MISSION

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

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

PURPOSES

To accomplish our mission, Rasmussen College established these purposes:

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

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

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

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

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

6 Assessment and Planning: Rasmussen College students, both on campus and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists Rasmussen College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the institution.
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## 2012-2013 ACADEMIC CALENDAR

- **2012 Early Summer Quarter**  
  May 7 – June 17

- **2012 Summer Quarter**  
  July 2 – September 16

- **2012 Early Fall Quarter**  
  August 6 – September 16

- **2012 Fall Quarter**  
  October 1 – December 16

- **2012 Early Winter Quarter**  
  November 5 – December 16

- **2013 Winter Quarter**  
  January 7 – March 24

- **2013 Early Spring Quarter**  
  February 11 – March 24

- **2013 Spring Quarter**  
  April 8 – June 23

- **2013 Early Summer Quarter**  
  May 13 – June 23

## 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
LETTER FROM THE PRESIDENT
WELCOME TO RASMUSSEN COLLEGE

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

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

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

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

Sincerely,

[Signature]
President
LEARN WITH SUPPORT

GRADUATE WITH CONFIDENCE

SUPPORT+, our unique, comprehensive network of student services, provides an individualized level of support to help you earn your degree and succeed in your chosen career. Our team of SUPPORT+ professionals, from your program manager who helps you complete your enrollment application, to your student advisor who helps you develop your My Degree Plan and marks milestones on your Credential Ladder, to career services advisors who help you in your career search, SUPPORT+ is there to help you succeed—all at no extra cost to you.

With SUPPORT+, you will graduate with confidence, knowing you have mastered practical, relevant, and advanced skills that can help you launch a career or advance in your field.

Our dedicated team of faculty and staff provides exceptional individualized support to help you reach your academic and career goals.

REGISTRAR
- Evaluates transcripts for transfer credit
- Explains prior learning and test-out policies
- Records credentials on your transcript as you achieve them
- Monitors graduation requirements

FINANCIAL SERVICES ADVISOR
- Helps you navigate the financial aid application process
- Answers questions about your award letter and the GI Bill

STUDENT ADVISOR
- Helps you develop My Degree Plan, a roadmap to graduation
- Balances your course load and ensures course availability

FACULTY
- Provides instruction to help you learn course material
- Helps you master concepts and develop career skills

TUTOR
- Provides writing review services
- Tutors in science, English, and other subjects (math tutoring available 24/7)

STUDENT ACCOUNT MANAGER
- Processes tuition payments
- Answers questions about the online bookstore
- Assists with use of personal checks

PERSONAL SUPPORT CENTER
- Available 24/7
- Helps with Internet connectivity, software installation, password reset, online course access, and other technical issues

ONLINE LEARNING CENTER
- Schedules faculty tutoring
- Provides study aids, writing assistance, time-management, and test-taking strategies

LIBRARIAN
- Helps with academic research and navigating online resources
- Answers APA formatting and citation questions
- Explains how to use NoodleBib tools

CAREER SERVICES ADVISOR
- Provides resume, cover letter, and interview skill assistance
- Helps you develop your professional portfolio
- Guides your career choices and networking opportunities
CAREER OPPORTUNITIES:
- Accounting Clerk
- Bookkeeper

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

FOUNDATION COURSES
B080  Reading and Writing Strategies  4
B099  Foundations of Math  4

CERTIFICATE COURSES

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

TOTAL CERTIFICATE CREDITS  39*

In addition to the courses listed, applicants to this program must successfully complete and pass a criminal background check.

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

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
Financial Investigation  2
Accounting Capstone  2
Principles of Marketing  4
Business Law  4
Business Ethics  4
Financial Markets and Institutions  4

Total Diploma Credits  279
General Education Credits  108
Major and Core Credits  61

TOTAL DIPLOMA CREDITS  393*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS. In addition to the courses listed, applicants to this program must successfully complete and pass a criminal background check.

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

OBJECTIVE:
Graduates of this degree program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

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 courses)  8
Economics  8
Microeconomics  8

Total Associate's Degree Credits  279
General Education Credits  108
Major and Core Credits  61

TOTAL ASSOCIATE DEGREE CREDITS  393*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS. In addition to the courses listed, applicants to this program must successfully complete and pass a criminal background check.

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

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

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

IN ADDITION TO ALL ASSOCIATE'S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
A330 Managerial Accounting Theory and Practice 4
A340 Advanced Auditing Concepts and Standards 4
A360 Taxation of Individuals 4
A370 Intermediate Financial Reporting I 4
A375 Intermediate Financial Reporting II 4
A380 Intermediate Financial Reporting III 4
A406 Cost Accounting Principles and Applications 4
A416 Advanced Financial Accounting 4
A420 Accounting Information Systems 4
A430 International Accounting 4
A440 Accounting Capstone II 4
B330 Advanced Principles of Financial Management 4
B343 Business Law II 4
B351 Management of Information Systems 4
B444 Statistics for Managers 4
B460 Strategic Management 4

Total Bachelor's Degree Credits

Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 64

TOTAL BS DEGREE CREDITS 181*

PUBLIC ACCOUNTING BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ACCOUNTING BS DEGREE COURSES

CPA COURSES

UPPER DIVISION
A315 Government and Not-for-profit Accounting 4
A322 Risk Management for Accountants 4
A400 CPA Exam Preparation 2
A402 Advanced Auditing II 4
A410 Advanced Federal Tax Theory 4
A415 Financial Statement Analysis 4
A432 Accounting Fraud Investigation 4
A440 Accounting Research Methods and Techniques 4
B333 Principles of Management II 4
B380 Operations Management 4
B370 Organizational Behavior Analysis 4
B420 Organizational Development 4
B492 Contemporary Leadership Challenges 4

Total Public Accounting Degree Credits

Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 114

TOTAL PUBLIC ACCOUNTING BS DEGREE CREDITS 231*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
BUSINESS MANAGEMENT
CERTIFICATE • DIPLOMA • AAS DEGREE • BS 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
B099 Foundations of Math 4

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

TOTAL CERTIFICATE CREDITS 37*

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

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

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
D124 English Composition 4
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 course) 4

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

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

TOTAL DIPLOMA CREDITS 59*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

SCHOOL OF BUSINESS MISSION STATEMENT

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

rasmussen.edu
**BUSINESS MANAGEMENT ASSOCIATE’S DEGREE**

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

**OBJECTIVE:**
Graduates of this degree program know major concepts in accounting, business, business ethics, business law, and finance. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value 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 courses)  8
- G203 Macroeconomics  4
- G204 Microeconomics  4

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- Business Administration Specialization
  - A177 Payroll Accounting  4
  - B119 Customer Service  4
  - D278 Computer Focused Principles  3
- Call Center Management Specialization
  - B275 Call Center Customer Service Representative Skills  4
  - B276 Call Center Labor Force Management  4
  - B278 Call Center Operations Management  4
- Child Development Specialization
  - See page 46 for general education course selections.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a background check.
- EC100 Foundations of Child Development  4
- EC110 Early Childhood Education Curriculum and Instruction  4
- EC121 Health, Safety, and Nutrition/CDA Application  4
- Entrepreneurship Specialization
  - B146 Introduction to Entrepreneurship  4
  - B240 Entrepreneurial Product and Service Planning  4
  - B244 Entrepreneurial Finance: Capitalization for the Entrepreneur  4
- Human Resources Specialization
  - B250 Training and Development  4
  - B267 Employment Law  4
  - B268 Compensation and Benefits Management  4
- Internet Marketing Specialization
  - B228 Search Engine Marketing  4
  - B245 Online Multimedia Marketing  4
  - B273 Internet Business Models and E-Commerce  4
- Marketing and Sales Specialization
  - B140 Sales Techniques  4
  - B273 Internet Business Models and E-Commerce  4
  - B261 Public Relations and Advertising  4

**Total Associate’s Degree Credits**
- General Education Credits  32
- Major and Core Credits  58-59
- **TOTAL AAS DEGREE CREDITS**  90-91*

**See page 46 for general education course selections.**
In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

BUSINESS MANAGEMENT BACHELOR’S DEGREE

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

OBJECTIVE:
Graduates of this program know concepts in management, human resources, marketing, and business ethics. They understand finance and accounting, and advanced management theories and techniques in a variety of fields. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. Graduates value 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
B323 Advanced Principles of Marketing 4
B351 Management of Information Systems 4
B352 International Business 4
B370 Organizational Behavior Analysis 4
B371 Research and Report Writing 4
B420 Organizational Development 4
B421 Statistics for Business 4
B440 Managing a Diverse Workforce 4
B460 Strategic Management 4
B491 Legal and Ethical Environment of Business 4
B492 Contemporary Leadership Challenges 4
B498 Management Capstone 3

Business Management Specialization
B333 Principles of Management II 4
B360 Operations Management 4
B404 Negotiation and Conflict Management 4
B415 Risk Management 4

Human Resources Specialization
B375 Advanced Human Resource Management 4
B390 Human Resource Information Systems 4
B433 Human Resource Recruitment and Selection 4
B453 Compensation Administration 4

Information Technology Specialization
B210 Network Fundamentals for Business Professionals 3
B220 Project Planning and Documentation 4
N330 MIS Techniques 3
N340 Information Technology Project Management 4
N410 Database Management and Administration 3

Internet Marketing Specialization
B364 Internet Marketing, Public Relations and Social Media 4
B423 Internet Law 4
B434 Web Analytics 4
B442 Advanced Search Engine Marketing Strategies 4

Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 47
Lower Division Specialization Credits or Unrestricted Electives 11-12
Upper Division Major and Core Credits 51
Upper Division Specialization Credits 16-17

TOTAL BS DEGREE CREDITS 181-183*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. Students have the opportunity to participate in an optional internship/externship project.
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
B099 Foundations of Math 4

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 2 courses) 8
Social Sciences (Required courses) 8
G203 Macroeconomics
G204 Microeconomics

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

MAJOR AND CORE COURSES
LOWER DIVISION
A140 Financial Accounting I 4
A141 Financial Accounting II 4
B138 Introduction to Business 4
B150 Introduction to Human Resource Management 4
B230 Principles of Finance 4
B233 Principles of Management 4
B237 Employment Law 4
B271 Professional Communication 4
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
G148 General Psychology 4
H200 US Healthcare Systems 4
H210 Marketing and Communications in Healthcare 4
M120 Medical Terminology 4
M200 Medical Office Procedures 4
M230 Medical Law and Ethics 4

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

Total Bachelor’s Degree Credits 180

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

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

Students have the opportunity to participate in an optional internship/externship project.
HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP
• CERTIFICATE • DIPLOMA • AAS DEGREE

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

CERTIFICATE COURSES

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

TOTAL CERTIFICATE CREDITS 37*

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

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
B165 Introduction to Human Resource Management 4
B235 Introduction to Organizational Leadership 4
B250 Training and Development 4
B267 Employment Law 4
Total Diploma Credits General Education Credits 8
Major and Core Credits 53

TOTAL DIPLOMA CREDITS 61*

SEE PAGE 48 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

SCHOOL OF BUSINESS
MISSION STATEMENT

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rasmussen.edu
HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Required courses) 8
G203 Macroeconomics
G204 Microeconomics

MAJOR AND CORE COURSES
LOWER DIVISION
B230 Principles of Finance 4
B260 Business Capstone 2
Total Associate’s Degree Credits 32
Major and Core Credits 59
TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

**FOUNDATION COURSES**
- B080 Reading and Writing Strategies 4
- B099 Foundations of Math 4

**CERTIFICATE COURSES**

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

**TOTAL CERTIFICATE CREDITS 37***

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

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

## MARKETING DIPLOMA

**CAREER OPPORTUNITIES:**
- Management Trainee

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- English Composition (Required course) 4
- D124 English Composition 4
- Math/Natural Sciences (Select 1 course) 4

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- B245 Online Multimedia Marketing 4
- B273 Internet Business Models and E-Commerce 4
- B281 Public Relations and Advertising 4

**Total Diploma Credits**
- General Education Credits 8
- Major and Core Credits 49
- **TOTAL DIPLOMA CREDITS 57***

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

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**SCHOOL OF BUSINESS MISSION STATEMENT**

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

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**EARN AS YOU LEARN**

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
MARKETING ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math./Natural Sciences (Select 1 course) 4
Social Sciences (Required course) 8
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 32
Major and Core Credits 59

TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 48 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

Students have the opportunity to participate in an optional internship/externship project.
EARLY CHILDHOOD EDUCATION • CERTIFICATE • DIPLOMA • AAS DEGREE

CHILD AND FAMILY STUDIES • CHILD DEVELOPMENT • ENGLISH LANGUAGE LEARNER • CHILD WITH SPECIAL NEEDS

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
B099 Foundations of Math 4

CERTIFICATE COURSES

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

Choose either Track I ** or Track II

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

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

TOTAL CERTIFICATE CREDITS 38*

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

** Track I includes externship courses, which are not available to students in all states. Please see the Early Childhood Education program page on the Rasmussen College web site (www.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.

In addition to earning a certificate, students have the option to continue their studies through the Early Childhood Education Associate’s Degree or the Early Childhood Education Diploma.

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.

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

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

rasmussen.edu
DIPLOMA

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

Child and Family Studies Specialization
EC229 Parent Education and Support 4
EC230 Guiding Children’s Behavior 4
EC232 Child and Family Advocacy 4
G142 Introduction to Sociology 4

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

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

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

Total Diploma Credits
General Education Credits 12
Major and Core Credits 57

TOTAL DIPLOMA CREDITS 69*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

AAS DEGREE

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

OBJECTIVE:
Graduates of this program know child development and apply best practices to their work in the early childhood field. They understand developmentally appropriate practices, positive guidance, partnering with parents and observation and assessment of young children. They can plan and implement activities, materials and interactions that promote children’s healthy development while supporting a safe environment. Graduates value 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
EC290 Early Childhood Education Capstone 2

Child Development Specialization
EC290 Early Childhood Education Capstone 2

English Language Learner Specialization
EC290 Early Childhood Education Capstone 2

Child with Special Needs Specialization
EC290 Early Childhood Education Capstone 2

Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 59

TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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.
## 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
- B099 Foundations of Math 4

### General Education Courses

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

#### Major and Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M140</td>
<td>Basic ICD-9-CM Coding</td>
<td>4</td>
</tr>
<tr>
<td>M140A</td>
<td>Intermediate ICD-9-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>M141</td>
<td>Ambulatory Care Coding</td>
<td>3</td>
</tr>
<tr>
<td>M209</td>
<td>Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>M232</td>
<td>Pathophysiology</td>
<td>5</td>
</tr>
<tr>
<td>M243</td>
<td>Health Information Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>M251</td>
<td>Medical Coding Practicum</td>
<td>1</td>
</tr>
<tr>
<td>M4135</td>
<td>Pharmacology for the Allied Health Professional</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Certificate Credits: 40

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

*Credit totals do not include Foundation Courses. Students must complete the Freshman Seminar as part of Certificate course requirements.*

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 MN Department of Human Services background check.

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## Medical Billing and Coding Diploma

### Career Opportunities:
- Medical Coder
- Medical Coder/Biller

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

### In addition to all Certificate Courses

#### General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1104</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>COMM 1201</td>
<td>Communication (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>G150</td>
<td>Math/Natural Sciences (Select 1 course other than G150)</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Major and Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>M208</td>
<td>Introduction to Health Information Management</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Diploma Credits: 56

see page 46 for general education course selections.

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 MN Department of Human Services background check.

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### Schedule of Classes

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter</td>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>Fall</td>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>Winter</td>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>Fall</td>
<td>M140</td>
<td>Basic ICD-9-CM Coding</td>
<td>4</td>
</tr>
<tr>
<td>Winter</td>
<td>M140A</td>
<td>Intermediate ICD-9-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>Fall</td>
<td>M141</td>
<td>Ambulatory Care Coding</td>
<td>3</td>
</tr>
<tr>
<td>Winter</td>
<td>M209</td>
<td>Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>Fall</td>
<td>M232</td>
<td>Pathophysiology</td>
<td>5</td>
</tr>
<tr>
<td>Winter</td>
<td>M243</td>
<td>Health Information Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>Fall</td>
<td>M251</td>
<td>Medical Coding Practicum</td>
<td>1</td>
</tr>
<tr>
<td>Winter</td>
<td>M4135</td>
<td>Pharmacology for the Allied Health Professional</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Diploma Credits: 56

*Credit totals do not include Foundation Courses. Students must complete the Freshman Seminar as part of Certificate course requirements.*

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 MN Department of Human Services background check.
HEALTH INFORMATION TECHNICIAN
AAS DEGREE

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

OBJECTIVE:
Graduates of this degree program understand the healthcare system and how to communicate with the healthcare team. They know basic human anatomy, medical terminology, and pathology, as well as techniques for health information management and quality improvement. Graduates can perform medical coding and billing, analyze data, 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 Healthcare Systems 4
M211 Quality Analysis and Management 4
M218 Management of Health Information Services 4
M223 Healthcare Information Technologies 4
M252 Health Information Practicum 2

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

TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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 – and 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 and must also submit to a Minnesota Department of Human Services background check. Applicants must also attend a programmatic orientation.

HEALTH INFORMATION MANAGEMENT BS 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. Graduates will be able to communicate with all levels (clinical, financial, and administrative) of an organization that utilizes patient data in daily operations and decision making. Graduates will be skilled and competent in developing information policy, designing and managing information systems, as well as functioning in a technologically advanced and changing work environment. Graduates can apply, analyze, synthesize, and evaluate didactical theories and real world experiences relevant to health information management; demonstrate self-directed learning skills using a variety of resources and technology; articulate personal attitudes and attributes critical to professional leadership; and administer health information computer systems. Graduates value critical analytical thinking, problem solving, financial literacy, knowledge creation skills, lifelong learning, communication, diverse perspectives, technology and information literacy, ethical and professional practice, and confidentiality of patient information.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

Total Bachelor’s Degree Credits 91
Lower Division General Education Credits 24
Upper Division General Education Credits 24
Lower Division Major and Core Credits 58
Upper Division Major and Core Credits 66

TOTAL BS DEGREE CREDITS 180*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. This program is not available online to residents of some states. Please speak with your Program Manager to determine your eligibility for enrollment.

This program requires specific immunizations prior to professional practice experience.

Enrollment Requirements for Health Information Management Bachelor’s Program: 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 5 years or have an AAS degree and possess a current RHIT credential. If the degree was obtained over 5 years ago, the student needs to have work experience in the health information industry within the last 5 years and approval by the Program Coordinator.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and must also submit to a Minnesota Department of Human Services background check. Applicants must also attend a programmatic orientation.
**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
- B099 Foundations of 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
- M120 Medical Terminology 4
- M130 Medical Writing, Style, and Grammar 3
- M140 Basic ICD-9-CM Coding 4
- M140A Intermediate ICD-9-CM Coding 3
- M141 Ambulatory Care Coding 3
- M200 Medical Office Procedures 4
- M201 Medical Transcription I 4
- M202 Introduction to Medical Transcription 4
- M209 Medical Insurance and Billing 3
- M230 Medical Law and Ethics 4
- M232 Pathophysiology 5
- M290 Medical Administration Capstone 1
- S115 Keyboarding I 3

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

**TOTAL DIPLOMA CREDITS** 58*

**SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

**AAS 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
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 1 course other than G150) 4
- Social Sciences (Select 2 courses) 8

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- M231 Medical Coding Practicum 1
- MA135 Pharmacology for the Allied Health Professional 4
- S120 Word for Windows 3

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

**TOTAL AAS DEGREE CREDITS** 90*

**SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
This program requires specific immunizations prior to professional practice experience.

Before they will be eligible for graduation.

Completed Medical Assisting students must successfully complete all Medical Assisting competencies to week 5 of the Clinical Skills I course. Prior to the student beginning their externship, the full three.

Bureau of Health Education Schools (ABHES).

Romeoville campuses in Illinois, the Fort Myers, Ocala and New Port Richey/West Pasco campuses in Florida, and the Appleton and Wausau campuses in Wisconsin are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

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

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

888-5-RASMUSSEN
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

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th>REQUIRED COURSE</th>
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<tbody>
<tr>
<td>English Composition</td>
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<td>Communication (Select 1 course)</td>
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<td>Humanities (Select 2 courses)</td>
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<td>Math/Natural Sciences (Required courses)</td>
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<tr>
<td>Introduction to Human Biology</td>
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<tr>
<td>College Algebra</td>
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</table>

MAJOR AND CORE COURSES

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
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</thead>
<tbody>
<tr>
<td>Computer Applications and Business Systems Concepts</td>
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<tr>
<td>Career Development</td>
</tr>
<tr>
<td>Medical Terminology</td>
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<tr>
<td>Human Anatomy and Physiology I</td>
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<tr>
<td>Human Anatomy and Physiology II</td>
</tr>
<tr>
<td>Introduction to Clinical Laboratory Science</td>
</tr>
<tr>
<td>Clinical Chemistry I</td>
</tr>
<tr>
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<td>Clinical Microbiology II</td>
</tr>
<tr>
<td>Clinical Practicum I</td>
</tr>
<tr>
<td>Clinical Practicum II</td>
</tr>
<tr>
<td>Phlebotomy</td>
</tr>
</tbody>
</table>

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

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

This program requires specific immunizations prior to professional practice experience.

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

The Medical Laboratory Technician program at the Green Bay, Lake Elmo/Woodbury, Mankato, Moorhead and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N 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, applicants to this program must successfully complete and pass a criminal background check and must also submit to a Minnesota Department of Human Services background check.
# PHARMACY TECHNICIAN

## 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
- B099 Foundations of Math

**GENERAL EDUCATION COURSES**
- Lower Division Math/Natural Sciences
  - (Required, select one additional course)
- G150 Structure and Function of the Human Body

**MAJOR AND CORE COURSES**
- Lower Division
  - D132 Computer Applications and Business Systems Concepts
  - E242 Career Development
  - M120 Medical Terminology
  - M230 Medical Law and Ethics
  - M232 Pathophysiology
  - MA135 Pharmacology for the Allied Health Professional
  - PT105 Introduction to Pharmacy
  - PT120 Pharmacy Math and Dosages
  - PT125 Pharmacy Software/Automation/Insurance Billing
  - PT240 Unit Dose and Medication Preparation

**Total Certificate Credits**
- General Education Credits
  - 4
  - Major and Core Credits
  - 8

**TOTAL CERTIFICATE CREDITS**: 44*

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# DIPLOMA

## 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 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 CREDITS**

**GENERAL EDUCATION COURSES**
- Lower Division
  - English Composition (Required course)
  - Communication (Select 1 course)

**MAJOR AND CORE COURSES**
- Lower Division
  - B119 Customer Service
  - B271 Professional Communication
  - H200 US Healthcare Systems
  - PT263 Pharmacy Technician Capstone
  - S115 Keyboarding I

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

**TOTAL DIPLOMA CREDITS**: 70*

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# AAS DEGREE

## CAREER OPPORTUNITIES IN:
- Retail Pharmacy
- Clinical Pharmacy
- Hospitals and Healthcare Facilities

**OBJECTIVE:**
Graduates of this program know medical terminology, medical law and ethics, and pharmacy math. They understand the theory of pharmacy practice. Graduates can receive, interpret, input, and fill prescriptions, and can use software programs to complete these tasks. They can perform pharmacy tasks in retail and hospital pharmacy settings. Graduates value 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 CREDITS**

**GENERAL EDUCATION COURSES**
- Lower Division
  - Humanities (Select 2 courses)
  - Math/Natural Sciences

**Total Associate's Degree Credits**
- General Education Credits
  - 36
  - Major and Core Credits
  - 54

**TOTAL AAS DEGREE CREDITS**: 90*

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*Credit totals do not include Foundation Courses. Students must either complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

**IN ADDITION TO MEETING ALL OTHER ADMISSIONS REQUIREMENTS:**
- Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
- In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and must also submit to a Minnesota Department of Human Services background check.

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

888-5-RASMUSSEN
CAREER OPPORTUNITIES:
• Surgical Technologist
• Surgical Assistant

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (*Required, select one additional course) 8
G215 Introduction to Human Biology* 8
Social Sciences (*Required, Select 1 additional course) 8
G140 General Psychology* 8

MAJOR AND CORE COURSES
LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
M120 Medical Terminology 4
M232 Pathophysiology 5
MA241 Human Anatomy and Physiology I 5
MA242 Human Anatomy and Physiology II 5
ST106 Fundamentals of Surgical Technology 4
ST112 Surgical Procedures I 4
ST120 Surgical Pharmacology 2
ST125 Surgical Microbiology 2
ST203 Surgical Procedures II 4
ST207 Surgical Procedures III 4
ST215 Surgical Tech Practicum I 8
ST220 Surgical Tech Practicum II 8
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 60
TOTAL AAS DEGREE CREDITS 92

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

This program requires specific immunizations prior to professional practice experience.

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

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

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and must also submit to a Minnesota Department of Human Services background check.
CRIMINAL JUSTICE AAS DEGREE
CORRECTIONS • HOMELAND SECURITY • PSYCHOLOGY

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

OBJECTIVE:
Graduates of this program know the history and development of the criminal justice system and its effect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system. They can apply critical thinking to issues in criminal justice such as law enforcement, corrections, security, juvenile justice, and domestic violence. Graduates value 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
B098  Foundations of Math  4

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)  4
G124  English Composition  4
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 2 courses)  8
Social Sciences (Required courses)  8
G142  Introduction to Sociology  8
G148  General Psychology  8

MAJOR AND CORE COURSES
LOWER DIVISION
D132  Computer Applications and Business Systems Concepts  3
E170  Introduction to Undergraduate Research  2
E242  Career Development  2
J100  Introduction to Criminal Justice  4
J106  Criminology: Motives for Criminal Deviance  4
J115  Introduction to Corrections  4
J120  Policing in America  4
J131  Criminal Law and Procedures: Crime and the Courtroom  4
J200  Domestic Violence  4
J213  Juvenile Justice: Delinquency, Dependency, and Diversion  4
J250  Drugs and Crime  4
J255  Ethics in Criminal Justice  4
J280  Contemporary Issues in Criminal Justice Capstone  4

Corrections Specialization
J121  Case Management: Strategies for Rehabilitation  4
J111  Counseling Clients  4
J212  Legal Principles in Corrections  4

Homeland Security Specialization
J130  Introduction to Homeland Security  4
J230  Terrorism  4
J245  Security Challenges  4

Psychology Specialization
HS260  Community Psychology  4
HS270  Social Psychology  4
HS280  Abnormal Psychology  4

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

** Additional training may be required.

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.

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
CRIMINAL JUSTICE BS DEGREE
CLIENT SERVICES/CORRECTIONS • CRIMINAL OFFENDERS • HOMELAND SECURITY
INVESTIGATION/LAW ENFORCEMENT

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

OBJECTIVE:
Graduates of this program know the theory and practice of criminal justice law, procedures, research methods, and leadership. They understand concepts of criminal behavior, crime prevention, and diversity in the justice system. Graduates can apply, analyze, synthesize, and evaluate facts and theories pertaining to criminal justice: locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; recognize and address complex ethical situations; and operate effectively within a continually changing environment.
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
B099 Foundations of Math 4

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 2 courses) 8
Social Sciences (Required courses) 8
G142 Introduction to Sociology 4
G148 General Psychology 4

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

MAJOR AND CORE COURSES

LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 4
E170 Introduction to Undergraduate Research 2
E242 Career Development 2
J100 Introduction to Criminal Justice 4
J106 Criminology: Motives for Criminal Deviance 4
J115 Introduction to Corrections 4
J120 Policing in America 4
J131 Criminal Law and Procedures: Crime and the Courtroom 4
J200 Domestic Violence 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J250 Drugs and Crime 4
J255 Ethics in Criminal Justice 4
J280 Contemporary Issues in Criminal Justice 4

UPPER DIVISION
J326 Criminal Behavior: Profiling Violent Offenders 4
J331 Constitutional Law 4
J350 Cultural Diversity and Justice 4
J352 Victims in Criminal Justice 4
J355 Realities of Crime and Justice 4
J360 Statistics in Criminal Justice 4
J395 Research Methods in Criminal Justice 4
J410 Criminal Justice Leadership and Management 4
J415 Crime Prevention 4
J490 Critical Issues in Criminal Justice 4

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

UNRESTRICTED ELECTIVE CREDITS *** 12

TOTAL BS DEGREE CREDITS 180*

Client Services/Corrections Specialization
J340 Women and Criminal Justice 4
J435 Diverse Populations and Rehabilitation 4
J425 Community Corrections 4
J435 Special Populations in Criminal Justice 4

Criminal Offenders Specialization
J330 Organized Criminal Syndicates 4
J430 Forensic Psychology 4
J445 Special Offenders: Sex Offenders 4
J445 Special Offenders: Sex Offenders 4

Homeland Security Specialization ***
J332 Homeland Security Policy 4
J335 Risk Analysis 4
J405 Emergency Management 4
J420 Crimes Across Borders 4

Investigation/Law Enforcement Specialization
J360 Examination of Forensic Science 4
J320 Criminal Investigations 4
J325 Criminal Evidence 4
J430 Forensic Psychology 4

Total Bachelor’s Degree Credits 44

See Page 46 for General Education Course Selections.
In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.
* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College examination or successfully complete a minimum of Foundation Courses.
** Additional training may be required.
*** Students taking the Homeland Security specialization must take as their electives J130 Introduction to Homeland Security, J230 Terrorism, and J245 Security Challenges.

Criminal Justice Professional Peace Officer Education (PPOE) Program
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.
HUMAN SERVICES • CERTIFICATE • DIPLOMA • AAS DEGREE

CERTIFICATE

CAREER OPPORTUNITIES:
• Program Assistant Specialist

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

FOUNDATION COURSES
B080 Reading and Writing Strategies  4
B099 Foundations of Math  4

GENERAL EDUCATION COURSES
LOWER DIVISION
Social Sciences (Required course)  4
G148 General Psychology

MAJOR AND CORE COURSES
LOWER DIVISION
E242 Career Development  2
HS100 Introduction to Human Services  4
HS110 Cultural Diversity in Human Services  4
HS115 Introductory Strategies to Crisis Intervention  4
HS250 Organization and Leadership in Human Services  4
HS260 Community Psychology  4
HS280 Abnormal Psychology  4
J121 Case Management: Strategies for Rehabilitation  4
J211 Counseling Clients

Total Certificate Credits
General Education Credits  4
Major and Core Credits  54

TOTAL CERTIFICATE CREDITS 38*
In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

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

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

DIPLOMA

CAREER OPPORTUNITIES:
• Community Service Specialist
• 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 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)

MAJOR AND CORE COURSES
LOWER DIVISION
B110 Customer Service
D132 Computer Applications and Business Systems Concepts
J213 Juvenile Justice: Delinquency, Dependency, and Diversion
J250 Drugs and Crime

Choose either Track I or Track II
Track I
HS294 Internship for Human Services  9
Track II
B271 Professional Communication  4
HS295 Human Services Capstone

Total Diploma Credits
General Education Credits  16
Major and Core Credits  58
TOTAL DIPLOMA CREDITS 74*

See page 46 for General Education course selections.

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

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

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

AAS DEGREE

CAREER OPPORTUNITIES:
• Community Service Specialist
• Social Service Specialist

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

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 1 course)  4
Social Sciences (Required course)  4
G142 Introduction to Sociology

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

See page 46 for General Education course selections.

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

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

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

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

**OBJECTIVE:**
Graduates of this program know the history and development of the criminal justice system and the role of law enforcement in the system. They understand the legal process from arrest, to the courts, and through the corrections system. They understand the policy and practice of traffic enforcement, firearms use, defensive tactics, investigations, and pursuit driving, and can perform skills in each area. Graduates value 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**

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<tr>
<th>Course</th>
<th>Credits</th>
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<td>English Composition (Required course)</td>
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<tr>
<td>G124  English Composition</td>
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<td>Communication (Select 1 course)</td>
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<td>Humanities (Select 2 courses)</td>
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<tr>
<td>Math/Natural Sciences (Select 2 courses)</td>
<td>8</td>
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<tr>
<td>Social Sciences (Required courses)</td>
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<tr>
<td>G142  Introduction to Sociology</td>
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<tr>
<td>G148  General Psychology</td>
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**MAJOR AND CORE COURSES**

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

**Total Associate’s Degree Credits**

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
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<tbody>
<tr>
<td>General Education</td>
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<tr>
<td>Major and Core</td>
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</tr>
<tr>
<td><strong>TOTAL AAS DEGREE CREDITS</strong></td>
<td><strong>91</strong></td>
</tr>
</tbody>
</table>

**SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.**

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program. Program-specific Law Enforcement (LE) coursework is available only at the Eagan, MN campus.

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
J100 Introduction to Criminal Justice 4
J120 Policing in America 4
J122 Crime Scene to Conviction: Critical Skills in Documentation 4
J131 Criminal Law and Procedures: Crime and the Courtroom 4
J200 Domestic Violence 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J222 Practical Psychology for Law Enforcement 4
J255 Ethics in Criminal Justice 4
LE240 Minnesota Criminal Code 2
LE245 Minnesota Traffic Code 2

TOTAL CERTIFICATE CREDITS 36

LAW ENFORCEMENT SKILLS CERTIFICATE

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

TOTAL CERTIFICATE CREDITS 24
PARALEGAL AAS DEGREE

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

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

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 2 courses) 8
Social Sciences (Required courses) 8
G142 Introduction to Sociology
G148 General Psychology

MAJOR AND CORE COURSES
LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
J131 Criminal Law and Procedures: Crime and the Courtroom 4
PL100 Introduction to Law and the Legal System 4
PL121 Civil Litigation and Procedure I 4
PL122 Civil Litigation and Procedure II 4
PL142 Contracts: Managing Legal Relationships 4
PL145 Paralegal Ethics 4
PL215 Real Estate Law 4
PL216 Corporate Law 4
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

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

Total Associate's Degree Credits
General Education Credits 32
Major and Core Credits 62
TOTAL AAS DEGREE CREDITS 94*

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

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

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

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

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

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

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

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

General Education Elective** 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
- PL145 Paralegal Ethics 4
- PL226 Law Office Technology: Cyberspace and the Paralegal Profession 4
- PL228 Torts: Auto Accidents and Other Legal Injuries 4
- PL230 Family Law 4
- PL235 Legal Research 4
- PL240 Legal Writing 4

Electives (choose 1 course, for 4 credits)
- PL215 Real Estate Law 4
- PL216 Corporate Law 4

Chose either Track I or Track II

Track I
- PL280 Paralegal Internship 5

Track II
- PL280 Paralegal Capstone 5

Total Certificate Credits
- General Education Credits 12
- Major and Core Credits 49

TOTAL CERTIFICATE CREDITS 61*

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

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

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

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.
GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>4</td>
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<tr>
<td>G124 English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Communication (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G141 Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>Humanities (Required course)</td>
<td>4</td>
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<tr>
<td>G201 Creative Writing</td>
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<tr>
<td>Math/Natural Sciences (Required courses)</td>
<td>2</td>
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<tr>
<td>G215 Introduction to Human Biology</td>
<td>4</td>
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<tr>
<td>G233 College Algebra</td>
<td>2</td>
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<tr>
<td>MA241 Human Anatomy and Physiology I</td>
<td>6</td>
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<tr>
<td>MA242 Human Anatomy and Physiology II</td>
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<tr>
<td>Social Sciences (Required course)</td>
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<tr>
<td>G142 Introduction to Sociology</td>
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MAJOR AND CORE COURSES

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<tr>
<th>LOWER DIVISION</th>
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<tr>
<td>GN200 Introduction to Microbiology</td>
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<tr>
<td>M120 Medical Terminology</td>
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<tr>
<td>NU100 Critical Thinking in Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NU110 Introduction to Professional Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NU115 Comprehensive Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>NU115L Comprehensive Pharmacology Lab</td>
<td>2</td>
</tr>
<tr>
<td>NU120 Adult Medical Surgical Nursing I</td>
<td>6</td>
</tr>
<tr>
<td>NU125 Clinical Nursing Skills I</td>
<td>5</td>
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<tr>
<td>NU205 Human Nutrition</td>
<td>4</td>
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<td>NU220 Adult Medical Surgical Nursing II</td>
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<tr>
<td>NU225 Clinical Nursing Skills II</td>
<td>3</td>
</tr>
<tr>
<td>NU230 Pediatric and Maternity Nursing</td>
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<tr>
<td>NU240 Mental Health Nursing</td>
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</tr>
<tr>
<td>NU250 Nursing Care of the Elderly</td>
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</tr>
<tr>
<td>NU270 Legal and Ethical Nursing Issues</td>
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<tr>
<td>NU295 Leadership in Nursing</td>
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</table>

Total Associate's Degree Credits
General Education Credits | 34 |
Major and Core Credits | 67 |
**TOTAL AAS DEGREE CREDITS** | 101 |

See page 48 for general education course selections.

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

This program is only offered at the Mankato campus.

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

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

To graduate in the program, students must complete all required PN or MA coursework with a grade of C or better, achieve all required skill competencies, and satisfactorily complete all required clinical learning experiences.
PROFESSIONAL NURSING AAS DEGREE
MOBILITY ENTRANCE OPTION

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

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

PRACTICAL NURSING BLOCK TRANSFER
Courses – 23 Credits
Students who have successfully completed a practical nursing program and hold a current MN practical nursing license will receive credit for the following courses through block transfer.
NU100 Critical Thinking in Nursing 2
NU115 Comprehensive Pharmacology 4
NU115L Comprehensive Pharmacology Lab 2
NU120 Adult Medical Surgical Nursing I 6
NU125 Clinical Nursing Skills I 5
NU205 Human Nutrition 4

ANTICIPATED PROGRAM TRANSFER
Courses – 38 Credits
Rasmussen College expects that students will have completed the following courses prior to entering this program. If this is not the case, students will need to complete these courses prior to graduation.
G124 English Composition 4
G141 Introduction to Communication 4
G148 General Psychology 4
G201 Creative Writing 4
G215 Introduction to Human Biology 4
G233 College Algebra 4
M120 Medical Terminology 4
MA241 Human Anatomy and Physiology I 5
MA242 Human Anatomy and Physiology II 5

MAJOR AND CORE COURSES
GN200 Introduction to Microbiology 5
NU130 Transitions in Nursing 3
NU210 Medical Surgical Nursing Review for LPNs 6
NU225 Clinical Nursing Skills II 3
NU230 Pediatric and Maternity Nursing 6
NU240 Mental Health Nursing 6
NU250 Nursing Care of the Elderly 6
NU270 Legal and Ethical Nursing Issues 1
NU295 Leadership in Nursing 4
TOTAL AAS DEGREE CREDITS 101

This program is only offered at the Mankato campus.
Applicants to this program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. Please see the application procedures for this program under Academic Information and College Policies.
In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and must also submit to a Minnesota Department of Human Services background check.
To graduate in the program, students must complete all required PN or MA coursework with a grade of C or better, achieve all required skill competencies, and satisfactorily complete all required clinical learning experiences.
Graduates of this program are prepared to function as an entry-level practical nurse under the direction of a registered nurse, physician, or dentist. They can implement psychomotor technical skills that meet current standards of practice: apply scientific knowledge and skills to meet the biological, psychosocial, cultural, and spiritual needs of the patient; provide maintenance, preventative, therapeutic, rehabilitative, and/or supportive care; communicate clear, concise, accurate, complete, and timely information to members of the healthcare team; use therapeutic communication to build and maintain therapeutic relationships with patients and their significant support person(s); use the nursing process to gather data, contribute to nursing diagnosis, guide nursing actions, and contribute to the plan of care; and provide basic individualized, holistic, and culturally sensitive nursing care for patients across the lifespan in a variety of settings. They can implement a personal practice standard that adheres to the legal and ethical standards of the practical nurse as defined by the Minnesota Board of Nursing – Nurse Practice Act, NFLPN, and NAPNES. They value critical thinking, communication, diverse perspectives, technology and information literacy, and post-licensure continuing education as a way to build on previous knowledge and skills and increase competency. Upon completion of this program, the graduate will receive an Associate of Applied Science degree in Practical Nursing and will be eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN) to obtain licensure as a practical nurse.

**SCHOOL OF NURSING**

**CAREER OPPORTUNITIES IN:**
- Hospitals
- Assisted Living Centers
- Clinics
- Dental Offices
- Long-Term Care Facilities
- Physician’s Offices

**OBJECTIVE:**

Students must complete those general education courses listed as required in this program (G124, G142, G148, G215, and G233) or transfer in the equivalent. In addition, students must complete all required PN or MA coursework with a grade of C or better, achieve all required skill competencies, and satisfactorily complete all required clinical learning experiences.

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

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

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

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

- English Composition (Required course) 4
- G124 English Composition 4
- Communication (Required course) 4
- G141 Introduction to Communication 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Required courses) 8
- G215 Introduction to Human Biology 4
- G233 College Algebra 4
- Social Sciences (Required courses) 8
- G142 Introduction to Sociology 4
- G148 General Psychology 4

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

- D132 Computer Applications and Business Systems Concepts 3
- M120 Medical Terminology 4
- MA241 Human Anatomy and Physiology I 5
- MA242 Human Anatomy and Physiology II 5
- NU115 Comprehensive Pharmacology 4
- NU115L Comprehensive Pharmacology Lab 2
- NU205 Human Nutrition 4
- PN100 Nursing Foundations 6
- PN115 Nursing I 5
- PN120 Psychosocial Nursing 4
- PN125 Nursing II 6
- PN130 Maternal – Child Nursing 4
- PN135 Nursing III 6
- PN140 Geriatric Nursing 4
- PN145 Nursing Seminar 2

**Total Associate’s Degree Credits**

General Education Credits 32

Major and Core Credits 64

**TOTAL AAS DEGREE CREDITS** 96

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

Students must complete those general education courses listed as required in this program (G124, G142, G148, G215, and G233) or transfer in the equivalent. In addition, students must complete two courses from the listed Humanities electives or transfer in the equivalent. Credits accepted in transfer must meet the institution’s guidelines for transfer.

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

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and must also submit to a Minnesota Department of Human Services background check.
CAREER OPPORTUNITIES:
- Game Programmer
- Simulations Programmer
- Video Game Asset Manager
- Interactive Media Technical Director
- Video Game Level Designer

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
- English Composition (Required course) 4
- D124 English Composition 4
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 2 courses) 8
- (Select 2 courses, including at least one Math course) 8
- Social Sciences (Select 2 courses) 8

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

MAJOR AND CORE COURSES
LOWER DIVISION
- D132 Computer Applications and Business Systems Concepts 3
- E170 Introduction to Undergraduate Research 2
- E242 Career Development 2
- N137 Programming I 4
- N138 Game Preproduction 4
- N139 Game Design Theory I 4
- N150 Technology's Role in the 21st Century 2
- N180 Math for Game and Simulation Production I 4
- N205 Platform Design and Human-Computer Interaction 4
- N206 Data Structures 4
- N207 Programming II 4
- N225 Interactive Storytelling 3
- N266 Console Development 4
- N276 Applied Game and Simulation Theory 4
- N286 Math for Game and Simulation Production II 4
- SD140 Mobile Application Development 3
- SD225 Object-Oriented Programming 3
- W114 Fundamentals of Programming 3
- W210 Java I 3

UPPER DIVISION
- N302 Graphics Development with OpenGL 4
- N311 Game and Simulation Lighting Techniques 4
- N324 Portfolio, Package and Publish 4
- N346 Practical Game Development 4
- N355 Game Planning and Development Strategies 4
- N360 Mobile Platform Development 4
- N401 Artificial Intelligence 4
- N421 Software Engineering for Game and Simulation Production 4
- N431 Multiplayer Game Programming 4
- N450 Game Assets 4
- N455 Game Audio Assets 4
- N460 Applications of Physics for Game and Simulation Production 4
- N465 Industrial Simulation Project 4
- N470 Video Game Production Project 4
- N471 Engineering: Virtual Worlds 4

Total Bachelor's Degree Credits
- Lower Division General Education Credits 32
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 64
- Upper Division Major and Core Credits 60

TOTAL BS DEGREE CREDITS 180*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
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) 2

TOTAL CERTIFICATE CREDITS 40

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

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

SOFTWARE APPLICATION DEVELOPMENT
AS 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
Communication (*Required course, select 1 additional course) 8
Humanities (*Required course, select 2 additional courses) 12
Introduction to Critical Thinking* 8
Math/Natural Sciences (*Required, select 1 additional course) 8
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

LOWER DIVISION
MH100 Precalculus 3
MH200 Calculus I 4
MH210 Calculus II 4
Total Bachelor’s Degree Credits 45

TOTAL AS DEGREE CREDITS 91

SEE PAGE 48 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

Applicants to this program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. Please see the application procedures for this program under Academic Information and College Policies.
COMPUTER SCIENCE BS 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 BS DEGREE CREDITS 180

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program. Applicants to this program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. Please see the application procedures for this program under Academic Information and College Policies.
CAREER OPPORTUNITIES:
• Network System Administrator

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They understand network administrators are accountable for a business’s network uptime. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and maintain a high level of network integrity.

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

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

MAJOR AND CORE COURSES
LOWER DIVISION
B119 Customer Service 4
B136 Introduction to Business 4
B220 Project Planning and Documentation 4
B271 Professional Communication 4
B293 Business Ethics 4
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N140 Logic and Troubleshooting 4
N145 Fundamentals of PC Hardware and Software 4
N150 Technology’s Role in the 21st Century 2
N208 Linux Administration 3
N226 Windows Active Directory 3
N228 Microsoft Windows Server 3
N234 Microsoft Exchange Server 3
N235 Cisco Networking Fundamentals and Routing 3
N290 Information Technology Capstone 2

Total Diploma Credits
General Education Credits 8
Major and Core Credits 58

TOTAL DIPLOMA CREDITS 66*

IN ADDITION TO ALL DIPLOMA COURSES

INFORMATION SYSTEMS MANAGEMENT AAS DEGREE – NETWORK ADMINISTRATION

CAREER OPPORTUNITIES:
• Network System Administrator

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology and network engineering add value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. Graduates have proficiency in management of data networking, server administration, and industry standard server operating system environments. They understand that network administrators are accountable for a business’s network and are proficient in performance software that is used to ensure server and network uptime. Graduates value the importance of effective written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 58

TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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INFORMATION TECHNOLOGY MANAGEMENT
BS 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 Organization Behavior Analysis 4
N141 Networking Security 3
N306 Advanced Network Security 4
N312 Advanced Networking 4
N323 Asset Management 3
N331 Infrastructure Hardware 4
N342 Scripting 4
N359 Support Management 4
N362 Technical Writing 2
N370 Virtualization 4
N404 Cloud Computing 4
N411 Disaster Recovery 4
N422 Enterprise Application Support 4
N432 Information Technology Management Capstone 2
N443 Service Management 4
N458 Systems Monitoring 4
N466 Unified Communications and Mobile Computing 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 BS DEGREE CREDITS 180*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know techniques and software used by industry leading professionals to keep a network secure. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in network security practices.

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

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

MAJOR AND CORE COURSES
LOWER DIVISION
B119 Customer Service 4
B136 Introduction to Business 4
B220 Project Planning and Documentation 4
B271 Professional Communication 4
B293 Business Ethics 4
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N140 Logic and Troubleshooting 4
N141 Networking Security 3
N145 Fundamentals of PC Hardware and Software 4
N150 Technology’s Role in the 21st Century 2
N226 Windows Active Directory 3
N228 Microsoft Windows Server 3
N235 Cisco Networking Fundamentals and Routing 3
N253 Managing Information Security 3
N290 Information Technology Capstone 2
Total Diploma Credits
General Education Credits 8
Major and Core Credits 58
TOTAL DIPLOMA CREDITS 66*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.
In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

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

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 58
TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.
In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

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CYBER SECURITY BS 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
J320 Criminal Investigations                             4
J325 Criminal Evidence                                    4
J326 Criminal Behavior: Profiling Violent Offenders      4
J331 Constitutional Law                                   4
J440 Special Offenders: Sex Offenders                    4
N313 Introduction to Information Systems Security        3
N326 Legal and Security Issues                            4
N332 Managing Risk for Information Systems               4
N343 Security Policies and Implementation                4
N363 Security Strategies for Web Apps and Social Networking 3
N409 Auditing Information Technology Infrastructure       4
N416 Access Controls, Authentication, and PKI            4
N420 Network Security and Cryptography                   3
N423 Windows Security Strategies                         4
N430 Computer Forensics                                  3
N437 Linux Security Strategies                           4
N442 Hacker Techniques, Tools, and Applications          4
N459 ISS Capstone                                        3

Total Bachelor’s Degree Credits                          48

LOWER DIVISION GENERAL EDUCATION 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                     87

TOTAL BS DEGREE CREDITS                                   181*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
### INFORMATION SYSTEMS MANAGEMENT CERTIFICATE
- COMPUTER INFORMATION TECHNOLOGY

**CAREER OPPORTUNITIES:**
- Computer Support Specialist

**OBJECTIVE:**
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities, and how to engage in IT support practices.

**FOUNDATION COURSES**
- B080 Reading and Writing Strategies 4
- B099 Foundations of Math 4

**CERTIFICATE COURSES**
- LOWER DIVISION
  - B119 Customer Service 4
  - B136 Introduction to Business 4
  - B293 Internet Business Models and E-Commerce 4
  - D132 Computer Applications and Business Systems Concepts 3
  - D181 Excel 3
  - D187 Professional Presentations 3
  - D283 Access 3
  - E242 Career Development 2
  - N140 Logic and Troubleshooting 4
  - S120 Word for Windows 3
  - W108 Introduction to Website Design 3

**TOTAL CERTIFICATE CREDITS** 36

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

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

### INFORMATION SYSTEMS MANAGEMENT DIPLOMA
- COMPUTER INFORMATION TECHNOLOGY

**CAREER OPPORTUNITIES:**
- Computer Support Specialist
- Computer Application Support Specialist

**OBJECTIVE:**
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They know how efficiencies gained from appropriate application of technology can directly affect business performance. 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
- B099 Foundations of Math 4

**CERTIFICATE COURSES**
- LOWER DIVISION
  - B119 Customer Service 4
  - B136 Introduction to Business 4
  - B251 Internet Business Models and E-Commerce 4
  - D101 Systems Concepts 3
  - D180 English Composition (Required course) 4
  - D181 Excel 3
  - D182 Professional Presentations 3
  - D283 Access 3
  - E242 Career Development 2
  - N140 Logic and Troubleshooting 4
  - S120 Word for Windows 3
  - W108 Introduction to Website Design 3

**TOTAL 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 Sophomore Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

### INFORMATION SYSTEMS MANAGEMENT AAS DEGREE
- COMPUTER INFORMATION TECHNOLOGY

**CAREER OPPORTUNITIES:**
- Computer Support Specialist
- Computer Application Support Specialist

**OBJECTIVE:**
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. Graduates are proficient in support and usage of computer hardware and software applications used in business environments. 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.

**GENERAL EDUCATION COURSES**
- English Composition (Required course) 4
- Business Ethics 4
- Microsoft Windows Workstations 3
- Networking Fundamentals 3
- Fundamentals of PC Hardware and Software 4
- Microsoft Windows Server 3
- Information Technology Capstone 2
- General Education Credits 32
- Major and Core Credits 59

**TOTAL AAS DEGREE CREDITS** 91

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

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

**SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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INFORMATION SYSTEMS MANAGEMENT
DATABASE ADMINISTRATION
DIPLOMA • AAS DEGREE

CAREER OPPORTUNITIES:
• Database Administrator

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates understand how to store, organize, and manage data utilizing industry standard database server applications, as well as create backups, test data integrity, and what needs to be done to secure sensitive information within a database. 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
B099 Foundations of Math 4

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G24 English Composition 4
Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES
LOWER DIVISION
B119 Customer Service 4
B136 Introduction to Business 4
B223 Project Planning and Documentation 4
B271 Professional Communication 4
B293 Business Ethics 4
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
N136 Operating Systems Fundamentals 4
N140 Logic and Troubleshooting 4
N209 PHP/MySQL Administration 4
N236 Database Security 4
N273 Business Intelligence Reporting 3
N274 SQL Server Administration 3
N290 Information Technology Capstone 2
W109 Relational Databases 3
W114 Fundamentals of Programming 3
W125 Introduction to Visual Basic 3

Total Diploma Credits
General Education Credits 8
Major and Core Credits 51
TOTAL DIPLOMA CREDITS **66**

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

INFORMATION SYSTEMS MANAGEMENT
AAS DEGREE – DATABASE ADMINISTRATION

CAREER OPPORTUNITIES:
• Database Administrator
• Database Architect

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology and data organization add value to the business process. Graduates know how to store, organize, and manage data utilizing industry standard database server applications, as well as create backups, test data integrity, and ensure the security of sensitive information within a database. They also understand how programming languages can be utilized to gain efficiencies within database management. Graduates value the importance of effective written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES

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

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

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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INFORMATION SYSTEMS MANAGEMENT
DIPLOMA • AAS DEGREE

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
B099 Foundations of Math 4

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

MAJOR AND CORE COURSES
LOWER DIVISION
B119 Customer Service 4
B136 Introduction to Business 4
B271 Professional Communication 4
B293 Business Ethics 4
D152 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
N140 Logic and Troubleshooting 4
SD225 Object-Oriented Programming 3
W109 Relational Databases 3
W110 JavaScript 3
W114 Fundamentals of Programming 3
W116 Introduction to Web Design Software 3
W118 Introduction to HTML 3
W125 Introduction to Visual Basic 3
W201 Advanced Visual Basic 3
W210 Java I 3
W215 PERL/CGI 3
W216 PHP/MySQL 3
W290 Web Programming Capstone 2
Total Diploma Credits
General Education Credits 8
Major and Core Credits 60
TOTAL DIPLOMA CREDITS 68*

INFORMATION SYSTEMS MANAGEMENT
AAS DEGREE • WEB PROGRAMMING

CAREER OPPORTUNITIES:
• Web Developer

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8
Total Associate's Degree Credits
General Education Credits 32
Major and Core Credits 60
TOTAL AAS DEGREE CREDITS 92*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.
In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements.
* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

See page 46 for general education course selections.

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

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

ASSOCIATE’S DEGREE

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MULTIMEDIA TECHNOLOGIES DIPLOMA

DIGITAL DESIGN AND ANIMATION

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

OBJECTIVE:
Graduates of this program know basic theories of visual and interactive media design and portfolio development. They can create multimedia projects involving traditional art techniques, video, and audio assets. Graduates value 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
B099 Foundations of 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 1 course)** 4

MAJOR AND CORE COURSES

LOWER DIVISION
B136 Introduction to Business 4
B220 Project Planning and Documentation 4
B271 Professional Communication 4
B273 Internet Business Models and E-Commerce 4
E242 Career Development 2
N150 Technology’s Role in the 21st Century 2
M111 Introduction to Computer Graphics 3
N113 Introduction to Multimedia Design 3
N121 Typography 3
N122 Digital Publishing 3
N124 Color Theory and Techniques 3
N130 Audio/Video Editing 3
N141 Digital Media Production 3
N252 Fundamentals of Web Authoring and Design 3
N262 Digital Media Assembly 3
N272 Multimedia Technologies 3

SPECIALIZATION COURSES
N110 Drawing Design and Art Theory 3
N131 Introduction to 3D Arts and Animation 3
N240 3-Dimensional Animation 3

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

TOTAL DIPLOMA CREDITS 71*

WEB DESIGN

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

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

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B099 Foundations of 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 1 course)** 4

MAJOR AND CORE COURSES

LOWER DIVISION
B136 Introduction to Business 4
B220 Project Planning and Documentation 4
B271 Professional Communication 4
B273 Internet Business Models and E-Commerce 4
E242 Career Development 2
N150 Technology’s Role in the 21st Century 2
N111 Introduction to Computer Graphics 3
N113 Introduction to Multimedia Design 3
N121 Typography 3
N122 Digital Publishing 3
N124 Color Theory and Techniques 3
N130 Audio/Video Editing 3
N141 Digital Media Production 3
N252 Fundamentals of Web Authoring and Design 3
N262 Digital Media Assembly 3
N272 Multimedia Technologies 3

SPECIALIZATION COURSES
N115 Networking and Internet Technologies 3
N250 Dynamic Content Management 3
N260 Server Side Scripting 3

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

TOTAL DIPLOMA CREDITS 71*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** To earn an AAS degree in Multimedia Technologies, student must successfully complete at least one Math course.
MULTIMEDIA TECHNOLOGIES AAS DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
Digital Design and Animation Specialization
NM280 Multimedia Portfolio Development 2

Web Design Specialization
NM280 Multimedia Portfolio Development 2

Total Associate's Degree Credits
General Education Credits 32
Major and Core Credits 61

TOTAL AAS DEGREE CREDITS 93*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.
In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

** To earn an AAS degree in Multimedia Technologies, student must successfully complete at least one Math course.

DIGITAL DESIGN AND ANIMATION BS DEGREE

CAREER OPPORTUNITIES:
• Graphic Designer
• Senior Art Director
• Visual Media Producer
• Website Designer
• Multimedia Artist and Animator
• Web Operations Manager

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
N301 The Business of Digital Media 4
N305 Figure Drawing 4
N310 The Study of Animation 4
N315 Flash Animation 4
N320 Polygon Modeling 4
N325 Advanced Methods of Computer Graphics 4
N335 Digital Photography 4
N345 Advanced HTML Coding with CSS 4
N380 Concept Development for Digital Media 4
N405 Advanced Applications of Digital and Experimental Art 4
N415 Digital Effects Creation 4
N425 Storyboard Development for Digital Media 4
N435 Digital Video/Audio Project 4
N440 Web Design Project 4
N441 3D Game Character Creation 4
N445 Animation Graphics Project 4

Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 64

TOTAL BS DEGREE CREDITS 181*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS.
In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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

EARN AS YOU LEARN
Our Credential Ladder guides you to earn increasingly advanced academic credentials.
### GENERAL EDUCATION COURSE SELECTIONS

**ALL BS AND AAS DEGREE PROGRAMS**

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

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<td>Conservation of Resources</td>
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<td>G434</td>
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**COMPUTER SCIENCE BS DEGREE AND SOFTWARE APPLICATION DEVELOPMENT AS DEGREE**

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**NURSING PROGRAMS**

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<td>G215</td>
<td>Introduction to Human Biology</td>
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<td>G233</td>
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<td>MA241</td>
<td>Human Anatomy and Physiology I</td>
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<td>MA442</td>
<td>Human Anatomy and Physiology II</td>
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<td>Introduction to Sociology</td>
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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.

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

Diploma programs include general education courses as designated by program. Certificate programs may not include general education courses because the 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.

See specific course requirements on program pages.

**GENERAL EDUCATION PHILOSOPHY**

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

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

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

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

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

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

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

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

BACHELOR OF SCIENCE DEGREE PROGRAMS
(FOR ARKANSAS RESIDENTS ONLY)

English Composition
Required courses:
G124  English Composition
G126A  English Composition 2

Speech/Communication
Select one course:
G141  Introduction to Communication
G227  Oral Communication
G324  Advanced Composition
G332  Visual Communication in the Media

Science note:
− Students enrolled in Computer Science BS must select two
  Speech/Communication courses for a total of 8 credits.

Mathematics
Required course:
G233  College Algebra

Mathematics note:
− Students enrolled in Computer Science BS must select both
  of the following math courses instead of College Algebra:
  G246  Advanced Algebra
  G247  Introduction to Discrete Mathematics

Science
Baccalaureate students must transfer in a total of 10
credits, of which 8 credits must be science coursework
and 2 credits must be accompanying laboratories.
E.g., two 4 credit courses with accompanying 1 credit
laboratories would satisfy this requirement:
TRANSFER (Science course with lab)

Speech/Communication note:
− Students enrolled in Health Information Management BS
  must satisfy 5 of the above required transfer credits via a
  4 credit course with 1 credit laboratory that is equivalent
to G330 Structure and Function of the Human Body.

Fine Arts/ Humanities
Select three courses:
G125  Humanities
G145  Film Appreciation
G147  Art Appreciation
G201  Creative Writing
G224  Introduction to Critical Thinking
G230  Introduction to Literature
G238  Conversational Spanish
G330  American Literature
G335  Contemporary World Literature: 1900 to the Present
G435  Literature of American Minorities
G440  Political Thought

Fine Arts/Humanities note:
− Students enrolled in Computer Science BS must select
  Introduction to Critical Thinking and four additional
  Fine Arts/Humanities courses.

Social Sciences
Select four courses, at least one of which must be a
U.S. History/Government course (indicated by *)

G142  Introduction to Sociology
G146  Human Geography
G148  General Psychology
G149  Technology and Society
G200  Understanding Cultures
G203  Macroeconomics
G204  Microeconomics
G242  American/U.S. National Government *
G270  United States History: 1900 to the Present *
G333  American Religious History
G380  Visions of America Since 1945
G401  Comparative Politics
G425  Work and Family

Social Sciences note:
− Students enrolled in Criminal Justice BS must select General
  Psychology and Introduction to Sociology.
− Students enrolled in Accounting BS, Business Management BS,
or Healthcare Management BS must select Macroeconomics.

TOTAL BS GENERAL EDUCATION CREDITS: 58

Students enrolled in Computer Science BS will complete 71 general
education credits due to program-specific Speech/Communication,
Mathematics, and Fine Arts/Humanities requirements.
ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS
(FOR ARKANSAS RESIDENTS ONLY)

English/Writing
Required courses:
G124 English Composition 4
G128A English Composition 2 4

English/Writing notes:
- Students enrolled in Software Application Development AAS select one additional Communications course from the following:
  G141 Introduction to Communication 4
  G227 Oral Communication 4

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

Humanities notes:
- Students enrolled in Multimedia Technologies AAS must select Art Appreciation as one of their two Humanities courses.
- Students enrolled in Software Application Development AAS must select Introduction to Critical Thinking and two additional Humanities courses.

Mathematics
Select one course:
G180 General Education Mathematics 4
G233 College Algebra 4

Mathematics notes:
- Baccalaureate degrees require College Algebra
- Students enrolled in Software Application Development AAS must select both of the following math courses instead of those listed above:
  G246 Advanced Algebra 5
  G247 Introduction to Discrete Mathematics 4

Natural Sciences
Students enrolled in associate’s degree programs must either select one course below, or transfer in a total of 5 credits, of which 4 credits must be science coursework and 1 credit must be an accompanying laboratory.
G150 Structure and Function of the Human Body 4
G152 Scientific Literacy 4
G215 Introduction to Human Biology 4
G239 Introduction to Astronomy 4
G245 Introduction to Geology 4
TRANSFER (Science course with lab) 5

Natural Sciences notes:
- Baccalaureate degrees require transferred in science credits with laboratories.
- Students enrolled in Health Information Technician AAS or Medical Administration AAS must either select Structure and Function of the Human Body, or transfer in a 4 credit course with 1 credit laboratory that is equivalent to G150 Structure and Function of the Human Body.
- The transferred in equivalent to Structure and Function of the Human Body is required in the Health Information Management BS program.

Social Sciences
Select two courses, unless otherwise noted.
G142 Introduction to Sociology 4
G146 Human Geography 4
G148 General Psychology 4
G149 Technology and Society 4
G200 Understanding Cultures 4
G203 Macroeconomics 4
G204 Microeconomics 4
G242 American/U.S. National Government 4
G270 United States History: 1900 to the Present 4

Social Sciences notes:
- Students enrolled in Accounting AAS or Business Management AAS must take Macroeconomics and Microeconomics.
- Students enrolled in Criminal Justice AAS, Human Services AAS, or Paralegal AAS must take Introduction to Sociology and General Psychology.
- Students enrolled in the Early Childhood Education AAS Child and Family Studies Specialization may not count Introduction to Sociology as a general education Social Science requirement.

**TOTAL AAS GENERAL EDUCATION CREDITS:** 32-33

Students who transfer in 5 credits of science (including lab) will take 33 credits of general education; those who do not will take 32 credits of general education.

Students enrolled in Software Application Development AAS will complete 45-46 general education credits due to program-specific English/Writing, Humanities, and Mathematics requirements.

Arkansas general education requirements for Associate of Applied Science (AAS) degree programs include the completion of one course in Computer Applications/Fundamentals. The AAS degrees listed on this page contain a course that satisfies this requirement.
A370 Financial Investigation
40 hours. 4 credits
This course will introduce students to the field of fraud examination and how fraud occurs and is detected within financial statements. This course will focus on the techniques used to discover, analyze, and report fraud. Topics include evidence collection, inventory, liabilities, assets, and inadequate disclosures related to financial statement investigations and fraud.
Prerequisite: Financial Accounting II

A280 Accounting Capstone
20 hours. 2 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting Associate’s degree program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, and interpersonal communication and class presentations. Students have the opportunity to participate in an optional internship/externship project.
Prerequisite: Offered last or second-to-last quarter for Associate degree students.
A315 Governmental and Not-for-Profit Accounting
40 hours. 4 credits
This course is a study of accounting principles as they apply to governmental organizations and not-for-profit entities.

Prerequisite: Financial Accounting II

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

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

A350 Managerial Accounting Theory and Practice
40 hours. 4 credits
This course provides a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control. Topics include how to identify, measure, and accumulate direct and indirect costs; how to apply burden, introduction to job cost systems, budgeting, cost-volume-profit relationships, and relevant costing.

Prerequisite: Financial Accounting II

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

Prerequisite: Taxation of Individuals

A415 Financial Statement Analysis
40 hours. 4 credits
This course introduces the student to the study of financial statement analysis including interpreting and analyzing accounting data and examining financial statements.

Prerequisite: Financial Accounting II

A416 Advanced Financial Accounting
40 hours. 4 credits
This course focuses on the importance of the operational functions in organizations today to include business combinations and the related financial accounting transactions necessary, segment reporting, output planning, international transaction accounting, foreign currency transactions, treasury control, scheduling, and quality control. An interweaving emphasis will be placed on quality and its impact in securing a strategic advantage for manufacturing and service entities.

Prerequisite: Intermediate Financial Reporting II

How to read course descriptions
Course description numbers that fall below 100 are considered developmental courses. Course description numbers that range from 100-199 are 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 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.

Course description numbers that range from 400-

CEC800 College Experience Course. 0 credits
The College Experience Course is an instructor led, objective qualification tool to help quantify the commitment of potential students through a one week simulation of the college experience at Rasmussen College. This course must be passed with a score of 80/100 in order to proceed with enrollment. This course is designed to help build a student’s confidence and knowledge through demonstrating habits necessary for success in college and clarifying expectations for student engagement. This course requires both reading and submission of assignments to closely resemble what they will experience every week in a typical Rasmussen course.
Prerequisite: none

Credit Definition
Credit Hour - The unit by which Rasmussen College measures its coursework. The number of credit hours assigned to a course usually reflects the combination of class, laboratory, and/or internship hours 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, practicum contained in a quarter, or the equivalent in directed study. The number of credits 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.
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.
Prerequisite: Management of Information Systems
A430 International Accounting
40 hours, 4 credits
This course includes a study of the international dimension of financial reporting and analysis. It provides students with an overview of the accounting practices of multinational enterprises and the preparation and presentation of financial statements in different nations. Topics covered include international corporate taxation, transfer pricing, foreign currency translation, financial disclosure, and international accounting harmonization.
Prerequisite: Advanced Financial Accounting
A432 Auditing Fraud Investigation
40 hours, 4 credits
This course is a study of the internal audit principles, practices, and control evaluations that are utilized to ensure accountability, responsibility, and ethical operations within an organization.
Prerequisite: Advanced Auditing Concepts and Standards
A440 Accounting Research Methods and Techniques
40 hours, 4 credits
In this course students learn accounting research tools and process, how to conduct accounting research, and how to apply findings and results to solve business problems.
Prerequisites: Advanced Auditing Concepts and Standards; Taxation of Individuals; Intermediate Financial Reporting III
A490 Accounting Capstone II
40 hours, 4 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, interpersonal communication and class presentation. Students have the opportunity to participate in an optional internship/externship project.
Prerequisite: Determined by student’s last quarter
B080 Reading and Writing Strategies
40 hours, 4 credits
This course develops students’ reading and writing skills in preparation for college-level coursework. Through review of grammar, punctuation, and the writing process, students will enhance their ability to compose sentences, paragraphs, and short essays. This study of active reading strategies will provide students with the tools necessary for comprehending collegiate level texts.
Prerequisite: Placement determined by Rasmussen College entrance placement exam score
B087 Practical Math
40 hours, 4 credits
Mathematics is learned through communication. In this course, students will learn to communicate how problems are solved and how solving problems can be applied in real-world settings. Students will have opportunities to learn multiple problem solving strategies. This course also provides practice and skill problems.
Prerequisite: Placement determined by Rasmussen College entrance placement exam score
B099 Foundations of Math
40 hours, 4 credits
This course is a study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percents. Students must take the exam score coursework or placement determined by Harvard Business Publishing.
Prerequisite: Placement determined by Rasmussen College entrance placement exam score
B110 Customer Service
40 hours, 4 credits
This course focuses on the basics of customer service, with an emphasis on how to identify and connect with customers, and how to manage and meet customer expectations.
Prerequisite: none
B136 Introduction to Business
40 hours, 4 credits
This course is an introduction to the practical skills and concepts of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics students may include opportunities, organizations, management, marketing, analyze any and other activities related to organization ownership and operation.
Prerequisite: none
B140 Sales Techniques
40 hours, 4 credits
An introductory course in sales emphasizing the principles and practices of a professional salesperson. Course focus is on the information, skills, and activities necessary for success in today’s marketplace.
Prerequisite: none
B146 Introduction to Entrepreneurship
40 hours, 4 credits
Students will learn the basics of entrepreneurship. Through real-life case studies, students will examine entrepreneurship as a means to executing against market opportunities. They will explore entrepreneurship for products and services across industries, sectors, markets, and regions. Students will also review the lifecycle of entrepreneurial business development.
Prerequisite: none
B150 Introduction to Information Systems
40 hours, 4 credits
This course is an introduction to the management and leadership of an organization’s human resources. It explores the importance of establishing or administering the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none
B216 Network Fundamentals for Business Professionals
40 hours, 3 credits
This course is an introduction to the management and leadership of an organization’s human resources. It explores the importance of establishing or administering the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none
B220 Project Planning and Documentation
40 hours, 4 credits
This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is set with pre-defined scenarios to assist with the definition of project roles and phases. The students work through related issues and produce a resolution in a well written format.
Prerequisite: none
B225 Search Engine Marketing
40 hours, 4 credits
This course combines a unique mix of business, writing, and technical skills as students develop an understanding of the basics of search marketing, a search marketing program, and the steps involved in the execution and tracking of success. This course will assist students in understanding the complexities and similarities of online marketing vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating a quality marketing mix.
Prerequisite: Internet Business Models and E-Commerce
B230 Principles of Finance
40 hours, 4 credits
This course is a study of financial institutions, investments, opportunities, and financial decisions. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.
Prerequisite: Financial Accounting I
B232 Principles of Marketing
40 hours, 4 credits
This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include consumer buying behavior, business-to-business markets and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrated marketing communications, and marketing’s role in electronic commerce.
Prerequisite: none
B233 Principles of Management
40 hours, 4 credits
Students enrolled in this course will develop management skills and insights by studying management practices. In addition, they will develop an understanding of the manager/ employee relationship and the legal and ethical issues that impact these relationships. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none
B234 Business Law
40 hours, 4 credits
This course presents fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business and sales contracts. Providing understanding of law that apply to government, regulations, commercial property, contracts, agency and business organizations are addressed.
Prerequisite: none
B235 Introduction to Organizational Leadership
40 hours, 4 credits
This course provides students with an opportunity to learn the fundamental theory and practical application of organizational leadership in the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the chaotic and consistently changing world of organizations and help them develop their own skills to become effective leaders. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none
B240 Entrepreneurial Product and Service Planning
40 hours, 4 credits
Students explore the ways in which products and services are developed. They will review the various methods used to identify market opportunities, to engage in market research, and to develop an understanding of the competition. Students will develop a basic product or service plan, which will include a detailed description of how the product or service will be designed, sourced or manufactured, and delivered to the client. Students will also examine the lifecycle of products and services once they are launched.
This course includes educational resources from Harvard Business Publishing.
Prerequisite: Introduction to Entrepreneurship
B244 Entrepreneurial Finance: Capital for the Entrepreneur
40 hours, 4 credits
Students will examine the ways in which entrepreneurial ventures are financed. They will explore how to raise both start-up and operating capital. Students will participate in a simulation designed to teach them the value of financial management and the practical use of tools such as profit and loss statements, balance sheets, income and cash flow statements.
Prerequisite: Principles of Finance
B245 Online Multimedia Marketing
40 hours, 4 credits
This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations.
Prerequisite: Internet Business Models and E-Commerce
B250 Training and Development
40 hours, 4 credits
This course is a study of training and development fundamentals including how training relates to Human Resource Management and Human Resource Development. How internal and external factors influence the training behavior, and the role of adult learning in training. Students will examine how training needs are determined, best practices in developing and implementing training programs, and how to evaluate training efforts.
Prerequisite: Introduction to Human Resource Management
B267 Employment Law
40 hours, 4 credits
Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace competitive strategies and avoid cutting corners in the short-run which can ultimately result in major disasters.
Prerequisite: Introduction to Human Resource Management
B268 Compensation and Benefits Management
40 hours, 4 credits
This course addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. This course will help students understand the role that an integrated total compensation program can play in contributing to organizational success. You will learn about effective compensation strategies and how various emerging issues impact program design.
Prerequisite: Introduction to Human Resource Management
B271 Professional Communication
40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

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

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

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

B280 Business Capstone
20 hours, 2 credits
This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate's degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via the stories of professionals from Harvard Business Publishing.
Prerequisite: Intended for last quarter of student program

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

B293 Business Ethics
40 hours, 4 credits
This course presents an examination of current moral and ethical issues that arise in the world of business, as well as an analysis of the main theories of moral obligation, right and wrong action, and good and bad values.
Prerequisite: none

B323 Advanced Principles of Marketing
40 hours, 4 credits
This course examines developing, designing, and implementing marketing programs, processes, and activities. Key areas of focus include capturing market insights, brand building strategies, market segmentation, and delivering and communicating value through the marketing mix. The course will incorporate educational resources from Harvard Business Publishing.
Prerequisite: Principles of Marketing

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

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

B343 Business Law II
40 hours, 4 credits
This course is a continuation of the study of fundamental laws. 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, and applications for business education and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems.
Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Business

B352 International Business
40 hours, 4 credits
This course provides management students with an introduction to international economic, political, cultural and business environments. Students develop a basic understanding of the negotiation process and developing effective negotiation and conflict management skills.
Prerequisite: Principles of Management

B390 Operations Management
40 hours, 4 credits
In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations: purchasing raw materials; controlling and maintaining inventories; and producing goods or services that meet customers' expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: Introduction to Business

B394 Internet Marketing, Public Relations, and Social Media
40 hours, 4 credits
This course is designed to give students an in-depth understanding of E-Marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives. Key areas covered include email marketing, social media, and online PR.
Prerequisite: Internet Business Models and E-Commerce

B370 Organizational Behavior Analysis
40 hours, 4 credits
This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.
Prerequisite: Introduction to Business

B373 Research and Report Writing
40 hours, 4 credits
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methodology, literature reviews, information literacy, and academic report writing.
Prerequisite: English Composition or Professional Communication

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

B390 Human Resource Information Systems
40 hours, 4 credits
This course examines the role of human resource information systems in today's organizations and human resource departments. Key areas of focus include human resource information system design, acquisition, and implementation. The role of these systems in talent acquisition and management is also examined.
Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Human Resource Management

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

B415 Risk Management
40 hours, 4 credits
This upper-level business course explores the elements of risk management and insurance exposure for businesses. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn, analyze, and evaluate approaches to measuring and managing risks in various business environments.
Prerequisite: Introduction to Human Resource Management

B420 Organizational Development
40 hours, 4 credits
This seminar course builds upon the theories introduced in Organizational Behavior Analysis. In this course, students examine qualitative approaches, quantitative approaches, and process-based approaches to organizational development. Students analyze the stories of professionals involved in organizational change. Students will critically examine the design, management, and control of organizational development programs. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Organizational Behavior Analysis

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

B430 Human Resource Recruitment and Selection
40 hours, 4 credits
This course introduces students to the basic principles and techniques of staffing the workplace. Students will analyze theories and strategies utilized in staffing, planning, recruiting, and selection and performance assessment.
Prerequisite: Principles of Management; Introduction to Human Resource Management

B434 Web Analytics
40 hours, 4 credits
This course teaches the fundamentals of how to use web analytics concepts, tools, and techniques to harness the power of an organization's website to create measurable business value, increase customer retention, and build customer loyalty.
Prerequisites: Advanced Search Engine Marketing Strategies; Internet Business Models and E-Commerce

B440 Managing a Diverse Workforce
40 hours, 4 credits
This seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals within organizations, and they will study how these stereotypes affect people within the workplace. Students will also examine issues in conducting business and managing people within a global setting.
Prerequisite: Principles of Management
B442 Advanced Search Engine Marketing Strategies 40 hours, 4 credits
This course is designed to give students an in-depth understanding of search engine optimization (SEO) and search engine marketing (SEM) strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives.
Prerequisite: Search Engine Marketing

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

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

B460 Strategic Management 40 hours, 4 credits
This course is designed to integrate prior business courses through study, discussion, and creation of strategic management plans. Students will evaluate key functions in strategic formulation, implementation, and evaluation. This seminar course challenges students at the sophomore seminar the quarter in which they finish the D270, D283, and D279 courses.

D132 Computer Applications and Business Systems Concepts 40 hours, 3 credits
This course teaches students basic to advanced computer concepts and skills in using 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

D265 Access 40 hours, 2 credits
This course is designed to teach students to accomplish common accounting functions through the use of the computer. The students will learn to maintain accounts, develop reports, and integrate databases for use in business and management careers.
Prerequisite: Principles of Management

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

D242 Career Development 40 hours, 3 credits
This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and procedures, and will evaluate the key functions of organizations in helping students achieve their professional goals.
Prerequisite: none

E270 Sophomore Seminar 0 credits
This course evaluates 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 D242 Career Development course.

E392 Senior Seminar 0 credits
This course evaluates 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 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

EC180 Observation and Assessment in Early Childhood Education 40 hours, 6 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/CoA Application

EC210 Intentional Teacher 60 hours, 8 credits
Students will explore the social, emotional, and cognitive development of young children.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CoA Application

EC212 Career Preparation 40 hours, 6 credits
This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and responsive care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical, and cognitive development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CoA 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 behaviors.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

EC232 Child and Family Advocacy 40 hours, 4 credits
Students will explore and develop skills to advocate for children and families. They will 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 effective ways to adapt English language instruction to teach learners in our increasingly diverse population of young children and families. They will examine a range of communication styles, learning styles, and behaviors that affect English language learning and teaching. They will analyze the development of English language skills in all domains through social and cultural lenses.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

EC241 Language and Literacy Acquisition 40 hours, 4 credits
Students will examine how infant, toddler, preschool, and school-aged English Language Learners acquire language and literacy. They will be exposed to early childhood programs that support children’s home languages, and explore how to create an environment that sustains English Language Learners.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

EC242 Involving Parents of English Language Learners 40 hours, 4 credits
Students will explore how to engage and support family involvement for English Language Learners. They will examine methods for maintaining effective communication and developing strong relationships with the families of English Language Learners.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

EC243 Curriculum and Instruction for English Language Learners 40 hours, 4 credits
Students will explore practical strategies in curriculum and instruction for English Language Learners. They will apply principles of developmentally appropriate practices in the context of education for language learners.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

EC250 Advocating for Children with Special Needs 40 hours, 4 credits
Students will explore current trends, resources, and advocacy on behalf of young children with special needs. They will examine their role in supporting and advocating for young children with special needs and their families.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

EC251 The Inclusive Classroom 40 hours, 4 credits
Students will learn strategies for promoting and supporting an inclusive classroom. They will apply environmental restrictions and explore how to support young children with special needs in the early childhood setting.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

EC252 The Exceptional Child 40 hours, 4 credits
This course is designed to explore the benefits of inclusion in the early childhood setting. Students will develop an understanding of exceptional development. Students will identify the parties relevant to exceptional development and their roles as resources in support of the child and their families.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

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

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

G108 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

G124 English Composition 40 hours, 4 credits
This course is designed to guide students in understanding the writing process and developing their ability to write and express ideas in an organized, unified, and coherent manner. Students will produce college-level writing that reflects awareness of rhetorical strategies, writing purpose, student voice, and appropriate grammar, punctuation, and usage skills. Through reading, writing, discussion, research, and collaboration, students will practice effective writing and apply 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 and appreciation of cultural literacy and the pursuit of humanistic 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
G149 Technology and Society 40 hours, 4 credits
Students will examine the relationships, benefits, historical significance, and effects technology has on society. This course will investigate the local, national, and global impact of technology on both individual and global cultures. This course introduces students to basic diversity and technology terms and concepts. Students will examine the influences that emerging technologies have on diversity awareness, the digital divide, and intercultural knowledge.
Prerequisite: none

G150 Structure and Function of the Human Body 40 hours, 4 credits
This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.
Prerequisite: none

G152 Scientific Literacy 40 hours, 4 credits
In this course students will explore the role that science plays in the world. Students will survey different natural sciences such as: biology, health sciences, chemistry, physics, astronomy, and geology; as well as analyze specific case studies from these fields. Throughout the course students will develop their scientific reasoning skills. They will learn about the scientific method as well as how to detect common fallacies and misuses of science.
Prerequisite: none

G160 General Education Mathematics 40 Hours, 4 credits
This course introduces students to topics from modern mathematics that are relevant to everyday life and not typically covered in the standard college math sequence. Students will be exposed to a variety of mathematical tools from diverse branches of mathematics. They will utilize these tools to solve interesting real-world problems. Topics may include, but are not limited to, game theory, graph theory, the mathematics of growth, applications of geometry, probability, and statistics.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

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

G201 Creative Writing 40 hours, 4 credits
This course will develop the student's talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays and non-fiction. Works by students and others will be critiqued. Students will also develop editing skills on their own work. The instructor 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

G203 Microeconomics 40 hours, 4 credits
In this course, students will learn the fundamentals of microeconomics, which deals with the economy as a whole. An overview of the American economy will be explored through a study of basic supply and demand analysis and a review of fiscal and monetary policy to phases of the business cycle. Unemployment, inflation, GDP, and policy decisions which affect the American economy at home and abroad will be covered.
Prerequisite: none

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

G235 Introduction to Human Biology 50 hours, 4 credits
Students will explore fundamental concepts of human biology. They will examine the 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 exercises coordinated with course content.
Prerequisite: none

G244 Introduction to Critical Thinking 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 developing 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

G245 Introduction to Geology 40 hours, 4 credits
This course offers an introduction to the most common literary genres: fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts. Reading and analysis of texts will include a variety of literary forms and periods. Students will engage in approaches to determine literary meaning, form, and value.
Prerequisite: none [English Composition recommended]

G243 College Algebra 40 hours, 4 credits
This course provides students with the skills to analyze the chemistry of algebra, algebraic properties and applications including, but not limited to, real number operations, variables, polynomials, integers exponents, graphs, factoring, quadratic equations, and word problems.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

G253 Convolutional 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 the grammatical 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

G247 American/US National Government 40 hours, 4 credits
This course presents the development and evolution of the American national government with emphasis on the structures and processes of our representative democracy, including its ties to culture, politics and policies, political parties, and local, state, and federal governments.
Prerequisite: none

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

G246 Advanced Algebra 50 hours, 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

G284 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 in various rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their ideas in an organized, unified, and coherent manner to diverse audiences.
Prerequisite: English Composition

G228 Humans of the Environment 40 hours, 4 credits
This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include principles of ecology as seen in the structure and function of the ecosystem; pollution of air, soil and water resources; population explosion and the relationship of people, disease, and food production; and policies which control natural resources 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 perspectives on issues such as gender, race, ethnicity, class, religion, sexual identity, community, region, and nation. In their study of the broad range of American fiction, poetry, and drama since 1865, students will analyze literary, aesthetic, and critical developments.
Prerequisites: English Composition: Introduction to Literature

G365 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 examines 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 geographies are emphasized. The human response to these factors are analyzed against man’s utilization of them.
Prerequisite: none

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

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 analysis of 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 influence on popular culture and the role of 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-15th 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 lives, 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 course.
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

GN200 Introduction to Microbiology 70 hours, 5 credits
This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism, requirements for and control of growth: genetics, mutations, and biotechnology: a survey of bacteria, viruses, algae, fungi, protozoa and regulatory interactions with and impact of microbes on humans, including mechanisms of pathogenicity.
Prerequisite: none

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

H210 Marketing and Communication in Healthcare 40 hours, 4 credits
This course is an introduction to marketing concepts and how they are applied in the healthcare industry. Topics include consumer buying behavior, business-to-business markets, market research techniques, pricing concepts, marketing channels, and promotional strategies and techniques. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

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

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

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

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

H340 Regulation and Compliance in Healthcare 40 hours, 4 credits
This course is an exploration of the many entities that regulate healthcare delivery. State, local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methodologies for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of healthcare as a business is explored. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management

H350 Healthcare Statistics 40 hours, 4 credits
Students will discuss and apply the common terminology used in healthcare statistics through effective data collection, interpretation of information, and the display of data.
Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management: College Math Course

H360 Healthcare Planning and Policy Management 40 hours, 4 credits
This course provides a study of current healthcare-policy issues affecting the U.S. healthcare system and the politics that drive policy planning and healthcare delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic theory, trends, and the future of the healthcare will be explored.
Prerequisite: Introduction to Healthcare Administration

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

H410 Healthcare Operations Management 40 hours, 4 credits
In this course, students examine the operations function of managing people, information technology, materials, and facilities in the healthcare industry.
Prerequisites: Principles of Management: Introduction to Healthcare Administration

H420 Advanced Healthcare Law and Ethics 40 hours, 4 credits
This course examines ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical problems in the healthcare field. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Medical Law and Ethics or Health Information Law and Ethics

H430 Epidemiology 40 hours, 4 credits
This course examines the patterns and causes of disease in populations, how diseases are understood, and how to analyze the data to understand disease causes.
Prerequisite: none

H440 International Healthcare 40 hours, 4 credits
In this course, students will compare and contrast foreign healthcare services and systems, focusing on cultural, geographic, environmental, economic, and political factors.
Prerequisite: Introduction to Healthcare Administration

H450 Healthcare Management Capstone 30 hours, 3 credits
This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare-management concepts vis-à-vis completion of a Capstone project approved by the instructor. Students have the opportunity to participate in an optional internship/externship project. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Students must be enrolled in the Healthcare Management Bachelor’s Degree program or in their last or second-to-last quarter

H500 Information and Communication Technologies 40 hours, 4 credits
This course is an exploration of the technologies available to manage all aspects of health information and communication, including hardware and software to ensure data collection, storage, analysis, and reporting of information. Students will explore the development of networks, including internet and intranet applications to facilitate the electronic health record. Interpretation of data and use of standards to achieve interoperability of healthcare information systems will be explored.
Prerequisite: Program Admission

H505 Health Information Management Systems 40 hours, 4 credits
A study of the various clinical, administrative, and specialty service applications used in healthcare organizations are emphasized. This course applies information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored.
Prerequisite: Program Admission

H520 Data, Information, and File Structures 60 hours, 4 credits
A lab-based environment to apply knowledge of database applications and design such as data dictionary, data modeling, and data warehousing to meet organizational needs. Database management systems, data management, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.
Prerequisite: Program Admission

H530 Financial Management of Health Information Services 40 hours, 4 credits
A lab-based environment to apply knowledge of database applications and design such as data dictionary, data modeling, and data warehousing to meet organizational needs. Database management systems, data management, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.
Prerequisite: Program Admission

H540 Hospital Management Capstone 30 hours, 3 credits
This course is an exploration of the application of general principles of project management in the administration of health information services. Students will learn to manage process engineering and project management techniques to ensure efficient workflow and appropriate outcomes.
Prerequisite: Program Admission
COURSE DESCRIPTIONS

HI340 Electronic Health Record Application
20 hours, 2 credits
A lab-based course focusing on the use and application of electronic health records. Projects will be completed to simulate real-world activities that occur in the health information department and healthcare facility that will require critical thinking and problem solving.
Prerequisite: Program Admission

HI360 Reimbursement Methodologies
40 hours, 4 credits
A study on managing the use of clinical data required in prospective payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, IT systems use, monitoring, and other reimbursement issues. The course will focus on Medicare, Medicaid, and other third-party payers.
Prerequisite: Program Admission

Hi400 Electronic Data Security
40 hours, 4 credits
A study of data protection and information assurance, including physical, technical, and managerial safeguards. Risk assessment, audit and control programs, emergency planning, and data recovery is included. Internet, web-based, and e-Security issues are explored. Students will learn to enforce confidentiality and accountability to protect electronic health information and protect data integrity and validity.
Prerequisite: Program Admission

Hi410 Applied Research in Health Information Management
40 hours, 4 credits
A study of how research is applied in the health information management field. Topics include research design, data collection, and analysis. The course will focus on the use of research in decision-making processes in healthcare organizations.

HI450 Health Information Management Alternative Facility Professional Practice Experience
30 hours, 3 credits
A 120-hour practical experience that focuses on on-site observation, supervision, and record coordination of a non-hospital environment. This course will provide practical experience in the healthcare setting.
Prerequisite: None

HI455 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 involves these students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. This course covers management issues related to paper-based record systems, including clinical documentation issues, medical record processing as a tool for documentation, forms design, indexing 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 entry, data capture, healthcare information infrastructure and documentation requirements. In this course, students analyze healthcare data sets, such as the HIPAA, HITRUST, 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 120-hour practical experience that will focus on on-site observation, supervision, and record coordination of a non-hospital environment. This course will provide practical experience in the healthcare setting.
Prerequisite: None

HS110 Cultural Diversity in Human Services
40 hours, 4 credits
A 120-hour professional experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by a HIM Director or Supervisor. The experience will incorporate operational and managerial experience and an administrative project that will benefit the clinical site. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: Must be completed in the student’s final quarter

HS150 Introduction to Human Services
40 hours, 4 credits
Introduction to Human Services exposes the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how current economics shape programs. Human service intervention strategies utilized in daily practice are examined along with stresses faced in the workplace. Comparisons of human services systems from a variety of countries will also be discussed.
Prerequisite: None

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

HS155 Introductory Strategies to Crisis Intervention
40 hours, 4 credits
This course sets the foundation for students to develop the moral, ethical, and safety issues related 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 and change agency social environments in order to attain and develop a core of intervention knowledge, theory, and skills to effectively deal with the client in crisis. This course will strengthen and empathetic relationships with others is central to those entering the human services field. Intervention strategies are also explored.
Prerequisite: Introduction to Human Services

HS230 Organization and Leadership in Human Services
40 hours, 4 credits
Working and managing within a human services organization takes high morals, standards, and ethics. This course will focus on the complexity of moral and ethical dilemmas in navigating and managing in the human services industry. Students will learn decision-making techniques to include the necessary components for an ethical reasoning process. In order to have a strong foundation of practice, students will learn how to build a strong ethical organization through culture, climate, and structure.
Prerequisites: Case Management: Strategies for Rehabilitation; Counseling Clients

HS230 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 develop an individual’s function 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

HS260 Social Psychology
40 hours, 4 credits
In this course students will understand the applied discipline of social psychology. In order to understand the social interaction of functioning humans in their communities and with individuals, theories of socialization and self image will be explored. Students will examine how the social environment influences thought, behavior, feelings, and potential actions of people. Consequences of social interaction and motivation based on judgment, attitudes, persuasion, conformity, and aggression will be explored. Different social interactions will be analyzed including conformity, productivity, and leadership.
Prerequisite: General Psychology

HS280 Abnormal Psychology
40 hours, 4 credits
In this course students will understand the applied discipline of abnormal psychology. In order to understand and change abnormal patterns of functioning humans in their communities, thoughts and behavior will be examined. Students will explore what is abnormal behavior and what is not in current society and cultures. Numerous applications will be examined. Including a variety of mental health disorders, individuals who have difficulty functioning normally will be addressed. Variables that may affect a person’s ability to adapt and function in a community will be examined. This course will also be useful in understanding the mental illness on the individual and the influence of mental illness on criminal behavior. Variables that may affect a person’s ability to adapt and function in a community will be examined. This course will also be useful in understanding the mental illness on the individual and the influence of mental illness on criminal behavior. Variables that may affect a person’s ability to adapt and function in a community will be examined. This course will also be useful in understanding the mental illness on the individual and the influence of mental illness on criminal behavior.
Prerequisite: General Psychology

HS284 Internship for Human Services Students
40 hours, 4 credits
Field experience is a key learning experience in a human services delivery organization. It is a process of experiential learning that integrates the knowledge, theory, skills, and professional behaviors that are concurrently being taught within the classroom. It is an integral part of the total educational process.
Prerequisite: Students must be in their last or second-to-last quarter before graduation.
Co-requisite: Sophomore Seminar

HS295 Human Services Capstone
70 hours, 4 credits
This course will provide students with an opportunity to integrate learning, skills, and knowledge from the Human Services program in the form of a Capstone Project. Contemporary issues and future trends will also be analyzed.
Prerequisite: Must be in their last or second-to-last quarter.
Co-requisite: Sophomore Seminar

J100 Introduction to Criminal Justice
40 hours, 4 credits
An introductory course designed to provide students with a general foundation of knowledge in the criminal justice field. Course participants will explore the different parts of the criminal justice system, their interrelationships, and their effect on the criminal justice process. Students will examine the historical basis for the contemporary American legal system, policing styles and the evolution of crime prevention. The structure of the judicial system and its professional participants from pre-sentencing through post-conviction, corrections strategies for criminal offenders, and special considerations for juveniles in the criminal justice system.

Prerequisite: none

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

Prerequisite: none

J115 Introduction to Corrections
40 hours, 4 credits
This course will provide an overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined. For residential only, this course includes a fieldwork assignment.

Prerequisite: Introduction to Criminal Justice

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

Prerequisite: Introduction to Criminal Justice

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

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

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COURSE DESCRIPTIONS

J222 Crime Scene to Conviction: Critical Skills in Documentation 40 hours, 4 credits
Students will master the skills of both oral and written communication. They will examine grammar and the mechanics of writing. They will also explore special communication issues, such as communicating with crime victims.
They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively transcribing written work into courtroom testimony.
Prerequisite: Policing in America

J303 Introduction to Homeland Security 40 hours, 4 credits
This course provides an introduction to the philosophical, historical, and multidisciplinary challenges of Homeland Security in combating terrorism. This course includes a review of the driving forces that resulted in the creation of the current Department of Homeland Security. This will be accomplished through a review of the field of homeland security, its evolution and critical issues, and an examination of current threats and vulnerabilities. The course also looks at the complexities of defining the roles of federal, state, local government, and the private sector.
Prerequisite: Introduction to Criminal Justice

J371 Criminal Law and Procedure: Crime and the Courtroom 40 hours, 4 credits
This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State court systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Students will examine the factors and circumstances which may excise criminal responsibility, and common law principles are examined. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice or Introduction to Law and the Legal System.

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

J211 Counseling Clients 40 hours, 4 credits
Students will examine the process and effects of counseling. Assessment tools, methods of evaluation, and case plans are explored. They will consider a variety of counseling settings, including prisons, jails, group homes, inpatient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse clients including juveniles and adults at risk, 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 offender rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. These will be reviewed as applied to the 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 corrections 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 peace officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim- and witness-interviewing strategies, offender behavior-modification approaches, and officer coping methods. They will review the short- and long-term physiological and psychological effects of stress, trauma, and occupational exposures unique to the profession.
Prerequisites: Policing in America

J230 Terrorism 40 hours, 4 credits
Students in this course will receive an in-depth overview of terrorism, both domestic and international. In this course, students will be provided 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 in the 21st century. Critical, street gang to terrorist organizations. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored both directly and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.
Prerequisite: Introduction to Criminal Justice

J250 Drugs and Crime 40 hours, 4 credits
The course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system will also be discussed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as “club drugs,” inhalants, heroin, 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 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

J280 Contemporary Issues in Crime and Capstone 40 hours, 4 credits
The capstone class examines the future of the criminal justice system. The current cutting edge explanations in different fields of the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Modern and philosophical questions 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 criministics, and analyze problems in forensic science in order to formulate recommendations for change. They will also explore best practices and the future of forensic science.
Prerequisite: Constitutional Law

J320 Criminal Investigations 40 hours, 4 credits
Students will learn to conduct full criminal investigations. They will examine various techniques, methods, and processes for 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 (except for students enrolled in the Cyber Security Program)

J329 Criminal Behavior: Profiling Violent Offenders 40 hours, 4 credits
This course will examine serial behavioral crime by type and criminal profile. Crimes such as stalking, arson, murder, and sexual assault will be examined through case files to enhance investigative methods. Students will analyze psychological profiles and behavior patterns.
Prerequisite: Criminology: Motives for Criminal Deviance (except for students enrolled in the Cyber Security Program)

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

J331 Constitutional Law 40 hours, 4 credits
This course examines the legal principles and rights embodied in the Bill of Rights and the Fourteenth Amendment, and its application to the criminal justice system. The analysis of case studies will allow students to apply criminal law and procedure to the complexities of the Bill of Rights and the future of the court system.
Prerequisite: Constitutional Law

J335 Cultural Diversity and Justice 40 hours, 4 credits
This course will explore the true picture and statistics of minorities represented at every point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of unbiased racial and ethnic theories, and research and practice of behavior and victimization affecting the criminal justice system.
Prerequisite: Ethics in Criminal Justice

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

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

COURSE DESCRIPTIONS

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

J365 Research Methods in Criminal Justice 40 hours, 4 credits
This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to the criminal-justice field. Students will become familiar with research terminology and the ethics involved in various research designs. To complete the course, students will design and simulate their own research project.
Prerequisite: Statistics in Criminal Justice

J405 Emergency Management 40 hours, 4 credits
This course will examine the role of private and public managers in planning for response to natural or man-made emergencies. Response plans will be detailed and developed with the essential elements and participants. Types of hazards and risks of all involved with managing the response and the public will be explored.
Prerequisites: Introduction to Homeland Security; Security Changes

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

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

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

J425 Community Corrections 40 hours, 4 credits
This course will examine the role and function of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored.
Prerequisites: Criminal Behavior: Profiling Violent Offenders; Introduction to Corrections

J430 Forensic Psychology 40 hours, 4 credits
This course will examine the role and function of psychology as it applies to the criminal-justice system. Students will examine the responsibilities and tasks of forensic psychologists when working with law enforcement, courts, and corrections.
A psychological approach to person-to-person crime will be explored.
Prerequisites: Criminal Behavior: Profiling Violent Offenders; General Psychology

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

J440 Special Offenders: Sex Offenders 40 hours, 4 credits
This course will examine the causes of sexual offenses and treatment of offenders. Laws and policy pertaining to sex offenders will be analyzed. Research on sex offenders, including recidivism, treatment, and re-entry into the community, will be examined.
Prerequisite: Introduction to Criminal Justice (except for students enrolled in the Cyber Security Program)

J445 Special Offenders: Serial Killers 40 hours, 4 credits
Students will explore issues and controversies involved in serial killer cases or mass murder investigations. They will cover topics including maintaining justice, victim’s rights, interrogation techniques, media coverage of crimes, and grief.
Prerequisites: Criminology: Motives for Criminal Violence; Criminal Behavior: Profiling Violent Offenders

J453 Criminal Justice Seminar 50 hours, 5 credits
This course provides students with the opportunity to explore an area of criminal justice that is of specific interest for their career or an area of relevant interest in the field. Topics may include any area of justify studies, with the approval of the instructor. Students will conduct a thorough review of their topic and present their work in the form of a final project.
Prerequisite: Statistics in Criminal Justice: Research Methods in Criminal Justice

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

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

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

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

LE220 Firearms II: Tactics for Combat Gunfighting 40 hours, 2 credits
Students will build upon fundamental principles of marksmanship to gain firearms skills unique to law enforcement and officer survival. They will examine considerations related to use of force and deadly force, focusing on decision-making in force, 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 realistic situations.
Prerequisites: Firearms I: Fundamentals of Armed Police Response

LE227 Use of Force I: From Empty Hands to TASERS 40 hours, 2 credits
Students will learn fundamental fighting principles, including 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 in Criminal Justice; Practical Psychology for Law Enforcement or enrolled in Certificate

LE228 Use of Force II: Winning Violent Confrontation 80 hours, 4 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 their ability to assess situations, respond appropriately, apply reasonable force, and articulate their reasoning. They will use practical application exercises and scenario-based training to maximize training effects.
Prerequisite: Use of Force I: From Empty Hands to TASERS

LE233 Crime Scene Response: The Real CSI 60 hours, 3 credits
Students will examine legal issues of crime scene processing, and review basic investigation and reporting forms and the reporting requirements established by statute and policy.
Prerequisites: Ethics in Criminal Justice; Practical Psychology for Law Enforcement or enrolled in Certificate

LE240 Minnesota Criminal Code 20 hours, 2 credits
Students will examine Minnesota criminal code and related statutes to gain a thorough understanding of peace officer responsibilities under Minnesota law. They will review specific Minnesota crimes and their elements, levels of offense, and the proper handling of suspects involved in various crimes. Charging, defenses, and sentencing will also be explored.
Prerequisite: Introduction to Criminal Justice or enrolled in Certificate

LE245 Minnesota Traffic Code 20 hours, 2 credits
Students will explore motor vehicle laws and statutes related to traffic enforcement in Minnesota. They will examine rules pertaining to driving, equipment, motor vehicle insurance, and driver licensing. They will identify unique circumstances and vehicles in traffic law, including commercial motor vehicles, implements of husbandry, boats, and all-terrain vehicles. Students will also review alcohol and drugs impairments to driving, and enforcement of related laws.
Prerequisite: Introduction to Criminal Justice or enrolled in Certificate

LE284 Patrol Practicals: Handling Calls in Progress 80 hours, 4 credits
Students will synthesize learning from all areas of training. They will respond to realistic calls for service and apply their knowledge of law enforcement to achieve resolution of a variety of common policing scenarios. They will discuss fire, arson, and explosives response. They will learn principles of good judgment and decision-making, and will articulate their enforcement choices and the potential legal implications of each. Students will also learn fundamental driving principles for routine and high-speed pursuit driving, and will apply these principles in laboratory exercises. They will discuss the legal and policy aspects of police pursuits and effective call response.
Prerequisites: Use of Force I: From Empty Hands to TASERS; Firearms I: Fundamentals of Armed Police Response; Traffic Enforcement: Managing Traffic Violators; Crime Scene Response: The Real CSI or enrolled in Certificate
LE260 Law Enforcement Capstone 40 hours, 2 credits  
Students will examine the future of law enforcement by reviewing the topical areas of law enforcement required for success in the field. They will discuss current employment opportunities, certification requirements, and application and hiring processes. They will review specialty areas for successful certification and licensing, and discuss the potential ethical, legal, social, and political ramifications for the future.  
Prerequisites: Students must be enrolled in the Law Enforcement program and in their last or second to last quarter.

M120 Medical Terminology 40 hours, 4 credits  
This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.  
Prerequisite: none

M130 Medical Writing, Style and Grammar 30 hours, 3 credits  
A focused look at English grammar, punctuation and sentence structure that will tend to accurate and appropriate medical documents being transcriptioned or edited. Common English language needs in medical transcription are explored, as well as correct use of number words, capitalization and abbreviations. Alike words will be studied and practiced and medical terminology review will be mandatory.  
Prerequisite: none

M140 Basic ICD-9-CM Coding 40 hours, 4 credits  
This course provides in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in coding in various healthcare settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.  
Prerequisite: Medical Terminology
Pre- or Co-requisite: Pathophysiology
M140A/Intermediate ICD-9-CM Coding 40 hours, 3 credits  
This course is a continuation of Basic ICD-9-CM with developmental practice to increase proficiency in coding with ICD-9-CM using patient records. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. Use of coding and grouping software will be introduced as well as the use of registries and indices.  
Prerequisite: Basic ICD-9-CM Coding
M141 Ambulatory Care Coding 40 hours, 3 credits  
The emphasis in this course is medical coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT.  
Prerequisite: Intermediate ICD-9-CM Coding

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

M201 Medical Transcription 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 placed on 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 along with resources that a medical transcriptionist will need to use on the job.  
Prerequisite: Medical Terminology
Pre- or Co-requisite: Medical Writing, Style and Grammar

M208 Introduction to Health Information Management 40 hours, 4 credits  
This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of healthcare facilities, the members of the healthcare team who contribute to and use health information, and trends in the management of healthcare records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.  
Prerequisite: none

M209 Medical Insurance and Billing 40 hours, 3 credits  
In this course students will receive an introduction to common 3rd party payers, insurance terminology, and medical billing. They will learn skills including claim forms 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 abstracts of all course documents.  
Prerequisite: Medical Terminology

M211 Quality Analysis and Management 40 hours, 4 credits  
This course covers quality improvement methodologies used in acute and long-term care, and the quality issues of health information services. This course includes data collection and compilation of healthcare statistics.  
Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts

M212 Management of Health Information Services 40 hours, 4 credits  
The study of management, supervision, and human resource principles with application to health information service departments in various healthcare settings. Students will learn how to measure and manage productivity of HIM staff and explore the HIM management role in relation to other hospital departments.  
Pre- or Co-requisite: Introduction to Health Information Management

M219 Healthcare Information Technologies 40 hours, 4 credits  
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, structure, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.  
Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts

M220 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 and ethics will be covered. The course will include a project that is specific to the student’s program of study.  
Prerequisite: none

M232 Pathophysiology 50 hours, 5 credits  
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.  
Prerequisite: Human Anatomy and Physiology I or Software in Communication of the Human Body

M243 Health Information Law and Ethics 40 hours, 4 credits  
A study of the impact of the United States legal system and healthcare regulations and ethics on the health information management environment. Fraud and abuse, patient privacy and confidentiality, protected health information, related data management, and professional practice and ethics will be explored.  
Prerequisite: none

M261 Medical Coding Practicum 30 hours, 1 credit  
This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a Coding instructor.  
Pre- or Co-requisite: Ambulatory Care Coding

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

M253 Medical Administration Capstone 10 hours, 1 credit  
This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills.  
Prerequisite: Medical Administration student in last or second-to-last quarter.

MA110 Clinical Skills I 60 hours, 4 credits  
In this course students will begin their study of the essential and basic core of front-office and back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills related to the healthcare environment, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill development and performance objectives.  
Pre or Co-requisites: Human Anatomy and Physiology I. Medical Terminology; Attendance of Programmatic Orientation in first quarter

MA135 Pharmacy 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 background information and to refresh the student’s memory of previously learned material through which the therapeutic action of the drugs can be clearly understood.  
Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body

MA145 Clinical Skills II 60 hours, 4 credits  
Students will continue their study of the essential and basic core of back-office medical assisting skills. They will master knowledge and skills including patient assessment and history and physical examination, performing electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, and emergency 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: Clinical Skills I
Pre- or Co-requisite: Human Anatomy and Physiology II

MA225 Laboratory Skills for Medical Assisting 60 hours, 4 credits  
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect specimen samples by venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.  
Prerequisite: Clinical Skills II
Pre- or Co-requisite: Pathophysiology
MA241 Human Anatomy and Physiology I 80 hours, 5 credits
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and biology, histology, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Introduction to Human Biology (except for students enrolled in the Medical Assisting program)

MA242 Human Anatomy and Physiology II 80 hours, 5 credits
In this course, students will continue their study of human anatomy and physiology begun in Human Anatomy and Physiology I. They will examine the circulatory, lymphatic and immune, respiratory, urinary, digestive, and reproductive systems, as well as fluid and electrolyte balance, acid-base balance, and nutrition and metabolism. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Human Anatomy and Physiology I

MA250 Radiography Skills 40 hours, 3 credits
A comprehensive study for limited scope of practice in radiography. Skills and processes covered will be: radiation protection, equipment operation and quality control, image production, 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: Human Anatomy and Physiology II

MA265 Medical Assistant Externship 240 hours, 6 credits
Students will engage in an 11-week on-the-job Medical Assisting training experience in a physician’s office/clinic or medical center. The extern will perform medical-assisting job duties in both the front-office administrative area and the back-office clinical area, in order to develop on-the-job learning skills. Under no circumstances will the students extern receive pay for the externship hours worked. In the lecture portion of the course, students will learn job-search techniques and skills for entry-level medical assistants. Students will also prepare to sit for the Medical Assisting credential examination during this course (either the CMA or RMA depending on accreditation status).
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 verifications of immunity required by program and site; Successful completion of background check (clear background check obtained)

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

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

N135 Operating Systems Fundamentals 60 hours, 4 credits
Students are introduced to the principles of various types of microcomputer operating systems. Topics include system resources, memory management, processor management, user interface and operating system functions especially related to database resource management. Emphasis is placed on how the user, hardware, and software interface with the operating system.
Prerequisite: none

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

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 comprehension of function behavior through graphical viewing, both manually 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.
Prerequisite: Pre-calculus

MH210 Calculus II 40 hours, 4 credits
In this continuation of the topics investigated in Calculus I, students will further explore the methods of integration and 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 foundations established in Introduction to Discrete Mathematics with further exploration in logic and mathematical reasoning. Topics include combinators and graph theory, Boolean algebra, digital logic circuits, ordered sets, functional programming, models of computation, and computational complexity. Students will gain experience formulating mathematical proofs.
Prerequisites: Introduction to Discrete Mathematics; Calculus II

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

ML100 Introduction to Clinical Laboratory Science 40 hours, 3 credits
An introduction to laboratory medicine and its 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

ML105 Clinical Chemistry I 40 hours, 3 credits
An introduction to analytical techniques, instrumentation, and basic principles of clinical chemistry and methods. Presents the theory and application of biochemical analyzers, including clinical significance and normal reference ranges.
Prerequisite: Introduction to Clinical Laboratory Science

ML106 Hematology I 40 hours, 3 credits
Introduction to the theory and practical application of routine and special hematology procedures. Presents red-blood-cell function, hemostasis, and coagulation. Procedures laboratory focuses on identifying normal and abnormal red-blood-cell morphology and the evaluation of blood smears.
Prerequisites: Introduction to Clinical Laboratory Science; Human Anatomy and Physiology I

ML120 Urinalysis 40 hours, 3 credits
An introduction to urinalysis and body-fluid analysis. Includes anatomy and physiology of the kidney, and physical, chemical, and microscopic analysis of urine, cerebral spinal fluid, and other body fluids.
Prerequisites: Introduction to Clinical Laboratory Science; Human Anatomy and Physiology I

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

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

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

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

ML205 Immunohematology 40 hours, 3 credits
An introduction to the fundamentals of the immune system and the principles of genetics as they apply to blood group inheritance and blood banking procedures. Includes donor selection, blood donation, blood component processing and administration of blood components. Utilizes a student laboratory for experiences in routine blood banking procedures.
Prerequisites: Hematology I; Immunology

ML206 Clinical Microbiology II 60 hours, 12 credits
Expanding on concepts learned in Clinical Microbiology I, this course provides further instruction in microbiology with emphasis placed on viruses, fungi and parasites. Epidemiology and infection control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.
Prerequisite: Clinical Microbiology I

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

ML292 Clinical Practicum II 360 hours, 12 credits
Students will continue in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate.
Prerequisite: Clinical Practicum I

ML293 Microsoft Windows Workstations 40 hours, 3 credits
This course develops students with the knowledge and skills necessary to install and configure a Windows workstation. The course gives the student the ability to provide technical support to a Windows workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist Exam.
Prerequisite: Fundamentals of PC Hardware and Software

ML331 Network Fundamentals 40 hours, 3 credits
This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks and how communications are accomplished in those environments. Students will learn the different protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic troubleshooting, security of networks, and how to maintain it. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course helps prepare students to take the CompTIA Network+ certification exam.
Prerequisite: Fundamentals of PC Hardware and Software

ML335 Operating Systems Fundamentals 60 hours, 4 credits
Students are introduced to the principles of various types of microcomputer operating systems. Topics include system resources, memory management, processor management, user interface and operating system functions especially related to database resource management. Emphasis is placed on how the user, hardware, and software interface with the operating system.
Prerequisite: none

ML337 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
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>N103</td>
<td>Game Production</td>
<td>40 hours</td>
<td>This course is designed to teach you the fundamental philosophies of game design and apply them in a hands-on manner using a step-by-step process that develops problem solving strategies. The techniques taught in this course exist to provide the practical resources needed to build upon an understanding of game development from a production standpoint. In addition, the information this course provides is a grounded study for any real-life application where inspiration must combine with practical knowledge and application to create a marketable product. Prerequisite: Game Design Theory I</td>
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<tr>
<td>N103G</td>
<td>Game Design Theory I</td>
<td>40 hours</td>
<td>This course introduces the non-technical study of games, the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of core concepts including game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games. Prerequisite: none</td>
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<tr>
<td>N140L</td>
<td>Logic and Troubleshooting</td>
<td>40 hours</td>
<td>This course prepares students with a thorough understanding of the process, tools, and techniques to efficiently diagnose computer hardware and software issues and failures. Through the application of logic and troubleshooting skills will complete puzzle-solving exercises and activities that illustrate effective reasoning processes. Students will be exposed to multiple real-world scenarios in which they will troubleshoot technological problems, and apply lessons learned in order to anticipate potential failure concerns. By the end of the course, students will be prepared to evaluate actual issues, use logic to identify the variables contributing to failure, and finally determine the proper course of action to correct the failure issue(s) at hand. Prerequisite: none</td>
</tr>
<tr>
<td>N114N</td>
<td>Networking Security</td>
<td>40 hours</td>
<td>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 components of security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course material. Further, this course helps prepare students to take the CompTIA Security+ exam. Prerequisite: Networking Fundamentals</td>
</tr>
<tr>
<td>N142F</td>
<td>Foundations of Software Design</td>
<td>40 hours</td>
<td>This course introduces students to fundamental aspects of programming as it is related to proper software design concepts. Students will gain an understanding of how computational techniques are applied in solving a variety of problems. Topics will include variables, procedural abstraction utilizing handlers, conditionals, loops, and data types. The course will also provide students with an understanding of software engineering by having them write small but useful computer programs using pseudo-code as well as a high-level programming language. Prerequisite: none</td>
</tr>
<tr>
<td>N145F</td>
<td>Fundamentals of PC Hardware and Software</td>
<td>60 hours</td>
<td>In this course, students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the materials in this course, the instructor will assign direct hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exam. Each student will assemble a computer using prescribed parts and materials. Prerequisite: Logic and Troubleshooting</td>
</tr>
<tr>
<td>N150T</td>
<td>Technology’s Role in the 21st Century</td>
<td>20 hours, 2 credits</td>
<td>This course provides a broad overview of major technology trends and developments in the late 20th and 21st centuries along with their cultural, economic, and societal impact. Topics include the uses of technology tools in science, industry, education, and the arts. Categories such as communications, commerce, and quality of life will be explored as students review the scope of and application of technology within the context of events. Prerequisite: none</td>
</tr>
<tr>
<td>N180M</td>
<td>Math for Game and Simulation I</td>
<td>40 hours, 4 credits</td>
<td>This course has been designed to teach concepts in linear algebra. The course covers linear equations and matrices, and how these can be applied in various situations. In addition, topics will include determinants, vectors in the plane, and how to calculate cross determinants. Prerequisite: College Algebra</td>
</tr>
<tr>
<td>N205P</td>
<td>Platform Design and Human-Computer Interaction</td>
<td>60 hours, 4 credits</td>
<td>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 interactive interfaces will be explored to give the student a wide exposure to this important element in creating games. Prerequisite: Programming I</td>
</tr>
<tr>
<td>N206D</td>
<td>Data Structures</td>
<td>60 hours, 4 credits</td>
<td>This course is designed to be an introduction to data structures using C++. Topics to be covered include lists, stacks, and queues. In addition, additional time is spent on templates and algorithmic analysis as it relates to recursion. Prerequisite: Programming I</td>
</tr>
<tr>
<td>N207P</td>
<td>Programming I</td>
<td>60 hours, 4 credits</td>
<td>This course is a continuation of Programming I. Topics that will be covered in this course include design analysis, inheritance, and the use of templates. Programming. A look at input/output issues is done along with a look at advanced topics in C++ programming and a brief look at how C++ can start to be utilized in game programs. Prerequisite: Programming I</td>
</tr>
<tr>
<td>N208L</td>
<td>Linux Administration</td>
<td>40 hours, 3 credits</td>
<td>This course is designed to introduce the Linux operating system. The students will learn to install, maintain, administer, and troubleshoot applications using features of the Linux operating system. Students will learn how to download and install source application from the Internet, run Windows and Linux in the enterprise network environment. This course covers a combination of reading, lecture, Internet-based research, and lab work to reinforce the course materials. Further, this course helps prepare students to take an industry accepted Linux+ certification exam. Prerequisite: Fundamentals of PC Hardware and Software</td>
</tr>
<tr>
<td>N209P</td>
<td>PHP/MySQL Administration</td>
<td>60 hours, 4 credits</td>
<td>Students learn the fundamental areas of two widely used Web application database tools, PHP and MySQL for implementing and managing database-driven websites. Topics will include PHP scripting and advanced administration of MySQL databases, applications to be utilized through the Internet. Prerequisite: SQL Server Administration</td>
</tr>
<tr>
<td>N210I</td>
<td>Introduction to Computer Systems</td>
<td>40 hours, 4 credits</td>
<td>This course is an introduction to the study of software control over the various hardware components of a computer’s architecture – the CPU, RAM, and system bus. Topics include development of C language programs with a pseudo-code foundation, CPU operation at the bus level, comparison of procedural languages to machine language, and the development of machine and assembly language programs using multiple addressing modes, branching, and subroutine calls. Prerequisite: Foundations of Software Design</td>
</tr>
<tr>
<td>N225S</td>
<td>Interactive Storytelling</td>
<td>40 hours, 3 credits</td>
<td>This course explores the integration of story telling and interactivity. From the fundamentals of creating stories to the integration of game technology, students will write and build worlds where story interacts with game structure. Subjects will include linear narrative, myths and the hero’s journey, and how to calculate cross determinants. Prerequisite: Programming I</td>
</tr>
<tr>
<td>N226W</td>
<td>Windows Active Directory</td>
<td>40 hours, 3 credits</td>
<td>The course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, set up, configure, utilize, maintain and troubleshoot Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam. Prerequisite: Microsoft Exchange Server</td>
</tr>
<tr>
<td>N228W</td>
<td>Microsoft Windows Server</td>
<td>40 hours, 3 credits</td>
<td>This course provides students with the knowledge and skills necessary to install and configure Windows Servers and perform post-installation and day-to-day administrative tasks. The course gives the student the background needed to provide technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the material covered. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist exam. Prerequisite: Fundamentals of PC Hardware and Software</td>
</tr>
<tr>
<td>N234P</td>
<td>Microsoft Exchange Server</td>
<td>40 hours, 3 credits</td>
<td>In this course students will learn a wide range of information about Exchange Server, from installation, configuration, management, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a combination of real-world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam. Prerequisite: Windows Active Directory</td>
</tr>
<tr>
<td>N235</td>
<td>Cisco Networking Fundamentals and Routing</td>
<td>40 hours, 3 credits</td>
<td>In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco networking topics such as access control list, WAN connectivity and virtual LANs. The lab assignments included in this course give students adequate hands-on experience with Cisco networking equipment allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Cisco CCENT exam. Prerequisite: Networking Fundamentals</td>
</tr>
<tr>
<td>N236</td>
<td>Database Security</td>
<td>60 hours, 4 credits</td>
<td>This course covers the basic principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities. Prerequisite: SQL Server Administration</td>
</tr>
<tr>
<td>N253</td>
<td>Managing Information Security</td>
<td>30 hours, 3 credits</td>
<td>Information security is not only an IT, but also a management issue. Therefore, this course introduces students to a detailed examination of implementing appropriate practices to ensure security and information security. They begin with the strategic planning process for security, which includes an examination of security policies and staffing functions necessary to organize and administrate ongoing security functions in an organization. Course subjects include security practices, security architecture and models, continuity planning and disaster recovery planning. Prerequisite: Networking Security</td>
</tr>
<tr>
<td>N260</td>
<td>Console Development</td>
<td>60 hours, 4 credits</td>
<td>One aspect of creating games is determining how they will work with different consoles from various manufacturers. This course guides the student through the various parts of a console that will have an impact on the game (memory, processing, storage, and debugging to name a few). This systematic approach will yield the game programmer to determine what modifications and changes need to be made as games become part of the game libraries for different vendors. Prerequisite: Programming I</td>
</tr>
</tbody>
</table>
This course summarizes key learning throughout as it refracts through the scene. Objects reflect light, and the path that light takes such as how we represent light, model the way position and motion in 3D, project them into 2D images of scenes applied to the OpenGL system.

Prerequisite: SQL Server Administration

N276 Game and Simulation Theory 40 hours. 4 credits

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

Prerequisites: Platform Design and Human-Computer Interaction

N286 Math for Game and Simulation Production I 40 hours. 4 credits

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

Prerequisite: Math for Game and Simulation Production I

N290 Information Technology Capstone 20 hours. 2 credits

This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues. Prerequisite: This course is intended to be completed in last quarter of diploma

N301 The Business of Digital Media 40 hours. 4 credits

This course is designed to prepare students for multiple levels of project completion across the broad spectrum of digital media such as: concept development, production, project management, and content delivery. Important workforce assets of individual drive and assessment, success within creative teams, management of timelines and deadlines, and effective leadership are explored as they pertain to the multimedia development pipeline.

Prerequisite: Introduction to Business

N302 Graphics Development with OpenGL 60 hours. 4 credits

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

Prerequisite: Programming II

N303 Software Systems Principles 40 hours. 4 credits

This course provides a historical perspective of programming languages and their development. Students will study techniques of language translation including lexical analysis, grammar, syntax, and parsers. Topics include the structure and functionality of modern operating system software. Emphasis is placed on memory process execution, process scheduling, communication, and API services. The design and development of programs using dedicated OS features is also considered.

Prerequisite: Introduction to Computer Systems

N304 Operating Systems Design 50 hours. 4 credits

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

Prerequisite: Software Systems Principles

N305 Figure Drawing 60 hours. 4 credits

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

Prerequisite: Color Theory and Techniques

N306 Advanced Network Security 50 hours. 4 credits

This course provides a detailed examination of techniques and concepts surrounding the topic of network defense. Students will learn 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 network, intrusion detection, cloud security, and incident response strategies.

Prerequisites: Cisco Networking Fundamentals and Routing Networking Security

N307 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 the basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.

Prerequisite: none

N311 Game and Simulation Lighting Techniques 80 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 stencilning are covered in detail in this course.

Prerequisite: Graphics Development with OpenGL

N312 Advanced Networking 50 hours. 4 credits

This course offers an in-depth study of current networking technologies. Topics include OSI model, communication protocols, routing protocols. WAN technologies, TCP/IP, AMPL and hybrid networks. Wireless and QoS.

Prerequisite: Virtualization

N313 Introduction to Information Security Systems 40 hours. 3 credits

This course provides an overview of security challenges and strategies of countermeasure in the information systems environment. Topics include definition of terms: concepts, elements, and goals incorporating industry standards and practices with a focus on availability, vulliness, integrity and confidentiality aspects of information systems.

Prerequisite: none

N315 Flash Animation 60 hours. 4 credits

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

Prerequisite: Multimedia Technologies

N320 Polygon Modeling 60 hours. 4 credits

This course demonstrates the techniques of modeling objects in a three-dimensional environment. Students will manipulate primitive objects such as: cubes, spheres, pyramids, and cylinders to build more complex polygons, and students will utilize techniques to approximate curved surfaces with multiple polygons. Industry standard software such as 3D Studio Max, ZBrush, and MudBox will be discussed, and students will have the opportunity 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 design software, web-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 Planning and Documentation

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, creating portfolios, interviewing, the interview process, employment, and elevator pitch. Students will learn how to develop an industry-specific resume, how to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn networking skills for their area of interest in game or simulation production.

Prerequisite: Multiplayer Game Programming

N325 Advanced Methods of Computer Graphics 60 hours. 4 credits

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

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/intranet site and potentials for misuse.

Prerequisite: none

N330 MIS Techniques 40 hours. 3 credits

This course is an introduction to computer use required of users and developers of management information systems. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Computer Applications and Business Systems Concepts

N331 Infrastructure Hardware 50 hours. 4 credits

This course covers hardware design and planning for medium to large scale data center operations. Topics include data center design (power, cooling, space planning), server racks, storage arrays systems, fiber optic cabling, UPS, and S&TA. 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: Networking Fundamentals

N332 Managing Risk for Information Systems 40 hours. 4 credits

This course addresses the broad topic of risk management and how risk, threats, and vulnerabilities impact information systems. Areas of instruction include how to assess and manage risk based on defining an acceptable level of risk. The course introduces the concept of a business risk and its impact analysis, business continuity plan, and disaster recovery plan will be discussed.

Prerequisite: none

N335 Digital Photography 60 hours. 4 credits

This course shows students how to evaluate images for communicative effectiveness and aesthetic appeal. They will also digitize images, adjust and manipulate them in the computer, and output them for on-screen and printed use. Through the course students will gain a firm foundation on the fundamental differences between digital photography and traditional manual film including lighting and print.

Prerequisite: Audio/ Video Editing

N340 Information Technology Project Management 40 hours. 4 credits

This course will introduce students to the processes of project planning from the early stages of brainstorming through project planning including creating timelines, resource management, and implementation, along with the basics of writing project proposals. Students will learn how to create appropriate planning techniques, and software. Students will plan and propose a project appropriate to their fields of study.

Prerequisite: Computer Applications and Business Systems Concepts

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

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

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

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

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

N350 Concept Development for Digital Media
40 hours, 4 credits
This course is concerned with problem-solving, research, and presentation skills for multimedia projects. Brainstorming, narrative, storyboarding, animatics, pre-visualization, and transitions are all explored. Sketches, source imagery, and audio are developed to effectively communicate ideas for time-based media. Documentation techniques are employed to chart progress with character and scene design, as well as cameras and lighting.
Prerequisite: none

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

N356 Database Systems Design
50 hours, 4 credits
In this course, students will learn how to develop and deploy a relational database management system (RDBMS) as a software application. Students will explore relations and tables as well as how to modify the relations with commands such as insert, update, and delete. Students will also understand the role and importance of primary and foreign keys in creating relational database structures.
Prerequisite: Relational Databases

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

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

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

N362 Technical Writing
20 hours, 2 credits
This course is designed to teach students best practices in authoring technical documentation. Topics include targeting your audience, organization, glossaries, appropriate use of graphics, tables, lists, italics, wiks, and cross references. Students will be asked to compose technical documents and present them to the class.
Prerequisite: English Composition

N363 Security Strategies for Web Apps and Social Networking
40 hours, 3 credits
This course addresses how the internet and web-based applications have transformed the way businesses organize, communicate, and people communicate. With this information came new risks, threats, and vulnerabilities for web-based applications. The purpose of this course is to secure web applications and social networking.
Prerequisite: none

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

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

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

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

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

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

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

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

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

N415 Digital Effects Creation
60 hours, 4 credits
This course focuses on the use and application of digital effects and video at the professional, post-production level. Learn professional methods of controlling digital and video representation, and 3D effects. Master the digital workflow by compositing footage, digital imagery and CD. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, computer graphics, motion tracking, and filters.
Prerequisite: Polygon Modeling

N416 Access Controls, Authentication, and PKI
40 hours, 4 credits
This course introduces the concept of access control to information systems and applications. Access, authentication, and accounting for end-users and system administrators will be covered. In addition, security controls for access control including tokens, biometrics, and use of public key infrastructures (PKI) will be covered.
Prerequisite: none
N420 Network Security and Cryptography 40 hours, 3 credits  This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing an active network defense, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include private key cryptography, public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures. Prerequisites: Computer Applications and Business Systems Concepts: Networking Fundamentals

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

N422 Enterprise Application Support 40 hours, 4 credits  This course introduces students to the challenges of supporting complex enterprise applications like E-commerce and ERP systems. Topics include application architecture concepts (front-end, middleware, backend, and client/server), working with application specialists, application performance monitoring (end-to-end), security, support and maintenance, and disaster recovery. Prerequisites: Advanced Networking; Disaster Recovery

N423 Windows Security Strategies 40 hours, 4 credits  This course discusses security implementations for various Windows platforms and applications. Areas of study involve identifying and examining security risks, security solutions, and tools available for various Windows platforms and applications. Prerequisite: none

N425 Storyboard Development for Digital Media 40 hours, 4 credits  This course will introduce the student to utilizing storyboards as a visual representation of a project. Students will also complete a storyboard sample as a guide to creating their own storyboard project. During the course the students will also examine cinematic visual techniques and terminology. Prerequisite: Multimedia Portfolio Development

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

N431 Multiplayer Game Programming 60 hours, 4 credits  The trend in publicly accessible 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, disaster recovery and support/service management. Prerequisite: Advanced Networking; must be completed in the student’s final quarter

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

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

N437 Linux Security Strategies 40 hours, 4 credits  This course introduces students to the Linux platform and its security features. Areas of study include identifying and examining methods of securing Linux platforms and applications and implementing security methods. Prerequisite: none

N440 Web Design Project 60 hours, 4 credits  The purpose of this course is the advanced application of website development gained by students in the process of developing websites. This course will take a user-centered approach to designing websites and will focus on the entire lifecycle of a website, from the idea of creating a website, through requirements gathering, conceptual design, physical design, testing, and implementation. Prerequisites: Multimedia Technologies

N441 3D Game Character Creation 60 hours, 4 credits  This course is designed to equip digital media students with skills in 3D character creation and effects in a game environment. During this course students will explore advanced 3D modeling and animation theory and principles which focus on character animation as it applies to the gaming environment. Specifically, these principles and theories are applied to the context of interactive narratives and games. Advanced modeling will also be explored. Student will engage in the study of character posing and rigging for games, advanced animation, creative character animation as well as morphing and blending to create expressive characters. Prerequisite: Polygon Modeling

N442 Hacker Techniques, Tools, and Applications 40 hours, 4 credits  This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used when network security is compromised. Prerequisites: none

N443 Service Management 40 hours, 4 credits  This course provides a more in-depth examination of the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT service management. Topics include incident and service level agreements (SLAs), availability and capacity management. Students will write SLAs covering incident response times, availability, and capacity/infrastucture performance. Prerequisite: Support Management

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

N450 Game Assets 60 hours, 4 credits  This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as performance tuning, debugging, designing for test, pipeline management and deployment, study of software architecture design between platforms, object oriented practices for game play, asset management and coding best practices. It also covers areas like cross-platform porting and multi-lingual techniques. Prerequisite: 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 playback "on shoe" and looping sounds, and stream audio from a local device. They will then use these building blocks to write a low-level sound engine that will be implemented into a game engine. Prerequisites: 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. Prerequisites: 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 realistic physics principles. This course is designed to allow the student or programmer to be able to translate the ideas and sequences of a game into realistic actions. Key components in this class will be the opportunity for students to develop tools, demos, and working games that utilize and follow real physics. Prerequisite: Programming II

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

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

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

N470 Video Game Production Project 50 hours. 4 credits  This course demonstrates advanced techniques for designing, implementing, and troubleshooting, techniques used in game engines, such as: animation synthesis, autonomous character behaviors, building structures for interactive systems, solving multiplayer interface and social issues are covered in the course. Students utilize these skills to produce a final project, demonstrating comprehension of the process of professional game creation. Prerequisite: Multiplayer Game Programming

N467 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 “interface” to one of “location.” The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations. Prerequisite: Programming II
NM112 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 design process of preparing illustrations, photo retouching and manipulation, and working toward finished results primarily in printed form as well as web. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Typograph

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 on the desktop. Exercises in production and editing of videos and films are applied for various delivery media. Students produce and edit a series of short videos for video, disk and Internet applications. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Digital Media Production

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

Prerequisite: Introduction to Multimedia Design

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

Prerequisite: Introduction to Multimedia Design

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 a detailed modeling and texture mapping complementing elementary 3D animation and story development. This course will provide training in a variety of industry-accepted Autodesk 3D design software.

Prerequisite: Introduction to 3D Arts and Animation

NW500 Dynamic Content Management
40 hours, 5 credits
This course introduces students to the standards for designing relational databases. The course focuses on record creation, modification, and deletion as well as report generation and database design. In addition, Structured Query Language is utilized to obtain dynamic information for multimedia applications. This course is comprised of theory and practical application of database design and implementation. Students will code in an industry-accepted database development language.
Prerequisite: Fundamentals of Web Authoring and Design

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

NM260 Server Side Scripting
40 hours, 3 credits
This course focuses on dynamic interactive websites from a multimedia perspective. Emphasis is on HTML, CSS, and client side scripting. Students will be able to incorporate dynamic web content and database access through server side scripting.
Prerequisite: Dynamic Content Management: Fundamentals of Web Authoring and Design

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

Prerequisite: Multimedia Technologies

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

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

Prerequisite: Digital Media Assembly

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

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

N1015 Comprehensive Pharmacology Lab
40 hours, 2 credits
This course provides an overview of essential concepts and principles of pharmacology as applied by 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: Comprehensive Pharmacology

NU123 Adult Medical Surgical Nursing I
70 hours, 5 credits
This laboratory course, students are introduced to concepts and abilities to meet basic human needs while using psychomotor skills. Students incorporate safety, therapeutic communication, and basic assessment skills used by professional nurses.
Prerequisite: Introduction to Professional Nursing

NU150 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

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

NU210 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, hemostasis, fluid and electrolytes and the endocrine system. Students focus on pathophysiology, diagnostic procedures, nursing interventions, patient teaching while using the nursing process as a framework.
Prerequisite: LPN licensure
NU220 Adult Medical Surgical Nursing II
100 hours, 6 credits
This course continues the medical-surgical topics previously covered. It is comprised of theory and clinical components. Content covered includes issues in the cardiocirculatory, musculoskeletal, neuro-sensory, and endocrine systems. Additionally students learn about concepts of pain, emergency and perioperative nursing while focusing on the pathophysiology, diagnostic procedures, nursing interventions, and patient teaching while using the nursing process as a framework.
Prerequisites: Adult Medical Nursing I; Clinical Nursing Skills I
NU225 Pediatric and Maternity Nursing
100 hours, 6 credits
This course is a continuation of Clinical Nursing Skills I and is comprised of theory and laboratory components. Students develop advanced psychomotor skills used by the professional nurse: IV therapy modalities, working with clients with compromised respiratory systems, cardiac monitoring, and complex wound issues.
Prerequisites: LPN licensure; or Adult Medical Surgical Nursing I; Clinical Nursing Skills I
NU230 Pediatric Nursing
100 hours, 6 credits
This course considers concepts of care related to pediatric and maternity populations. It is comprised of theoretical and clinical components. Pediatric content includes growth and development, fundamentals of disease prevention, health maintenance and care during illness. Maternal content includes the profession through prenatal care, delivery and post partum care in health populations. Students utilize critical thinking skills to develop teaching and learning strategies in this population.
Prerequisites: Adult Medical Surgical Nursing II; Clinical Nursing Skills II
NU240 Mental Health Nursing
100 hours, 6 credits
This course covers the principles of mental health nursing noting the application of psychiatric nursing theories and practices 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
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 physiological, psychological and cognitive functioning, review legal and ethical issues, and examine the normal aging process.
Prerequisite: Mental Health Nursing
NU270 Legal and Ethical Nursing Issues
10 hours, 1 credit
Students critically examine the study of ethics and ethical dilemmas in healthcare settings. Issues reviewed include consents, abuse in vulnerable populations, and patient rights as they apply to the professional nurse.
Prerequisite: none
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 the nurse manager, in addition to issues such as managing multiple patients and disaster nursing. This course has both theory and a clinical component.
Prerequisite: Mental Health Nursing
Co-requisite: Nursing Care of the Elderly
NU298 Phlebotomy
40 hours, 3 credits
Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin punctures, butterfly needles, blood cultures and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance. Specimen handling, processing and accessioning. Utilizes a student laboratory for experiences in basic phlebotomy procedures.
Prerequisite: none
PL100 Introduction to Law and the Legal System
40 hours, 4 credits
Students 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.
Prerequisite: Civil Litigation and Procedure I
PL142 Contracts: Managing Legal Relationships
40 hours, 4 credits
This course will provide students with a practical approach to the law of contracts. The class discussion 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
PL155 Real Estate Law
40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office. Title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with paralegals, and other real estate related documents. The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.
Prerequisite: Introduction to Law and the Legal System
PL160 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
PL218 Paralegal Capstone
50 hours, 5 credits
This course will provide students with an opportunity to integrate learning, skills, and theoretical knowledge from the Paralegal program in the form of real-world paralegal activities simulated in the online environment. Interview videos will be reviewed and analyzed, paralegal files completed, and “paperless” office methods will be practiced.
Prerequisites: Co-requisite: Law Office Technology: Cyberspace and the Paralegal Profession; Students must be in their last or second-to-last quarter.
PL226 Law Office Technology: Cyberspace and the Paralegal Profession
40 hours, 4 credits
This course will provide students with an opportunity to integrate learning, skills, and theoretical knowledge from the Paralegal program in the form of real-world paralegal activities simulated in the online environment. Interview videos will be reviewed and analyzed, paralegal files completed, and “paperless” office methods will be practiced.
Prerequisite: Co-requisite: Law Office Technology: Cyberspace and the Paralegal Profession; Students must be in their last or second-to-last quarter.

PN100 Nursing Foundations 120 hours, 6 credits
This introductory course is comprised of both a theory and a clinical component. Students are introduced to the concepts and nursing abilities required to meet basic human needs. Emphasis is placed on safety, psychomotor skills, therapeutic communication, and adult growth and development. The student must achieve a variety of nursing competencies to successfully complete this course.
Prerequisite: Program admission
Co-requirements: Human Anatomy and Physiology II; Comprehensive Pharmacology; Comprehensive Pharmacology Lab

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

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

PN125 Nursing II 120 hours, 6 credits
This course is a continuation of Nursing I and is comprised of both a theory and a clinical component. Content includes surgical care, fluid and electrolyte balance, pain management, and care environments. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the reproductive, musculoskeletal, urologic, and endocrine systems.
Prerequisite: none

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

PN135 Nursing III 120 hours, 6 credits
This course is a continuation of Nursing II and is comprised of both theory and clinical components. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the digestive, blood, lymph, integument, immune, and neurological systems. Modalities of care across the healthcare system are discussed.
Prerequisites: Nursing II: Maternal - Child Nursing; Nutrition and Diet Therapy
Co-requirements: Nursing Seminar; Geriatric Nursing

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

PN145 Nursing Seminar 20 hours, 2 credits
This course will serve as the role of the practical nurse. Content includes the history of nursing, practical nursing scope of practice, legal and ethical considerations, and NCLEX-PN review. Content is designed to facilitate transition from the role of student to the role of graduate practical nurse. Emphasis is placed on assuming personal accountability for nursing actions. The importance and benefits of participation in continuing educational activities is emphasized.
Prerequisite: none

PT105 Introduction to Pharmacy 40 hours, 3 credits
This course will introduce students to the role of the professional pharmacist. The student will gain a basic knowledge of chemistry and become knowledgeable in correct use of CPR. Emphasis will be on patient profiles, receiving and interpreting drug orders, routes of administration, dosage forms, and brand versus generic drugs. The importance of accuracy will be addressed along with methods of avoiding medication errors.
Prerequisite: none

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

PT125 Pharmacy Software/Automation/ Insurance Billing 40 hours, 3 credits
Hands-on experience using pharmacy software will be gained via 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 role pharmacy technicians play and received by retail pharmacists. The student will explore various automation machines used within pharmacy settings.
Prerequisite: Pharmacy Math and Dosages

PT240 Unit Dose and Medication Preparation 40 hours, 3 credits
In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications. Emphasis is on correctly filling, labeling, and transfer of product 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, 3 credits
This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.
Prerequisite: Pharmacy Technician student in last or second-to-last quarter

ST115 Keyboarding I 40 hours, 3 credits
This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with 5 or fewer errors is the course goal.
Prerequisite: none

ST120 Windows 40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

ST140 Discrete Structures for Computer Science 40 hours, 3 credits
This course will provide a basic understanding of discrete mathematical topics that form the basis of computer science. Topics to be covered include truth tables, logical propositions, elements of set theory, as well as basic notions of functions and mathematical induction. Students will explore the logical constructs that are the underlying model of discrete systems.
Prerequisites: Fundamentals of Programming

ST140 Mobile Application Development 40 hours, 3 credits
In this course, students will understand the development cycle of programs and applications for mobile devices. Utilizing the Java language, students will create both standalone programs as well as program suites for mobile marketplace commerce systems where applications can be deployed. Instruction will focus on mobile development best practices for ease and efficiency of program development.
Prerequisite: Java I

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

ST100 Fundamentals of Surgical Technology 40 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 II. Topics include standards of conduct, special populations, safety standards, equipment, biomedical science, asepsis and sterile technique, anesthetists, surgical supplies and instrumentation.
Prerequisites: Medical Terminology; Introduction to Human Biology
Pre- or Co-require: Human Anatomy and Physiology

ST112 Surgical Procedures I 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 II. Topics include standards of conduct, special populations, safety standards, equipment, biomedical science, asepsis and sterile technique, anesthetists, surgical supplies and instrumentation.
Prerequisites: Fundamentals of Surgical Technology

ST120 Surgical Pharmacology 20 hours, 2 credits
This course will attempt to orient the student to the clinical side of pharmacology and its relation to the field of surgical technology. The student 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-require: 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. The course specifically addresses the needs of the surgical technologist in maintaining aseptic techniques and caring for surgical patients before, during, and after surgery.
Prerequisites: Medical Terminology; Human Anatomy and Physiology I

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

ST207 Surgical Procedures III 60 hours, 4 credits
This course will expand on the duties and responsibilities in the role of scrub in the field of surgical technology. Students will continue and apply knowledge gained in Surgical Procedures I and II as well as explore specialty surgery areas. This course is a preparatory class for Surgical Practicum I and II.
Prerequisite: Surgical Procedures II
ST215 Surgical Tech Practicum I
250 hours, 5 credits
This course is designed to provide the student with a clinical experience that includes a solid introduction to the operating room, and to scrub and circulating routines. This course functions to expand and apply knowledge gained in the Surgical Procedures courses. One of the assumptions of this curriculum is that the student who has passed the Clinical Readiness portion of the program will be ready to apply knowledge by scrubbing and circulating in a supervised setting beginning Week 1 of this course.
Prerequisite: Successful completion of all ST core courses except Surgical Tech Practicum II, Career Development and Seminar courses

ST220 Surgical Tech Practicum II
250 hours, 5 credits
This course is designed to provide the student with a clinical experience that includes a solid introduction to the operating room, and to scrub and circulating routines. This course functions to expand and apply knowledge gained in the Surgical Procedures courses and the Surgical Tech Practicum I clinical experience. One of the assumptions of this curriculum is that the student who has passed Surgical Practicum I will continue to apply knowledge by scrubbing and circulating in a supervised setting beginning Week 1 of this course.
Prerequisite: Surgical Tech Practicum I

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

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

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

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

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

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

W120 Java I
40 hours, 3 credits
Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored as well as the use of Java programming in the development of applications for mobile devices.
Prerequisite: Object-Oriented Programming

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

W201 Advanced Visual Basic
40 hours, 3 credits
This course will cover 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

W215 PERL/CGI
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

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
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### SCHOOL OF BUSINESS

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Institutional Loan</th>
<th>Private Loan</th>
<th>Minnesota Tuition and Fees</th>
<th>Minnesota Books and Supplies</th>
<th>Room and Board</th>
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LOANS AND FINANCIAL AID

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

TUITION AND FEES

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

<table>
<thead>
<tr>
<th>SCHOOL OF BUSINESS</th>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Stafford Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Minnesota Tuition and Fees</th>
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<th>Room and Board</th>
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</table>

1 The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2 Internal placement rate methodology can be found at Rasmussen.edu/SID
3 Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
4 Median loan debt for completers from private educational loans
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6 Tuition and fees charged for completing the program in normal time
7 Total cost of books and supplies when completing the program in normal time
8 Total cost of room and board is not applicable at Rasmussen College

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STUDENT INVESTMENT DISCLOSURE INFORMATION

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<table>
<thead>
<tr>
<th>SCHOOL OF EDUCATION</th>
<th>Degree Level</th>
<th>SIC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Private Loan</th>
<th>Institutional Loans</th>
<th>Minnesota Tuition and Fees</th>
<th>Minnesota Books and Supplies</th>
<th>Room and Board</th>
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<tbody>
<tr>
<td>Early Childhood Education Child and Family Studies</td>
<td>Associate's</td>
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<td>97.2%</td>
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<td>$0</td>
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<td>NA*</td>
<td>NA*</td>
<td>$22,010</td>
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### SCHOOL OF HEALTH SCIENCES

<table>
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<th>Degree Level</th>
<th>SSID Code</th>
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<th>Federal Student Loan3</th>
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<th>Minnesota Books and Supplies7</th>
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<td>75.0%</td>
<td>70.3%</td>
<td>$22,331</td>
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<tr>
<td>Pharmacy Technician Certificate 29-2052, 31-9095</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$17,380</td>
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<tr>
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<td>NA*</td>
<td>NA*</td>
<td>$27,650</td>
<td>$1,900</td>
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<tr>
<td>Surgical Technologist Associate's 29-2055</td>
<td>66.7%</td>
<td>94.9%</td>
<td>$25,503</td>
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<td>$0</td>
<td>$36,340</td>
<td>$2,200</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>
STUDENT INVESTMENT DISCLOSURE INFORMATION

The information below details our student completion rate, our college-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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<table>
<thead>
<tr>
<th>SCHOOL OF JUSTICE STUDIES</th>
<th>Degree Level</th>
<th>SIC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Minnesota Tuition and Fees</th>
<th>Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice Corrections</td>
<td>Associate’s</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>49.2%</td>
<td>86.1%</td>
<td>$25,398</td>
<td>$0</td>
<td>$0</td>
<td>$36,340</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice Homeland Security</td>
<td>Associate’s</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>49.2%</td>
<td>86.1%</td>
<td>$25,398</td>
<td>$0</td>
<td>$0</td>
<td>$35,550</td>
<td>$2,300</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice Law Enforcement</td>
<td>Associate’s</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>49.2%</td>
<td>86.1%</td>
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<td>$0</td>
<td>$0</td>
<td>$15,010</td>
<td>$1,000</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice Psychology</td>
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<td>$0</td>
<td>$29,230</td>
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<tr>
<td>Criminal Justice Client Services / Corrections</td>
<td>Bachelor’s</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>68.8%</td>
<td>88.5%</td>
<td>$42,075</td>
<td>$0</td>
<td>$0</td>
<td>$14,220</td>
<td>$1,000</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice Criminal Offenders</td>
<td>Bachelor’s</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>68.8%</td>
<td>88.5%</td>
<td>$42,075</td>
<td>$0</td>
<td>$0</td>
<td>$36,340</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice Homeland Security</td>
<td>Bachelor’s</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>68.8%</td>
<td>88.5%</td>
<td>$42,075</td>
<td>$0</td>
<td>$0</td>
<td>$35,550</td>
<td>$2,300</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice Investigation / Law Enforcement</td>
<td>Bachelor’s</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>68.8%</td>
<td>88.5%</td>
<td>$42,075</td>
<td>$0</td>
<td>$0</td>
<td>$15,010</td>
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<tr>
<td>Human Services</td>
<td>Associate’s</td>
<td>21-1093</td>
<td>NA*</td>
<td>NA*</td>
<td>$19,910</td>
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<td>$35,550</td>
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<tr>
<td>Human Services</td>
<td>Diploma</td>
<td>21-1095</td>
<td>NA*</td>
<td>NA*</td>
<td>$19,910</td>
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<td>$0</td>
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<tr>
<td>Law Enforcement Academic</td>
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<td>78.8%</td>
<td>$6,305</td>
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<td>$0</td>
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<tr>
<td>Law Enforcement</td>
<td>Associate’s</td>
<td>33-3011, 33-3051, 33-9099</td>
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<td>100%</td>
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<td>$35,945</td>
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<td>$0</td>
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<tr>
<td>Law Enforcement Skills</td>
<td>Certificate</td>
<td>33-3011, 33-3052, 33-3051</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$9,480</td>
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</tr>
<tr>
<td>Paralegal</td>
<td>Associate’s</td>
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<td>64.6%</td>
<td>86.2%</td>
<td>$24,902</td>
<td>$0</td>
<td>$0</td>
<td>$37,130</td>
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<tr>
<td>Paralegal</td>
<td>Certificate</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$24,095</td>
<td>$1,500</td>
<td>$0</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>SCHOOL OF NURSING</th>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%) 1</th>
<th>Rasmussen Placement Rate 2%</th>
<th>Federal Student Loan 3</th>
<th>Private Loan 4</th>
<th>Institutional Loan 5</th>
<th>Minnesota Tuition and Fees 6</th>
<th>Minnesota Books and Supplies 7</th>
<th>Room and Board 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Nursing</td>
<td>Associate’s</td>
<td>29-2061</td>
<td>91.7%</td>
<td>87.5%</td>
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<tr>
<td>Professional Nursing - Mobility</td>
<td>Associate’s</td>
<td>29-1141</td>
<td>77.6%</td>
<td>100%</td>
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<td>$0</td>
<td>$0</td>
<td>$15,800</td>
<td>$900</td>
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<tr>
<td>Professional Nursing</td>
<td>Associate’s</td>
<td>29-1141</td>
<td>77.6%</td>
<td>100%</td>
<td>$23,090</td>
<td>$0</td>
<td>$0</td>
<td>$39,895</td>
<td>$2,400</td>
<td>$0</td>
</tr>
</tbody>
</table>

1The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2Internal placement rate methodology can be found at Rasmussen.edu/SID
3Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
4Median loan debt for completers from private educational loans
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6Tuition and fees charged for completing the program in normal time
7Total cost of books and supplies when completing the program in normal time
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<table>
<thead>
<tr>
<th>SCHOOL OF TECHNOLOGY AND DESIGN</th>
<th>Degree Level</th>
<th>SIC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Minnesota Tuition and Fees</th>
<th>Minnesota Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>Bachelor's</td>
<td>11-3021, 15-1133, 15-1131</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$63,535</td>
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<tr>
<td>Cyber Security</td>
<td>Bachelor's</td>
<td>15-1142</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<tr>
<td>Digital Design and Animation</td>
<td>Bachelor's</td>
<td>27-1014</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>NA*</td>
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<tr>
<td>Game and Simulation Programming</td>
<td>Bachelor's</td>
<td>15-1199</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<tr>
<td>Information Systems Management</td>
<td>Associate's</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.1%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$35,550</td>
<td>$2,500</td>
<td>$0</td>
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<tr>
<td>Information Systems Management</td>
<td>Associate's</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.1%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$35,945</td>
<td>$2,500</td>
<td>$0</td>
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<tr>
<td>Information Systems Management</td>
<td>Associate's</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.1%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$35,550</td>
<td>$2,500</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management</td>
<td>Associate's</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$26,070</td>
<td>$1,900</td>
<td>$0</td>
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<tr>
<td>Information Systems Management</td>
<td>Associate's</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.1%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$35,550</td>
<td>$2,500</td>
<td>$0</td>
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<tr>
<td>Information Systems Management</td>
<td>Associate's</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
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<td>NA*</td>
<td>$26,070</td>
<td>$2,000</td>
<td>$0</td>
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<tr>
<td>Information Systems Management</td>
<td>Associate's</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.1%</td>
<td>$23,802</td>
<td>$0</td>
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<td>$36,340</td>
<td>$2,700</td>
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<tr>
<td>Information Systems Management</td>
<td>Associate's</td>
<td>15-1150</td>
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<td>NA*</td>
<td>$26,860</td>
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</tbody>
</table>
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<table>
<thead>
<tr>
<th>SCHOOL OF TECHNOLOGY AND DESIGN</th>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Median Federal Student Loan</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Minnesota Tuition and Fees</th>
<th>Minnesota Books and Supplies</th>
<th>Room and Board</th>
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</thead>
<tbody>
<tr>
<td>Information Systems Management Computer Information Technology</td>
<td>Diploma</td>
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<td>NA*</td>
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</tr>
<tr>
<td>Information Systems Management Computer Information Technology</td>
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<tr>
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<td>$26,070</td>
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</tr>
<tr>
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</tr>
<tr>
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<td>80.8%</td>
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<td>Diploma</td>
<td>15-1199</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>$2,200</td>
<td>$0</td>
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</tr>
<tr>
<td>Multimedia Technologies Web Design</td>
<td>Associate's</td>
<td>15-1199</td>
<td>37.8%</td>
<td>80.8%</td>
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<td>$36,735</td>
<td>$2,800</td>
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<tr>
<td>Multimedia Technologies Web Design</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>NA*</td>
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<tr>
<td>Software Application Development</td>
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<td>NA*</td>
<td>$15,800</td>
<td>$1,200</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

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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 www.rasmussen.edu. Our staff is knowledgeable in helping you select the right major to prepare you for your desired career.

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

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

• Application Form (Apply early for best scholarship opportunities)
• $40 application fee for entire program or $20 per course
• Attestation of high school graduation or equivalency
• Enrollment Agreement
• Rasmussen College entrance placement exam(s)
• Rasmussen College Experience Course (if applicable)
• All financial arrangements are complete, submitted and verified
• Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.
• Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements. In addition to all general Rasmussen College admissions requirements, see the admissions policies for these programs under Academic Information and College Policies.
• International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  – TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  – Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  – Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that (1) you are or expect to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.

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.
Assessment

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

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

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

At designated points in their programs of study students are required to complete with a passing grade a seminar course. Students who have completed the Associate’s Degree program will be required to take the seminar course during the quarter in which they finish the Bachelor’s degree program. Students who have completed the diploma program will be required to take the seminar course during the quarter in which they finish the program. Students who have completed the certificate program will be required to take the seminar course during the quarter in which they finish the certificate program.

• 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 Bachelor’s degree requirements to graduate from an Associate’s degree program.

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

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

The 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 course are components of the Career Development 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.

Re-Enter Policy

Students may re-enroll in certificate or diploma programs one time. Associate’s degree programs two times, and Bachelor’s degree programs up to four times, unless the Dean, Campus Director, or Director of Student Affairs determines that mitigating circumstances exist. Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return in a subsequent quarter is defined as a re-enrolling student. Re-enrolling students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of SATISFACTORY ACADEMIC PROGRESS, re-enrolling students are treated as continuing students and must meet progress requirements. All re-enrolling students, regardless of time away from the College, must successfully complete the College Experience Course or have a record of successfully completing the College Experience Course as part of the acceptance process for returning to the College. All re-enrolling students must comply with all other college acceptance criteria as outlined in the current catalog before being accepted into the College as a re-enter.

Determination of whether a student is eligible to re-enroll is based on the criteria below. A student will be allowed to start the enrollment Process and re-enter if the student meets the following criteria:

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

A re-entry process will be initiated for a student who is not meeting SATISFACTORY ACADEMIC PROGRESS as defined in the Standards of SATISFACTORY ACADEMIC PROGRESS guidelines in this catalog at the time of the re-entry request and/or has an outstanding balance with the College or has not met the foundations course requirements at the time of the request of the student. As part of the re-entry process the student will be required to submit a re-entry letter following the Re-Entry Process Guidelines. The re-entry request will either be approved or denied based on a review of the student’s current academic standing at the time of withdrawal, financial status and progress to date with Rasmussen College and the information provided in the re-entry letter.

A complete description and the requirements of the re-entry application process is available through the Re-Entry portal. Students in Health Sciences programs and Nursing programs who wish to re-enter the School of Health Sciences and Nursing programs must first contact the Department of Enrollment Services in order to determine an appropriate level of re-entry. These students will be allowed to re-enter at the appropriate level if a space in the program is available.

ADMISSIONS REQUIREMENTS

Background Checks

For some programs, Rasmussen College requires applicants to pass a background check before admission. Note that “passing” a criminal background check is determined at Rasmussen College. In its sole discretion. The background check is designed to alert students to issues that may impair their ability to complete clinical, externship or practicum activities, obtain employment upon graduation, or accumulate unnecessary student loan debt.

The programs that require a background check for admission are the following:

• Accounting (Florida, Minnesota, and Wisconsin only)
• Business Management and Child Development Specialization
• 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 Administration
• Medical Billing and Coding
• Medical Laboratory Technician
• Nursing
• Paralegal
• Pharmacy Technician
• Practical Nursing
• Professional Nursing: Mobility Degree
• Public Accounting
• Surgical Technologist

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

Minnesota Students Only: In addition to the general background check, applicants to the Law Enforcement programs must submit to a Minnesota Bureau of Criminal Apprehension background check. Applicants to the Health Information Technician, Health Information Management, Medical Billing and Coding, Medical Assisting, Medical Laboratory Technician, Pharmacy Technician, Surgical Technologist, and Nursing programs must also submit to a Minnesota Department of Human Services background check, in addition to the general background check.

Florida Students Only: In addition to the general background check, applicants to the School of Nursing programs must submit to a Florida Department of Law Enforcement background check.

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

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

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

If a student chooses to appeal their termination from the school, all appeals must be completed by the end of the first quarter, or the student may not continue to the next quarter.

A student enrolling in a program that requires a background check will have their aid submitted until the student is determined to be eligible either through a clear or possible letter or successfully going through the appeals process. This process may continue until the student has not met the foundations course requirements, field trip experiences and/or finding employment in-field after graduation. Applicants who receive a possible issue letter are to acknowledge the issue and complete 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 has an adverse action decision by either not allowing the applicant to enroll in a certain program, or removing a student from a certain program, based on the background check. Applicants receiving a pre-adverse letter must contact the background check firm directly to dispute the information contained in the background check. Within seven days of sending the pre-adverse action letter the College will send the student an adverse action letter indicating the action to be taken. The Director of Admission is to 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 Admission. 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.

Immunization Requirements

Minnesota (Rasmussen College) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Non-exempt students must submit the required vaccination information within 45 days after their first enrollment, or they cannot remain enrolled. Please see the campus for a list of possible exceptions.

In other 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 to the Medical Laboratory Technician and Surgical Technologist Programs

Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement scores 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, they will be scheduled for the Evolve A2 entrance exam.
Applicants who wish to repeat the Enterable A2 to increase their score must submit a $30 non-refundable re-test fee. Current students in other programs wishing to transfer into a course of study requiring the admissions Application who wish to repeat the Enterable A2 to increase their score must submit a $30 non-refundable re-test fee. Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to take the Enterable A2. Once the applicant file is complete, the College will schedule an interview between the applicant and Program Coordinator/Director.

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

1. Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement score above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement test.

2. School of Nursing Entrance Exam. Applicants who have successfully completed College entrance placement requirements will be given access by admissions to the online registration process for the School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a nursing program of study for which they qualify. Applicants not meeting the exam score requirement determined by Rasmussen College at its sole discretion upon first attempt may register for one additional attempt. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing.

3. Complete Application Requirements: Applicants successful in completing the College entrance placement exam requirements and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for an interview with the Dean of Nursing:
   - Rasmussen College Application
   - Submit Official College Transcripts
   - Healthcare professional and proof of vaccinations
   - BLS-CPR with Defibrillator
   - Class Background Screening
   - Any additional program-specific requirements as specified at the time of enrollment.

4. Interview with the Dean of Nursing. Once all requirements for application have been submitted, the applicant will be scheduled for an interview with the Dean of Nursing. Once a candidate is deemed eligible for admission into the School of Nursing, a letter of acceptance will be sent via certified mail to the applicant. Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend will result in removal from the program. Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the School of Nursing Entrance Exam or ATI Exam to be deemed eligible for reinstatement into the nursing program.

Applying for Admission into Law Enforcement Programs
Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Applicants who, lower than admissible scores may choose to repeat the application process once an English Composition or Math course has been successfully completed. Applicants should understand that admission to the program is based on several factors with College entrance placement examination scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition and/or Math course will guarantee admission into the program.

Former or current students who have taken the STEP and scored above that requiring a Foundation course are not required to repeat the College entrance placement examination. Applicants who achieve the required minimum scores or who have proven a grade of C or higher in college-level English and/or Mathematics will be contacted by their Program Manager to complete the following:

- Information session
- Certified driving record documentation
- Criminal history record documentation
- Two-page written autobiography
- Health physical
- Psychological evaluation

Once the applicant file is complete, the Program Manager will schedule a face-to-face interview between the applicant and Program Coordinator/Director.

Following this interview, applicants can continue with the necessary steps to proceed, which include:

- Application
- Application fee
- Provide official high school and college transcripts
- Rasmussen College background check
- Any additional program-specific requirements as specified at the time of enrollment

Upon completing the application process, the completed files will be reviewed by the acceptance committee. A letter of acceptance will be sent via certified mail to the applicant. Applicants must attend programmatic orientation as well as general orientation or risk being dismissed as an applicant.

Entrance Requirements for Software Application Development Bachelor’s and Computer Science Bachelor’s Programs
Minimum scores of 22 on the Math portion and 25 on the Writing portion of the ACT test are required for entry into either program. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics 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). Two letters of recommendation are also required for acceptance. Please speak with a Program Manager for details.

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

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

Rasmussen College Early Honors Program
High school seniors who have reached the minimum age of 16 have the opportunity to earn college credit through Rasmussen College’s Early Honors Program. The Early Honors Program is a great way for high school students to experience college while still supported by high school staff and mentors. Try a class that may not be offered at the high school, or explore a possible future career by taking an introductory course. Early Honors coursework is available both on-campus and online to high school seniors who have reached the minimum age of 16. Enrollment in the Program is dependent on space availability.

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

- Students must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date. Early Honors students are not required to submit an application fee.
- Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Students must submit a signed Early Honors High School Approval Form.
- Students must be a high school senior and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00.
- Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
- Students must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted to the Early Honors Program.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- A maximum of 20 Early Honors students will be accepted per quarter, per campus.
- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
- Seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the DOA and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule.
- After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Program.
- Applicants will be accepted on a space available basis for each course selected.
- Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a “P”, “PR”, “NUR” are not available to Early Honors students.
- Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students who complete courses online will need to secure access to required hardware and software. The College will provide specific information on each course, including textbook prices and technology requirements.
- Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
- Students will receive high school dual enrollment credit for successfully completed Early Honors courses at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form. Students may apply to a full program of study by completing an Application for Admission and submitting an application fee.
- Students must meet the following criteria and expectations to participate in the Rasmussen College Early Honors Program:

- Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Students must submit a signed Early Honors High School Approval Form.
- Students must be a high school senior and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00.
- Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
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 expenses include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

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

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

Tuition Rates

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$575 - $5,550</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>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>MN State Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>Same as State Work Study.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500 2nd Year - $4,500 3rd Year+ - $5,500</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half time.</td>
<td>Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st &amp; 2nd Year $6,000 3rd Year &amp; above $7,000.</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note processed through College and Lender</td>
</tr>
<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>$7500 per grade level</td>
<td>SELF application processed through College and the Higher Education Services Office</td>
</tr>
<tr>
<td>Veterans' Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component.</td>
<td>Monthly benefit based on service contributions</td>
<td>Veterans Administration or Veterans Service Office</td>
</tr>
</tbody>
</table>
Rasmussen College offers the following institutional scholarship and grant programs. All scholarships are non-cash scholarships. Some campuses have additional scholarships available; please contact your Student Financial Services Office for more information.

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

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

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

**Restrictions**
Students are eligible for only one of the following scholarship and grant programs at a time:
- Early Honors Program
- 10% Military Discount
- Corporate Discount
- Community Business Success Grant
- AcceleratED Partner Success Grant

**High School Professional Program**
Rasmussen College waives tuition for High School Teachers and Counselors who meet the required criteria. This program is only available to teachers and counselors who are employed at a high school (grades 9-12) in Minnesota, North Dakota, Florida, Illinois and Wisconsin. Current status as a high school professional will be verified by Rasmussen College prior to the initial start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the professional’s first course. Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in online courses will be made available to high school teachers and counselors each quarter. 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. Participants are responsible for purchasing books or supplies needed for the course. Books may be purchased through the online bookstore. Grades will be recorded as audit grades with the student classified as an audit student.

**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 using your tuition reimbursement plan as 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.
Developmental Education and Rasmussen College Entrance 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 classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and the need to provide 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 Exam, reading, writing, and math placement tests. Applicants providing a college transcript* indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven 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 the 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 at the correct skill level. See Entrance Assessment Table for placement scores.

These scores are not counted toward graduation, and each must be passed with a grade of “C” or better in order for the student to proceed to the next course in the sequence. Students who transfer from another college, 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. Student who place below the level of B080 Reading and Writing Strategies are not eligible to Rasmussen College. Students who have not met the minimum speed requirement for the College Experience course will be required to retake the test in a timely fashion.

The College entrance placement examination may not be re-taken for initial placement purposes after the start of a Foundation level course. On occasion, however, a re-test may be allowed prior to the start of a quarter. Such re-tests are only granted if extenuating circumstances exist that lead the College to determine a re-test is needed to accurately determine the student’s ability level.

Only one such re-test may be allowed, at the discretion of the Academic Dean.

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

Foundation Courses Timeframe

To help ensure student success, students requiring a Foundation course must complete one such course in their first full quarter of enrollment. Additionally, all required Foundation courses must be taken in the student’s first two full quarters of enrollment. If a student withdraws from or does not pass a Foundation course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the college. Foundation courses are B080 and B089. A ‘F’ grade earns the student a mid-quarter start.

Foundation Course Grading

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

2. Students automatically pass B080 and B089 Foundations of Math if they achieve a score of 17 or more (out of 35 items) on the final exam/end of quarter post-test in this class.

3. Students automatically pass B099 Foundations of Math if they achieve a score of 17 or more (out of 35 items) on the final exam/end of quarter post-test in this class.

4. Students that do not achieve the scores listed above on their final exams may still pass the course. In such cases, final exam counts as 40% of their overall grade, with their weekly work comprising the remaining 60%.

5. If the final exam grading is not satisfactory, the student will be dismissed from the college.

Reading and Writing Strategies

SX: 73% or more

Foundations of Math

SX: 73% or more

Common Grading System Percentage Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
<td>Good</td>
</tr>
<tr>
<td>B+</td>
<td>3.50</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Average</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
<td>Below Average</td>
</tr>
<tr>
<td>C+</td>
<td>2.50</td>
<td>Below Average</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Below Average</td>
</tr>
<tr>
<td>D+</td>
<td>1.75</td>
<td>Below Average</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Below Average</td>
</tr>
<tr>
<td>F/FA</td>
<td>0.00</td>
<td>Failure</td>
</tr>
</tbody>
</table>

Credit Calculated

- SA: Satisfactory/unsatisfactory
- NA: Not Applicable
- TO: Transferable
- TR: Transferable in Credit based on official transcripts
- U/UN: Unsatisfactory or failure to meet speed requirement
- UX: Unsatisfactory Foundation, Seminar courses, or College Experience course
- WD/WD: Withdrawal
- WN/WA: Withdrawals Foundation.
- ZF: Failure to complete audit course
- ZP: Success in completion of audit course

Health Sciences Programs Grade Scale

The following grade scale applies to all Hi, MA, ML, PC, PT, Sy and M coursework.

**Letter Grade**

- **Percentage Range**
  - A: 90 to 93%
  - A-: 89 to 90%
  - B+: 88 to 90%
  - B: 86 to 83%
  - B-: 84 to 80%
  - C+: 80 to 77%
  - C: 77 to 73%
  - C-: 72 to 70%
  - D+: 69 to 67%
  - D: 66 to 63%
  - D-: 62 to 60%
  - F: Below 60%

**GPA**

- A: 4.00
- A-: 3.75
- B+: 3.50
- B: 3.00
- B-: 2.75
- C+: 2.50
- C: 2.00
- C-: 1.75
- D+: 1.50
- D: 1.00
- D-: 0.75
- F/FA: 0.00

Credit Calculated

- SA: Satisfactory/unsatisfactory
- NA: Not Applicable
- TO: Transferable
- TR: Transferable in Credit based on official transcripts
- U/UN: Unsatisfactory or failure to meet speed requirement
- UX: Unsatisfactory Foundation, Seminar courses, or College Experience course
- WD/WD: Withdrawal
- WN/WA: Withdrawals Foundation.
- ZF: Failure to complete audit course
- ZP: Success in completion of audit course
letter grade. If more than one attempt results in the same letter grade or a grade lower, no additional credit will be given and the course will be repeated.

3. The Dean must be informed of all incomplete grades and the incomplete grade will be granted only after the following:

a. The student has received an incomplete grade in a course.

b. The student has been granted an incomplete grade in a course and has not completed the work within the academic term.

c. The student requested an incomplete grade in a course and has not completed the work within the academic term.

d. The student requested an incomplete grade in a course and has not completed the work within the academic term.

4. The student must complete the work within the academic term.

5. The incomplete grade will be changed to a final grade when the student has completed the work within the academic term.

6. The student must complete the work within the academic term.

In no circumstances may students submit work late. The instructor should apprise students of the acceptance of late work and how points are assigned. In particular, stated policies regarding the acceptance of late work and how points are assigned should be included in the course policies as outlined on the syllabus.

Incomplete Grade Policy

An incomplete grade indicates a grade in progress. An incomplete grade may be granted to a student to reflect the academic work that has been completed and the work that will need to be completed in order to receive a final grade. Incomplete grades may be granted only if the student has completed at least 75% of the course work and the instructor determines that the student has shown a great deal of potential for successful completion of the course.

Incomplete grades may be granted only if the following conditions are met:

1. The student has completed at least 75% of the course work.

2. The instructor has determined that the student has shown a great deal of potential for successful completion of the course.

3. The instructor has determined that the student has shown a great deal of potential for successful completion of the course.

Incomplete grades may not be given for work that is turned in late. In some cases (such as late homework assignments) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty.

Instructor decisions may override the stated deadline for incomplete grades. Incomplete grades may be granted only if the student has completed at least 75% of the course work and the instructor determines that the student has shown a great deal of potential for successful completion of the course.

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 incomplete grade is given when the student cannot complete the course requirements within the academic term due to extenuating circumstances. An incomplete grade may be granted to a student at the end of the quarter at the discretion of the instructor under the following conditions:

1. An incomplete grade is given when the student cannot complete the course requirements within the academic term due to extenuating circumstances.

2. The student cannot complete the course requirements within the academic term due to extenuating circumstances.

3. The student cannot complete the course requirements within the academic term due to extenuating circumstances.

4. The student cannot complete the course requirements within the academic term due to extenuating circumstances.

5. The student cannot complete the course requirements within the academic term due to extenuating circumstances.

6. The student cannot complete the course requirements within the academic term due to extenuating circumstances.

7. The student cannot complete the course requirements within the academic term due to extenuating circumstances.

8. The student cannot complete the course requirements within the academic term due to extenuating circumstances.

9. The student cannot complete the course requirements within the academic term due to extenuating circumstances.

10. The student cannot complete the course requirements within the academic term due to extenuating circumstances.

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 incomplete grade signifies a grade in progress. An incomplete grade may be granted only if the student has completed at least 75% of the course work and the instructor determines that the student has shown a great deal of potential for successful completion of the course.

Incomplete grades may be granted only if the following conditions are met:

1. The student has completed at least 75% of the course work.

2. The instructor has determined that the student has shown a great deal of potential for successful completion of the course.

3. The instructor has determined that the student has shown a great deal of potential for successful completion of the course.

4. The instructor has determined that the student has shown a great deal of potential for successful completion of the course.

5. The instructor has determined that the student has shown a great deal of potential for successful completion of the course.

6. The instructor has determined that the student has shown a great deal of potential for successful completion of the course.

7. The instructor has determined that the student has shown a great deal of potential for successful completion of the course.

8. The instructor has determined that the student has shown a great deal of potential for successful completion of the course.

9. The instructor has determined that the student has shown a great deal of potential for successful completion of the course.

10. The instructor has determined that the student has shown a great deal of potential for successful completion of the course.

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 incomplete grade signifies a grade in progress. An incomplete grade may be granted only if the student has completed at least 75% of the course work and the instructor determines that the student has shown a great deal of potential for successful completion of the course.

Incomplete grades may be granted only if the following conditions are met:

1. The student has completed at least 75% of the course work.

2. The instructor has determined that the student has shown a great deal of potential for successful completion of the course.

3. The instructor has determined that the student has shown a great deal of potential for successful completion of the course.

4. The instructor has determined that the student has shown a great deal of potential for successful completion of the course.

5. The instructor has determined that the student has shown a great deal of potential for successful completion of the course.

6. The instructor has determined that the student has shown a great deal of potential for successful completion of the course.

7. The instructor has determined that the student has shown a great deal of potential for successful completion of the course.

8. The instructor has determined that the student has shown a great deal of potential for successful completion of the course.

9. The instructor has determined that the student has shown a great deal of potential for successful completion of the course.

10. The instructor has determined that the student has shown a great deal of potential for successful completion of the course.

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.
Academic Overload Policy

An academic or credit overload occurs when a student registers for more than 20 credits per quarter. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 24 additional credits in the approved quarter. The student must apply for approval no later than week six (6) of the quarter prior to which the overload is desired. The Academic Overload Approval Form is available through a Student Advisor.

Drop/Add Class Policy

Course registration practices ensure that the College is able to provide quality instruction through obtaining a minimum class size of 12 students per course. Full-quarter drop/add period:

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

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

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student's transcript and tuition will not be charged.
2. Following the first week of the quarter and on or before the six Friday of the quarter, students will receive a W/WD on their transcript. The student’s grade point average will not be affected. The credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the sixth week of the quarter, students will receive an F/FA for any classes dropped. The student’s grade point average will not be affected. The credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Mid-quarter drop/add period:

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

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

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student's transcript and tuition will not be charged.
2. Following the first week of the mid-quarter and on or before the third Friday of the quarter, students will receive a W/WD on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the third week of the mid-quarter, students will receive an F/FA for any classes dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Course Withdrawals

The credits for all courses in which the last date of attendance was after the drop deadline will be counted in the cumulative credits attempted.

Online Courses

Students may be required to take online courses in order to complete a degree. Online course activities and assignments at Rasmussen College are conducted via chat, email, message boards, and interactive websites.

Tuition and fees for online courses are assessed at the same rate as for residential classes unless otherwise indicated. Online instructors receive training and support while operating in the online environment. A list of computer hardware and software requirements for online courses is provided to students upon enrollment. Textbooks and other resources required for online courses are available at the Rasmussen College bookstore.

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. If a student is not meeting the standards, a Learning Plan will be created describing the steps the student needs to take to meet SAP standards during the upcoming term. The College’s staff will attempt to meet in person or via phone with the student regarding this plan. If the student does not respond, a copy of the plan will be sent via email and mailed to the student’s home address. The student must sign the plan and return it to the Campus Dean by the first Friday of the quarter. Failure to return the plan 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 a degree or certificate. The three components are as follows:

1. GPA: Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00.
2. Pace/Cumulative Completion Rate (CCR). This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (e.g., 8 credits earned / 12 credits attempted = 66.67%). Minimum standards are listed in the chart below.

<table>
<thead>
<tr>
<th>Percentage of Credits Attempted Toward Maximum Time Frame</th>
<th>Minimum Successful Completion of Cumulative Credit Hours Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 25%</td>
<td>25%</td>
</tr>
<tr>
<td>Greater than 25%, up to 50%</td>
<td>50%</td>
</tr>
<tr>
<td>Greater than 50%</td>
<td>67%</td>
</tr>
</tbody>
</table>

3. Duration of Eligibility. This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (e.g., maximum time frame for a 90-credit program = 90 X 150%, or 135 credits). 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/FA, U/UN, W/WD, I/IN. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory academic progress.

Financial Aid Warning: If a student’s CGPA falls below 2.00, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Warning period. A student who fails to meet any one of the components of SAP at the end of the Financial Aid Warning period is not eligible for financial aid.

Not Eligible for Financial Aid: A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the Financial Aid Warning or Financial Aid Probation period, and who does not successfully appeal, is not eligible for further financial aid funding.

Eligibility:

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. If so, the student will receive a W/WD on their transcript.

Warning period is not eligible for financial aid.

Financial Aid Probation: If a student fails to meet Satisfactory Academic Progress, but submits a successful appeal and has his/her eligibility for aid reinstated, he/she will be placed on Financial Aid Probation. A student is eligible for financial aid during the Financial Aid Probation period. At the end of the Financial Aid Probation period, the student must meet minimum SAP requirements to be eligible for further financial aid funding. A student who fails to meet either the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period is not eligible for financial aid.

Students must regain Satisfactory Academic Progress within two quarters or they will be terminated from the College. The decision to terminate may be appealed through the Academic Review Committee process.

Students who withdraw from the College and later re-enter are treated as continuing students and must meet progression requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Academic Progress calculations for a re-entering student who changes programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, the courses will be included in SAP calculations as described elsewhere in this section. A student terminated due to SAP may not re-enter the College unless he/she has completed coursework elsewhere that is acceptable for transfer into the College and will bring the student back into good standing.
TRANSMIT OF CREDIT, PRIOR LEARNING AND WAIVERS

Transfer of Previously Earned College Credit and Prior Learning Assessments

General Transfer Credit Policy

Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.

• Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.

• Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.

• As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.

• A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit evaluated conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.

• College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college transfer.

• Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.

• Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist and Associate’s Nursing programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means, with the exception of “block transfer” candidates for the Surgical Technologist program. Medical Assisting Associate’s degree programs. Students in the Professional Nursing Mobility Associate’s degree program may complete up to 67% of their program via transfer of credit.

• Students eligible and approved for the Surgical Technologist AAS Completer Block Transfer must only complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.

• Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits for a different unit of credit than quarters will be subject to conversion prior to being transferred.

• International transcripts must be evaluated by an independent organization (National Association of Credential Evaluation Services) to ensure the student’s credit transfer is equivalent to Rasmussen College course content. The cost is the student’s responsibility.

• Transfer credit is based on the program in which the student is enrolled.

• Credits earned at Rasmussen College will be transferred directly from one Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted or calculated.

• Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average, but will be counted as credits attempted and earned for determining Satisfactory Academic Progress. Only courses considered to be equivalent toward program completion, including test-out, transfer, and core waiver credits, are also credits attempted.

• Courses which have been accepted for transfer will be listed on the student’s transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending the receipt of an official transcript will be listed with a Pending Transfer (PT) designation. Any pending transfer credits still remaining at the end of the student’s program will be removed and will not be required to complete the program requirements in order to graduate.

• Courses for which a student has received credit by examination will be listed on the student’s transcript with a Test Out (TO) designation.

• Courses for which a student has received credit through waiver will be listed on the student’s transcript with a Course Waiver (CW) designation.

• When courses are not accepted for transfer, a student may file an appeal through the following process:

  1. The student completes an appeal form.
  2. The appeal form, along with supporting documentation such as a syllabus, course description, or text may be required.
  3. The information will be reviewed by the College Registrar.
  4. The student will receive written notice of the decision.

• For students who enter Rasmussen College and are required to take the Rasmussen College entrance exam, the following will apply: If a student tests at a level of remediation in English or Math, the College will not accept transfer of courses with prerequisites that require completion of the Foundations courses or passing the entrance placement exam. Once the student successfully completes the necessary Foundations courses or passes the placement exams, the College will then post the transfer credit pertaining to the specific course.

• The following Early Childhood Education externship courses cannot be transferred into the College campus to another. Only the classes which have been conditionally accepted pending these students will need to take Medical Terminology, Medical Office Procedures and Medical Law and Ethics in the core.

• General Education Block Transfer for Baccalaureate Candidates

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

- Conferred Associate’s degrees may be posted as a 32-credit (34-credit in Illinois) general education block.
- Conferred Bachelor’s degrees may be posted as a 58-credit block (55-credit block in Illinois) comprised of 32 lower-level and 24 upper-level credits (34 lower-level and 20 upper-level credits in Illinois).
- All required general education courses must be met due to accreditation requirements.
- For those students without an earned degree, successfully completed general education coursework will be transferred.

BachelorCompleterBlockPolicy

For students who have successfully earned credits at one or more accredited institutions and do not have a conferred degree or degree sought through Rasmussen College.

- Students may transfer up to 121 credits (67% maximum of a Rasmussen College program).
- Course by Course transfer guidelines apply to required courses.
- Required general education courses must still be met.
- Transfer for upper division courses will be done on a course by course basis.
- Students must meet pre-requisite requirements for upper division coursework.
- Students may transfer up to 41 credits and count it toward graduation.
- Unless a course has been transferred, a student must take all courses required in the program.
- Illinois students must meet the current general education category breakdown requirements.
- This policy is not applicable to the Health Information Management BS degree.
Medical Assisting Associate Degree Complete Block Transfer Policy

A total block transfer of 54 core credits may be allowed into the Medical Assisting AAS/AS program if one of the following criteria is met:
1. Graduated over a 3-year period from a CAHEP or ABHES accredited MA diploma or certificate program within the past 3 years and holds a current CMA/RMA certification.
2. Graduated over 3 years from a CAHEP or ABHES accredited MA diploma or certificate program, but has worked as an MA within the past 3 years and holds a current CMA/RMA certification.

Students may seek a course-by-course transfer of credits or course waiver for MA250 (Radiography Skills) only if they have a limited scope x-ray operator's certificate. Students will need to complete or may seek a course-by-course transfer of credits for 32 general education credits and $242. For Medical Assisting students entering the College utilizing the block transfer process, only 67% of the total program credits may be transferred into the program.

RN to Bachelor of Science Nursing (RN to BSN) Policy

For students who have an unencumbered Registered Nurse license and have successfully completed an Associate's degree in nursing, they will receive a block transfer of 75 credits.
- Students will receive a block of 32 lower division General Education classes plus a block of 81 lower division core classes.
- Students who have the RN license alone will receive a block transfer of 32 lower division core credits. The 32 credits of lower division General Education will need to be completed, unless transferred in from a college transcript.
- Upper division core classes are not transferable.
- Upper division General Education coursework is transferable and follows the standard Course by Course Transfer Policy.
- The total percentage of credits that may be transferred into the program is 75%.

Mobility Practicum Nursing Block

Students who have successfully completed a practical nursing program and hold a current MN practical nursing license will receive credit in the mobility program for the following courses through block transfer:
- NUN15 Comprehensive Pharmacology
- NUN15L Comprehensive Pharmacology Lab
- NUN20A Medical Surgical Nursing I
- NUN20B Medical Surgical Nursing II
- NUN20C Clinical Nursing Skills I
- NUN100 Critical Thinking in Nursing
- NUN205 Human Nutrition

Surgical Technologist AAS Complete Block Policy

Students who have graduated from a CAHEP or ABHES accredited surgical technology diploma or certificate program and hold the CST (NBSTSA) 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 core credits. Students will need to complete 28 general education credits and $242 Career Development.

Credit by Examination
- Enrolled students may request credit by examination for courses if an exam has been developed.
- An examination score of 75% or higher is required to earn credit by examination.
- The examination grade will be posted on the student transcript.
- Credits earned count toward 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 or F/FA grade, no test-out attempt will be allowed.

The following are not available for credit by examination: Program specific Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses, and 200- level Pharmacy Technician courses.

Students who have successfully completed surgical technology courses may request a waiver for the Medical Surgical block coursework. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the program.
- Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student's employer. The Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation.
- If the waiver is granted, the grade will be posted on the student transcript as a Course Waiver (CW).

Foundations of Child Development: Early Childhood Curriculum and Instruction; and Health, Safety and Nutrition/CDA Application Waivers
- Students who have earned a CDA Credential within the past three years, awarded by the National Council of Professional Recognition, and are enrolled in the Early Childhood Education Associate's degree, Early Childhood Education Certificate, Early Childhood Education Diploma, or Business Management – Child Development Specialization Associate's degree may request a waiver from Foundations of Child Development: Early Childhood Education Curriculum and Instruction and Health, Safety and Nutrition/CDA Application.
- The student's credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Technology and Design Waivers
- Course waivers will be considered for students who have select professional certifications from the Computing Technology Industry Association (CompTIA); Microsoft Certified Technology Specialist (MCTS); Cisco Certified Entry Level Networking Technician (CCENT); or CW Java Script certification.
- Course waivers will be considered for specific courses within the School of Technology and Design, with the following exceptions:
  - Certifications must have been earned within the last three years.
  - The student’s credential will be reviewed, and if the criteria are met, students will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Health Sciences Waivers
- Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS) or CCS-P from AHIMA. In addition, an x-ray operator license may also be considered.
- Certifications must be current.
- Course waivers will be considered for specific courses related to the certification.
- The student's credential will be reviewed, and if the criteria are met, will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

College Equivalency Credits
- Credits earned through college-equivalency programs will be posted on student transcripts as Test-Out credits (TO) and will not be assigned letters or applied to cumulative grade-point average. Rasmussen College recognizes the following college equivalencies:
  - Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher required.
  - College-Level Examination Program (CLEP) examinations administered by the College Board. A score of 50 or higher is required.
  - DSST, DANTES. Excelsior College Exams. Passing scores are determined by the individual test requirements.
- College credit for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council of Education (ACE) recommendations on transferring credit. These credits are usually listed on a Sailor/Marine American Council on Education Registry Transcript (SMART), Defense Authorization for Non-Traditional Education Support (DANTES) transcript. College Level Examination Program (CLEP) score. Coast Guard Institute (CGI) transcript. Army National Council on Education Registry Transcript and/or Community College of the Air Force (CCAF) transcript.
- Prior Learning Assessment (PLA) credits may be earned by going through the PLA process as established through The Council for Adult Experiential Learning (CAEL).
- Other types of college-equivalency courses and examinations may be evaluated for eligibility by the Campus Registrar.

Transfer to Other Colleges
Graduates or students who would like to transfer credits earned at Rasmussen College to another institution should understand that the decision to accept transfer credits is always at the discretion of the receiving institution. Please contact your registrar with questions about transfer to other colleges.

Transcripts
Transcripts for graduates and students who have completed their course of study are provided without charge; however a fee of $45.00 is charged for all other transcripts.

The institution reserves the right to withhold official academic transcripts from students under certain circumstances such as an outstanding financial obligation to the College.

Externsships, Practicums, and Clinicals
Health Sciences Externships, Practicums, and Clinicals

Externships, clinicals and practicums for Health Sciences programs are to be conducted in Rasmussen-approved locations. Each Rasmussen College site will be established utilizing an agreement to determine the responsibilities of the practicum partner, Rasmussen College, and the participating student. Students may need to travel out of the immediate area to complete practicum activities.

The cost of any such travel is the responsibility of the student. Practicums/Externs/Clinicals in Health Sciences programs have attendance expectations that differ from the general Rasmussen College Attendance Policy. These attendance policies can be found in the program-specific manuals/handbooks.

In order to successfully complete a practicum experience, students must complete the required number of practicum hours for the course. Students who do not complete all required practicum hours during the quarter in which the course is scheduled will fail the practicum course.

All student activities associated with the curriculum, especially while the student is completing his or her clinical rotations, will be educational in nature. The student will not receive any compensatory recompensation during the clinical experience, nor will he or she be substituted for hired staff personnel within the clinical institution.

Often, students will be offered a position towards the end of their rotation. It must be understood by both parties that should compensation occur for time associated with the practicum requirement, the student may be dismissed from the program and forfeit any accumulated hours.

Policies and Grievances

Accommodations Policy

The 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 requiring reasonable accommodations to qualified disabled students in all programs and activities.

Students with disabilities do not have to self-disclose or register with the Campus Accommodations Coordinator, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Coordinator/Director prior to the start of the term.

Attendance

A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Being eligible to graduate requires a student to be in regular attendance. A student who does not attend classes within the first 14 days of a term may be administratively withdrawn from the College.

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Often, students will be offered a position towards the end of their rotation. It must be understood by both parties that should compensation occur for time associated with the practicum requirement, the student may be dismissed from the program and forfeit any accumulated hours.
Students, employees and guests using Rasmussen networks to access the internet must remember from viewing inappropriate material or visiting sites which have been identified as facilitating the access to illegal computer use, or stealing or copying intellectual property, protection or other suspicious/unlawful activity. Prohibited material could include pornographic images, illegal file sharing programs (such as the popular BitTorrent), chat rooms, or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of network use privileges and possibly other penalties, up to and including dismissal.

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

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

Some Health Sciences programs have uniform requirements. Please see your Program Manager or Program Administrator for details.

Minimum Technical Requirements
In order to be successful in online courses, you must use a computer system that meets or exceeds the minimum technical requirements. Some Health Sciences programs have uniform technical requirements. These requirements are located in the program requirements that are more stringent than the physical equipment in the classroom. Students contemplating the termination of their studies or enrollment in another course without prior approval by all course instructors and Program Coordinator for details.

In support of this mission, we:
• Empower students to access the internet and other resources to further their education and personal development;
• Support faculty by providing professional development and instructional partnerships;
• Engage in technology development and resource sharing; and
• Collaborate with faculty to select resources in a variety of formats.

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

Borrowing Materials: General
The following persons are permitted to check out materials owned by the Library:
• Rasmussen College staff and students in good financial standing with the College
• Rasmussen College faculty and student in good standing with the library
• Community, consortia, and interlibrary loan patrons in good standing with the library

A patron in good standing with the library is defined as a person who has no overdue items and owes no 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 campus.

Non-circulating materials are not loaned but may be used in the library.

Fees and Restrictions of Borrower Privileges
Users will receive a reminder 2 days in advance of an item’s due date.

Followed by 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 by the cost per individual item. The library will charge $50.00, or the cost of replacing the item plus a $4.00 processing fee.

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

Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due the College.

Circulation Policy
Library Orientation
Rasmussen College Library System in accordance with the mission of the College, promotes life-long learning, develops information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse education and information needs of our online and residential communities.

In support of this mission, we:

• Extend our resources and personalized services to all students and employees of the College;
• Empower students to access information independently in the changing world of technology;
• Support faculty by providing professional development and instructional partnerships;
• Engage in technology development and resource sharing; and
• Collaborate with faculty to select resources in a variety of formats.

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In the event that a library material is returned damaged, the borrower will be charged a fee to repair or replace the damaged item. In the event that an irreparable item is damaged, the library will assess a $55.00 fee.
Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late.

Library fees are assessed through the Department of Student Financial Services. Rasmussen College reserves the right to withhold 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 the 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’s policy and 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 morale and our commitment to treat each other with dignity and respect.

This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to non-discriminate in its employment, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, 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 if the nature of the Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the complaining person for confidentiality is considered to be the context of the College’s obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

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

No retaliatory actions may be taken against any member of the College community merely because he/she has or has been the object of such a complaint.

Informal Resolution

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

1. Situations are very important.

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

2. Offering employment benefits in exchange for sexual favors.

Offering employment benefits in exchange for sexual favors.

3. Making or threatening reprisals after a negative response to sexual advances.

Making or threatening reprisals after a negative response to sexual advances.

4. Verbal sexual advances or propositions.

Verbal sexual advances or propositions.

5. Displaying sexually suggestive objects, pictures, cartoons or posters (by electronic means).

Displaying sexually suggestive objects, pictures, cartoons or posters (by electronic means).

6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements; and

Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements; and

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

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8. Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be blatant or subtle or in the form of comments, etc.

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

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

There are basically two types of sexual harassment:

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

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

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

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

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or mentally or physically disabled.

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Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor, or staff who will bear the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to use consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/sexual relationship where the person involved is in a position of authority.

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or mentally or physically disabled.

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3. The College’s first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.

5. The College will resolve complaints expeditiously. To the extent possible, the College will complete the investigation and make its recommendations within 60 days from the time the formal investigation is initiated.

6. If a formal complaint has been preceded by an informal complaint, the College will decide whether there are sufficient grounds to warrant a formal investigation.

c. After an investigation of the complaint the College will:

1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and apply its findings and the resolution to an Executive Vice President or President; or

2. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or

3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

Victims’ Rights Under Sexual Assault Policy

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

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

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

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

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

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

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

7. The assistance of campus and/or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, to a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to a different housing arrangement;

8. Further information can be obtained from either of the following sources:

   Minnesota Department of Human Rights
   190 E 5th Street, Suite 700
   St. Paul, MN 55101
   1-800-657-3704 • (651) 296-5663
   TTY (651) 296-1283
   http://www.humanrights.state.mn.us
   Office of Justice Programs
   (651) 207-7310 • (800) 247-0390
   Website: www.qp.state.mn.us

9. The campus administration will inform victims of the College’s policy and the College’s rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Reparations Board. For further information refer to the Office of the Crime Victim Ombudsman website at http://www.qp.state.mn.us/ (651) 296-5663 or the Crime Victims Reparations Board website at http://www.qp.state.mn.us/MCCVS/ (651)-282-6238.

Notice of this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state or federal agencies or the courts.

Drug Abuse Policy

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees and to protecting its business from unnecessary financial loss due to drug or other intoxicant use among its employees. This policy is based in substantial part on Rasmussen’s concern regarding the safety, health and welfare of its employees and their families, its students and the community.

Consistent with this commitment. Rasmussen College strictly prohibits:

1. The presence of employees or students on campus or in College corporate offices while under the influence of intoxicants, drugs or any other controlled substances;

2. The use, manufacturing, furnishing, possession, receipt, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or in Rasmussen College facilities;

Rasmussen College has the right to:

1. Discipline employees, including dismissal, for felony convictions involving illegal use, possession or trafficking of drugs;

2. Take disciplinary action against employees who violate this policy. Employees may also be suspended pending outcome of an investigation regarding compliance with this policy.

Drug-Free School and Workplace

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, 34 CFR Part 88, this institution is hereby declared a drug- and alcohol-free college and workplace. Part 86, this institution is hereby declared a Drug-Free School and Workplace.

We recommend that any person observing    

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

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

We recommend that any person observing any of the above changes in any student or employee of Rasmussen College immediately notify their Campus Director or the Human Resources Department.

Weapons Policy

Rasmussen College prohibits the possession of weapons of any kind inside campus buildings.

Prohibited items include but are not limited to firearms, BB/pellet guns, slingshots, paint guns, arrows and knives other than cooking utensils and utility/pocket knives with a blade length of 3 inches or less. This policy applies to all staff, faculty, students and guests visiting the College, including graduation ceremonies, internships, and clinical sites. This policy does not include Rasmussen College parking lots, where weapons are allowed to be stored in private vehicles unless prohibited by a separate parking ramp owner/operator. Rasmussen policy defers to agency/site-specific rules regarding School of Justice Studies training facilities.

1. The right to review and inspect the student’s education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access as soon as possible; however, no later than 14 days after the institution receives the request. If the institution determines that another person must be present for the student to have access to the records, the student will be notified accordingly.

2. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students should write the Campus Director, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the institution decides not to amend the record as requested by the student, the institution will notify the student of its decision and inform the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her functions. A school official who has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to inspect and review the student’s education records within 45 days of the date the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for inspection as soon as possible; however, no later than 14 days after the institution receives the request. If the institution determines that another person must be present for the student to have access to the records, the student will be notified accordingly.

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

6. The right to inspect and review the student’s education records within 45 days of the date the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for inspection as soon as possible; however, no later than 14 days after the institution receives the request. If the institution determines that another person must be present for the student to have access to the records, the student will be notified accordingly.

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If the institution decides not to amend the record as requested by the student, the institution will notify the student of its decision and inform the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
It is the policy of Rasmussen College that grievances be heard by a person or panel other than the teacher or department head associated with the complaint. An appropriate grievance is defined as a student’s expressed feeling of dissatisfaction regarding any interpretation or application of school-related policies or the College’s personnel. Students should notify the College in a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy the terms “timely fashion,” “reasonable time,” and “promptly” will be given within 30 days.

If individuals wish to appeal a decision or request a hearing for any 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 from the College will be given within 30 days.

Arbitration
Any controversy or claim arising out of, or relating to a current or former student’s recruitment by or enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (“the Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act governs the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereover.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator also shall have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim or of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney’s fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

Disciplinary Policy
Availability of financial information regarding the College may be requested from the Chief Financial Officer.

Rasmussen College is currently authorized or licensed* to operate in Alabama, Arkansas, Delaware, Florida, Illinois, Iowa, Kansas, Minnesota, North Dakota, Wisconsin, and Wyoming. Rasmussen College will continue to monitor developments in state laws in each state in which it enrolls students and, if authorization or licensure is or becomes necessary, will work to obtain such additional approvals.

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

State Contact Information for Student Complaints

<table>
<thead>
<tr>
<th>State</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALABAMA</td>
<td>Alabama Commission on Higher Education P.O. Box 200200</td>
</tr>
</tbody>
</table>

CALIFORNIA
California Bureau of Private Postsecondary Education P.O. Box 980816
W. Sacramento, CA 95706-0818 bppe@caudc.ca.gov
http://www.bppe.ca.gov/forms_pubs/complaint.pdf

COLORADO
Colorado Department of Higher Education 1601 Capitol Building, 3rd Floor
Denver, Colorado 80220-1050
http://highered.colorado.edu/Academics/Complaints/default.html

CONNECTICUT
Connecticut Department of Higher Education 61 Woodland Street
Hartford, CT 06105-2526
http://www.ctstatehcs.state.ct.us/Consumer_complaint.asp

DELAWARE
Delaware Higher Education Office Carvel State Office Building, 5th Floor
820 N. French Street
Wilmington, DE 19801-3509 delc@debe.k12.de.us

Delaware Attorney General Consumer Protection Division 820 N. French Street, 5th floor
Wilmington, DE 19801-3509 consumer.protection@state.de.us

DISTRICT OF COLUMBIA
District of Columbia Office of the State Superintendent of Education, Education Licensure Commission 1801 Florida Avenue, N.W., 5th Floor
Washington, D.C. 20002

FLORIDA
Florida Commission on Independent Education 525 W. Gaines Street, Suite 414 Tallahassee, FL 32301-0400
ConsumerCommission@fscj.edu http://www.fidc.org/doc/complaint.asp

*The College will attempt to resolve promptly all grievances that are appropriate for handling under this policy.
## Tuition

### All new and re-entering students as of April 2012:

<table>
<thead>
<tr>
<th>School of Business</th>
<th>School of Health Sciences</th>
<th>School of Justice Studies</th>
<th>School of Nursing</th>
<th>School of Technology and Design</th>
<th>School of Health Sciences Programs: Medical Administration</th>
<th>Medical Assisting</th>
<th>Early Childhood Education</th>
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<td>$395 per credit for Foundations courses and all 100-200 level courses</td>
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### Tuition Rates are as follows:

- **$395 per credit for Foundations courses and all 100-200 level courses**
- **$310 per credit for all 300-400 level courses**
- **$350 per credit for Medical Administration**
- **$310 per credit for Medical Assisting**
- **$310 per credit for Early Childhood Education**

**Tuition**

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<td>School of Technology and Design</td>
<td>$310 per credit</td>
</tr>
</tbody>
</table>

### Refunds

The State of Minnesota Cancellation, Termination, Refund Policy

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

- Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term 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 request of receipt 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 where the notice is hand carried, it shall occur on the date the notice is delivered to the College.

- Notwithstanding anything to the contrary, if a student gives 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, except the application fee, 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 $100 per course for these books and supplies. All prepaid tuition is refundable.

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

- In compliance with Iowa Code 714.23, the $100.00 course fee will be refunded for students who are residents of the state of Iowa.

- Student refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw. In compliance with Iowa Code 714.23, refund of tuition charges made within 30 days of withdrawal to students who are residents of the state of Iowa.

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

- Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

- Students may cancel enrollment at any time, complying with the notification procedures established by the school. Refunds of unearned prepaid tuition, fees and other charges shall be made in the following manner within thirty (30) days of termination:
  a. If cancellation occurs within seventy-two (72) hours of enrollment date, all money paid by the prospective student shall be refunded.
  b. If cancellation occurs after seventy-two (72) hours of enrollment date, but before classes begin or correspondence materials are delivered, a refund shall be made of all money paid, except the registration fee.
Federal regulations dictate the specific order in which monies must be returned. The Title IV programs by both the school and the student. If applicable, Rasmussen College follows this mandate by refunding monies in the following sequence: Federal Pell Grant, Federal SEOG, Federal Subsidized Stafford Loans, and Federal Unsubsidized Stafford Loans. If a student withdraws or is expelled, they must return to federal guidelines, and any remaining balance due to the State Aid Programs will be returned to the FSAG program is due. If the disbursement is made while the student is no longer in attendance, a full refund to the FSAG program is due. If the student is in attendance, a pro-rated refund will be made of all unearned tuition, fees, and charges for books and supplies not issued to the student. Once books and supplies are used or are assigned by the school, the student becomes the property of the school and refunds may be made only at the discretion of the private school.

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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 and Wisconsin Campuses
Please note that neither Illinois nor Wisconsin have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in either Illinois or Wisconsin.

Veterans Refund
In the event a veteran discontinues training for any reason, the College will retain a $10 registration fee. Any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. The remaining amount of prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.

CAMPUS SECURITY CRIME STATISTICS

Jeanne 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 commitment to providing students with the best possible educational experience, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

ACCREDITATION, LICENSING, APPROVALS AND OWNERSHIP

Accreditation
Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association (230 S. LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 (800) 821-7440 or (312) 263-0456): The Health Information Technology 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 (CAHIMIE).

• Commission on Accreditation for Health Informatics and Information Management Education 233 N. Michigan Ave. 21st Floor Chicago, IL 60601-5000 (312) 233-1100

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

• Commission on Accreditation of Allied Health Education Programs 1381 Park Street Clearwater, FL 33756 (727) 210-2350

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Rockford, and Rameowville campuses in Illinois, the Fort Myers, Boca Raton and New Port Richey/West Pasco campuses in Florida, and the Appleton and Wausau campuses in Wisconsin are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

• Accrediting Bureau of Health Education Schools 1777 Leesburg Pike, Suite 314 North Falls Church, VA 22053 (703) 917-9503

The Surgical Technologist AAS program at the Brooklyn Park/Maple Grove, Moorhead, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahpe.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 (CAAHPE) 1381 Park Street Clearwater, FL (727) 210-2350 www.caahpe.org

The Medical Laboratory Technician program at the Green Bay, Lake Elmo/Woodbury, Mankato, Moorhead and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NACCLS), 5600 N River Road, Rosemont, IL 60018; (708) 714-8880.

• National Accrediting Agency for Clinical Laboratory Sciences 5600 N River Road Rosemont, IL 60018-5119 Phone: (773) 714-8880 Fax: (773) 714-8886

Programs or campuses not listed above are not programmatically accredited.

Registration
Rasmussen College is registered as a private institution with the State of Wisconsin Educational Approval Board. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

• Wisconsin Department of Regulation & Licensing P.O. Box 8835 Madison, WI 53708-8835 (608) 296-2121

• State of Wisconsin Educational Approval Board 201 West Washington Ave., 3rd Floor Madison, WI 53703 (608) 296-1998

• The State of Wisconsin Educational Approval Board has approved all of Rasmussen College’s programs except the Law Enforcement AAS degree and certificates.

• The State of Wisconsin Educational Approval Board has approved the following degree programs by distance education to Arkansas residents: Accounting B.S., Business Management B.S., Marketing B.S., Finance B.S., Healthcare Management B.S., Human Resources and Organizational Leadership B.S., Health Information Management B.S., Criminal Justice B.S., Nursing B.S. (RN to BSN), Cyber Security B.S., Information Technology Management B.S., Accounting A.A.S., Business Management A.A.S., Early Childhood Education A.A.S., Health Information Technician A.A.S., Medical Administration A.A.S., Criminal Justice A.A.S., Human Services A.A.S., Paralegal A.A.S., and Information Systems Management A.A.S.

• Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code 6-61-301.

• Approved For: Veterans' Benefits by the Minnesota State Approving Agency

• Minnesota Board of Nursing

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

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Limitations
This catalog was prepared using information current at the time of publishing; however all information contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statements of tuition and fees. For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general introduction of Rasmussen College’s curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

Many employers, certification boards, and licensing organizations require background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams or to secure employment in one’s chosen career field.

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

Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent. In addition, these students must complete an officially recognized first aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical “SKILLS” courses. To meet the PCTB objectives, to be eligible to sit for the Peace Officer Standards and Training (POST) licensing exam. Students must provide Rasmussen College with a copy of their required first aid certification (such as a copy of their first responder card) for inclusion in the student’s file at Rasmussen College. Some skills training providers may require additional academic coursework. Skills training cannot be completed online.

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

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

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M.Ed., B.S., University of Minnesota
Blaine

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Director of Admissions
B.S., University of Minnesota
Blaine

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Chicago
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Lake Elmo/Woodbury

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M.B.A., University of Scranton

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M.Ed., B.S., University of Minnesota

Tom Slagle
Chief Executive Officer
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Claire Walker
Vice President of Nursing Operations
B.A., Ithaca College

Greg Witte
Regional Vice President
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### ACADEMIC ADMINISTRATION

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Assistant Vice President of Academic Affairs  
B.S., University of Minnesota  
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M.A., Bowling Green State University  
St. Cloud  
Twin Cities

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Senior Dean of Academic Programs  
B.S., St. Cloud State University  
St. Cloud  
Twin Cities

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St. Cloud  
Twin Cities

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Director of Admissions  
M.B.A., University of Scranton  
B.A., St. Cloud State University  
St. Cloud

**Lynne Croteau**  
Online Dean  
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B.S., Westfield State University  
Online

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Online Dean  
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B.S., Northeastern University  
Online

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B.A., Wells College  
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Faculty Manager  
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Faculty Manager  
M.B.A., Keller Graduate School of Management of DeVry University  
M.A., B.A., University of Central Florida  
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Online Dean  
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Online

**Heather Zink**  
Hybrid Classroom Manager  
B.S., Ohio Northern University  
Clinical Lab Science Certificate – Wright State University  
Online

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St. Cloud

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St. Cloud  
Twin Cities

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Director of Student Affairs  
M.B.A., Benedictine University  
B.S., A.A.S., Rasmussen College  
St. Cloud  
Twin Cities

**Robert Ruprecht**  
Director of Admissions  
M.B.A., University of Scranton  
B.A., St. Cloud State University  
St. Cloud

**Kevin Roberts**  
Senior Director of Admissions  
M.B.A., University of Scranton  
B.S., University of South Dakota  
St. Cloud

**Matt Specht**  
Director of Admissions  
J.D., William Mitchell College of Law  
B.S., St. Cloud State University  
Online
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Michael Miller
Dean, School of Business
Ph.D., Capella University
M.B.A., University of Minnesota
B.A., St. John’s University

Arif Ataft
Business Program Coordinator
M.B.A., University of St. Thomas
B.S., St. Cloud State University

Jason Cussler
M.B.A., University of Minnesota
B.A., Middletown College
Blaine

Nancy Johnson
M.B.A., B.A., Augsburg College

Thomas Stoltaf
M.A., Jones International University
B.A., University of Minnesota
Brooklyn Park/Maple Grove

Soma Jurgensen
School of Business Chair
M.B.A., St. Thomas University
B.A., University of Minnesota

Molly Gigi
M.B.A., Indiana Tech

John Lunde
M.B.A., Carison School of Management
University of Minnesota
B.A., University of Minnesota
Brooklyn Park/Maple Grove

Dom Navarro
J.D., Appalachian School of Law
B.A., Winona State University
Brooklyn Park/Maple Grove

Ian VanDeventer
M.B.A., American Public University
M.B.A., Capella University
B.A., University of Minnesota
Brooklyn Park/Maple Grove

Kari Gritter, CPA
Accounting Program Coordinator
M.B.A., Benedictine University
B.S., University of Wisconsin—Stout

Antar Sain
Business Program Coordinator
M.B.A., Southern Illinois University
B.S., University of Michigan
C.P.M., James Madison University

Rich Christensen
M.B.A., University of St. Thomas
B.S., University of Minnesota

Barbara Hentges
M.A., St. Catherine’s University
B.S., Carlson School of Management
Eagan

Rama Ramaswary
M.B.A., University of St. Thomas
B.A., University of Illinois

Michael Buerkeley
J.D., William Mitchell College of Law
M.B.A., B.S., Cardinal Stritch University

Marci Hunt
M.Ed., Benedictine University
B.A., University of Pennsylvania

Donnie Murphy
M.B.A., Benedictine University
B.S., Rasmussen College

Brian Symall
M.B.A., Carlson School of Management-
University of Minnesota
B.A., University of Minnesota – Morris

Margaret Stenzel
Accounting Program Coordinator
Graduate Certificate in Accounting, DePauw University
M.B.A., Minnesota State University – Mankato
B.A., College of St. Benedict

Jeri Rietzloff
Business Program Coordinator
M.B.A., B.S., Minnesota State University – Mankato

Dan Deschaine
M.B.A., Mankato State University
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Gabe Stenzel
B.A., St. John’s University

SCHOOL OF EDUCATION

Cecelia Westby
Dean, Early Childhood Education
Ed.D., University of Minnesota
M.S., Concordia University
R.S., University of Minnesota

Mary Muhls
Early Childhood Education Program Coordinator
M.A., National Lewis University
B.A., University of Illinois

Mary Cattin
Early Childhood Education Program Coordinator
M.A., College of St. Catherine’s
B.S., University of Minnesota

Jennifer Andori
Early Childhood Education Program Coordinator
M.Ed., B.A., University of Minnesota

Rebecca Beane
M.A., Concordia University
B.A., California State University

Tosca Grimm
M.A., Concordia University
B.A., Oral Roberts University

Regina Loucks
Early Childhood Education Program Coordinator
M.A., B.A., Concordia University

Laurette Sowle
M.A., Concordia University
B.S., Northwestern Oklahoma

Jamie Wendt
M.Ed., University of Minnesota – Twin Cities
B.S., University of Wisconsin – Stout

Renea Ratliff
M.S., B.S., Minnesota State University – Mankato

Ohl Lo
Early Childhood Education Program Coordinator
M.A., Concordia University
B.S., Mankato State University

Allison Helgeson
M.S., University of Minnesota
B.A., University of Phoenix

Tracy Yarke
M.A., College of St. Catherine
B.A., Concordia College

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Lorrie Lurain, MT (ASCP)
Dean, School of Health Sciences
B.A., Carthage College

Lynn Skaffke, CMA (AMAA)
National Medical Assisting Program Coordinator
M.A., The Chicago School of Professional Psychology

Donnie Farrar
M.P.H., University of Minnesota – Twin Cities

Dan Deschaine
M.B.A., B.S., Minnesota State University – Mankato

Gabe Stenzel
B.A., St. John’s University

Scott Imlieke
M.B.A., B.S., St. Cloud State University

Patrick Jacobson-Schulte
M.B.A., B.S., St. Cloud State University

Melissa Lalik
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B.S., Florida State University

Jennie Silverton
Chair of Health Sciences
M.S.H.S., B.S.H.S., TUI University
A.S., Presentation College

Jennifer Eppleton, CMA
Medical Assisting Program Coordinator
A.S., High Tech Institute

Molly Gigi
M.B.A., Indiana Tech

John Lunde
M.B.A., Carison School of Management
University of Minnesota
B.A., University of Minnesota

Dom Navarro
J.D., Appalachian School of Law
B.A., Winona State University

Ian VanDeventer
M.B.A., American Public University
M.B.A., Capella University

Kari Gritter, CPA
Accounting Program Coordinator
M.B.A., Benedictine University

Antar Sain
Business Program Coordinator
M.B.A., Southern Illinois University

Rich Christensen
M.B.A., University of St. Thomas

Barbara Hentges
M.A., St. Catherine’s University

Rama Ramaswary
M.B.A., University of St. Thomas

Michael Buerkeley
J.D., William Mitchell College of Law

Marci Hunt
M.Ed., Benedictine University

Donnie Murphy
M.B.A., Benedictine University

Brian Symall
M.B.A., Carlson School of Management-

Margaret Stenzel
Accounting Program Coordinator

Jeri Rietzloff
Business Program Coordinator

Dan Deschaine
M.B.A., Mankato State University

Gabe Stenzel
B.A., St. John’s University

SCHOOL OF HEALTH SCIENCES

Lorrie Lurain, MT (ASCP)
Dean, School of Health Sciences
B.A., Carthage College

Lynn Skaffke, CMA (AMAA)
National Medical Assisting Program Coordinator
M.A., The Chicago School of Professional Psychology

Donnie Farrar
M.P.H., University of Minnesota – Twin Cities

Dan Deschaine
M.B.A., B.S., Minnesota State University – Mankato

Gabe Stenzel
B.A., St. John’s University

Scott Imlieke
M.B.A., B.S., St. Cloud State University

Patrick Jacobson-Schulte
M.B.A., B.S., St. Cloud State University

Melissa Lalik
M.A., Regis University
B.A., Gustavus Adolphus College

Tom LeNeau
M.B.A., Arizona State University
M.E.D., University of Minnesota
B.A., University of Minnesota – Duluth
B.S., St. Cloud State University

Tim Nebosish
M.B.A., St. Cloud State University
B.S., North Dakota State University

Kari Voight
M.B.A., St. Cloud State University

Latricia Roundtree
M.B.A., Webster University
B.S., Florida State University

Jennie Silverton
Chair of Health Sciences
M.S.H.S., B.S.H.S., TUI University
A.S., Presentation College

Jennifer Eppleton, CMA
Medical Assisting Program Coordinator
A.S., High Tech Institute
## Faculty and Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title, Program Coordinator</th>
<th>Institution, Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becky Tow</td>
<td>MLS (ASCP) BB CM</td>
<td>Rasmussen College</td>
</tr>
<tr>
<td>Bob Bobendrier</td>
<td>Medical Laboratory Technician Program Coordinator</td>
<td>B.A., Augustana College</td>
</tr>
<tr>
<td>Eunice Carlson</td>
<td>RHIA</td>
<td>Rasmussen College</td>
</tr>
<tr>
<td>Karla Gordon</td>
<td>RN, RMA</td>
<td>Mankato</td>
</tr>
<tr>
<td>Gautam Sarkar</td>
<td></td>
<td>Mankato</td>
</tr>
<tr>
<td>Jennifer Bestick</td>
<td>Chair of Health Sciences</td>
<td></td>
</tr>
<tr>
<td>Lisa Ludewicher</td>
<td>Medical Assisting Program Coordinator</td>
<td>Mankato</td>
</tr>
<tr>
<td>Elizabeth Slobach</td>
<td>MT (ASCP) Medical Laboratory Technician Program Coordinator</td>
<td>B.S., University of St. Thomas</td>
</tr>
<tr>
<td>Lori Gronius</td>
<td>CST</td>
<td>St. Cloud</td>
</tr>
<tr>
<td>Krystal Alto</td>
<td>D.O., Northwestern Health Sciences University</td>
<td>B.A., Hamline University</td>
</tr>
<tr>
<td>Abby Hanson</td>
<td>D.C., Northwestern Health Sciences University</td>
<td>B.A., Mankato State University</td>
</tr>
<tr>
<td>Janet Johnson</td>
<td>A.A.S., Rasmussen College</td>
<td>St. Cloud</td>
</tr>
<tr>
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<td>CST</td>
<td>St. Cloud</td>
</tr>
<tr>
<td>Tina Reynoso</td>
<td>RHIA, CHIPS</td>
<td>A.A.S. Moorhead State</td>
</tr>
</tbody>
</table>

## School of Justice Studies

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution, Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Potz</td>
<td>Dean, School of Justice Studies</td>
<td>B.A., St. Mary's University of Minnesota</td>
</tr>
<tr>
<td>Eunice Carlson-Byrnes</td>
<td>RHIA, B.A., St. Cloud State University</td>
<td>Mankato</td>
</tr>
<tr>
<td>Jennifer Bestick</td>
<td>Chair of Health Sciences</td>
<td>St. Cloud</td>
</tr>
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<td>Medical Assisting Program Coordinator</td>
<td>Mankato</td>
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<td>MT (ASCP) Medical Laboratory Technician Program Coordinator</td>
<td>B.S., University of St. Thomas</td>
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<td>St. Cloud</td>
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<td>St. Cloud</td>
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<td>RHIA, CHIPS, A.A.S. Moorhead State</td>
<td></td>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Michael Arndorff</td>
<td>Law Enforcement Skills Coordinator</td>
<td>M.A., University of St. Thomas</td>
</tr>
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<td>Michael Arndorff</td>
<td>Law Enforcement Skills Coordinator</td>
<td>M.A., University of St. Thomas</td>
</tr>
<tr>
<td>Jason Weber</td>
<td>Justice Studies Program Coordinator</td>
<td>M.A., Concordia University</td>
</tr>
<tr>
<td>James Cauwe</td>
<td>M.S., St. Mary's University</td>
<td>B.A., University of North Texas</td>
</tr>
<tr>
<td>James Cauwe</td>
<td>M.S., St. Mary's University</td>
<td>B.A., University of North Texas</td>
</tr>
<tr>
<td>Jessica Pieklo</td>
<td>J.D., Hamline University School of Law</td>
<td>St. Cloud</td>
</tr>
<tr>
<td>Jessica Pieklo</td>
<td>J.D., Hamline University School of Law</td>
<td>Madson</td>
</tr>
<tr>
<td>Sabrina Schwartzbauer</td>
<td>Justice Studies Program Coordinator</td>
<td>M.S., B.A., St. Cloud State University</td>
</tr>
<tr>
<td>Michael Arndorff</td>
<td>M.A., University of St. Thomas</td>
<td>B.A., Metropolitan State University</td>
</tr>
<tr>
<td>Jason Bartoli</td>
<td>M.A., B.A., Concordia University</td>
<td>A.A.S., Alexandria Technical College</td>
</tr>
<tr>
<td>Craig Benz</td>
<td>M.A., University of St. Thomas</td>
<td>B.S., St. Cloud State University</td>
</tr>
<tr>
<td>William Duggan</td>
<td>B.S., University of St. Thomas</td>
<td>A.A.S., Moorhead State State University</td>
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<tr>
<td>Elizabeth Eilers</td>
<td>M.A., Concordia University</td>
<td>B.A., Metropolitan State University</td>
</tr>
<tr>
<td>Drew Evans</td>
<td>J.D., William Mitchell College of Law</td>
<td>St. Cloud</td>
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<td>Drew Evans</td>
<td>J.D., William Mitchell College of Law</td>
<td>St. Cloud</td>
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<tr>
<td>Lance Evans</td>
<td>B.A., Moorhead State</td>
<td>Eagan</td>
</tr>
<tr>
<td>Alan Freng</td>
<td>B.A., University of Minnesota – Duluth</td>
<td>Eagan</td>
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<tbody>
<tr>
<td>Dan Gora</td>
<td>J.D., Hamline University School of Law</td>
<td>Eagan</td>
</tr>
<tr>
<td>John Grant</td>
<td>B.A., M.S., University of St. Thomas</td>
<td>Mankato</td>
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<tr>
<td>Gregory Hayes</td>
<td>A.A.S., Hennepin Technical College</td>
<td>Eagan</td>
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<tr>
<td>Bentley Jackson</td>
<td>M.S., B.S., St. Mary's University</td>
<td>Eagan</td>
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<tr>
<td>Greg Johnson</td>
<td>M.A., St. Mary's University</td>
<td>Eagan</td>
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<tr>
<td>Peter Matson</td>
<td>M.A., Concordia University</td>
<td>B.S., Metropolitan State University</td>
</tr>
<tr>
<td>Deborah Morse</td>
<td>J.D., University of MN Law School</td>
<td>Eagan</td>
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<tr>
<td>Andrea Newton</td>
<td>M.A., University of St. Thomas</td>
<td>Eagan</td>
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<tr>
<td>Aaron Paul</td>
<td>B.A., St. Mary's University</td>
<td>Eagan</td>
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<tr>
<td>Eric Roeske</td>
<td>B.S., University of Wisconsin – River Falls</td>
<td>Eagan</td>
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<tr>
<td>Thomas Rothfork</td>
<td>M.A., Concordia University</td>
<td>B.A., Metropolitan State University</td>
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<tr>
<td>Tanya Schwartz</td>
<td>M.A., St. Mary's University</td>
<td>Eagan</td>
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<tr>
<td>Paul Streich</td>
<td>B.A., A.S., Inver Hills Community College</td>
<td>Eagan</td>
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<tr>
<td>Emily Little</td>
<td>Justice Studies Program Coordinator</td>
<td>Eagan</td>
</tr>
<tr>
<td>Robert Sutter</td>
<td>Justice Studies Program Coordinator</td>
<td>Eagan</td>
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<tr>
<td>Sandi Stetek</td>
<td>J.D., University of Minnesota Law School</td>
<td>Eagan</td>
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<tr>
<td>Kirk Olson</td>
<td>J.D., University of Minnesota Law School</td>
<td>Eagan</td>
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<tr>
<td>William Pogoshtansky</td>
<td>Justice Studies Program Coordinator</td>
<td>Eagan</td>
</tr>
<tr>
<td>Sandi Stetek</td>
<td>M.S., B.S., St. Cloud State University</td>
<td>Eagan</td>
</tr>
<tr>
<td>Kellan Olson</td>
<td>J.D., University of Minnesota Law School</td>
<td>Online</td>
</tr>
</tbody>
</table>
**SCHOOL OF NURSING**

Dr. Florence Richman, PhD, MSN, MBA, RN, NEA-BC
Senior Vice President, School of Nursing
Ph.D., Walden University
M.B.A., Aveet University
M.S.N., The Catholic University of America
B.S.N., American University
A.D.N., Montgomery College

Cheryl L. Pratt, MA, RN, NEA-BC
National Director, Academic Standards and Policy
M.A., Nursing College of St. Scholastica – Duluth
B.S.N., Winona State University

Diana Kostrewski, PhD, RN
Senior Director of Licensing and Accreditation
Ph.D., Capella University
M.S., University of North Dakota
B.S.N., Moorhead State University

Joan Rich, DNP, RN, PHN, LSN, RN
Director of Curriculum and Program Development
D.N.P., Johns Hopkins University School of Nursing
M.L.S., University of Minnesota
B.A., College of St. Scholastica
RN, Concordia College

Judi Zastroz, MSN, RN
Regional Dean of Nursing – Minnesota
M.S.N., Walden University
B.S.N., Mankato State University

Heather Mouskatoff, MAN, RN, ANP-BC
Dean of Nursing
M.A.N., B.A.N. The College of St. Catherine

Victoria Carver, MSN, RN
M.S.N., St. Xaviers College
B.S.N., Marquette University

Darcy Cress, MSN, RN
M.S.N., University of Phoenix
B.S.N., University of Wisconsin

Renee Sanders, MSN, RN
M.S.N., Grand Canyon University
B.S.N., University of Nevada

Kathy Smith, MSN, RN
Dean of Nursing
M.S.N-Ed. B.S.N. University of Phoenix
A.D.N., College Prince Georges

Cate Christiansen, CNM, MSN, RN
M.S.N., University of Illinois
B.S., Northern Illinois University
A.A.S., Kishwaukee College

Sara Dohan, MS, RN
M.S., University of Minnesota
B.A., Gustavus Adolphus University

Lisa Leibke, MSN, RN
M.S.N., B.S.N., Minnesota State University
B.S.M., B.A. James Madison College

Wendy Leiter, MSN, RN
M.A., B.S.N., Bethel University

Tarlo Quinwinkpa, MSN, RN
M.S., Walden University
B.S.N., Metropolitan State

Berdette Reuer, BSN, RN
B.A.N., James Madison College

Josie Christian, MSN, RN
Dean of Nursing
M.S.N., Walden University
B.S.N., Franciscan University

Angela Dossall, MSN, RN
M.S.N., B.S.N., University of Minnesota

Louise Elliott, BSN, RN
B.A., St. Cloud State University

Alison Gulden, MSN, RN, SANE
M.S.N., Walden University
A.S.N., Normandale Community College

Claire Passey, MSN, RN, CPNP
M.S.N., University of South Alabama – Mobile
B.S.N., University of Utah

Alicia Frisch, BSN, RN
B.S.N., Kaplan University

Debra Turak, RN
Diploma, Greaterland College

Stephanie Vackel, MA, RN
M.A., B.S.N., Bethel University
Brooks Doherty
Dean, General Studies
M.A., University of Minnesota – London
B.A., University of Minnesota
Twin Cities

Erik Dale
M.A., Bethel University
B.A., University of Minnesota – Duluth
Bloomington

Mark Ehling
M.F.A., University of Alabama
B.A., University of St. Thomas
Bloomington

Megan Figgestad
M.Ed., Georgia State University
B.A., University of Wisconsin
Bloomington

Jasmine Harris-La Mothe
M.S., Syracuse University
B.A., Vassar College
Bloomington

Mark Kayser
M.Ed., B.S., University of Minnesota
Bloomington/Eagan

Gary Lehtola
M.S., University of Oulu
Bloomington

Ruth Peterson
M.D., Ohio College of Podiatric Medicine
B.A., College of St. Scholastica
A.A.S., North Hennepin Community College
Bloomington

Joe Vivau
M.A., Saint Mary’s University
B.S., North Dakota State University
Bloomington

Karli Nollendorfs
General Education Program Coordinator
M.A., B.S., University of Wisconsin – Madison
Brooklyn Park/Maple Grove

George Alland
M.A., Boston College
M.S., Simmons College
B.S., Hunter College
Brooklyn Park/Maple Grove

Sally Bo-Su bait
M.S.W., University of Minnesota
B.A., Prairie View A&M University
Brooklyn Park/Maple Grove

Lerri Cooper
B.S., Alcorn State University
Brooklyn Park/Maple Grove

Noelle Hechtman
M.A., Bethel University
B.S., University of Wisconsin – River Falls
Brooklyn Park/Maple Grove

Barbara Ludins
M.A., Adler Graduate School
B.A., Metro State University
Brooklyn Park/Maple Grove

Amy Rice
B.S., St. Norbert College
Brooklyn Park/Maple Grove

Paul Rasmussen
B.A., University of Iowa
Brooklyn Park/Maple Grove

Stephanie Skiers
M.S., Western Michigan University
B.S., University of Michigan
Brooklyn Park/Maple Grove

Dan Voltz
M.A., B.A., St. Cloud State University
Brooklyn Park/Maple Grove

Rob Ware
B.S., Minnesota State University
A.A., North Dakota School of Science
Brooklyn Park/Maple Grove

Porchari Chaiyasart
M.S., University of Minnesota
B.S., Chulalongkorn University, Bangkok, Thailand
Eagan

Mary Firestone
M.F.A., B.A., Hamline University
Eagan

Jay Gabler
Ph.D., A.M., Ed.M., Harvard University
B.S., Boston University
Eagan

Sophina Stone
M.F.A., Smith College
M.F.A., University of Idaho
B.A., Concordia
Eagan

Jake Herbst
M.A., B.A., The College of St. Scholastica – Duluth, MN
Lake Elmo/Woodbury

Marci Hunt
M.Ed., Vanderbuilt University
B.A., University of Tennessee
Lake Elmo/Woodbury

Jason Lowen
M.S., B.S., University of Minnesota – Twin Cities
Lake Elmo/Woodbury

Jason Peterson
M.A., University of Wisconsin – Eau Claire
B.S., Bemidji State
Lake Elmo/Woodbury

Erik Ritter
M.F.A., San Francisco Art Institute
B.A., South Dakota State University
Lake Elmo/Woodbury

Teresa Bostad
M.F.A., Minnesota State University
B.A., Gustavus Adolphus College
Lake Elmo/Woodbury

Cuong Huynh
B.S., Palmer College of Chiropractic West
D.C.

Katie Mons
B.S., Minnesota State University – Mankato
Minnesota State University – Mankato

Sharlin Syed
M.A., Dhaka University, Bangladesh
Master of Business, Monash University, Australia
B.S., Minnesota State University – Mankato

Malisa Vostad
M.S., University of Wisconsin – Milwaukee
B.S., University of South Dakota

Debra Bohman
General Education Program Coordinator
M.A., St. Cloud State University
B.A., University of Minnesota

Jennifer Bestick
D.C., Northwestern College of Chiropractic
B.S., St. Cloud State University

Elysha Geierman
M.A., B.A., St. Cloud University

Patty Klug
M.A., St. Cloud State University
B.A., Gustavus Adolphus College

Mark Lambertson
M.A., Regent University
B.S., Nyack College

Kristine Wainright-Tadych
M.S., B.S., St. Cloud State University

Sherry Kamrowski
B.S., Winona State University

Jon Kuhn
M.A., City University of Seattle
B.A., Western Washington University

Sabine Meyer
Ph.D., University of Minnesota
M.A., B.A., University of Kassel Germany

Rebecca Sims
M.S., University of California – Santa Barbara
B.A., DePaul University – Greencastle

Emily O’Connor
Director of Library and Learning Resources
M.S., Florida State University
B.A., West Virginia Wesleyan College
Twin Cities

Dan Reeves
Reference Librarian
M.L.S., Dominican University
B.A., Metropolitan State University
Blaine

Kaitlyn Helget
Academic Support Librarian
M.S., B.S., St. Cloud State University
Blaine

Cassandra Sampson
Reference Librarian
M.L.I.S., University of Wisconsin – Milwaukee
B.A., University of Minnesota – Duluth
Bloomington

Tommy Hops
Learning Center Coordinator
M.S., Benedictine University
B.A., University of Minnesota
Bloomington

Anne Deutsch
Reference Librarian
M.L.S., Queens College, New York City
B.A., Smith College
Brooklyn Park/Maple Grove

Brooke Easton
Learning Center Coordinator
B.A., William Jewell College
Brooklyn Park/Maple Grove

Suzanne Schriever
Reference Librarian
A.M.L.S., B.A., University of Michigan
M.B.A., University of Detroit
Eagan

Valerie Barbero
Learning Center Coordinator
M.F.A., Emerson College
B.A., University of Minnesota
Eagan

Dennis M. Johnson
Reference Librarian
M.L.I.S., Dominican University
B.A., Winona State University
Lake Elmo/Woodbury

Collette Henretty
Learning Center Coordinator
M.A., TESOL, University of Wisconsin – River Falls
B.S., University of Wisconsin – Platteville
Lake Elmo/Woodbury

Lisa Speier
Reference Librarian
M.S., B.S., Minnesota State University
Mankato

Kristin Hegberg
Learning Center Coordinator
M.L.I.S., St. Catherine’s University
B.A., Winona State University
Mankato

Pat Greienson
Reference Librarian
B.A., St. Cloud State University
St. Cloud

Peggy Sullivan
Learning Center Coordinator
B.S., University of Wisconsin
A.A.S., Indianhead Community College
St. Cloud

Beth Marie Gooding
Librarian
M.S., M.L.S., Indiana University
B.A., University of Iowa
Online

Jennifer Stoker
Learning Center Manager
B.A., University of Central Florida
Online
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CAMPUS LOCATIONS

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Bloomington, MN 55435
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BROOKLYN PARK/MAPLE GROVE
8301 93rd Avenue North
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763-493-4500

BROOKLYN PARK TECHNOLOGY AND DESIGN CENTER
8245 93rd Avenue North
Brooklyn Park, MN 55445
763-493-4500

EAGAN
3500 Federal Drive
Eagan, MN 55122
651-687-9000

LAKE ELMO/WOODBURY
6685 Eagle Point Circle
Lake Elmo, MN 55042
651-259-6600

MANKATO
130 Saint Andrews Drive
Mankato, MN 56001
507-625-6556

MOORHEAD
1250 29th Avenue South
Moorhead, MN 56560
218-304-6200

ST. CLOUD
226 Park Avenue South
St. Cloud, MN 56301
320-251-5600

ILLINOIS

AURORA/NAPELLE
2363 Sequoia Drive
Aurora, IL 60506
630-888-3500

MOKENA/TINLEY PARK
8650 West Spring Lake Road
Mokena, IL 60448
815-316-4800

ROCKFORD
6000 East State Street
Rockford, IL 61108
815-316-4800

ROMEOVILLE/JOLIET
1400 West Normontown Road
Romeoville, IL 60446
815-306-2600

NORTH DAKOTA

BISMARCK
1701 East Century Avenue
Bismarck, ND 58503
701-530-9600

FARGO
4012 19th Avenue SW
Fargo, ND 58103
701-277-3889

FLORIDA

FORT MYERS
9160 Forum Corporate Pkwy.
Fort Myers, FL 33905
239-477-2100

LAND O’LAKES/EAST PASCO
8661 Citizens Drive
New Port Richey, FL 34654
727-942-0099

OCALA
4755 SW 48th Court
Ocala, FL 34474
352-629-1941

OCALA SCHOOL OF NURSING
2100 SW 22nd Place
Ocala, FL 34471
352-629-1941

TAMPA/BRANDON
4042 Park Oaks Boulevard
Tampa, FL 33610
813-246-7600

WISCONSIN

APPLETON
3500 East Destination Drive
Appleton, WI 54915
920-750-5900

GREEN BAY
904 South Taylor Street
Green Bay, WI 54303
920-593-8400

WAUSAU
1101 Westwood Drive
Wausau, WI 54401
715-841-5000

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