3 credits
PB130 Lecture (20 hours, 2 credits)
PB130 Lab (20 hours, 1 credit)
In this course, students will learn the skills to perform a variety of blood collection methods using proper techniques and universal precautions. This course will emphasize proper patient identification and applying the principles of safety and infection control. The student laboratory setting will provide an opportunity to perform basic phlebotomy procedures.
Prerequisite: none

PB220 Phlebotomy II
50 hours, 4 credits
PB220 Lecture (25 hours, 2.5 credits)
PB220L Lab (25 hours, 1.5 credits)
In this course, students will perform and observe specialized specimen collection, CLIA waived laboratory testing, and collection of donor units. This course will also focus on specimen handling and transporting and assuring patient and provider safety in a variety of settings. Students will learn to develop skills to communicate with diverse patient populations, patient advocates, and healthcare providers.
Prerequisite: Phlebotomy

PB275 Phlebotomy Extremity and Capstone
130 hours, 5 credits
PB275 Lecture (10 hours, 1 credit)
P275SL Clinical (120 hours, 4 credits)
This course is designed to provide the student with experience in a clinical setting that includes specimen collection and handling and processing. Students will learn to effectively communicate with diverse patient populations and patient care teams. During the practical experience, students will participate in a program capstone that is designed to assist students during their externship and prepare them for a certification exam.
Prerequisites: Phlebotomy II; Introduction to Laboratory Processing

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

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

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

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

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

PL215 Family Law
40 hours, 4 credits
This course is designed to teach the student to handle client matters, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including antenuptial and property settlement agreements.
Prerequisite: Introduction to Law and the Legal System

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

PL261 Corporate Law
40 hours, 4 credits
This course will provide students an overview of the formation, operation, and dissolution of the corporate entity. Stockholders rights and remedies as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.
Prerequisite: Introduction to Law and the Legal System

PL265 Law Office Technology: CyberSpace and the Paralegal Profession
40 hours, 4 credits
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law-oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and docket management and computer-based legal research and document movement.
Prerequisite: Introduction to Law and the Legal System

PL270 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 relevancy to the paralegal.
Prerequisite: Introduction to Law and the Legal System

PL280 Family Law
40 hours, 4 credits
This course will provide the student with an overview of the legal and ethical issues that impact the legal relationship of family and marriage. Students will be introduced to the remedies provided for a breach of contract.
Prerequisite: Introduction to Law and the Legal System

PL300 Introduction to the Legal System
40 hours, 4 credits
This course will provide the student with an overview of the legal and ethical issues that impact the legal relationship of family and marriage. Students will be introduced to the remedies provided for a breach of contract.
Prerequisite: Introduction to Law and the Legal System

PL330 Law of Trusts
40 hours, 4 credits
This course will provide the student with an overview of the legal and ethical issues that impact the legal relationship of family and marriage. Students will be introduced to the remedies provided for a breach of contract.
Prerequisite: Introduction to Law and the Legal System

PL370 International Law
40 hours, 4 credits
This course will provide the student with an overview of the legal and ethical issues that impact the legal relationship of family and marriage. Students will be introduced to the remedies provided for a breach of contract.
Prerequisite: Introduction to Law and the Legal System

PL380 Administrative Law
40 hours, 4 credits
This course will provide the student with an overview of the legal and ethical issues that impact the legal relationship of family and marriage. Students will be introduced to the remedies provided for a breach of contract.
Prerequisite: Introduction to Law and the Legal System

PL390 Elder Law
40 hours, 4 credits
This course will provide the student with an overview of the legal and ethical issues that impact the legal relationship of family and marriage. Students will be introduced to the remedies provided for a breach of contract.
Prerequisite: Introduction to Law and the Legal System

PL410 Real Estate Law
40 hours, 4 credits
This course will provide an overview of the current state of the real estate industry and the legal issues involved. Students will be introduced to the remedies provided for a breach of contract.
Prerequisite: Introduction to Law and the Legal System
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 to develop 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 panel judges. Analysis and preparation of high level legal content as well as formatting, citation rules, and other items needed for writing in this field will be developed. Students will organize an appellate brief which requires specific, rule based, formatting and structural content. This course is comprised of both a theory and clinical component where students acquire knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan. 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: PN120 Practical Nursing I, PN125 Nursing II.

PN125 Nursing II
This course is a continuation of Nursing I and is comprised of both a theory and a clinical component. Content includes surgical care, pain management, and clinical environment. 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: PN120 Practical Nursing I, PN124L Lab (15 hours, 1 credit).

PN124L Lab (15 hours, 1 credit)
This course is comprised of a theory and lab component where students acquire knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan. 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: PN120 Practical Nursing I.
### COURSE DESCRIPTIONS

#### PN148 Gerontologic Nursing
**30 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 Ability of the aging adult. Emphasis is placed on concepts such as Emotional and Cognitive Integrity, Neurological Adaptation, and End-of-Life 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 Law as it applies 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-requisite: Basic Pharmacology; Nutritional Principles in Nursing

#### PN155 Psychosocial Nursing
**55 hours, 4 credits**
**PN155L Lecture (32.5 hours, 3 credits)**
**PN155LL Clinical (22.5 hours, 1 credit)**
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 applies to pharmacologic therapies in this setting, will be introduced. The student must achieve proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and affective interactions in the clinical setting, in order to successfully complete this course.

**Prerequisite:** Practical Nursing I

#### PN161 Practical Nursing III
**115 hours, 6 credits**
**PN161 Lecture (30 hours, 3 credits)**
**PN161L Lab (30 hours, 0.5 credit)**
**PN161LL Clinical (75 hours, 2.5 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, Cellular Regulation, Holistic Therapy, and Crisis/Diabetes Nursing. This course will continue to build on previous concepts with a special emphasis on Therapeutic 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

#### PN192 Family Nursing
**60 hours, 4 credits**
**PN192 Lecture (30 hours, 3 credits)**
**PN192L Clinical (30 hours, 1 credit)**
This course consists of both a theory and clinical component that focuses 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 affective interactions in the clinical setting, in order to successfully complete this course.

**Prerequisite:** Practical Nursing II

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

**Prerequisites:** Pharmacy Math and Dosages

#### PT235 Pharmacy Technician Practicum I – Outpatient/Retail
**90 hours, 3 credits**
This course offers supervised practical experience in outpatient settings with a minimum of 90 hours of externship experience in the unit-dose area of a pharmacy. The practicum will be under the direction of practicing pharmacists and pharmacy technicians. This practicum will allow the student to gain experience as a pharmacy technician in an actual pharmacy setting and attending to training.

**Prerequisites:** Pharmacology for the Allied Health Professional; Pharmacy Software/Automation/Insurance Billing

#### PT236 Pharmacy Technician Practicum II
**Unit Dosage IV
90 hours, 3 credits**
This course offers supervised practical experience in pharmacy settings with a minimum of 90 hours of internship experience in the particular area of pharmacy designated by the practicum. The internships will be under the direction of practicing pharmacists and pharmacy technicians. The practicum course allows the student to gain experience as a pharmacy technician in actual pharmacy settings and is essential to training.

**Prerequisites:** Unit Dose/Lab

#### PT238 Pharmacy Technician Practicum III
**90 hours, 3 credits**
This course offers supervised practical experience in pharmacy settings with a minimum of 90 hours of externship experience in the unit dose or outpatient/retail area of pharmacy designated by the practicum. The practicum will be under the direction of practicing pharmacists and pharmacy technicians. This practicum will allow the student to gain experience as a pharmacy technician in an actual pharmacy setting and is essential to training.

**Prerequisites:** Pharmacy Technician Practicum I - Outpatient / Retail; Pharmacy Technician Practicum II - Unit Dosage / IV

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

**Prerequisites:** Introduction to Pharmacy; Pharmacy Math and Dosages

#### PT285 Pharmacy Technician Capstone
**30 hours, 4 credits**
This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation for the Pharmacy Technician Certification Board examination.

**Prerequisite:** Pharmacy Technician student in last or second-to-last quarter

#### 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 5-minute timed writings with 5 or fewer errors is the course goal.

**Prerequisite:** none

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

**Prerequisite:** Computer Applications and Business Systems Concepts

#### SD110 Discrete Structures for Computer Science
**40 hours, 3 credits**
This course will provide a basic understanding of discrete mathematical topics that form the basis of computer science. Topics to be covered include truth tables, logical propositions, mathematical induction, 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:** Programming Fundamentals

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

**Prerequisite:** in the Software Application Development AS Degree program: Java I

**Prerequisite:** in the Game and Simulation BS Degree program: Web Application Development

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

**Prerequisite:** in the Software Application Development AS Degree program: Java I

**Prerequisite:** in the Game and Simulation BS Degree program: Java I

#### SD301 Fundamentals of Surgical Technology
**70 hours, 4 credits**
This course will orient the student to surgical technology and prepare them for scrub and circulator duties as well as Surgical Procedures I, and Surgical Practicum I and II. Topics include standards of conduct, special populations, safety standards, equipment, biomedical science, asepsis and sterile technique, anesthesia, surgical supplies and instruments, and surgery.

**Prerequisites:** Medical Terminology

Introduction to Human Biology

Pre or Co-requisite: Human Anatomy and Physiology I
ST110 Surgical Procedures I 70 hours, 4 credits
This course will expand on the duties and responsibilities as the role of scrub or SST and circulator in the field of surgical technology. Areas explored and applied in this course include wound healing, surgical case management, instrumentation, diagnostic procedures, and an introduction to general surgery and the scrub role. This course is a preparatory class for Surgical Procedures II.
Prerequisite: Fundamentals of Surgical Technology

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

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

ST209 Surgical Procedures II 70 hours, 4 credits
This course further expands upon the duties and responsibilities as the role of scrub in the field of surgical technology. Surgical areas explored and applied in this course include obstetrics/gynecology, orthopaedic, cardiothoracic, peripheral vascular, and neurosurgery. This course is a preparatory class for Surgical Procedures III and Surgical Practicum I and II.
Prerequisite: Surgical Procedures I

ST214 Surgical Procedures III 70 hours, 4 credits
This course will expand on the duties and responsibilities as the role of scrub in the field of surgical technology. Surgical areas explored and applied in this course include, genitourinary, orthopaedic, cardiothoracic, peripheral vascular, and neurosurgery. This course is a preparatory class for Surgical Practicum I.
Prerequisite: Surgical Procedures II

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

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

W107 Programming Fundamentals 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.
Prerequisites: none

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 a 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: Programming Fundamentals

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

W116 Introduction to Web Design Software 40 hours, 3 credits
This course will introduce beginners to the tools and knowledge needed in creating interesting, usable, and well-designed websites.
Prerequisite: none

W118 Introduction to HTML 40 hours, 3 credits
This course will introduce students to the basics of HTML. Students will learn the latest in HTML, conforming to XML and XHTML coding standards. The course is a step-by-step approach for learning how to create, format, and enhance a webpage using HTML.
Prerequisite: none

W125 Introduction to Visual Basic 40 hours, 3 credits
The students who take this course will learn to create basic applications using Visual Basic.NET. It covers language basics and program structure. Topics include graphical interface design and development. control properties, event-driven procedures, variables, scope, expressions, operators, functions, decision-making structures, looping structures, and database access files.
Prerequisite: Programming Fundamentals

W201 Advanced Visual Basic 40 hours, 3 credits
The students who take this course will learn to create applications using Visual Basic.NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, DBMS, SQL, and ASP.NET.
Prerequisite: Introduction to Visual Basic

W210 Java I 40 hours, 3 credits
Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms.
Prerequisites: Object-Oriented Programming

W215 PERL/CGI 40 hours, 3 credits
This course will cover the PERL scripting language, the development of PERL code for web applications, and client/server socket programming using PERL.
Prerequisite: JavaScript

W216 PHP/MySQL 40 hours, 3 credits
This course covers the use of PHP scripting language and the MySQL database to create dynamic webpages. Topics include PHP scripting fundamentals; creating, accessing, and manipulating data with the MySQL database within a PHP program; creating HTML forms; and writing secure PHP programs.
Prerequisite: Java I

W290 Web Programming Capstone 20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they have learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.
Prerequisites: Java I; PERL/CGI. This course is intended to be completed in the student’s last quarter
ADMISSIONS AND ENROLLMENT PROCEDURES

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

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

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

- Application Form
- Attestation of high school graduation or equivalency
- Enrollment Agreement
- Rasmussen College entrance placement exam(s)
- Rasmussen College Experience Course (if applicable)
- All financial arrangements are complete, submitted, and verified
- Criminal background check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met.
- Rasmussen College will notify you in writing of your acceptance or rejection. All money paid to the College will be refunded if you are not accepted except any non-refundable test fees required for the Medical Laboratory Technician, Surgical Technologist, or School of Nursing programs. All new students will complete an orientation program prior to beginning classes which includes an experiential course and an informational session covering college policies and services. This required orientation program provides students with valuable tools and knowledge necessary for success at Rasmussen College.

UNLESS OTHERWISE NOTED, THE POLICIES IN THIS CATALOG REPLACE ALL PREVIOUSLY ISSUED VERSIONS.

Rasmussen College Admissions

Nondiscrimination Policy

Rasmussen College is committed to the principle of equal opportunity in education. Rasmussen College admits students without regard to their race, color, sex, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at Rasmussen College.

Rasmussen College does not discriminate against individuals on the basis of race, color, sex, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status, in the administration of its educational policies, admissions policies, scholarship and loan programs, and other Rasmussen College administered programs and activities. Otherwise qualified persons are not subject to discrimination on the basis of disability.

Student Definition

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

College Acceptance or Rejection of Application for Admission

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

- Completed application form and enrollment agreement
- An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.
- Applicants providing a college transcript indicating a grade of C or higher or a grade of Pass 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 developmental coursework in areas in which they have previously proven this proficiency.
- Applicants without a conferred associate’s degree or higher and who have not completed a college-level English course are required to complete the Reading & 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.

Applicants providing a transcript with a conferred associate’s degree or higher are not required to complete the College entrance placement examination in Reading and Writing and will not require remedial coursework in this area. Students providing a transcript with a conferred Associate’s degree or higher indicating a passing grade in college-level mathematics are not required to complete the College entrance placement examination in mathematics and will not require remedial coursework in this area.

Successful completion of Rasmussen College Experience Course. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed an additional opportunity to re-take the course three months after the start of the first attempt. The student may be allowed to retake earlier than the three months upon a granted appeal. A third and final attempt may be granted based on two conditions: 1) one year has passed since the original first attempt; 2) a written request is submitted by the student. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years, students who successfully completed the Child Development Associate preparation programs, CDA within a six-month orientation into a program; students accepted into Surgical Technologist, Medical Laboratory Technician, Law Enforcement Skills, Law Enforcement Academic and Law Enforcement AAS, Nursing, Flex Choice or AcceleratedED programs, Early Honors program and Individual Progress and Audit students as well as reentering students who have already successfully completed the College Experience Course.

Students accepted into Surgical Technologist, Medical Laboratory Technician, Law Enforcement Skills, Law Enforcement Academic and Law Enforcement AAS, Nursing, Early Honors program and Individual Progress and Audit students as well as reentering students who have already successfully completed the College Experience Course will be required to successfully complete the Online College Readiness Course.

- All financial arrangements are complete, submitted and verified
- For selected programs, applicants must also pass a criminal background check. See additional information.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
- Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20.

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 educational degree or credential, or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty.

In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College shall be presumed to be the date of delivery of the notice of acceptance, and if delivered by mail, the postmarked date of the letter of acceptance.

- Official and unoffcial 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.

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, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at Rasmussen College. Rasmussen College does not discriminate against individuals on the basis of race, color, sex, 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.

Students must be 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 educational degree or credential, or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty.

In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College shall be presumed to be the date of delivery of the notice of acceptance, and if delivered by mail, the postmarked date of the letter of acceptance.

- Official and unoffcial 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.
Background Checks

For some programs, Rasmussen College requires applicants to pass a background check before admission. Note that “passing” a criminal background check as determined by Rasmussen College, is in its sole discretion. The background check is designed to alert students to issues that may impair their ability to complete clinical, internship or practicum activities, obtain employment upon graduation, or accumulate unnecessary student loan debt.

The following programs require a general background check for admission in all states:

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

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

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

In Minnesota, the following programs require a Minnesota Bureau of Criminal Apprehension background check in addition to the general background check for admission:

- General Criminal and FDLLE

Background Check Process

A student enrolling in any of the general criminal or FDLLE 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 checks are complete. If the background check reveals a potential problem, Rasmussen College will review the applicant’s background to determine whether the applicant is eligible to start the program. If a student is determined ineligible 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 criminal 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 through completing the required program. This process may delay a student’s funding until the background check process is complete. The College will send either a possible issue letter or a pre-adverse action letter to all applicants whose background check reveals a potential problem. A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing practicum activities, field trip experiences, and/or finding employment in-field after graduation. Applicants who receive a possible issue letter may acknowledge the issue and make an informed decision to continue with the program, or they may choose to change programs.

A pre-adverse action letter informs the student that the College is about to take adverse action by either not allowing the applicant to begin a program, or removing a student from a certain program, based on the background check. After receiving a pre-adverse action letter, the student may contact the background check firm directly to dispute or clarify information contained in the background check. Within seven days of sending the pre-adverse action letter the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available. If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision. A student whose appeal has been denied has the right to request to file one request for reconsideration of their appeal, but must provide supplemental or additional information to support such a request for reconsideration.

Minnesota Department of Human Services Background Check Process

A student enrolling in any of the MDHS designated programs must complete a Background Release Form, as well as a Background Check Attestation. If a student is determined ineligible 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 Minnesota Bureau of Criminal Apprehension background check letter or through completing the required program. 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 a second quarter. If the MDHS finalizes its decision with a blue clearance letter, the withdrawal, the student will be eligible for re-entry/re-enrollment for the next subsequent start date. A student who receives a MDHS disqualification is determined ineligible for admission and must complete the following:

- All Title IV, state and grant aid (Grants, Scholarships, and VA) must be returned.
- The student must return all course resources.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course resources.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course resources.

Assessment

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

In the spirit of this learning-focused approach to assessment, academic assessment at Rasmussen College follows a pattern of incoming, ongoing, and outcome assessment. The College has an academic assessment plan that it uses to evaluate the institution’s ability to achieve its mission and to provide evidence of the quality of learning and teaching. The academic assessments used measure incoming student skills through placement testing to determine students’ reading, writing, and numeracy skills; ongoing skills in a formative fashion in individual courses; and end of program skills through various program outcomes assessments.

At designated points in their programs of study students are required to complete with a passing grade a seminar course. Students who have completed E242 Career Development prior to summer quarter of 2011 will not be required to take the seminar course. Following is the most common method by which students will complete the various seminar courses, but there may be some variation from this depending on course sequencing or other scheduled courses that are required for a student’s program completion.

- Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for the E242 Career Development course.
- Students must complete the sophomore seminar the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.
- Students must complete the senior seminar the quarter in which they finish the Associate’s degree requirements to graduate from a Bachelor’s degree program.

The purpose of the non-credit, pass/fail graduation requirement seminar course is to challenge students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments included in the seminar course focus on general education skills that provide the basis for lifelong learning. Among the required assessments compiled in the seminar courses are the components of the Graduate Achievement Portfolio (GAP), which may include communication, critical thinking, information literacy, and diversity awareness, depending on the course. Other external assessments may also be included in the seminar courses.

For programs which require a conferred Associate’s degree from an accredited institution as a pre-requisite to the Rasmussen College course in order to be considered for admission, students are not required to complete the Junior Seminar.
Immunization Requirements: Minnesota law (M.S. 153A.141) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Students must present proof the required vaccination within 45 days after their first enrollment, or they cannot remain enrolled. Please see the list of program specific exceptions.

In addition to other entrance requirements, Health Sciences and Nursing programs may require specific immunizations upon enrollment. Please see your campus for details.

Applying for Admission into the School of Nursing and the School of Health Science Entrance Exam: Applicants who have successfully completed College entrance placement requirements for the College will be given access by admissions to the online registration process for the School of Health Sciences and School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a School of Health Science or School of Nursing program of study for which they qualify. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing or to the Medical Laboratory Technician (MLT) or Surgical Technologist (ST) program. Applicants who have previously taken the entrance exam within the past twelve months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Dean of Nursing and/or Academic Dean and will count as one of the two attempts allowed in a 12 month period. Any test score results dated more than 12 months prior to application to Rasmussen College will not be considered.

Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to take or retake the Entrance Placement Exam according to test/re-test limitations and must meet the following composite score threshold(s):
- TEAS Score for admissions eligibility for Associate Degree Nursing (ADN) program and Mobility Bridge Entrance Option: 65% or higher composite score
- TEAS Score for admissions eligibility for Practical Nursing Diploma Program: 55% or higher composite score
- TEAS Score for admissions eligibility for MLT or ST programs: 55% or higher composite score

Applying for Admission to the School of Health Sciences Associate's Phelebotomy Specialization Degree or Certificate

In addition to the College entrance requirements, applicants pursuing admittance into the Phelebotomy Certificate program must complete the following prior to being deemed eligible for admission:

- Rasmussen College Application
- Physical Health 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, American Red Cross Professional Rescuers or American Red Cross Professional Rescuer.
- 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 confirming acceptance once all admissions requirements have been met, including attendance at programmatic orientation.

Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend both orientations will result in dismissal from the program.

Applying for Admission to the School of Health Sciences Associate’s General Specialization Degree

In addition to the College entrance requirements, applicants pursuing admittance into the Health Sciences Associate’s degree General Specialization programs must complete the following prior to being deemed eligible for admission:

- Minnesota campus applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.
- 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.

Applying for Admission to the Medical Laboratory Technician and Surgical Technologist Programs

Applicants pursuing admittance into the Medical Laboratory Technician (MLT) and Surgical Technician (ST) Programs must complete the following steps in order to be deemed eligible for admission:

1. Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have other scores beyond the campus entrance exam 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. Once applicants have met the Entrance Placement requirements above, the School of Health Science Entrance Exam may be scheduled.

2. Applicants must achieve a score on the School of Health Sciences Entrance Exam which is acceptable for admission per the School of Nursing and School of Health Sciences Entrance Exam policy.

3. Applicants successful in completing the College entrance placement exam requirements and the School of Health Sciences Entrance Exam must complete the following prior to being deemed eligible for consideration:
   - Application
   - Background screening
   - Any additional program-specific requirements as specified at the time of enrollment

Once the applicant file is complete, the College will schedule an interview between the applicant and Program Coordinator/Manager. Students accepted into their program will receive a letter from the College in the mail. The College may choose two additional applicants as alternates to join the program if another applicant is deemed ineligible or decides not to begin class. These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they remain eligible for admission.

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

Applying for Admission into the School of Nursing RN to BSN Program

Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant may be exempt from college-level English and/or Mathematics. Former or current students who have other scores beyond the campus entrance exam 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. Once applicants have met the Entrance Placement requirements above, the School of Health Science Entrance Exam may be scheduled.

Applying for Admission into the School of Nursing RN to BSN Program

Applicants who have successfully completed College entrance placement requirements for the College will be given access by admissions to the online registration process for the School of Health Sciences and School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a School of Health Science or School of Nursing program of study for which they qualify. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing or to the Medical Laboratory Technician (MLT) or Surgical Technologist (ST) program. Applicants who have previously taken the entrance exam within the past twelve months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Dean of Nursing and/or Academic Dean and will count as one of the two attempts allowed in a 12 month period. Any test score results dated more than 12 months prior to application to Rasmussen College will not be considered.

Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to take or retake the Entrance Placement Exam according to test/re-test limitations and must meet the following composite score threshold(s):
- TEAS Score for admissions eligibility for Associate Degree Nursing (ADN) program and Mobility Bridge Entrance Option: 65% or higher composite score
- TEAS Score for admissions eligibility for Practical Nursing Diploma Program: 55% or higher composite score
- TEAS Score for admissions eligibility for MLT or ST programs: 55% or higher composite score

Applying for Admission to the School of Health Sciences Associate’s Phelebotomy Specialization Degree or Certificate

In addition to the College entrance requirements, applicants pursuing admittance into the Phelebotomy Certificate program must complete the following prior to being deemed eligible for admission:

- The applicant 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, American Red Cross Professional Rescuers or American Red Cross Professional Rescuers.
- Minnesota campus applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.
- 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.

Applying for Admission to the Medical Laboratory Technician and Surgical Technologist Programs

Applicants pursuing admittance into the Medical Laboratory Technician (MLT) and Surgical Technician (ST) Programs must complete the following steps in order to be deemed eligible for admission:

1. Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have other scores beyond the campus entrance exam 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. Once applicants have met the Entrance Placement requirements above, the School of Health Science Entrance Exam may be scheduled.

2. Applicants must achieve a score on the School of Health Sciences Entrance Exam which is acceptable for admission per the School of Nursing and School of Health Sciences Entrance Exam policy.

3. Applicants successful in completing the College entrance placement exam requirements and the School of Health Sciences Entrance Exam must complete the following prior to being deemed eligible for consideration:
   - Application
   - Background screening
   - Any additional program-specific requirements as specified at the time of enrollment

Once the applicant file is complete, the College will schedule an interview between the applicant and Program Coordinator/Manager. Students accepted into their program will receive a letter from the College in the mail. The College may choose two additional applicants as alternates to join the program if another applicant is deemed ineligible or decides not to begin class. These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they remain eligible for admission.

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

Applying for Admission into the School of Nursing RN to BSN Program

Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant may be exempt from college-level English and/or Mathematics. Former or current students who have other scores beyond the campus entrance exam 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. Once applicants have met the Entrance Placement requirements above, the School of Health Science Entrance Exam may be scheduled.

Applying for Admission into the School of Nursing RN to BSN Program

Applicants must achieve a grade of C or higher in college-level English and/or Mathematics. Former or current students who have other scores beyond the campus entrance exam 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. Once applicants have met the Entrance Placement requirements above, the School of Health Science Entrance Exam may be scheduled.

Applying for Admission into the School of Nursing RN to BSN Program

Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have other scores beyond the campus entrance exam 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. Once applicants have met the Entrance Placement requirements above, the School of Health Science Entrance Exam may be scheduled.

Applying for Admission into the School of Nursing RN to BSN Program

Applicants must achieve a grade of C or higher in college-level English and/or Mathematics. Former or current students who have other scores beyond the campus entrance exam 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. Once applicants have met the Entrance Placement requirements above, the School of Health Science Entrance Exam may be scheduled.
Rasmussen College Early Honors Program
High school juniors and seniors who have reached the minimum age of 16 have the opportunity to earn college credit through Rasmussen College’s Early Honors Program. The Early Honors Program is a great way for high school students to experience college while still supported by high school staff and mentors, try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course.

Early Honors coursework is available both on campus and online based on space available.

Rasmussen College Early Honors Program Terms and Conditions

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

- Applicants must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date.
- Applicants must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Applicants must be high school juniors or seniors and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
- Applicants must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted to the Early Honors Program.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- Enrollment in the Program is limited to 20 students per quarter, per campus.
- Early Honors students may enter the Early Honors Program in the fall quarter of their junior year.
- Early Honors students may take one course in their first quarter of enrollment. Upon receiving a grade of B or higher in their first course, students can request to be scheduled for the second quarter.
- Students must maintain a cumulative grade point average of 3.0 in order to take two courses per quarter.
- Early Honors Applicants must meet with the Director of Admissions and Dean before being accepted to the Early Honors Program to ensure they meet all criteria and requirements, and to approve their schedule.
- Early Honors students will be accepted on a space available basis for each course selected.
- Early Honors students must meet all course prerequisites as listed in the catalog.
- Nursing courses designated with a “PN”, “PRN”, “NU” or “NUR” are not available to Early Honors students.
- Early Honors students are responsible for the course resources fee for each course taken. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific technology requirements information for each course.
- Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses.
- Early Honors students may apply to a full program offered by Rasmussen College by completing the Application for Admission.

Rasmussen College Early Honors Program

High school juniors and seniors who have reached the minimum age of 16 have the opportunity to earn college credit through Rasmussen College’s Early Honors Program. The Early Honors Program is a great way for high school students to experience college while still supported by high school staff and mentors, try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course.

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- Applicants must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Applicants must be high school juniors or seniors and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
- Applicants must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted to the Early Honors Program.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- Enrollment in the Program is limited to 20 students per quarter, per campus.
- Early Honors students may enter the Early Honors Program in the fall quarter of their junior year.
- The Early Honors program ends with the completion of spring quarter of the student’s senior year.
- Early Honors students may take up to 8 credits per quarter without a tuition charge.
- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.

- Early Honors students may take one course in their first quarter of enrollment. Upon receiving a grade of B or higher in their first course, students can request to be scheduled for the second quarter.
- Students must maintain a cumulative grade point average of 3.0 in order to take two courses per quarter.
- Early Honors Applicants must meet with the Director of Admissions and Dean before being accepted to the Early Honors Program to ensure they meet all criteria and requirements, and to approve their schedule.
- Early Honors students will be accepted on a space available basis for each course selected.
- Early Honors students must meet all course prerequisites as listed in the catalog.
- Nursing courses designated with a “PN”, “PRN”, “NU” or “NUR” are not available to Early Honors students.
- Early Honors students are responsible for the course resources fee for each course taken. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific technology requirements information for each course.
- Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses.
- Early Honors students may apply to a full program offered by Rasmussen College by completing the Application for Admission.
### PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY

Each campus has a professionally staffed Student Financial Services Office designed to help you apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution to meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

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

**Tuition Rates**

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

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GIFT AID</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$600 - $5,730</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>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td>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>First Year - $3,500 Second Year - $4,500 Third Year - $5,500</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 Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half time. 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>
<td></td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>PLUS application and Promissory Note processed through College and Lender and Entrance Counseling</td>
<td></td>
</tr>
<tr>
<td><strong>VETERANS’ BENEFITS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
<td></td>
<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>Up to college cost of attendance</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.

*This program is available only for North Dakota residents.

**These programs are available only for Minnesota residents.
SCHOLARSHIP AND GRANT PROGRAMS

Rasmussen College offers the following institutional scholarships 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
Rasmussen students may be eligible to receive an Achieve Scholarship award based upon specific enrollment criteria. Recipients can receive up to $8,000 (U.S.) in quarterly increments (of $2,000 per quarter) while attending as a full-time student (12 credits or more). Students in the Nursing Programs (Practical Nursing and Professional Nursing) and AccelerateED 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.

Real/Change Scholarship
New prospective students enrolling in select programs at Rasmussen College may be eligible for the Real/Change Scholarship. The scholarship awards recipients up to $1,400 per year toward your tuition costs—up to $2,800 in additional scholarship funding for an Associate’s degree and $5,600 for a Bachelor’s degree. This scholarship will be awarded quarterly while attending Rasmussen College and will be applied as a 10% reduction from the current tuition rate. In order to be eligible for the scholarship, new students must enroll at Rasmussen College in one of the selected programs for the designated start date. Students must be continuously enrolled and maintain a minimum CGPA of 2.5 for the duration of their enrollment to receive their scholarship. For a complete list of terms and conditions, including the list of eligible programs and start dates, visit rasmussen.edu/reach2change.

Early Honors Program
Rasmussen College is proud to offer select high school juniors and seniors who have reached the minimum age of 16, 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 at part-time tuition rates. In addition, the College will extend the discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above.

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 scholarships and grant programs at a time:

• Early Honors Program
• Military Discount
• Corporate Discount
• AccelerateED Partner Success Grant
• AccelerateED Scholarship
• Achieve Scholarship

Students can combine any of the above with the Real/Change Scholarship, if they are eligible. The Real/Change Scholarship will be applied after the primary scholarship or grant has been applied.

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 seamless as possible so you can reduce the cost of your education, as well as potentially reduce the amount of loans required 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 Manager or the Student Financial Services Department to discuss your tuition reimbursement options.

High School Professional Program
Rasmussen College waives tuition for High School Teachers and Counselors who meet the required criteria. This program is only available to teachers and counselors who are employed at a high school (grades 9-12) in Minnesota, North Dakota, Florida, Illinois, Kansas, and Wisconsin. Current status as a high school professional will be verified by Rasmussen College prior to the initial start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the professional’s first course. This orientation is limited to one course, per quarter, per high school professional. A maximum of 50 seats in online courses will be available to high school teachers and counselors each quarter. There is no maximum on cumulative number of classes that may be taken. Tuition free courses for high school professionals are offered on a space-available basis, with priority given to other enrolled Rasmussen students who must complete the course as part of their degree program at Rasmussen College.

High School Professional Program participants are responsible for the course resources fee for each course taken. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. High School Professional Program participants electing to complete courses online will need to secure access to required hardware and software. The College will provide specific technology requirements information for each course. Grades will be recorded as audit grades with the student classified as an audit learner. Rasmussen College Academic Policies apply to participants in the High School Professional program.

ACADEMIC INFORMATION AND COLLEGE POLICIES

Class Content
The College reserves the right at any time to make changes to improve the quality or content of the programs of study offered. The College reserves the right to cancel any classes or programs where enrollment is under 12 students.

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

- Freshman: 0-36 credits completed
- Sophomore: 37-72 credits completed
- Junior: 73-129 credits completed
- Senior: 130 or more credits completed

These Programs May Also Be Offered Online
Bachelor’s Degrees
- Accounting
- Business Management
- Computer Science
- Criminal Justice
- Graphic Design
- Game and Simulation Programming
- Health Information Management
- Healthcare Management
- Information Technology Management
- Information Security
- Nursing Bachelor of Science (RN to BSN)

Associate’s Degrees
- Accounting
- Business Management
- Criminal Justice
- Early Childhood Education
- Graphic Design
- Health Information Technician
- Human Resources and Organizational Leadership
- Human Services
- Information Technology Management
- Marketing
- Medical Administration
- Paralegal
- Pharmacy Technician
- Software Application Development
- Web Programming

Diplomas
- Accounting
- Business
- Early Childhood Education
- Graphic Design
- Human Resources and Organizational Leadership
- Human Services
- Information Technology Management
- Marketing
- Medical Administration
- Paralegal
- Pharmacy Technician
- Software Application Development

Certificates
- Accounting
- Business
- Early Childhood Education
- Human Services
- Law Enforcement Academy
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician
- Software Application Development

Individual Progress
Students may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. To be considered for admission, individual progress students must complete the application for admission and pay the foundation course registration fee. Rasmussen College entrance placement exam is not required for IP students. Individual progress coursework is assessed at the full cost of 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 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).

Auditing a Course
A student who audits a course does so for the purpose of self-examination and academic exploration. Students not enrolled in an eligible program who elect to take courses without earning college credit are considered audit students. This non-credit option is NOT available for courses beginning with a “CE” “NM” “NM” “NU” “NUR” “PN” “FT” “ST” “MC” and “W”. Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts denote a “ZP” or “Audit” upon completion of the course. Students may choose to convert the Audit grade to a letter grade and earn credit for an additional fee. An audit student is considered a learner and it is expected that the student will participate with reasonable regularity and do assigned work, particularly if s/he expects to convert an Audit grade to a letter grade at a future time.

Developmental Education and Rasmussen College Entrance Placement Exam Re-test Policy
The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college-level courses. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and to providing educational opportunities to those who enroll. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests. Applicants providing a college transcript indicating a grade of D or higher or a grade of Pass 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 scores.
These credits are not counted toward graduation, and each must be assessed Foundational (FX) or 73% or higher 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 eligible for admission to Rasmussen College. The College entrance placement examination may not be re-taken for initial placement purposes after the start of a Foundation level course. On occasion, however, a re-test may be allowed prior to the start of a quarter. Such re-tests are only granted if extenuating circumstances exist that lead the College to determine 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 foundational coursework are not permitted to take one such course in their first quarter of enrollment. Students requiring two foundation courses must attempt the first course, Reading and Writing Strategies (B080), in their first quarter of enrollment and the second course, Combined Basic and Intermediate Algebra (B095) in Illinois and Practical Math (B087) in other states, in their second quarter 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. As such, any required Foundation courses must be completed no later than the end of the student’s third full quarter of enrollment, or the student will be dismissed from the College.

Students requiring two foundation courses must attempt Reading and Writing Strategies (B080) and one additional course in their program of enrollment prior to enrolling in the foundation math course. Upon successful completion of the first Foundation course, Reading and Writing Strategies, and at least three credits of coursework in their program with a grade of C or higher, the student will be allowed to take a full-time credit load, if desired.

Foundation Course Grading

All Foundation courses are satisfactory/unsatisfactory (SX/UX) courses. The following grading scale is then used to determine if students have passed the courses:

<table>
<thead>
<tr>
<th>Reading and Writing Strategies</th>
<th>Letter Grade Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% to 100%</td>
</tr>
<tr>
<td>A-</td>
<td>89% to 90%</td>
</tr>
<tr>
<td>B</td>
<td>88% to 87%</td>
</tr>
<tr>
<td>B+</td>
<td>86% to 83%</td>
</tr>
<tr>
<td>B-</td>
<td>82% to 80%</td>
</tr>
<tr>
<td>C</td>
<td>79% to 77%</td>
</tr>
<tr>
<td>C+</td>
<td>76% to 73%</td>
</tr>
<tr>
<td>D</td>
<td>69% to 67%</td>
</tr>
<tr>
<td>D+</td>
<td>66% to 63%</td>
</tr>
<tr>
<td>D-</td>
<td>62% to 60%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

Some General Education courses may contain a lecture component with a co-requisite lab component. If a grade is achieved at or above the threshold of 60% in both components of a course which consists of lecture and lab components, each component will receive the grade earned independently. Failure to earn a grade at or above the threshold of 60% in either the lecture or lab component will result in failure of both components of the course.

Point Scale

**Alphabetical Grading System**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.50</td>
<td>Very Good</td>
</tr>
<tr>
<td>B-</td>
<td>3.25</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Average</td>
</tr>
<tr>
<td>C+</td>
<td>2.75</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.50</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.50</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failure</td>
</tr>
</tbody>
</table>

**Health Sciences Programs Grade Scale**

The following grade scale applies to all BMS, CVT, EK, HI, HIM, HSA, HSC, M, MA, MEA, ML, MLC, MTS, OT, PB, PC, PT, PTN, and ST courses in School of Health Sciences programs.

<table>
<thead>
<tr>
<th>Letter Grade Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
</tr>
<tr>
<td>A-</td>
</tr>
<tr>
<td>B+</td>
</tr>
<tr>
<td>B-</td>
</tr>
<tr>
<td>B</td>
</tr>
<tr>
<td>C+</td>
</tr>
<tr>
<td>C</td>
</tr>
<tr>
<td>D+</td>
</tr>
<tr>
<td>D</td>
</tr>
<tr>
<td>D-</td>
</tr>
<tr>
<td>F</td>
</tr>
</tbody>
</table>

**Nursing Programs Grade Scale**

Students are required to earn at least a “C” in their Nursing courses. This applies to all NUR, PN, and PNW course level 000 through 4999.

<table>
<thead>
<tr>
<th>Letter Grade Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
</tr>
<tr>
<td>B+</td>
</tr>
<tr>
<td>C</td>
</tr>
<tr>
<td>F</td>
</tr>
</tbody>
</table>

Nursing core courses may contain a co-requisite lab component. A co-requisite lab component, or both in addition to the lecture component of a course. Satisfactory performance (score of 78% or higher) in each component of the course whether lecture, lab, and/ or clinical experience is required to earn a passing grade in the course. Failure to earn a satisfactory grade in the lecture, lab, and/ or clinical experience, the student will be required to repeat the course and other coursework requirements.

**Repeating Courses Policy**

Students who are meeting Satisfactory Academic Progress may re-take courses up to three times, but only at regular tuition rates. Students repeating a course for the second or third time may only count the credits for that course in a financial aid award calculation if they earned an “F” or “Pass” in all previous attempts of that course. If a student elects to repeat a course for which a grade above “F” or “Pass” was earned, the credits are included in the financial aid award calculation only if the program requires a higher grade to be considered “passing” than what the student has previously earned. In this case if the student fails the previously passed course all future eligibility to receive financial aid for that course is discontinued. The credits for all repeated courses, along with the credits from prior attempts, will be included in the calculation for the purposes of determining Satisfactory Academic Progress. The highest grade earned from each course will be used in the calculation of the student’s cumulative GPA. The student’s GPA will be recalculated to reflect the highest letter grade. If more than one attempt results in the same letter grade, only the most recent one will be used in the calculation of GPA.

Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be 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 the program three times, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course otherwise earning a grade of C or higher for a grade of “F” or “Pass” and transferring it back in to Rasmussen College, in accordance with the transfer of credit requirements. In the case of credit transfer, an “F” or “Pass” grade will be included in the calculation of GPA calculation. However, all of the course credits both failed and transferred, count in the student’s Cumulative Completion Rate (CCR).
ACADEMIC INFORMATION AND COLLEGE POLICIES

RASMUSSEN COLLEGE

Foundation courses may only be repeated one time. Students who fail a course for which there is 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 might wish to transfer may not accept grades included in the GPA calculation. Students are required to complete all coursework, and may include all grades in calculating GPA for admission.

Nursing Repeating Courses Policy

The School of Nursing allows students to fail one Nursing course within the core Nursing curriculum (NUR, NUR, PN, PN - 400 level coursework). However, a second failure, whether it be the same Nursing course or any other Nursing course, will result in restriction from the Nursing program.

School of Health Sciences

Repeating Courses Policy

Students are required to attend the Externship or Practicum Orientation prior to their externship or practicum. They receive an externship or practicum manual that discusses the expectations, and students are required to sign an acknowledgement form that is submitted and included in their programmatic file. The externship or practicum manual discloses that students have two attempts to complete their externships or practicums successfully, or they will be terminated from the program. If a student fails both attempts, documentation will be placed in the student’s file. If a student is dismissed from an externship or practicum site due to circumstances out of his/her control, attempts will be made to secure an additional site within the same quarter for the student to complete his/her externship or practicum.

Late Assignment/Submission

Students may submit assigned work up to seven (7) days after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late; a 25% grade penalty is assessed for each additional day the work is late. In some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty. Online discussions conclude at the end of each week/module. Discussion posts made after the end of each week/module will not be accepted. Instructors may waive the late penalty or timeframe in the case of extenuating circumstances as determined by the faculty. In certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities. In no circumstances may students submit work after the last day of the academic term unless an incomplete grade has been requested and granted beforehand.

Incomplete Grade Policy

An “INC” represents an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. The student must request an incomplete from the instructor prior to the last day of the term. An incomplete may be granted to a student at the end of a quarter at the discretion of the instructor under the following conditions:

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

2. Incomplete records will be maintained in the student’s file.

3. The student’s Dean must be informed of all incompleted grades by the instructor. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
   a. The work to be completed must be regularly assigned work, identified in the course syllabus. Identified in the course syllabus. Identified in the course syllabus.
   b. The student can reasonably be expected to complete the work by the deadline.
   c. The student’s grade will be substantially improved upon completion.
   d. The student has demonstrated a commitment to completing the work in a timely fashion.
   e. Granting the incomplete is truly in the student’s best interest of the student.

4. By completing the work, one of the following will apply:
   i. The student will learn substantive information by completing the work.
   ii. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.

5. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up for attendance or major attendance issues.

6. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of the term. An incomplete grade not completed by the deadline will be changed to the calculated alternate grade designated by the instructor on the Incomplete Form and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.

Policy for Change of Grade

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

Circumstances that may warrant a change of grade include:
- Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such situations may include: family emergency, car accident, death of a close family member, or mandatory military service.
- Miscalculation of the final grade by the instructor.
- Situations involving communications, misplaced assignments, or technical difficulties beyond the control of the student.
- Accommodation for special circumstances such as: short-term disability or family leave.

Grading standards must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of late work and how points are assigned must be followed. Students must contact their instructors within one week of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the second week of the subsequent quarter. Grade disputes which cannot be resolved between the instructor and student should be directed to the appropriate Dean. In determining whether a grade change is authorized or by some other method the instructor or original instructor includes:
- Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified.
- If the original instructor is no longer available to make a grade change, another instructor (an adjunct instructor no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.
- The Dean may authorize grade changes in cases of emergency or due to special circumstances.

School of Nursing Incomplete Grade Policy

The Incomplete Grade Policy and Policy for Change of Grade in the School of Nursing, above, apply to students in the School of Nursing, with the following exceptions:

1. In order for a student to complete and receive a final passing grade in the programmatic coursework delineated by the two projected NCLEX Predictor examination tests, the student must earn a 95% or higher probability in the Associate Degree in Nursing Program or a 92% or higher probability in the Practical Nursing Program on the ATI Comprehensive Predictor Exam on their second attempt. A student failing to receive a 95% (ADN) or 92% (PN) or higher probability on their second attempt will receive an incomplete grade for the course and be scheduled for remediation through the campus and/or ATI services during the subsequent quarter. Upon completion of remediation, the student will attempt a third ATI Comprehensive Predictor Exam or its equivalent. Students who achieve a score of 95% (ADN) or 92% (PN) or higher on an equivalent measurement deemed by the College will receive a grade change. Students who score below 95% (ADN) or 92% (PN) on the ATI Comprehensive Predictor Exam or its equivalent measurement, will fail the course and be scheduled to repeat the course required in the following academic quarter and complete an academic success plan that includes opportunities for individualized remediation.

Program Changes

A student in good academic standing at the end of the current quarter will be allowed to change programs at the start of the next quarter as long as the request has been received prior to Friday of the first week of a quarter break. A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog who is changing to a lower credential within the same program, or a student who is selecting a different specialization within the same program, or a student who is requesting to change catalogs within the same program at the time of the request will be allowed to make a change regardless of the program change approval process. No appeal process is required. The request for program change must be received prior to Friday of the first week of a quarter break.

A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the end of the current quarter and does not meet any of the criteria above must file an appeal with the campus Program Change Appeal Committee. As part of the appeal process, the student will be required to submit a letter following the appeal process guidelines. The appeal will either be approved or denied based on a review of academic standing and progress to date with Rasmussen College and the information provided in the appeal letter. A complete description and requirements of the program change appeal process is available through the Campus Manager of Student Records. 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 transfer 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 student is still enrolled. 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

In which a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course. The independent study requires a student to be motivated and organized. Because an independent study does not provide the student with the interaction that is normally expected in higher education, it is to be offered only when there is no alternative and as infrequently as possible. Students may take, and the College may offer, a course through independent study under the following conditions:

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for a 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 during that 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 course, and will meet all the minimum 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 study courses must meet the following guidelines:

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

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

Prerequisites

In order to take a course listing a prerequisite, the student must have received a passing grade in the prerequisite.

Equipment

Rasmussen College strives to maintain its role as an educational technology leader. Rasmussen College provides technology and computer access, and Internet access at each campus. Students will also have access to printers, additional software packages, computer databases, course material, and other classroom resources via the help lab as needed at a Rasmussen College campus.

Graduation Requirements

Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of the requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assistant, Medical Laboratory Technology, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. 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 in the RN to Bachelor of Science Nursing program may transfer a maximum of 75% of total program credits into the program.
RASMUSSEN COLLEGE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe.

Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. Students who do not meet the standard will be expected to participate in Project Rally, which includes online learning tools and consultations with a member of the College team. The student is expected to complete the online learning tool in Project Rally by the first Friday of the quarter. Failure to complete this tool 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) towards the completion of an Academic Program. The three components are as follows:

1. GPA. Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00.

2. Pace/Cumulative Completion Rate (CCR). This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (e.g., 6 credits earned + 12 credits attempted = 50%). Minimum standards are listed in the chart below.

3. Duration of Eligibility. This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (e.g., maximum time frame for a 90-credit program – 90 X 1.500%, or 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/FD, U/ U/D/UN, W/W/D/WF/WF/WX, IN/IN. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

Financial Aid Warning: If a student’s CGPA falls below 2.00, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Warning period. A student who fails to meet any one of the components of SAP at the end of the quarter will lose financial aid eligibility. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Academic Progress calculations for a re-entering student who changes programs must include only the grades and attempted credits for the most recent academic work. The ruling of the Vice President of Compliance and Financial Services is final and cannot be appealed. Financial Aid Probation: If a student fails to make Satisfactory Academic Progress at the end of either the Financial Aid Warning period or the Financial Aid Probation period, and who does not successfully appeal, is not eligible for further financial aid funding. Appeals: A student may appeal his/her assigned status of Not Eligible for Financial Aid to the Academic Review Committee, which will determine whether mitigating circumstances exist, and, if so, will forward the appeal to the Vice President of Compliance and Financial Services. All appeals must be in writing and must address the nature of the circumstances that the student believes warrant exception to the policy stated above. All appeals will be reviewed and ruled upon within ten business days, and students will be notified in writing regarding the outcome of the appeal. The ruling of the Vice President of Compliance and Financial Services is final and cannot be appealed.

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 web-based 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 in the student’s semester course schedule. Technical training and support while operating in the online environment. A list of computer hardware and software minimum requirements 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 3.50-3.669 will receive a Dean’s List certificate.

Grading Honors

Rasmussen College recognizes outstanding academic achievement by awarding honors to graduates who meet minimum qualifications. Students who earn an Associate’s or Bachelor’s degree, complete all graduation requirements, and earn a cumulative grade point average of 3.50 or higher will graduate with academic honors and will receive gold cords for the graduation ceremony as a symbol of this achievement. An honors designation will appear on the diploma of an honors graduate who has met all requirements of his/her degree program. Additionally, the following honors will be noted on the diplomas of Bachelor’s degree students:

Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.50-3.669.

Magna Cum Laude: Bachelor’s 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.

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TRANSFER OF CREDIT, PRIOR LEARNING AND WAIVERS

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 credit is sought be sent directly to Rasmussen College. It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.
- As part of the acceptance process, official and unofficial transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer to 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), or recognized by the American Council on Education, 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, except as noted below.

1. 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.

2. Students in the Professional Nurse (RN) 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.

3. Students eligible and approved for the Surgical Technologist Associate’s Degree Competency Course Transfer must complete 85% of their program requirements at Rasmussen College, and no more than 15% may be completed via transfer credits, course waivers, credit by examination, or other means.

4. Students in the Nursing Bachelor’s degree program must complete at least 25% of their program requirements at Rasmussen College, and no more than 75% may be completed via transfer credits, course waivers, credit by examination, or other means.

Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to a prior transfer limit.

International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) or by AKA (Accredited International Education Services) to ensure the student’s credit transfer is equivalent to Rasmussen College course content. The evaluation is the student’s responsibility.

Course by Course Transfer
- Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on course content. Most courses that are comparable in content will be accepted as transfer credit.
- 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, or a grade of Pass (in a Pass/Fail grading system) will be eligible for transfer credit.
- 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 Major and Core Courses in the School of Technology must have been earned within the previous three (3) years of the assessment date. Prefixes included in Florida and Kansas: CAP, CDA, CEN, CET, C5, C5P, COD, CNT, DTS, DIG, GRA, ISM, MA, and MTB. Prefixes included in Illinois, Minnesota, New York, Connecticut, Wisconsin, and SD. These include the following courses, which do not have exemptions:
  1. Computer Applications and Business Systems Concepts
  2. Ethics
- Credits in Major and Core Courses in the School of Design must have been earned within the previous five (5) years and specialization courses within the previous three (3) years of the assessment date, excluding Drawing from Observation and Figure Drawing courses, which do not expire.

Nursing Programs will not accept any core course transfers (prefixes NUR/PRN in Florida; prefixes RN/MSN in Minnesota, Wisconsin and Illinois). Health Sciences core courses as designated by course prefix (except for the Medical Terminology course) have a five 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 Science, MA255 Medical Assistant Externship, and MA285 Medical Assisting Capstone.

- Transfer of credit to Medical Laboratory Technician and Surgical Technologist core courses (MLS and ST prefixes) has a 24 month from time of course completion time limit. Students who have completed similar course work that exceeds the 24 month limit can test-out of the course with a 73% or greater score on a course assessment. All transfer or test-outs into the Medical Laboratory Technician and Surgical Technologist programs are based on program space availability.

- Seminar Courses cannot be transferred in from another institution of higher learning.

- For students in MN who enroll in the Law Enforcement Associate’s, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes (I or J prefixes) can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test out, if available.

Credit for successfully completed competency courses at Rasmussen College will appear as a credit by examination (TR) grade on a transcript. Competency course credits awarded through credit by examination (TO) may not be transferable to another institution.

- Credit for successfully completed competency courses that have been approved by the American Council on Education (ACE) can appear as a transfer of credit (TR) on a transcript.
- The decision to accept transfer credits is always at the discretion of the receiving institution.

- Credits earned through competency courses toward the transfer of credit (TR) or test-out of the course (TO) designation can count toward earned credits.

2+2 Matriculation for Baccalaureate Candidates
For students who have completed an Associate’s degree, who enroll in a Rasmussen College Bachelor’s degree in a similar program area (i.e., business degrees are required for business, accounting for accounting, criminal justice/ law enforcement for criminal justice), they will receive immediate junior-level standing.

- Rasmussen College AAS/AS graduates will receive actual credits earned up to 90 credits (97 in Illinois).
- A block of up to 91 quarter credits for graduates from outside institutions will be awarded.

- If a student has more AAS/AS credits than the enrollment program requires, then the student must take upper division courses (I prefix) at the School Director will provide a list of courses for reduction when needed. This applies only to the Business Management BS degree.

- If the student takes all of the required upper division courses and is still short credits, the remaining credits will be fulfilled by taking unelective courses.

- Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.

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

For the Bachelor in Health Information Management, qualifying Associate degrees have to be from a CAHIIM accredited program and have been 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, with no more than 36 quarter credits in a block transfer and an AHIIMA membership card, showing it as current.

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

1) Health Sciences Programs (including Medical Assisting AAS/AS, Health Information Technician AAS/AS, Medical Administration AAS/AS, Pharmacy Technician AAS/AS)

- Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 73 credits (75 in Illinois). In addition, the 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 in Illinois) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Medical Terminology, Electronic Health Records and Medical Office Procedures.

b) Accounting AAS/AS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Financial Accounting I, Financial Accounting II, Introduction to Human Resource Management, Medical Terminology, Electronic Health Records and Medical Office Procedures.

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 in the current degree, general education coursework will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College.

- All required general education courses must be met due to accreditation requirements.

- Conferring Associate’s degrees may be posted as a block of up to 40-credits (up to 42-credits in Illinois), depending upon the Program.

- Conferring Baccalaureate degrees may be posted as a block of up to 64-credit block (up to 66-credit Illinois) block, depending upon the program, comprised of up to 40 lower-level and 24 upper-level credits (up to 22 lower-level and 24 upper-level Illinois) credits.

- For those students without an earned degree, successfully completed general education requirements will be applicable.

Medical Assisting Associate’s Degree Competitor Block Transfer Policy
A block transfer of 51 core credits may be allowed for Bachelor of Science Healthcare Management degrees if one of the following criteria is met:

1. Graduated from a CAAHEP or AHBS accredited MA diploma or certificate program within the past 5 years and holds a current CMA (AAMA); RMA (AMT) certification; or

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2. Graduated over 3 years ago from a CAAHEP or ABHES accredited MA diploma/certificate program, but has worked as an MA within the past 3 years and holds a current CMA (AAMA)/AMA (AFT) certificate.

Students may try a course waiver if they have successfully completed all transfer credits or course waiver for MA250/ME2290 (Radiography Skills) only if they have a limited scope x-ray operator certificate. Students will need to complete 52 general education credits and E242 (Career Development), unless transferred in.

When applying this policy, the transfer maximum is 67%.

Rasmussen College Medical Assisting Diploma graduates will receive actual credit toward their program up to a maximum. The maximum equals the credit value of the current diploma program.

Block Transfer for Health Sciences Associate’s Degree

For students who have completed a healthcare Certificate or Diploma in the last five years and enroll into the Health Sciences Associate’s Degree 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 in the last five years and enroll in the Health Sciences Associate’s Degree program Phlebotomy Track, a total block transfer of 25 major/core credits may be posted.

For students who have completed a Diploma or Associate’s Degree in Medical Assisting in the last five years and enroll into the Health Sciences Associate’s Degree program ENK Technician Track, a total block transfer of 26 major/core credits may be posted.

RN to Bachelor of Science Nursing (RN to BSN) Policy

Students who have met the acceptance for admissions requirements and hold a current unencumbered Registered Nurse (RN) license and have successfully completed an Associate’s Degree will receive a block transfer, equivalent to 113 credits for their general education, nursing core and licensure.

Students who have met the acceptance for admissions requirements and hold a current unencumbered RN license without an Associate’s Degree will receive 66 credits for their nursing core and licensure. These students will need to have previously completed 19 transferrable course credits comparable to Introduction to Biology, Introduction to Microbiology, Human Anatomy & Physiology I and Human Anatomy & Physiology II in this program, as Rasmussen does not offer these courses online. The remaining 28 credits of lower division General Education coursework that is not transferred in from a previous college transcript, will need to be completed.

• Upper division core classes are not transferable.
• Upper division General Education coursework is transferable and follows the standard Course by Course Transfer Policy.

• The total percentage of credits that may be transferred into the program is 75%.

Mobility Bridge Entrance Option

Students who have successfully completed a practical nursing program and hold a current unencumbered practical nursing license will receive credit for NUR117/ NUR1172 Nutritional Principles in Nursing (4 credits) and NUR211/NUR2115 Fundamentals of Professional Nursing (6 credits) in the Professional Nursing AS Degree program. 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 Waiver (CW).

Surgical Technologist Associate’s Degree Completion Block Policy

Students who have graduated from a CAAHEP or ABHES accredited surgical technology diploma or program and hold the CST (INSTIA) certification will receive a total block transfer of 60 credits. Students will receive a block of 4 natural sciences general education credits plus a block of 56 major/core credits. Students will need to complete 26 general education credits and E242 Career Development.

Credit by Examination (for non-Competency Courses)

• Enrolled students may request credit by examination for courses if an exam has been developed.
• Students seeking to utilize a microbiology credit by examination must provide transcripts indicating they have successfully passed with a C grade or higher from an accredited institution a microbiology course of a minimum four-credit hours with which both a didactic component and lab. Qualified students who score 73% or higher on the credit by examination will earn a Microbiology TO on their Rasmussen College transcript.

• An examination score of 73% or higher is required to earn credit by examination.
• The examination grade will be posted as Test-out (TO) on the student transcript.
• Credits earned count in the transfer maximum.
• Credit by examination will not count as credits for financial aid eligibility.
• A credit by examination may be taken only once for each course.
• If a student has already attempted the course, as indicated by a posted W/D/F grade or a failed TO grade, no test-out attempt will be allowed.
• Credits awarded through credit by examination (TO) may not be transferable to another institution.
• Contact your Student Advisor for a list of available challenge exams

Course Waivers

Medical Coding Practicum Waiver

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

• Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.

• Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student's employer. The Program Coordinator/Director will inform the Campus Manager of Student Records of the result of the evaluation.

• If a waiver is granted, the grade will be posted on the student transcript as a Course Waiver (CW) once the course waiver form is signed.

School of Education Waivers

• Students who have a current and valid CDA Credential, awarded by the Council for Professional Recognition, and are enrolled in the Early Childhood Education Associate’s degree, Early Childhood Education Diploma, or the Early Childhood Education Credential Certificate may request a waiver from Foundations of Child Development; Early Childhood Education Curriculum and Instruction; and Health, Safety and Nutrition/Health and Nutrition/ADA Application.

• 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 Waiver (CW) once the course waiver form is signed.

School of Justice Studies Waivers

• Course waivers will be considered for students who have select professional certifications from recognized state police/Corrections accreditation.

• Course waivers will be considered for specific courses within the School of Justice Studies related to the certification.
ACADEMIC INFORMATION AND COLLEGE POLICIES

POLICY AND GRIEVANCES

Accommodations Policy

The mission of Rasmussen College in disability services is to create an accessible college community where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and reasonable accommodations for all disabled students in all programs and activities. Students with disabilities do not have to self-disclose or register with the Campus Accommodations Coordinator, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Coordinator to request such services. Students who are unsure who to contact should check with their Academic Dean or Campus Director.

Attendance

A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on time and regular attendance for all of their classes. Workplace etiquette also requires a call be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if the absence is a one-time or tandem. It is the student’s responsibility to contact the instructor to get missed information, class work, and assignments. Attendance requirements are met by a) attending a face-to-face course session at the campus or other class location, or b) substantive online activity, including commentary in the discussion section of the online classroom, posting of required assignments and course quizzes and exams in a timely manner. Discussion posts in the student lounge area of the classroom are encouraged but do not count as attendance activities. Attendance is not equivalent to participation. Student grades will be impacted by the frequency and quality of participation in class, whether face-to-face or online, consistent with the requirements of the particular course and as outlined in the course syllabus. Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional grading protocols, and the program is required to keep accurate attendance records which are submitted to the Student Records. Rasmussen College makes attendance records available to supporting agencies and protective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

First Week Attendance: Students are expected to meet attendance requirements in their courses on or before the seventh (7th) day of the start of a term. Students who have not met the attendance requirement in at least one scheduled class course within seven days of the start of a term may be administratively withdrawn from the College. Course Attendance: If a student has not been in attendance in a course within 14 days of their last date of attendance in that course, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any courses within 14 days of their last date of attendance, he or she may be administratively withdrawn from the College. Upon withdrawal a student’s financial aid aid will be adjusted and the College’s Institution’s refund policy as described in the College Catalog and will be assigned grades according to the Rasmussen College Drop/Add Class Policy. Practicums/Externships in Health Sciences programs have attendance requirements that are more stringent than the attendance policy above. Attendance policies for programs with additional requirements can be found in program-specific manuals/handbooks.

Rasmussen College Academic Integrity Policy

Introduction

As an institution of higher learning, Rasmussen College is committed to preparing students to be active, productive and successful contributors to a global community. In pursuit of this commitment, students, faculty and staff of Rasmussen College are expected to uphold the very highest business and ethical standards. Students of Rasmussen College commit to holding themselves and their peers to the foremost level of academic integrity, and accept responsibility should behaviors and actions be less than the College’s expectations of theirs.

II. Definitions

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

b) Cheating: Distributing or receiving answers or information by any means other than those expressly permitted by an instructor for any academic exercise. Examples include:

   i. Copying answers, data, or information for any academic exercise from another student’s work.
   ii. The student is not expressly permitted to work jointly with others.
   iii. Impersonation: Assuming another student’s identity or allowing another person to complete an academic exercise on one’s own behalf.
   iv. Using or attempting to use unauthorized materials, texts, notes, or other information or aids in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, labs).
   v. Collusion: Knowingly assisting, attempting to assist, or receiving assistance from another student or students to commit academic misconduct, or conspiring with any other person in or outside of the College to commit misconduct.
   vi. Destruction, Theft, Obstruction, Interference: Seeking to gain unfair academic advantage by destroying, damaging, or stealing equipment or products of any academic exercise; or obstructing or interfering with an instructor’s materials or with another person in or outside of the College to commit misconduct.
   vii. Copyright infringement or piracy, including unauthorized reproduction of copyrighted materials.
   viii. Violations of Academic Affairs – Learning & Teaching policies.
   ix. Violations of Academic Affairs – Student Life policies.
   x. Violations of Academic Affairs – Student Life policies.

Violations

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

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

b) Second Offense. The student will be expelled from the course, and the final grade assigned for this course will be a “F.” If the student re-take the course, but the “F/FD” will remain on the transcript even if the student re-takes the course and earns a passing grade. The College reserves the right to dismiss a student from the College if there are more than two offenses. A student dismissed from the College because of Academic Misconduct may not re-enroll.

Students who commit Academic Misconduct also run the risk of harming future educational and employment opportunities. Reference forms sent by prospective employers and other educational institutions often ask for judgment and comment on a student’s ethical behavior. As the form is sent at the behest of the student, the student waives any rights he or she may have under the Family Educational Rights and Privacy Act to keep Academic Integrity violations confidential.

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

V. Appeal: A student who disagrees with a ruling of Academic Misconduct has one opportunity to appeal to the ruling in writing to his/her Dean. If the Dean confirms the violation, the appeal is reviewed by the Academic Integrity Committee, which has one week from the time that they receive the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student must submit a written statement of appeal to the Vice President of Academic Affairs – Learning & Teaching thereafter. Response will be given within 30 days.

Conduct/Dismissal

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

• By students, faculty, or staff that is detrimental within the classroom environment.
• That interferes with the well-being of the fellow students and/or faculty and staff members.
• That causes damage to the appearance or structure of the College facility and/or its equipment.
• By students who copy or otherwise plagiarize the assignments/projects of other students or programs.
• By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Students, employees, and guests using Rasmussen networks to access the internet are prohibited from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright (including illegal peer-to-peer downloading or sharing of music), or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of network privileges and possibly other penalties, up to and including dismissal.
Anti-Hazing Policy

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

Dress Code

Rasmussen College encourages students to dress as if they were going to work and to start acquiring a wardrobe suitable for employment after graduation. Several programs, including those in our School of Nursing and our School of Health Sciences, have stringent dress code and professional appearance requirements. Standards are defined in the applicable program handbooks. In some cases, failure to meet the required standard may impact a student’s ability to participate in an externship or clinical experience, and may ultimately impact the student’s grade. Please consult the handbook specific to your program or see your Coordinator/Dean for details.

Rasmussen College 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.

Due to frequent changes in technology, technical requirements change periodically. Technical requirements necessary for online courses to run properly are located on the following website: content.learn.today.io/coursefiles/techinfo/techinfo_ols.html, which is updated regularly to reflect current requirements.

Technical requirements are as follows:

Technical Requirements:
These are the technical requirements necessary for your online courses to run properly. Please read this information carefully, as you must ensure that your computer is properly configured.

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

1. Web Browser Requirements

The following web browsers are officially supported and tested:
• With PCs running Windows OS:
  - Google Chrome
  - Firefox
  - Internet Explorer version 8, 9 or 10;
• With Macs running OS X:
  - Google Chrome
  - Firefox
  - Safari 5 or 6.0.x

Please note, there is currently no support for Firefox, Internet Explorer, Safari or Chrome on mobile devices.

2. Cookies Must Be Enabled on Your Browser

A cookie is a small file that is placed on your computer by the server. Cookies are a very common Internet technology used by many websites, such as Amazon or eBay. Your browser has a setting that allows you to control whether you allow cookies or not. Since cookies are so common, your browser probably already has cookies enabled. If you are unsure whether your browser is set up properly, please call the Personal Support Center.

3. Required Plug-ins

Flash
Your courses may include images or animations that require the Flash plug-in. If you do not have Flash installed, or have difficulty viewing the animations, you may load the most current version of the Flash plug-in here: get.adobe.com/flashplayer/.

Shockwave
Your courses may include images or animations that require the Shockwave plug-in. If you do not have Shockwave installed, or have difficulty viewing the animations, you may load the most current version of the Shockwave plug-in here: get.adobe.com/shockwave.

Acrobat Reader
Your courses may include .pdf files, which require the Adobe Acrobat Reader. If Acrobat is not installed on your computer, please download the free Adobe Acrobat Reader: get.adobe.com/reader/.

Microsoft PowerPoint
Your courses may include Microsoft PowerPoint presentations. If you do not have Microsoft PowerPoint viewer on your computer, you may use the free PowerPoint viewer to view the course materials. Download the free PowerPoint viewer here: https://www.microsoft.com/en-us/download/details.aspx?id=13.

Microsoft Word
Your courses require the use of Microsoft Word to turn in written assignments. If you do not have Word, please contact your instructor.

Microsoft Excel
Your courses may require Microsoft Excel spreadsheet software. If you do not have Excel, please contact your instructor.

ZIP File Compression Utility
Your courses may require the use of a compression utility, like 7-Zip, to create a "zip" file (.zip). If you do not have a compression utility installed on your computer, you may download a free copy of 7-Zip here: 7-zip.org.

If your computer is running Windows XP, or newer, there is a compression utility already built in. For help "zipping" and "unzipping" files using the Windows compression tools, please review demonstration at content.learn.today.io/course_files/techinfo/techinfo_ols.html.

Student Senate
The Student Senate assists the College in providing a successful, positive, and rewarding learning experience 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 for a case-by-case basis if need is demonstrated.

Library Mission & Introduction

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 instructional partnerships;
• Engage in responsive collection development and resource sharing; and
• Collaborate with faculty to select resources for a variety of needs.

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 library materials owned by our campus library:
• Rasmussen College students and alumni in good financial standing with the college
• Rasmussen College faculty and staff in good standing with the college
• Community, consortia, and interlibrary loan patrons in good standing with the library

A patron in good standing with the library is defined as a person who has no overdue items and owes no fees toward damaged or lost items. A library user is responsible for any items checked out in his or her name. Rasmussen College retains the right to deny borrowing privileges to any person in violation of this or any other library policy.

Loan Periods

Circulating materials are loaned for 21 calendar days and may be renewed up to two times if there are no outstanding holds on the material. Special materials are loaned for 3 hours or 3 days, depending on the material type. Restricted materials may not be renewed.

Library materials must be returned to the library on or before the end of the loan period. Returned materials are accepted at any campus library and may be delivered in person or mailed to the college. Non-circulating materials are not loaned but may be used in the library.

Fees and Restriction of Borrower Privileges

Users will receive a reminder 2 days in advance of an item’s due date. Following the grace period (5 days for circulating items; 10 hours for special materials), items are considered overdue and borrower privileges will be restricted until items are returned or fees are paid for lost materials.

After 30 days past the end of the grace period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The replacement items will charge $55.00, plus $5.00 for replacing the item plus a $5.00 processing fee. In the event that a library material is returned damaged, the borrower will be assessed a fee to repair or replace the damaged item. In the event that an impossible item is damaged, the library will assess a $50.00 fee.

Rasmussen College cannot override fines included in your libraries, including any fines for Interlibrary Loan items lost or returned late.

Library fees are assessed through the Department of Student Financial Services. Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due to the College.

Non-Discrimination Policy

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

Rasmussen employment practices conform both with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, compensation, and benefits.

Anti-Harassment and Sexual Violence Policy

It is Rasmussen College’s policy to have the responsibility to provide our employees and students an environment that is free from harassment. Rasmussen College expressly prohibits harassment of employees or students on the basis of gender. Harassment undermines our College community and our mission to treat each other with dignity and respect. This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, national origin, age, physical or other disability, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance.

Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or President will be notified of all allegations. This will ensure a prompt, consistent, and appropriate investigation.

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

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

Informal and Formal Complaints

If a College community member believes they have been sexually harassed or have been the victim of sexual assault may properly turn for assistance to the Campus Director, Regional Vice President, Executive Vice President or President. Whether or not a person consults with a school official, he/she has the option of making an informal or formal complaint against sexual harassment.

No retaliatory actions may be taken against any person because he/she makes such a complaint or against any member of the College community who serves as a witness or advocate for any party in any such complaint.

No retaliatory actions may be taken against any member of the College community merely because he/she is or has been the object of such a complaint.

Informal Resolution

Early efforts to control a potentially harassing situation are very important.
1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.
2. Writing a letter to the person or talking to the person’s supervisor can also be effective.
3. Go to a sexual harassment/violence information center or discuss the matter with a friend.
4. Talk to others who might also be victims of harassment.
5. Any employee, faculty member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Regional Vice President, or College President.
Sexual harassment:

- While the confidentiality of the information related to a sexual harassment complaint will be protected to as great a degree as is legally possible, the College reserves the right to disclose information about the complaint to the extent necessary to resolve the complaint or take appropriate action. As such, the College may be required to disclose the identity of the complainant.

Resolutions and Informal Complaints

1. If the person who discloses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint is made, the College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences. While the confidentiality of the information received, the privacy of the parties involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to the greatest degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligation to act upon the complaint and the right of the charged party to obtain information.

2. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made, the College will make record of the circumstances and will provide advice and guidance on both informal and formal means of resolving the problem or avoiding future occurrences. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made, the College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences.

3. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made, the College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences.

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 law enforcement officials of a sexual assault incident;

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

4. Notice to a sexual assault victim of the outcome of a sexual assault complaint and the college’s decision in the disciplinary proceeding concerning a sexual assault complaint, consistent with law and policy;

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 victim or complaint, materials relevant to a campus disciplinary proceeding;

7. The assistance of campus and other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes;

8. Further information is available from either of the following sources:

   Minnesota Department of Human Rights
   190 East 5th Street, Suite 700
   St. Paul, MN 55101
   1-651-297-3700 or 651-296-5663
   TTY 651-296-1283
   Website: humanrights.state.mn.us/

   Office of Justice Programs
   651-201-7180 or 651-201-7040
   Website: cj.state.mn.us
Drugs and alcohol are highly addictive and injurious to the health, safety, and welfare of our students and employees. They can lead to drug-related crimes, death, self-inflicted injuries, loss of personal and professional livings, depression, and illness. Students 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, a feeling of being “burnt 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
- going into a “slump” at work or school
- increased borrowing of money
- a complete set of new friends

We encourage students to seek counseling for any of the above changes in any student of Rasmussen College immediately notify the Academic Dean or Campus Director.

Drugs and Alcohol 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 loses due to drug-related use or drug-related use among its students and employees.

Consistent with this commitment, Rasmussen College strictly prohibits:

1. The presence of students or employees on campus or off campus activities sponsored by the College, while under the influence of intoxicants, drugs or any other controlled substances.
2. The use, manufacture, furnishing, possession, transfer, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or off campus activities sponsored by the College.
3. The right to inspect and review the student’s education records within 45 days of the day the institution receives a request for access. The institution should notify the student in writing of the right to inspection.
4. The right to request the amendment of the student’s education records, if the student believes that the records are inaccurate or misleading. Students may also be suspended pending outcome of an investigation regarding compliance with this policy.

For purposes of this policy, “tobacco use” means the personal possession or consumption of tobacco products, whether lit or not, including the use and display of an electronic cigarette or other device intended to simulate smoking. Prohibited tobacco products include cigarettes, tobacco snuff, smokeless tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco; and the use of unit cigarettes, cigars, and smokeless tobacco. Smoking is defined as inhaling, exhaling, or carrying in hand any tobacco product, including cigarettes, cigars, pipe tobacco, and any other tobacco products. Personal possession of tobacco products inside a pocket, handbag or other storage container where the product is not visible is allowed.

Wisconsin Office of Crime Victim Services Wisconsin Victim Helpline: (800) 446-4564
Fax: (608) 256-6368
Website: doi.state.wi.us/ovcs/ office-crime-victim-services

A campus policy that applies to all faculty, staff, students and visitors.

Drug-Free Schools 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 to the U.S. Department of Education’s Higher Education Center for Alcohol and Other Drug Prevention website at www.ed.gov.

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 with 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 for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

In compliance with the law, the College will make available to students and parents upon request a complete and accurate list of imposed disciplinary sanctions for students.

For purposes of this policy, “tobacco use” means the personal possession or consumption of tobacco products, whether lit or not, including the use and display of an electronic cigarette or other device intended to simulate smoking. Prohibited tobacco products include cigarettes, tobacco snuff, smokeless tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco; and the use of unit cigarettes, cigars, and smokeless tobacco. Smoking is defined as inhaling, exhaling, or carrying in hand any tobacco product, including cigarettes, cigars, pipe tobacco, and any other tobacco products. Personal possession of tobacco products inside a pocket, handbag or other storage container where the product is not visible is allowed.

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

In compliance with the law, the College will make available to students and parents upon request a complete and accurate list of imposed disciplinary sanctions for students.
The following procedures should be followed:

1. **If the grievance is still not resolved**, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

2. **Students or other interested parties may also contact:**
   - Commission for Independent Education (Florida Department of Education) 325 West Gaines Street, Suite 1414 Tallahassee, FL 32399 850-245-0380
   - Illinois Board of Higher Education 431 East Adams Street, Second Floor Springfield, IL 62701 217-785-2752
   - Kansas Board of Regents 1000 SW Jackson Street, Suite 520 Topeka, KS 66612 785-296-3421
   - North Dakota University System State Board of Higher Education 10th Floor, State Capitol 600 East Boulevard Ave, Dept. 215 Bismarck, ND 58505-0260 701-328-2960
   - State of Wisconsin Educational Approval Board 201 West Washington Avenue, 3rd Floor Madison, WI 53703 608-266-2606
   - The Higher Learning Commission (cahlc.org), a commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604 800-621-7440 or 312-263-0456

**Appeal Procedure**

Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their appeal.

For appeals involving academic issues as final grades, students must appeal first to their instructor, in writing, to the instructor’s “office” at rasmussen.edu. If the issue remains unresolved after an appeal to the instructor, the student will have one week from the time they are contacted by students to consider any such appeals, students must provide appeal documentation and a written statement to the Dean. The Dean will have one week from the time they are contacted by students to consider any such appeals. If the issue remains unresolved after a thorough investigation of the matter by the Dean and the student wishes to further the appeal, the student must submit a written statement of appeal to the Vice President of Academic Affairs – Learning & Teaching thereof. The response will be given within 30 days.

If individuals wish to appeal a decision or request a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Vice-President of Student Affairs within 15 calendar days of the issue in question. Response will be given within 30 days.

**Arbitration**

Any controversy or claim arising out of, or relating to a current or former student’s enrollment in, or education at Rasmussen College ("Controversy or Claim"), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (the "Student") or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules and the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim that is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state law arbitration. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or incidental damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator shall also have no authority to award attorney’s fees or costs. The parties agree to arbitrate any controversy or Claim or of against or on more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney’s fees. Except as may be required by the arbitrator or otherwise provided to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

**Disclosure Policy**

Availability of financial information regarding the College may be requested from the Chief Financial Officer. Rasmussen College is currently authorized or licensed* to operate in: Alabama, Arkansas, Delaware, Florida, Illinois, Indiana, Iowa, Kansas, Minnesota, Missouri, North Dakota, Wisconsin, and Wyoming. Rasmussen College will continue to monitor developments in state laws in each state in which it enrolls students and, if authorization or licensure is or becomes necessary, will work to obtain such additional approvals.

*Many states do not require specific authorization or licensure for their residents to enroll in online programs.
CONSORTIUM AGREEMENT
Rasmussen College has signed consortium agreements among all Rasmussen College campuses.

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

A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

REFUNDS
The State of Minnesota and State of Wisconsin Cancellation, Termination, Refund Policy If a program is cancelled or terminated, for whatever reason, the following apply:
• Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the college must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
• The college will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the case when notice is not postmarked, or when the notice is hand delivered, the date shall be the notice date is delivered to the College.
• Notwithstanding anything to the contrary, if a student writes 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 returned to the supplier, the student will be assessed a fee of $150.00 per course for these books and supplies. All prepa id tuition is refundable.

b. Notwithstanding the paragraph above, the following refund policy of each school shall apply:
• If a student terminates his/her program or withdraws for whatever reason, the following apply:
  1. If a student terminates the course of study 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 50% of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. After the completion of 60% of the Period of Instruction, no refund will be made.
  2. Student refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw.
  3. The refund policy is not linked to College’s regulations or rules of conduct.
  4. Any promissory note instrument received as payment of tuition or other charges will not be negotiated prior to completion of 50% of the course.

The State of North Dakota Cancellation, Termination, Refund Policy Rasmussen College’s refund shall refund tuition and other charges when written notice of cancellation is given by the student, in accordance with the following schedule:
• When notice is received prior to, or within seven days after completion of the first day of instruction, all tuition and other charges must be refunded to the student.
• When notice is received prior to, or within thirty days after completion of the first day of instruction, or prior to the completion of one-fourth of the educational services, all tuition and other charges except 50% thereof must be refunded to the student.
• When notice is received upon or after 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-half 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 fifty percent of the educational services, no tuition or other charges may be refunded to the student.
• Student refunds are made within 45 days of the date of determination of withdrawal if the student does not provide the school with notice of withdrawal.
• The refund policy is not linked to the completion of the College’s regulations or rules of conduct.
• The provisions of this section do not prejudice the right of any student to recovery in an action against any postsecondary educational institution for breach of contract or fraud.

North Dakota Refund of Book and Supply Costs 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 and in such a condition that they can be returned to the supplier, the student will be assessed a fee of $150.00 per course for these books and supplies.

Refund Policy for Iowa Residents: a. In accordance with Iowa code 714.23, students who withdraw prior to the state of knowledge of receipt of a pro rata refund of tuition charges if they withdraw from an educational program at Rasmussen College, calculated as follows: Not less than ninety percent of the amount of tuition charged to the student, multiplied by the ratio of the number of calendar days remaining in SIXTY PERCENT OF THE school period until the date equivalent to the completion of sixty percent of the calendar days in the school period to the total number of calendar days in the school period. b. A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations.

A post-withdrawal disbursement occurs when the student withdraws or is expelled from the school and the student is entitled to have returned to the student all unearned Title IV funds that were disbursed to the student as of the withdrawal date.

Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student.

The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdraws on or before completing 60% of the quarter.

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

The federal return of Title IV funds formula calls for a second calculation, similar to the one outlined above, where the school determines the percentage and amount of Title IV aid which was unearned. The school compares the unearned tuition with the unearned Title IV aid, and returns the lesser of these two amounts.

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

A post-withdrawal disbursement occurs when the student withdraws or is expelled from the school and the student is entitled to have returned to the student all unearned Title IV funds that were disbursed to the student as of the withdrawal date.

Postwithdrawal disbursements are made first from available grant funds before available loan funds and must be done within 45 days of the school’s determination that the student withdrew.
Medical Leave of Absence and Medical Withdrawal Policy

Medical Leave: Each leave will be for one quarter and can be extended through the following quarter. No leave may extend for more than two consecutive quarters, although there is no limit to the total number of quarters that a student may accumulate. Medical leave is intended for students who need to take time away from Rasmussen College for health reasons.

Medical Withdrawals may be one of the following:

1. Medical Leave: intended for students who do not plan to return to Rasmussen College.
2. Involuntary Medical Withdrawal: Initiated by student's professional therapist and/or physician if he/she is unable to complete the academic work due to medical problems. Medical withdrawal is not a decision that the student withdrew.

Involuntary Medical Withdrawal Appeal Process

A student who is placed on an involuntary medical leave may appeal the decision to the college president within three (3) business days (excluding weekends and federal and state holidays) of the decision. An 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.

If 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 condition and that the professional therapist/physician believes the student is able to return to Rasmussen College.

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 class 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 “WX” for the quarter. Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student’s “Excused Funds Form” (completed upon enrollment). Students in good standing who withdraw under this policy may be readmitted to any quarter at the request of the college (prior to the day the withdrawal is entered). A 14-day response time is given to the student for their decision.

If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this mandate by refunding monies in the following sequence: Unsubsidized Stafford Loans, Subsidized Stafford Loans, and PLUS Loans, Pell Grant, FSEOG, and then other Title IV programs. Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education to determine the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

Extended Quarter Break Stop Out Policy

Rasmussen College encourages students to remain continuously enrolled in their program through graduation. Rasmussen College recognizes that on occasion a student may experience an extraordinary personal situation for which the student may need an extended break between quarters. A student with an extenuating circumstance may apply for the Extended Quarter Break Stop Out Policy. Rasmussen College will not record the quarter the student is enrolled in the student’s transcript and tuition will not be charged. While on stop out, the conditions of his or her leave will apply to any academic work done by the student while on leave. After the mid-quarter start (week 6) of the subsequent term, the student must successfully complete the quarter or the student will be withdrawn from Rasmussen College.

NOTE: Official transcripts will not be released without the student’s written request.

In the event a student discontinues training for any reason, any supplies or textbooks issued to the student will be applied to reduce the student’s tuition liability. The course resource fee, shall remain accessible to the veteran as long as the license provided by the publisher/content owner allows. Licenses for electronic resources, which are utilized in most courses at Rasmussen College, are typically active for a length of 180 days to two years, dependent on the publisher. The remaining amount of the prepaid tuition will be refunded on a prorated basis calculated to the date of discontinuation of training.

CAMPUS SECURITY CRIME STATISTICS

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

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

Ratios are then determined for each of the State Financial Aid Programs as part of the total Non-Title IV financial aid disbursed to the student (for the period during which the student withdrew). These ratios are then multiplied against the remaining refund to determine the proportional minimum refund due to both the State Grant and SELF Programs. If the student received funds from other State Aid Programs, those refund amounts would be calculated in the same manner.

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

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

For North Dakota Campuses

If the disbursement is made of the North Dakota State Grant while the student is enrolled full-time, no refund is due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota State Grant program is due.

For Illinois, Kansas and Wisconsin Campuses

Please note that Illinois, Kansas and Wisconsin do not have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in Illinois, Kansas or Wisconsin.

Veterans Refund

In the event a veteran discontinues training for any reason, any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. Electronic resources, access to which the veteran authorized, the course resource fee, shall remain accessible to the veteran as long as the license provided by the publisher/content owner allows. Licenses for electronic resources, which are utilized in most courses at Rasmussen College, are typically active for a length of 180 days to two years, dependent on the publisher.
Pricing will be effective for new students as of July 2014

<table>
<thead>
<tr>
<th>All Programs:</th>
<th>Part Time</th>
<th>Full Time</th>
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</thead>
<tbody>
<tr>
<td>School of Business</td>
<td>$310 per credit</td>
<td>$299 per credit</td>
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<tr>
<td>School of Education</td>
<td>$310 per credit</td>
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<tr>
<td>School of Justice Studies</td>
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<tr>
<td>School of Design</td>
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<tr>
<td>School of Health Sciences</td>
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<tr>
<td>School of Technology</td>
<td>$310 per credit</td>
<td>$299 per credit</td>
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</tbody>
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<tr>
<th>School of Nursing:</th>
<th>Part Time</th>
<th>Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Nursing Diploma</td>
<td>$375 per credit</td>
<td>$375 per credit</td>
</tr>
<tr>
<td>Professional Nursing</td>
<td>$395 per credit</td>
<td>$395 per credit</td>
</tr>
<tr>
<td>RN to BSN</td>
<td>$310 per credit</td>
<td>$299 per credit</td>
</tr>
</tbody>
</table>

- Full time students are defined as taking 12 or more credits per quarter. Students taking less than 12 credits are part time students. For tuition purposes only, students taking 8 or more credits during the Mid Quarter term are considered full time.
- There is a required course resources fee of $150 per course. Courses with course numbers ending with “L” or “LL” will not be charged a course resources fee.
- FAST TRACK: Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course resources fee of $150 for every course over four courses.
- Tuition rate is locked in for continuously enrolled students. A change in the number of credits taken during enrollment in any quarter may lead to different prices if a student moves from part-time to full-time or vice versa.
- Individual Progress students will be charged at the School of Business rate, plus a $150 course resources fee for each class.
- Audit Students who elect to take courses without earning college credit are charged $275 per credit hour plus a $150 course resources fee for each course. Students who wish to convert the Audit grade to a letter grade will be charged an additional fee of $75 per credit hour.
- No additional discount or reduction can be applied to full-time tuition rates with the exception of the School of Nursing, whose students remain eligible for corporate partner discounts, military member/family discounts and articulation discounts.

Course Resources Fee

Rasmussen College has one simple course resources fee, charged for all courses. This fee makes the cost of course resources predictable each quarter. Only one course resources fee will be applied for courses with a common course number split between lecture, lab and clinical components. The course resources fee includes, but is not limited to (where applicable for specific programs):
- Rental of eBooks for use during the course for the time period prescribed by the course materials vendor(s)
- Physical and electronic library resources (reference services, books, eBooks, databases, guides, interlibrary loan, etc.)
- Peer, faculty and expert tutoring with 24/7 math support and question response as well as lab paper review
- Technology tools and online course systems
- The Student Portal
- The Personal Support Center Help Desk
- Tactical facilities and services required for the criminal justice program
- Licensed materials and videos
- Reimbursement for student exam certifications and certain exam review programs
- Some (not all) background checks and immunizations
- Uniforms and other supplies for the medical and criminal justice programs used while in class
- Access to online career resources such as Optimal Resume and Job Connect

For information on our graduation rates, median graduate debt levels, and other student investment disclosure information, visit rasmussen.edu/SID.
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